

# GRADUATE STUDIES ORIENTATION GUIDE

Fall 2017



## Graduate Studies Orientation Guide

Fall 2017

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 21<sup>st</sup> 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.

[gradstudies@lasalle.edu](mailto:gradstudies@lasalle.edu)

<http://www.lasalle.edu/grad>

## Table of Contents

Graduate Studies	2
Important Phone Numbers	3
Deans	3
Graduate Directors	4
Information on Academic Schedules	5
Academic Policies and Procedures	5
Core Expectations of Students	6
Locations and Buildings	6
Online Education	7
International Education	8
Financing Your Education	8
<b>Student Resources</b>	
Information Technology Resources and mylasalle Portal	9
Login	
Campus Store and Textbooks	11
Food Availability	12
Housing	12
Student ID Cards	13
Connelly Library	13
Academic and Learning Support Services	14
Career Services	15
Recreation	16
<b>Safety Information</b>	16
La Salle Public Safety	16
Parking	16
Weather Emergency/Snow Numbers	17
Counseling and Health Services	17
Health Insurance Requirement	18

## 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.

### 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. A GPA of 3.0 is required to qualify for graduation.
- **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.edu](http://mylasalle.edu), go to Br. LUWIS, click on "Personal Information", then select "Update Address(es) and Phone(s) to make your changes.
- **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](http://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](mailto:gradstudies@lasalle.edu).

## Important Phone Numbers

### *Main Campus*

- Main Number: 215-951-1000
- 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 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
- Student Affairs 215-951-1017

## Deans

School of Arts and Sciences  
Dr. Lynne Texter (Interim Dean)  
215-951-1042  
texter@lasalle.edu

School of Nursing and Health Sciences  
Dr. Kathleen Czekanski  
215-951-3681  
czekanski@lasalle.edu

School of Business  
Dr. MarySheila E. McDonald  
215-951-1059  
mcdonaldms@lasalle.edu

## Graduate Directors

### *Master's Programs*

Analytics, M.S.

Ms. Margaret McCoey  
215-951-1136  
[mccoey@lasalle.edu](mailto:mccoey@lasalle.edu)

Bilingual/Bicultural Studies, M.A.  
(English/Spanish)

Ms. Guadalupe Da Costa Montesinos  
215-951-1209  
[montesin@lasalle.edu](mailto:montesin@lasalle.edu)

Business Administration, MBA  
Full-Time and One-Year

Ms. Elizabeth Scofield  
215-951-1913  
[scofield@lasalle.edu](mailto:scofield@lasalle.edu)

Business Administration, MBA  
Part-Time Hybrid and Online

Mr. John Farrell  
215-991-2985  
[farrellj@lasalle.edu](mailto:farrellj@lasalle.edu)

Cybersecurity, M.S.

Ms. Margaret McCoey  
215-951-1136  
[mccoey@lasalle.edu](mailto:mccoey@lasalle.edu)

Computer Information Science, M.S.

Ms. Margaret McCoey  
215-951-1136  
[mccoey@lasalle.edu](mailto:mccoey@lasalle.edu)

Economic Crime Forensics, M.S.

Ms. Margaret McCoey  
215-951-1136  
[mccoey@lasalle.edu](mailto:mccoey@lasalle.edu)

Education, M.A.

Dr. Greer Richardson  
215-951-1806  
[richards@lasalle.edu](mailto:richards@lasalle.edu)

Education, La Salle/RTC, M.Ed

Dr. Carolyn Rulli  
215-991-3793  
[gradRTC@lasalle.edu](mailto:gradRTC@lasalle.edu)

History, M.A.

Dr. George Stow  
215-951-1097  
[stow@lasalle.edu](mailto:stow@lasalle.edu)

Human Capital Development, M.S.

Ms. Lynette Clement  
215-991-3682  
[clement@lasalle.edu](mailto:clement@lasalle.edu)

Industrial/Organizational Psychology M.A.

Dr. Donna Tonrey  
215-991-3726  
[tonrey@lasalle.edu](mailto:tonrey@lasalle.edu)

Information Technology Leadership, M.S.

Ms. Margaret McCoey  
215-951-1136  
[mccoey@lasalle.edu](mailto:mccoey@lasalle.edu)

Instructional Technology Management, M.S.

Ms. Margaret McCoey  
215-951-1136  
[mccoey@lasalle.edu](mailto:mccoey@lasalle.edu)

Marriage and Family Therapy, M.A.

Dr. Donna Tonrey  
215-991-3726  
[tonrey@lasalle.edu](mailto:tonrey@lasalle.edu)

Nonprofit Leadership, M.S.

Dr. Laura Otten  
215-991-3682  
[npl@lasalle.edu](mailto:npl@lasalle.edu)

Nursing, MSN  
Dr. Patricia Dillon  
215-951-1789  
[dillonp@lasalle.edu](mailto:dillonp@lasalle.edu)

Professional Clinical Counseling, M.A.  
Dr. Donna Tonrey  
215-991-3726  
[tonrey@lasalle.edu](mailto:tonrey@lasalle.edu)

Professional & Business Communication, M.A.  
Dr. Katie Dunleavy  
215.991.3520  
[dunleavy@lasalle.edu](mailto:dunleavy@lasalle.edu)

Speech-Language Pathology, M.S  
Dr. Barbara Amster  
215-951-1982  
[amster@lasalle.edu](mailto:amster@lasalle.edu)

Public Health, MPH  
Dr. Jillian Baker (Interim Director)  
215-991-2274  
[bakerj@lasalle.edu](mailto:bakerj@lasalle.edu)

Translation and Interpretation, M.A.:  
English/Spanish – Spanish/English  
Ms. Guadalupe Da Costa Montesinos  
215-951-1209  
[montesin@lasalle.edu](mailto:montesin@lasalle.edu)

TESOL (Teaching English to Speakers of  
Other Languages), M.A.  
Ms. Guadalupe Da Costa Montesinos  
215-951-1209  
[montesin@lasalle.edu](mailto:montesin@lasalle.edu)

## Doctoral Programs

Doctor of Nursing Practice, DNP  
Dr. Patricia Dillon  
215-951-1789  
[dillonp@lasalle.edu](mailto:dillonp@lasalle.edu)

Doctor of Psychology, Psy.D.  
Dr. Randy Fingerhut  
215-951-1284  
[fingerhut@lasalle.edu](mailto:fingerhut@lasalle.edu)

## Complete Academic Schedule

Please refer to the University's Academic Calendar on the La Salle University portal for the complete schedule. It can be found at:  
<http://www.lasalle.edu/academic-calendar/files/2017/07/Academic-Calendar-2017-18.pdf>

## 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>

Research projects that use human subjects must be approved by the Institutional Review Board. More information can be found at <https://lasalle.instructure.com/enroll/DNPT8L>

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> and the Student Guide to Resources, Rights and Responsibilities: <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

Directions to each campus as well a campus map are located at: <http://www.lasalle.edu/map-and-directions/>

### Main Campus

- 1900 West Olney Avenue  
Philadelphia, PA 19141  
215-951-1000
- Your classroom assignment is printed on your tuition invoice (which is accessible online via the mylasalle portal). Instructions for the portal can be found on page 8.



## Bucks County Center

- 33 University Drive  
Newtown, PA 18940  
215-713-3910
- Classroom assignments will be posted in the lobby during the first week of the semester.

## Montgomery County Center

- 4000 Chemical Road  
Suite 110  
Plymouth Meeting, PA 19462  
610-834-1258
- 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. 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. It can be found at <https://lasalle.instructure.com/courses/111/>

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**:

- Analytics
- Business Administration
- Computer Information Science
- Cybersecurity
- Doctor of Nursing Practice
- Economic Crime Forensics
- Human Capital Development
- Information Technology Leadership
- Instructional Technology Management
- Nonprofit Leadership

or the following **Online Graduate Certificate Programs**:

- Cybersecurity
- Fraud and Forensic Accounting
- Human Capital Development
- Instructional Technology Management

you will find many student resources on your program's web site, which can be found at <http://www.lasalle.edu/online-programs-courses/>

## 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. There are three steps to apply for financial aid:

1. Complete the [Free Application for Federal Student Aid \(FAFSA\)](#) and include our Title IV school code of **003287**.
2. Complete the [Institutional Data Form \(IDF\)](#). No aid will be awarded until this form is received by our office.
3. If this is your first Direct Loan at La Salle University, you are required to also complete a Direct Loan electronic Master Promissory Note (eMPN) through the [Direct Loans website](#).

### 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](mailto:finserv@lasalle.edu). Visit [www.lasalle.edu/gradfinaid](http://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 will receive an email to your La Salle email account when your invoice is made available. You may then 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.

- 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.

- Office of Student and Accounts Receivable: 215-951-1055 or [bursar@lasalle.edu](mailto:bursar@lasalle.edu)

### **Employer Assisted Graduate Deferred Payment Plan (not available for online MBA students)**

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:  
<http://www.lasalle.edu/studentaccounts/files/2016/04/EmployerAssistedDefermentForm.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  
1900 West Olney Avenue  
Philadelphia, PA 19141
3. 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](mailto:bursar@lasalle.edu), and remit your \$50.00 payment.

### **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/](http://www.lasalle.edu/gradstudies/) and Facebook site [www.facebook.com/lasallegrad](http://www.facebook.com/lasallegrad). 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](http://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

- The same username and password is used to log into the campus network and email.

## 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:

**Wister Regular Hours:**

Monday – Thursday: 7:45am-10:00pm

Saturday: 12:00pm-6:00pm

Sunday: 12:00pm-10:00pm

Visit [www.lasalle.edu/technology/helpdesk](http://www.lasalle.edu/technology/helpdesk) for additional information on support.

**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.

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 store, La Salle Outpost, at the link provided below or in person at the campus store on the Main Campus. 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 [www.lasalleoutpost.com](http://www.lasalleoutpost.com).

### **Online Orders**

To order your books online, visit the campus store online at [www.lasalleoutpost.com](http://www.lasalleoutpost.com), and follow the instructions to input your course information to access the required textbooks.

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

### **Main Campus**

- The La Salle Outpost campus store is located in Wister Hall.
- The normal hours during the academic year are as follows:
  - Monday through Thursday 8:30am – 6:00pm
  - Friday 8:30am – 4:00pm
  - Saturday 10:30am – 4:00pm
- Extended hours will be offered during the first week of classes. Please see the website for the most current hours throughout the year.
- For additional information or any questions, please call the campus store at 215-951-1395 or email [lasalleoutpost@lasalle.edu](mailto:lasalleoutpost@lasalle.edu).

### **Bucks County Center and Montgomery County Center**

- Textbooks can only be purchased online. You may also opt to pick up the textbook at the Main Campus store.
- For additional information or any questions, please call the campus store at 215-951-1395 or email [lasalleoutpost@lasalle.edu](mailto:lasalleoutpost@lasalle.edu).

## 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, a café in Founders’ Hall, 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, Picante Mexican food, Subway, Starbucks, and Grille Works.
- The POD Express is located in the St. Benilde tower lobby. It carries a full assortment of items, including grab-and-go sandwiches, salads, sushi, hot entrees, healthy snacks, coffee, drinks and other convenience items.
- 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](http://www.lasalle.campusdish.com)
- Visit us on Facebook at: [www.facebook.com/LaSalleDining](http://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](http://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 snacks and drinks available for purchase in the common area; 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 <http://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](http://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](http://www.lasalle.edu/students/dean/admin/housing/gradhousing.htm).

## Student ID Cards

The Parking and ID/Gold Card Office is located on the 1<sup>st</sup> floor of the Lawrence Administration Center in the office of Student and Accounts Receivable.

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.

If you have questions about ID Cards, please contact the ID Office at [idooffice@lasalle.edu](mailto:idooffice@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&qid=0&tag=training\\_videos](http://guides.lasalle.edu/searchtags.php?iid=882&qid=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/emailquestion/>

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**

### **ARC Center for Academic Achievement**

Located in Suite 409 of the Lawrence Building

The Center offers day, evening, and weekend hours. Most appointments are scheduled through the GradesFirst system on the mylasalle portal and students are advised to go to [academicsupport.lasalle.edu](http://academicsupport.lasalle.edu) for additional information and resources.

Writing Tutors provide students with opportunities to improve their writing and to develop as writers. Tutors work with texts from all disciplines and across all college levels, including graduate level work. Students may seek assistance at all stages of the writing process, including idea development. Tutors provide feedback on organization and clarity, research and documentation information, and assist students in building stronger grammar, editing, and proofreading skills. Appointments are available on weekdays and should be made through GradesFirst in the mylasalle portal. Walk in sessions are available on weekends. If you attend a



branch campus or take only online courses, we also offer “distance” writing tutoring by GoToMeeting or by phone.

*For more information about Writing Tutoring, contact Jake Alspaugh at 215.951.1167 or [alspaugh@lasalle.edu](mailto:alspaugh@lasalle.edu).*

Individual Academic Coaching sessions, as well as group Workshops, strengthen or build crucial student skills. Topics include: time management, study strategies, reading strategies, note-taking, test-taking, group study, and organization. Coaching and most workshops are available face-to-face and online. *To schedule an individual coaching appointment or for more information about workshops, contact Melissa Hediger Gallagher at 215.951.5115 or [hediger@lasalle.edu](mailto:hediger@lasalle.edu).*

La Salle University also works with students requesting academic accommodations on a case-by-case basis through an interactive process to determine the appropriate accommodations. Students who would like to request academic accommodations must submit the appropriate documentation certifying an illness or condition. *To learn more about the process for requesting academic accommodations, please contact Rose Lee Pauline, Affirmative Action Officer, at [pauline@lasalle.edu](mailto:pauline@lasalle.edu) or 215.951.1014.*

## Career Services

The office of Career 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 Services Office is located in Founders’ Hall, Suite 128 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 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: <http://studentaffairs.lasalle.edu/career/>

## 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](mailto: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).

## Safety Information

The La Salle Public Safety Office is staffed 24 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 <http://www.lasalle.edu/public-safety/>. 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 policies including parking, guest policies in the dorms, drug and alcohol policies, counseling and so on.

## Parking

Students who intend to use the University's parking facilities at the main campus will need a parking permit. La Salle offers students the options of purchasing yearly and semester permits or acquiring a free permit that is valid for the G parking lot only.

To obtain a permit, apply, with any necessary fees, to the Parking Office. All information fields on the application must be completed for a permit to be issued. Permit fees can be paid with personal check and money order by mail or additionally with cash and La Salle ID Card in the Parking Office. The application form can be found at:

<http://www.lasalle.edu/studentaccounts/students/>

Students who purchase a fall semester permit and would like to use the University's lots in the spring term will need to re-register their vehicle by completing and submitting a new parking permit application prior to the start of the spring semester.

Freshman commuter students may obtain a permit that is valid for the G lot only. Freshman resident students are not allowed to bring a vehicle to campus; the only exception will be for freshman resident students who are either permanently or temporarily disabled. Any freshman resident student who meets one of these criteria should contact the Parking Office to arrange parking.

G-lot permits grant access to only the G parking lot and are valid for the entire academic year.

Vehicle registration and permits are not needed for parking at the Bucks or Montgomery campuses.

Completed application and payment can be mailed to:

La Salle University  
SAR / ID Parking  
1900 West Olney Avenue, Campus Box # 827  
Philadelphia, PA 19141

The Parking Office is located on the lower level of the Lawrence Administration building. Normal Office Hours are Monday through Friday 8:30 a.m. – 4:30 p.m. At the beginning of each semester office hours may be extended.

If you have any questions or need assistance, please contact the ID/Parking Office.

Phone: 215.951.1066

Email: [parking@lasalle.edu](mailto:parking@lasalle.edu)

## 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 courses are rarely cancelled for weather related reasons. Check your email for notifications or contact your instructor for more guidance.

### Closure Numbers:

- Main Campus, day is 105; Main Campus, evening is 2105
- Bucks County Center – 2746
- Montgomery County Center, day is 1491; evening is 2491

## Counseling and Health Services

Graduate students *that live on campus* 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 the Medical Office Building, Suite 112 on West Campus, 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 in the Medical Office Building, Suite 112 on West Campus 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. The Student Health Center is located directly across from the Blue and Gold Dining Commons and next to the North Residence Halls Complex. 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.

## Health Insurance Requirement

All on-campus 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 your own 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](http://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](http://www.firststudent.com) or call customer service at 800-505-4160. Students may also contact Administrative Services at 215-951-1370.

