Welcome to La Salle University! We are very pleased to have you join the La Salle student body and we look forward to assisting you in meeting your academic and professional goals. We would like to take this opportunity to give you an overview of graduate studies at La Salle and to let you know of the resources available to you. Graduate education at La Salle University strives to meet several goals:

- Scholarly inquiry in the pursuit of truth;
- Preparation for academic and professional careers as well as a service to the community;
- Lifelong learning in response to the changing and diverse needs of the 21st century workplace and the global community.

La Salle University believes in a personal, practical, and professional education in a collaborative effort between faculty and students. Furthermore, our graduate programs emphasize a balance between theory and practice. As a student, you may demonstrate knowledge through a variety of practices, which include clinical experiences, case study analysis, discussions, and a wide assortment of projects.

Our primary goal at La Salle University is to create a strong learning environment. To achieve this goal, professors remain active in their fields of study by conducting research, and demonstrating their knowledge through publications, presentations, and leadership demonstration in many different organizations.

On behalf of the faculty and staff of the University, we wish you every success in your graduate studies.

Thank you.

Dr. Margaret McManus
Associate Provost for Graduate Studies
La Salle University
215-951-1211
gradstudies@lasalle.edu
http://www.lasalle.edu/gradstudies/

http://www.facebook.com/lasallegrad
Twitter @LaSalle_Grad
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Graduate Studies

Mission Statement
As a Catholic institution in the Lasallian tradition, our graduate programs educate students with theoretical and practical knowledge. These programs enhance the students’ depth of knowledge in their discipline, develop professional competencies, prepare them for career growth, and foster an appreciation of lifelong learning. The faculty and staff engage in mentoring relationships with the students, and in modeling and encouraging excellence as scholars and practitioners. Enriched by personal attention, collaborative practice, and sound ethical principles, our students are prepared to make a significant contribution to global welfare.

Office of Graduate Studies
Dr. Margaret McManus, Associate Provost
Jennifer Carney, Administrative Assistant

Contact Information
Phone: 215-951-1211
Fax: 215-951-1276
Location: Administration Building Suite 310
Email: gradstudies@lasalle.edu

Tips for Success
We recommend that you note the following tips to help make your academic experience at La Salle University a successful one.

• Be aware of the academic requirements of the University and of the program. All students need to maintain an average GPA of “B” or better in order to remain in good academic standing.

• If you have any questions or are having any difficulty, talk to your graduate program office staff or to your professor. We are here to help you and you have to let us know how we can best do that. Juggling work and school is a skill that takes time. We can help you.

• Keep your contact info up-to-date! If you move or change phone numbers, please update your contact information. Logon to mylasalle, go to Br. LUWIS, click on “Personal Information”, then select “Update Address(es) and Phone(s) to make your changes. If we don’t have your correct address and phone number, you will not receive registration information, notification of class cancellations, etc.

• Check and use your La Salle email. Every student is required to use their La Salle email account, so please check it regularly. Professors and administrative staff use this address to reach you. You can log into the mylasalle portal at www.lasalle.edu to access your email (upper section of the page). Please refer to the Information Technology section of this document for more information.

• Use the technology available to you! As a graduate student, you can access your class schedule, grades, library resources and much more online through Br. LUWIS in the portal.
• Complete any outstanding application materials or testing as soon as possible, no later than the deadline provided by your graduate director.

• Be involved! Participate in program activities, attend lectures and forums, and send us your feedback to gradstudies@lasalle.edu.

Important Phone Numbers

Main Campus
• Main Number: 215-951-1000
• Office of Graduate Studies: 215-951-1211
• Office of Graduate Enrollment: 215-951-1100

Bucks County Center
• Main Number: 215-713-3900

Montgomery County Campus
• Main Number: 610-834-2080

Resources
• Campus Store 215-951-1395
• Career & Employment Services: 215-951-1075
• Connelly Library/Circulation 215-951-1293
• Connelly Library/Reference 215-951-1287
• Dining Services 215-951-1389
• English Language Institute 215-991-2404
• Financial Aid Office 215-951-1070
• ID/Gold Card Services 215-951-1579
• IT Student Support 215-951-1788
• Multicultural and International Center 215-951-1948
• Office of Student & Accounts Receivable 215-951-1055
• Parking 215-951-1066
• Security 215-951-1300
• University Registrar 215-951-1020
• Weather Emergency 215-951-1910

Deans

School of Arts and Sciences
Dr. Thomas Keagy
215-951-1042
keagy@lasalle.edu

School of Nursing and Health Sciences
Dr. Brian Goldstein
215-951-1430
goldstein@lasalle.edu

School of Business
Dr. Gary Giamartino
215-951-1040
giamartino@lasalle.edu

College of Professional & Continuing Studies
Dr. Joseph Ugras
215-951-1240
ugras@lasalle.edu
Graduate Directors

Master’s Programs

Bilingual/Bicultural Studies (English/Spanish), M.A.
Dr. Carmen Lamas
215-951-1209
lamas@lasalle.edu

Business Administration, Part-Time MBA
Ms. Denise Saurennann
215-951-1057
saurennann@lasalle.edu

Business Administration, Full-Time and One-Year MBA
Ms. Elizabeth Scofield
215-951-1913
scofield@lasalle.edu

Central and Eastern European Studies, M.A.
Dr. Luis Gomez
215-951-1200
gomez@lasalle.edu

Computer Information Science, M.S.
Ms. Margaret McCooey
215-951-1136
mccoey@lasalle.edu

Economic Crime Forensics, M.S.
Ms. Margaret McCooey
215-951-1136
mccoey@lasalle.edu

Education, M.A.
Dr. Greer Richardson
215-951-1806
graded@lasalle.edu

English, M.A.
Dr. Stephen Smith
215-951-1153
smiths@lasalle.edu

History, M.A.
Dr. George Stow
215-951-1097
stow@lasalle.edu

Human Capital Development, M.S.
Ms. Lynette Clement
215-991-3682
clement@lasalle.edu

Industrial-Organizational Management and Human Resources, M.A.
Dr. Donna Tonrey
215-991-3726
tonrey@lasalle.edu

Information Technology Leadership, M.S.
Ms. Margaret McCooey
215-951-1136
mccoey@lasalle.edu

Instructional Technology Management, M.S.
Dr. Bobbe Baggio
215-951-1238
baggio@lasalle.edu

Marriage and Family Therapy, M.A.
Dr. Donna Tonrey
215-991-3726
tonrey@lasalle.edu

Nonprofit Leadership, M.S.
Dr. Laura Otten
215-991-3682
npl@lasalle.edu

Nursing, MSN
Dr. Patricia Dillon
215-951-1789
dillonp@lasalle.edu

Professional and Business Communication, M.A.
Dr. Pamela Lannutti
215-951-1935
lannutti95@lasalle.edu

Professional Clinical Counseling, M.A.
Dr. Donna Tonrey
215-991-3726
tonrey@lasalle.edu
Public Health, MPH  
Dr. Holly Harner  
215-951-1865  
harner@lasalle.edu

Speech-Language-Hearing Science, M.S.  
Dr. Barbara Amster  
215-951-1982  
slh@lasalle.edu

TESOL (Teaching English to Speakers of Other Languages), M.A.  
Dr. Carmen Lamas  
215-951-1209  
lamas@lasalle.edu

Theology and Ministry, M.A.  
Fr. Francis Berna  
215-951-1346  
berna@lasalle.edu

Translation and Interpretation, M.A.:  
English/Spanish – Spanish/English  
Dr. Carmen Lamas  
215-951-1209  
lamas@lasalle.edu

Doctoral Programs

Doctor of Nursing Practice, DNP  
Dr. Patricia Bicknell  
215-951-1392  
bicknell@lasalle.edu

Doctor of Psychology, Psy.D.  
Dr. Randy Fingerhut  
215-951-1284  
fingerhut@lasalle.edu

Doctor of Theology, Th.D.  
Fr. Francis Berna  
215-951-1346  
berna@lasalle.edu

Spring 2015 Schedule

Monday  January 12  Classes begin
Monday  January 19  Martin Luther King Holiday
Monday – Saturday  Mar. 2 - 7  Mid-Semester Holiday
Tuesday  March 31  Last day to withdraw with ‘W’ grade
Friday, Saturday  April 3 and 4  Easter Holidays
Monday  April 6  Graduate Classes resume
Saturday  May 2  Classes end
Monday-Saturday  May 4 - 9  Final Examinations

Please refer to the University’s Academic Calendar on the La Salle University portal for the complete schedule: http://www.lasalle.edu/admin/academic_calendar2014-15.pdf.
Online courses: The Spring 2015 schedule for fully online courses may vary slightly. Please check with your instructor.

**Academic Policies and Procedures**

Graduate programs emphasize students’ abilities to critically analyze facts and theories, to make independent judgments based on objective data, to aptly communicate what has been learned, and to synthesize new ideas to make sound decisions.

When registering at La Salle, the student accepts University rules and regulations and the authority of the University to exercise disciplinary powers, including suspension and dismissal. Students are expected to pursue their studies adhering to the basic principles of academic honesty and integrity. The University’s Academic Integrity Policy is available on the Provost’s channel of the portal at [http://www.lasalle.edu/portal/provost/intprop/AIP.swf](http://www.lasalle.edu/portal/provost/intprop/AIP.swf).

Research projects that use human subjects should be approved by the Institutional Research Board: [http://www.lasalle.edu/academ/irb/index.htm](http://www.lasalle.edu/academ/irb/index.htm)

Every student in La Salle University’s graduate programs is required to maintain a cumulative scholastic average of “B” (3.0).

Additionally, a student’s matriculation at La Salle is a voluntary decision that involves acceptance of the responsibility to perform academically and to behave socially in ways consistent with the goals and objectives of the University. As an individual, the student assumes responsibility for knowing and complying with all existing regulations in the Graduate Catalog [http://www.lasalle.edu/catalog/content.php?level=2&tod=Evening](http://www.lasalle.edu/catalog/content.php?level=2&tod=Evening) and the Student Guide to Resources, Rights and Responsibilities: [http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/](http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/) and in the student handbooks of individual graduate programs.

**Core Expectations of Students**

The Division of Student Affairs provides Core Expectations which lay the groundwork for your success as a member of the La Salle community.

- Demonstrate honesty and integrity in all your academic and personal actions.
- Support the work of the University by not interfering with day to day operations of the University, and complying with faculty/staff.
- Communicate with civility and respect in all means of expression (verbal, written, electronic), act in a way which keeps yourself and others safe, and ensure that physical contact with others is mutually consensual.
- Demonstrate respect for University property/premises and the personal property of others.
- Comply with the University Alcohol and Other Drug Policies.
• Comply with the rules and policies of the University community.

• Obey federal, state, and local laws.

Locations and Buildings

Individual classroom assignments are printed on your tuition invoice. Directions to each campus as well as a campus map are located at: http://www.lasalle.edu/directions-to-main-campus/

Main Campus, Philadelphia, Pennsylvania
• Your classroom assignment is printed on your tuition invoice (which is accessible online via the mylasalle Portal as stated above).

Bucks County Center, Newtown, Pennsylvania
• Classroom assignments will be posted in the lobby during the first week of the semester.

Montgomery County Center, at the Metroplex Building, Plymouth Meeting, Pennsylvania
• Classroom assignments will be posted in the lobby during the first week of the semester.

Online Education

La Salle University offers several graduate degree programs, certificates and courses in online and hybrid format. As of the Fall 2014 semester, online courses utilize the Canvas learning management system. You can access Canvas through the mylasalle Portal: http://my.lasalle.edu. A non-credit, self-paced course on Canvas is available to help students learn how to use the system.

Depending on which online program you are enrolled in, courses will meet both asynchronously, using Canvas tools, and synchronously, using GoToTraining. GoToTraining is a web-conferencing tool that allows you to participate in virtual classes using audio, video, screen sharing, and text chat.

If you are a student in one of the following Online Graduate Programs:

• Computer Information Science
• Economic Crime Forensics
• Human Capital Development
• Information Technology Leadership
• Instructional Technology Management
• Nonprofit Leadership

or the following Online Graduate Certificate Programs:

• Application Development
• Business Systems Technology Management
• Fraud and Forensic Accounting
• Human Capital Development
• Instructional Technology Management
you will find many student resources on your program’s Web site:  
http://www.lasalle.edu/online-programs-courses/.

If you are a student taking **Online or Hybrid courses**, you can find all of your student resources on the following Web site:  

**International Education**

La Salle University welcomes international graduate students. In addition to academic advisement from their graduate directors, international students receive support services from the Multicultural and International Center, such as orientation, cultural and professional activities, and verifying and maintaining all necessary immigration documents. Additional information about the Center is available at http://www.lasalle.edu/students/dean/ulife/mcis/ and the International Education Coordinator can be contacted at 215-951-5168.

The English Language Institute (ELI) provides English as a Second Language (ESL) instruction for students and business professionals. Additional information about the ELI is available at http://www.lasalle.edu/eli or by calling 215-991-2600.

**Financing Your Education**

La Salle University's dedicated financial aid staff is here to make this process easy to understand and as stress-free as possible for you and your family.

- Office of Student and Accounts Receivable: 215-951-1055 or bursar@lasalle.edu
- Office of Financial Aid: 215-951-1070 or finserv@lasalle.edu
  Visit www.lasalle.edu/gradfinaid for more information.

**Office of Student and Accounts Receivable**

**Billing**

Students at all campus locations follow the same billing process.

- **Invoices**
  - Tuition invoices are only accessible electronically via the mylasalle portal. You may access your invoice by following the instructions below.
  
  - To access your invoice, follow these instructions.
    - Login to the mylasalle portal and click *Tools/Br. Luwis, Student Services, and then Student and Accounts Receivable.*

  - You also have the option to add up to five authorized payers to your online account, view the most current account information (account status), view the most recent statement (current statement), and view past statements (statement history).

- **Making Payments** can be done in any of the following ways:
  - e Check - no convenience fee
American Express, Discover, MasterCard, and VISA - 2.75% convenience fee

In-person payment - you can pay your fees in person on Main Campus at the Office of Student and Accounts Receivable. The office is located on the lower level of the Administration Building. For office hours, please visit http://www.lasalle.edu/financeadmin/bursar. In-person payments WILL NOT BE ACCEPTED at the Bucks County Center or Plymouth Meeting Center locations.

Employer Assisted Graduate Deferred Payment Plan
La Salle University has established a deferred payment plan for graduate students who qualify for tuition reimbursement from their employer. Students accepted into the plan may defer payment of the portion of their tuition reimbursable under their employers’ program until 45 days after the end of the semester. Any balance not covered under an employer education assistance plan must be remitted by the original due date. If you are using the Employer Assisted Graduate Deferred Payment Plan, please follow these steps:

1. Complete the Deferred Payment Plan Application at the following link: http://www.lasalle.edu/financeadmin/bursar/EmployerAssistedDPP.pdf

2. Submit the form, along with a $50 check or money order made payable to La Salle University, to the Office of Student and Accounts Receivable - not your graduate program Office. The office is located on the lower level of the Lawrence Administration Center or can be mailed to La Salle University, Office of Student and Accounts Receivable / Box 827, 1900 West Olney Avenue, Philadelphia, PA 19141. Please note, the form and fee must be submitted each term that you intend to participate in the plan. You may also fax or email your form and corresponding documents to 215-951-1799 or bursar@lasalle.edu, and remit your $50.00 payment.

Office of Financial Aid
All general questions regarding financial aid should be directed to the Financial Aid Office at 215-951-1070, or finserv@lasalle.edu. Visit www.lasalle.edu/gradfinaid for more information.

Information Technology Resources and mylasalle Portal Login
For information updates, please regularly check the mylasalle Portal, your La Salle student email account, and the Graduate Studies web page www.lasalle.edu/gradstudies/ and Facebook site www.facebook.com/lassallegrad. Your graduate program office and instructors will communicate with you via your La Salle student email account.

Helpdesk support
- The IT Helpdesk can be reached at 215-951-1860.
- IT Help Desk is available for in-person support at the Technology Assistance Center (TAC) located in Olney, room 200.
- Support requests may be submitted to the Helpdesk at http://helpdesk.lasalle.edu or by selecting the menu options TOOLS then HELPDESK on the mylasalle portal.
- For current hours of operation visit the Technology Help and Support page at www.lasalle.edu/technology/helpdesk.
The mylasalle Portal Login
- To log in, visit the following site http://www.lasalle.edu and click mylasalle (or go directly to http://my.lasalle.edu)
- Username (this was mailed to you)
- Portal Password (this was mailed to you)
- Forgot your Portal Password?: Click on the "Forget Password?" link underneath the login box and following the instructions

La Salle Network (on campus) Login
- Username and LUNA password

La Salle Email
- To access your La Salle email, click on Tools on the top right corner and select Email from the drop-down menu.

Canvas
- To access Canvas, log into the portal and click on Tools on the top right corner. Select Canvas from the drop-down menu.
- Many instructors use Canvas to post course-related information.

GoToTraining
- If your professor uses GoToTraining, he or she will provide you with the information to join the virtual meeting spaces for your class. It is strongly recommended that students use a headset for GoToTraining sessions.
- For more information about GoToTraining, search GoToTraining’s Support Resources or call the 24/7 Customer Care support at 888-259-8414.

Br. Luwis
- To access Br. Luwis, log into the mylasalle portal and click on Tools on the top right corner. Select Br. Luwis from the drop-down menu.
- You will utilize Br. Luwis to view transcripts, course schedules, and grades. You will also be able to perform tasks such as registering for classes, changing your mailing address, and checking your bill or any holds.

Computer Labs
Main Campus: Computer labs are available in several buildings.
- Wister Hall Lower Level:
  - Monday-Thursday – 8:00am-10:00pm
  - Friday – 8:00 am-6:00 pm
  - Saturday: 9:00 am – 5:00 pm
  - Sunday: 12:00 noon – 11:00pm
Wister lab hours are subject to change. For current hours visit www.lasalle.edu/technology/helpdesk

Bucks County Center: There is an open computer lab during all regular operating hours.

Fall and Spring Semesters
- Monday - Thursday 8:00 a.m. - 10:30 p.m.
- Friday 8:30 a.m. - 4:30 p.m.
- Saturday 8:00 a.m. - 4:30 p.m.
Sunday  8:00 a.m. - 4:00 p.m.

**Summer Sessions**
- Monday - Thursday 8:00 a.m. - 10:30 p.m.
- Friday 8:30 a.m. - 3:30 p.m.
- Saturday  8:30 a.m. - 4:30 p.m.
- Sunday  8:00 a.m. - 4:00 p.m.

**Montgomery County Center:** There is a computer lab that is open to all students when a class is not occupying the room. In addition, there are computers and work areas available in the common area during regular operating hours. The hours of the center vary; please call 610-834-2080.

**Campus Store and Textbooks**

Textbooks for all classes can be purchased online via the campus bookstore at the link provided below or in person at the bookstore on either the Main Campus or in Room 151 of the Bucks Center. If purchasing textbooks online, you will need to refer to your tuition invoice to input the course information. For more information or to place an order, visit [http://lasalle.bncollege.com/](http://lasalle.bncollege.com/)

**Online Orders**

To order your books online, visit the campus bookstore online at [http://lasalle.bncollege.com/](http://lasalle.bncollege.com/), click Textbooks, and input your course information to access the required textbooks. For example, if you are registered for MBA 610 for the Spring 2015 semester at the Plymouth Meeting campus, you will input the information as follows: “Spring 2015” (term), “MBA” (department), “610” (course), “PM” (section – which means Plymouth Meeting campus).

**Note:** If you elect to have the textbooks sent to your home, shipping fees will apply.

**Main Campus**
- The Campus Store is located in Wister Hall.
- The normal hours are as follows
  - Monday through Thursday 8:30am – 7:00pm
  - Friday 8:30am – 3:30pm
  - Saturday 10:00am – 3:00pm
- Extended hours will be offered during the first week of classes.
- For additional information or any questions, please call the bookstore at 215-951-1395.

**Bucks County Center**
- The bookstore is located in Room 151 and is open the first week of classes.
- Textbooks can be purchased during the week prior to the semester and the first two weeks of the beginning of the semester.
- Hours will be posted on all bulletin boards at the beginning of each term.
- For additional information or any questions, please call the bookstore at 215-951-1395.

**Montgomery County Center**
- Montgomery County Center textbooks can only be purchased online. You may also opt to pick up the textbook at the Main Campus bookstore.
For additional information or any questions, please call the bookstore at 215-951-1395.

Food Availability

Main Campus
- La Salle Dining Services offers a wide array of dining choices from our two “all you care to eat” dining halls (Blue and Gold, and Treetops), the Union Food Court, our POD Markets, as well as Subway and Starbucks.
- We also offer a wide variety of meal plans to meet your dining needs.
- Blue and Gold is our newly renovated dining facility located on North Campus that is open seven days a week with continuous dining. Treetops is located on South Campus and just a short walk from main campus.
- The Food Court is located inside the Student Union Building. It contains Greens to Go, Bene Pizza, Grille Works, and Konomi Sushi. If you love Mexican food, you’ll love our newest addition, Picante which just opened in January. Also in the Union building are Subway and Starbucks.
- For hours of operations and locations for all dining options, as well as meal plan information and refilling Explorer Dollars, visit us at www.lasalle.campusdish.com
- Visit us on Facebook at: www.facebook.com/LaSalleDining
- Follow us on Twitter @LaSalleDining

Bucks County Center
- Dining room hours are 5:00 pm to 8:30 pm, Monday through Thursday. Sandwiches, soups, green salads, fruit salads, and beverages are available in the Dining Room; items can also be made-to-order for you by our food supplier, Joey G’s, by calling 215-968-3650 or online at JoeyGsgourmetdeli.com. Pre-ordered food can then be picked up in the Dining Room.
- There are vending machines located outside classroom 153 in the East Wing corridor.

Montgomery County Center
- There are vending machines located in our common area offering snacks and cold drinks; however, there is no fresh food service in this center during evening hours, so please plan accordingly.

- There are several food establishments in the immediate area at this center.

Housing

La Salle University maintains housing options for graduate students in the St. Teresa Court Apartments. This residential facility is located on Olney Avenue across from the Good Shepherd Parking Lot and is within walking distance of all campus facilities. The apartments are fully furnished; all utilities, except long-distance telephone service, are included in the rent.

The Application/Occupancy Agreement for graduate housing can be found online at www.lasalle.edu/students/dean/admin/housing/gradhousing.htm. This Application/Occupancy Agreement must be completed and returned along with a $200 housing deposit. The $200 non-refundable housing deposit may be paid either online at www.lasalle.edu/admin/businessaffairs/bursar/payments.htm or by returning a $200 check along
with the Application/Occupancy Agreement to: La Salle University, 1900 W. Olney Ave., Administrative Services, Box 835, Philadelphia, PA 19141.

More information regarding graduate housing may be found at www.lasalle.edu/students/dean/admin/housing/gradhousing.htm.

Student ID Cards

All students attending classes on campus are required to have La Salle Identification Cards. Students enrolled in 100% online programs have the option to obtain an Identification Card. Information about obtaining ID cards can be found by visiting the mylasalle portal. There is no fee for the card, but there is a $20 replacement fee for a lost card.

Follow these steps:
1. Login to the mylasalle portal http://portal.lasalle.edu
2. Go to the “Personal Information” channel on your “Home” tab
3. Click on “Upload Photo/Order ID”
4. Select one of the following options that is most appropriate for what you need:
   - Upload New Photo Only
   - Upload New Photo & Order ID
   - Use Existing Photo & Order ID

Photo Guidelines
- You will be instructed to upload a JPG/JPEG digital photo of your head and shoulders on a neutral background.
- The digital image should be at least 450 x 600 pixels.
- Photos need to be in portrait form.
- Photos taken with hats and/or sunglasses will not be approved.
- Photos containing more than one person will not be approved.

Receipt of ID Card
- If you are taking any of your classes at the Main Campus, you can pick up your completed ID card at the ID/Gold Card Office.
- If you are you taking all of your classes at the Bucks County or Montgomery County campus, you can pick up your ID card at the security desk at that location.
- If you are taking all of your courses online, your completed ID card will be mailed to your home address.

Questions
Contact the ID/Gold Card Office is: idoffice@lasalle.edu.

Connelly Library Services

Graduate-level research requires sources from scholarly and professional publications. The Connelly Library makes available a vast array of research materials that you will need as a graduate student, including books, journals, audiovisual materials, and electronic databases. In addition to the Connelly Library on Main Campus, there is a library access space with computers, staffed by a librarian, at the Bucks County Center. The Montgomery County Center includes computers and work stations in the common area for library access. Many library resources are available online at http://www.lasalle.edu/library. For more information about
online access, check out the Distance Education research guide (http://guides.lasalle.edu/distance) and our Off-Campus Access research guide (http://guides.lasalle.edu/off-campus).

Through our Interlibrary Loan (ILL) service, you have access to books and articles at libraries across the country. In order to use ILL, you must update your library record using the barcode provided to you. (If you have a student ID card, your library barcode is on the back. If you are an online student and don’t have a student ID card, your barcode is included in your orientation packet.) Links for updating forms can be found on the Distance Education research guide at http://guides.lasalle.edu/content.php?pid=117129&sid=1010290

Two places to start your research are Summon and the LibGuides. Summon allows you to search the library catalog and many of our databases at the same time. The Summon search box is on the library home page at http://www.lasalle.edu/library. For more information about using Summon, see the instructions at http://guides.lasalle.edu/summon. The LibGuides have links to recommended resources for most academic subjects and even some individual assignments. We also have video tutorials embedded in many LibGuides. They will show you how to use Summon to specific articles and journals, and how to use RefWorks and some database services. See a list of them here: http://guides.lasalle.edu/searchtags.php?iid=882&gid=0&tag=training_videos

Check out our full list of LibGuides at http://guides.lasalle.edu. Although Summon searches all of our electronic journals at once, you should also become acquainted with the databases in your field. You can find these by using the subject LibGuides or by rolling over the Research tab on the library homepage and viewing a list of databases either by alphabet or by subject: http://www.lasalle.edu/library/databases/

The reference librarians can help with your research questions. Stop by the Information Desk, or contact them by phone at 215-951-1287 or use the contact form at http://www.lasalle.edu/library/help/emailaquestion/
The daily hours of the Information Desk hours are posted at http://www.lasalle.edu/library/hours/

You can also use the live chat reference service AskHerePA 24 hours per day, 7 days a week. Instructions on using AskHerePA are available at: http://guides.lasalle.edu/content.php?pid=117129&sid=1010301.

For updates about the library and library services, check the library website or follow us on Facebook (https://www.facebook.com/ConnellyLibrary) or Twitter (@ConnellyLibrary). (Our twitter feed shows up at the bottom left hand of the library website.)

**Academic and Learning Support Services**

**The Sheeky Writing Center**

- The Writing Center is located in Olney Hall, room 203 on the Main Campus. Hours are Monday through Thursday, 9:00 a.m. to 7:00 p.m., and Friday, 9:00 to 3:00. Saturday hours are also available in the Connelly Library, room 212 from 10:00 a.m. to 11:30 a.m. Drop-in service depends on tutor availability, so the Writing Center recommends making an appointment through GradesFirst, located in the mylasalle portal, to guarantee seeing a tutor. *In-person, distance, and online tutoring is available.*

- The staff can provide graduate students with feedback from trained peer graduate "writing consultants." While the Writing Center does not operate as a proofreading
service, the writing consultants do assist with learning to identify and correct grammar as well as with editing and proofreading techniques to help build these skills. Papers may be in any stage of development, including idea development. The Writing Center also provides information on research and documentation styles.

- For more information, contact: Mary C. Robertson, Director of Writing and Tutoring Support Services at robertso@lasalle.edu or 215-951-1299.

**Academic Coaching**

- Academic Coaching offers both graduate and undergraduate students individualized help with time management, critical reading, study strategies, note-taking, test taking, workload and assignment organization, and identifying learning styles, as well as other topics.

- A variety of face-to-face workshops are offered throughout the year. The workshop schedule can be accessed on mylasalle under “Workshops” at www.lasalle.edu/portal/learnsupport. Several online workshops, both live and recorded, are also available for your convenience.

- Other online resources including links to off-campus supports are also available at www.lasalle.edu/portal/learnsupport.

- To make an appointment or for more information, please call Melissa Hediger Gallagher at 215-951-5115 or email hediger@lasalle.edu.

**Career and Employment Services**

The office of Career and Employment Services provides graduate students with the opportunity to discuss and formulate their career goals and employment search strategies, develop or expand contacts with potential employers, and research career information and trends.

The Career and Employment Services Office is located on the fourth floor of the Lawrence Administration Building on Main Campus and is open during the academic year from Monday through Thursday, 8:30 a.m. to 6:30 p.m. and on Fridays from 8:30 a.m. to 4:30 p.m.

Graduate students are seen by appointment-only to assure that adequate time is available to discuss the more complex nature of their career-related needs. A Career and Employment Services career counselor can also be available by appointment at the Bucks County Center or at the Montgomery County Center.

If you are unable to come in for an appointment, we can schedule a phone appointment at your convenience. Please call 215-951-1075 to make an appointment. Additional information is also available at www.lasalle.edu/career/.

**Child Care Services**

**Building Blocks: Child Development Center**

Building Blocks is a privately incorporated NAEYC- accredited day care center housed on La Salle’s Main Campus. Serving the immediate La Salle community and our neighbors beyond the campus, the center cares for some 50 children, whose ages range from 15 months to five years,
during daytime hours. Interested parents can call 215-951-1572 or 215-951-1573 for more information.

**Recreation**

The Recreation program at La Salle is open to all graduate students. Resources include: access to recreational & athletic facilities, intramurals, and group fitness classes. The IBC Fitness Center, on South Campus, has a variety of cardio and strength training equipment, while the Hayman Center features Kirk Pool, cardio machine in the Pool lofts, and indoor basketball courts.

Graduate students are also invited to participate or assist in coaching our club sports and recreation clubs. Rules vary on graduate participation by sport, so please contact Matt Gionta at gionta@lasalle.edu or 215-951-1560 if interested.

Complete information about the Rec program, including facility hours and sport offerings, can be found at [www.GoExplorers.com/Recreation](http://www.GoExplorers.com/Recreation).

**Security/Safety Information**

The Security Office is staffed twenty-four hours a day, seven days a week providing security services, parking registration, identification card distribution, shuttle bus/escort services and help with cars. For general information call 215-951-1300; FOR EMERGENCIES CALL 215-991-2111.

There are two important documents available online at [www.lasalle.edu/security](http://www.lasalle.edu/security). One is the University’s emergency plan that covers all emergencies and emergency practices to follow. The second document of note is the Annual Security and Fire Safety Report. It covers many aspects of security and also campus polices including parking, guest policies in the dorms, drug and alcohol policies, counseling and so on.

**Parking**

**Main Campus**

All students with motor vehicles are required to have a parking permit for the academic year. There are several options for parking which require a parking pass and fee, with exception of the Shoppes at La Salle parking lot, which has free parking. The most commonly used is our main parking lot located between the Connelly Library and the Hayman Center.

Students can also use the Central High School parking lot after 5:00 p.m. (Monday through Thursday in the Fall and Spring semesters only). You must complete the parking application for this option as well.

Parking permits may be obtained from the Parking Office which is located at the lower level of the Union Building.

**Bucks County Center**

Parking is free and you do not need a permit, but you will be asked to register your vehicle.
Registration forms will be available the first night of class in your classroom and at the front desk during the first week of the semester.

**Montgomery County Center**
Parking is free and you do not need a permit, nor are you required to register your vehicle. Please do not park in the reserved spaces.

**Weather Emergency/Snow Numbers**

Decisions about campus closures in the event of inclement weather are made by the University central administration, rather than by your graduate program office. Please register for the Explorer Alert, La Salle’s Emergency Text Message Alert System so that you will get urgent safety and weather updates sent to your cell phone or PDA. There is no charge by La Salle for the service but you may incur text messaging charges from your provider. You will find the link on the mylasalle web portal: http://inside.lasalle.edu, under the Life@LaSalle tab in the Safety and Parking section.

You can call 215-951-1910 for information about all campus operations and changes in the operating schedule; they are also listed on the main La Salle University website.

Fully online course are rarely cancelled for weather related reasons. Check your email for notifications or contact your instructor for more guidance.

**Closure Numbers:**
- Main Campus, day - 105
- Main Campus, evening - 2105
- Bucks County Center – 2746
- Montgomery County Center – “day” is 1491; “evening” is 2491

**Counseling and Health Services**

Residential graduate students are eligible to use the services of the Student Health Center, the Student Counseling Center, and the Alcohol and Other Drug Education Center.

**Student Counseling Center**
Located in McShain Hall, the Student Counseling Center provides short-term counseling and crisis intervention for residential graduate students. Appointments can be made by calling 215-951-1355.

**Alcohol and Other Drug Education Center**
The Alcohol and Other Drug Education Center (AODEC) offers individual counseling, personal assessments, support groups and resources concerning issues related to substance use. The AODEC is located in McShain Hall, next to the Student Counseling Center and can be reached by calling 215-951-1357.

**Student Health Center**
The La Salle University Student Health Center is a primary health-care facility that provides acute health care and is staffed by clinical nurse practitioners. Located in the north complex of
the residence halls on Olney Avenue, directly across from the Hayman Center, it is open Monday through Friday, 8:30 a.m. to 4 p.m. during the academic year. All residential graduate students must have a completed health history form on file. After-office-hour emergencies are referred to Albert Einstein Medical Center. Security or fire rescue will transport students to Einstein Medical Center. Students are financially responsible for emergency room visits.

Insurance

All Graduate Students registered for six (6) or more credits or in a full-time program are required to carry health insurance coverage, either through the University-sponsored plan or through an alternative comparable plan, such as coverage on a parent’s health insurance plan. Prior to first attendance at the University, and annually thereafter, these students must complete the online student health insurance waiver/enrollment process.

In order to complete the waiver/enrollment process, registered students should go to www.firststudent.com. Select La Salle University, click on the Waive Your Schools Insurance button or the Enroll Now button and follow the directions. Students with questions regarding coverage may go to www.firststudent.com or call customer service at 800-505-4160. Students may also contact Administrative Services at 215-951-1370.