

LORAS COLLEGE SUMMER CLASSES

Loras College reserves the right to make changes to the following information



WHO MAY ENROLL

1. Students who have been accepted as degree candidates at Loras College.
2. Students currently enrolled at another college.
3. High school students who have completed the junior year and desire college level courses.
4. Students with a baccalaureate degree who wish to earn graduate credit.

ADMISSION OF SPECIAL (NON-DEGREE SEEKING) STUDENTS

A special student is not currently pursuing a degree from Loras College. This status applies to:

1. Students who wish to take courses for personal enrichment.
2. Students who attend another college or university and wish to earn credit to transfer to the home institution.
3. Students who have a bachelor's degree and are seeking teacher certification, or a second major.

A student seeking admission to Loras College as a Special Student may not register for classes until the Admissions Office has approved the application. Applicants must submit the following application materials to the Admissions Office:

- Completed Special Student application form.
- Statement of good academic and social standing from the last school attended (for undergraduates).
- Statement of degree received (for those with a bachelor's degree).

To receive a Special Student application, contact Barb Harrington Kehoe, Room 560 Alumni Campus Center, telephone (563) 588-4915 or (800) 245-6727.

GRADUATE COURSE INFORMATION

Loras College offers graduate programs leading to the Master of Arts in Educational Leadership, Psychology, Theology and Ministry. Students wishing to earn graduate credit must be admitted to the Graduate Division before beginning classes.

For application materials, contact Barb Harrington Kehoe, Room 560 Alumni Campus Center, Loras College, Dubuque, IA 52004-0178, telephone (563) 588-4915 or (800) 245-6727.

HOW TO REGISTER

Loras undergraduate students currently attending Loras College with self-registration rights, may register themselves for summer classes on or after January 31, 2011. Undergraduate students currently attending Loras College who do not have self-registration rights may register for summer classes by contacting his/her advisor or by contacting the Registrar's Office by email (registrar@loras.edu) or in person in Room 135 Keane Hall.

New students or transient students may register by printing and completing the [Summer Session Registration Form](#) (PDF) and submit the form to the Registrar's Office, Room 135 Keane Hall, 1450 Alta Vista Street, Dubuque, IA 52001 in person, by fax, (563) 588-4962, or by U.S mail.

Graduate students currently attending Loras College register for summer classes by contacting his/her advisor.

Summer registrations will not be accepted by telephone.

Since courses with an enrollment less than four (4) students may be cancelled, early registration is recommended. Course enrollments will be reviewed the Thursday morning before classes begin. If a course is cancelled, students will be notified by email.

A course may not be entered after the second class meeting. Registrations for summer session will not be accepted after June 17, 2011.

CHANGES IN REGISTRATION

Students with self-registration rights may add or drop summer classes though IQ.

Students without self-registration rights can add or drop summer classes by contact the Registrar's Office by one of the following:

- Email (registrar@loras.edu)
- In person at Room 135 Keane Hall
- By fax (563.588.4962)
- By U.S. mail - Registrar's Office, Mail #1, Loras College, 1450 Alta Vista Street, Dubuque, IA 52001.

Summer session changes cannot be accepted by telephone.

TUITION AND FEES

Undergraduate per credit	\$ 310.00
Graduate per credit tuition rate	\$ 500.00
Undergraduate audit fee per credit	\$ 155.00
Graduate audit fee per credit	\$ 250.00

L.MUS 121,122,123 (1 credit)	\$ 200.00
L.MUS 121,122,123 (2 credits)	\$ 400.00
Graduation Fee	\$ 75.00

IMPORTANT DATES

May 30, 2011 (Monday)	Memorial Day. No classes. Offices closed.
June 10, 2011 (Friday)	Last day to register for a Summer Internship.
June 10, 2011 (Friday)	Last day to register for a summer undergraduate or graduate independent study.
July 4, 2011 (Monday)	Independence Day Holiday. No classes. Offices closed.
October 18, 2011 (Tuesday)	Last day to remove undergraduate Incomplete grade from spring or summer 2011.
January 27, 2012 (Friday)	Last day to remove a graduate Incomplete grade from summer 2011.
Second day of summer class	Last day to add a class
Fifth day of summer class	Last day to apply to take a course pass/fail
Fifth day of summer class	Last day to change a course from audit to credit or from credit to audit.
The last day for class withdrawal without a grade of "F" being recorded on transcript is:	
Two-week courses	Friday of first week
Three-week courses	Friday of second week
Four and five-week courses	Friday of third week
Six-week courses	Friday of fourth week

SUMMER COURSE LOAD

Because of the intense nature of summer classes, students are encouraged to enroll in no more than one course per session.

GRADES

If the tuition is paid in full, final grades will be emailed to the student's Loras College email account as soon as the grades are submitted by the instructor (usually the Tuesday following the last day of the class).

In compliance with the Family Rights and Privacy Act, summer grades will not be given out by telephone.

TRANSCRIPT

Online: Loras College and Scrip-Safe International have partnered to provide students and alumni with access to an online transcript ordering system through a secure website. To request a transcript on line go to iwantmytranscript.com. First-time users are required to set up a transcript ordering account in accordance with the Family Rights and Privacy Act of 1974. The cost is \$7.00 per transcript.

By Mail: To request a transcript by U. S. mail, send a signed request and enclose a check or money order in the amount of \$7 for each transcript requested. Please include the following information on the transcript request:

- Your Name printed or typed. Indicate any other names or spellings of your name that you may have used while a student at Loras College.
- **Your Signature.** We cannot process your order without your written signature. A computer generate signature cannot be accepted.
- The approximate dates you attended Loras College.
- The last 4 digits of your social security number or your 6-digit Loras College ID number, if available.
- Your current home mailing address, telephone number or email address so we can contact you if there are problems processing your order.
- The address (es) where each copy of your transcript is to be sent.
- Enclose payment (check or money order) payable to Loras College in the amount of \$7.00 for each transcript ordered. If you wish your transcripts sent by Federal Express, include the FedEx charge of \$35.00 in addition to the \$7.00 per transcript charge.

In Person: Transcripts can be picked up in the Registrar's Office, Room 135 Keane Hall, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m. at no charge. Anyone wishing to have a transcript sent by the Registrar's Office, however, must request the transcript through the online transcript ordering service iwantmytranscript.com.

FINANCIAL ASSISTANCE

Most forms of financial aid are available only during the regular academic year. Depending upon a student's level of financial need and registered credits, there may be federal aid eligibility for summer classes. A Summer 2011 Financial Aid Application needs to be completed along with the 2011-2012 FAFSA. For additional information or to schedule an appointment to discuss summer financial assistance, contact the Office of Financial Planning, Room 100 Keane Hall, telephone (563) 588-7136.

HOUSING RATES

Summer housing is available in the Visitation Complex. For information on housing and housing costs contact the Student Life Office, Room 560 Alumni Campus Center, telephone (563) 588-7137.

FOOD

Food is available on a cash basis in the Duhawk Market. The Duhawk Market, located on

Level 4 of the Alumni Campus Center, is open from 8:00 a.m. to 2:00 p.m., Monday through Friday.

Cooking facilities are also available in the Visitation Complex.

CLASS WITHDRAWAL AND REFUND POLICY

Students who discontinue a class must notify the Registrar's Office, Room 135 Keane Hall, telephone (563) 588-7106. Students who officially withdraw are entitled to a tuition refund according to the following schedule for any session or class:

- If dropped before the close of business on the second day of class 100%
- If dropped before the close of business on the third day of class 75%
- If dropped before the close of business on the fourth day of class 50%
- If dropped before the close of business on the fifth day of class 25%
- After the fifth day of class there will be no refund.

PAYMENT POLICY

Fees become an obligation at the time of registration. All fees are payable by the session and must be paid on or before the first day of class in each session. Students can view their student account online through the Loras College portal by clicking on the Loras Links tab. For assistance in accessing the portal, please contact the Loras College Help Desk, 563-588-4949.

Students whose accounts are delinquent are not permitted to continue in the session and no transcript of credits will be issued until the account is paid in full. Students may not be permitted to register for any subsequent session until the previous debt is paid in full.

PARKING

Summer students must register vehicles and obtain a parking permit, at no cost, at the Information Desk of the Alumni Campus Center. Current 2010-2011 permits will be valid. The Traffic and Parking Regulations handbook is available online on the Campus Safety and Security webpage. Students of Loras College are responsible for familiarizing themselves with the Loras parking policies as these regulations are enforced at all times. Violators of parking regulations will be ticketed and fined. If a student is injured or has special parking needs (doctor ordered), the student is required to obtain a temporary handicapped permit from the state through which the student's drivers license is issued. The student will then be allowed to park in any handicapped stall located on campus. For questions regarding the parking policies of Loras College please visit our website at <http://depts.loras.edu/StudentDevelopment/safety/trafficpolicy.pdf>, (must be inside the Loras network for this link to work) call 563-588-7114 or stop in The Office of Campus Safety and Security, room 530 Alumni Campus Center.

ACCREDITATION

Both the undergraduate and graduate divisions of Loras College are accredited by the North Central Association of Colleges and Schools. The teacher education programs, both on the

graduate and the undergraduate level, are accredited by the Iowa Department of Public Instruction.

TRANSFER OF CREDITS

To request a transcript of credits earned at Loras College, submit a signed request to the Registrar's Office. Transcripts can be delivered electronically or by mail. The request may be made either:

- 1) In person in Room 135 Keane Hall, or
- 2) On-line at <https://iwantmytranscript.com>

Acceptance of transfer credits is determined by the accepting institution. It is the student's responsibility to obtain approval for the transfer of credits.

NON-DISCRIMINATORY POLICY

Loras College does not discriminate on the basis of sex, race, color, age, handicap, national or ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs. For additional information on the Loras College non-discriminatory policy see the current edition of the Student Handbook, or contact Dr. Lisa L. Bunders, Vice President for Enrollment Management, Room 151 Keane Hall, Loras College.

BARNES AND NOBLE BOOK STORE

The Barnes & Noble Bookstore is located in the Academic Resource Center. Textbooks will be available starting May 16. The bookstore accepts American Express, Discover Card, Master Card and Visa. Students who wish to have bookstore charges added to their tuition account need a valid Loras College student ID card. This card will serve as a charge card. The Bookstore's summer hours are: Monday through Friday 8:30 a.m. to 3:30 p.m.

TECHNOLOGY CENTER INFORMATION

The Technology Center Help Desk is located in the basement of Christ the King Chapel, telephone (563) 588-4949.

Summer Hours for the Help Desk are:

Monday through Friday 8:00 a.m. to 4:30 p.m.

Logging into the Loras College Network:

All students enrolled in a class can log into the Loras College Network.

This is automatically set up for you. Your user name is your first initial, last initial and the last 6 digits of your Loras student ID. Your network password is the last 6 digits of your social security number. You will change your network password the first time you login.

Example:

Your name is Dewey Joseph Duhawk

Your Loras College Student ID is 0123456
Your Network User ID is "dd123456"
Your email address is Dewey.Duhawk@loras.edu

The Technology Center does have a limited number of laptops available to loan out for a fee on a first-come-first-serve basis. The check out fees are:

Hourly check out is available for up to 4 hours for \$3.00. Laptops may be checked out between the hours of 8:00 a.m. and 4:30 pm. Laptops may also be checked out for a 24 hour period at a cost of \$5.00. Weekend check out is also available, Friday after 4:00 pm and returned by 9:00 am Monday, for \$10.00. For more information regarding the Technology Center, visit their website: <http://depts.loras.edu/IT>.

ACADEMIC RESOURCE CENTER SUMMER LIBRARY HOURS:

Monday through Thursday 8:30 a.m. to 6:00 p.m.

Friday 8:30 a.m. to 4:00 p.m.

Saturday: CLOSED

Sunday: CLOSED

Library will be closed Memorial Day Weekend and Independence Day Weekend.

To gain access to the Library on-line catalog, see information under Technology Center Information on logging into the Loras College Network.

Once you have access to the campus network, the Library on-line catalog is <http://www.loras.edu/library/>. The Library web page offers an extensive array of resources to assist students. For assistance, call 588-7189.