

## ***Academic and Student Services***

### ***GENERAL INFORMATION***

Students coming to Marian determined to shape their own environment will find almost unlimited opportunities for leadership at the University. Marian provides a fully supportive environment that responds to student needs. Students recognize that Marian is their University. They share in its governance through representation on administrative, faculty, and student life committees. They participate in matters that require adjudication through the University judicial boards, appeal committees, and policy-making bodies. They are directly responsible for the social life and the activities on campus.

Marian students appreciate the advantages of a small campus but they also want a dynamic one. They want to achieve personal and professional goals through decisions that they participate in making.

Campus life aims to encourage an alertness that intensifies the enjoyment of learning, the appreciation of the world's cultural and artistic achievements, and the warmth and fun of recreation.

### ***CENTER FOR ACADEMIC SUPPORT & EXCELLENCE***

Mobile Unit West  
(920) 923-8097

[www.marianuniversity.edu/caseoffice](http://www.marianuniversity.edu/caseoffice)

#### ***Academic advising***

All undergraduate degree-seeking students are assigned a faculty/staff academic advisor to assist the student in planning an academic program. The faculty/staff academic advisor is from the student's selected major. Students who have not selected a major are advised by the academic advisor of the EXCEL and Undeclared programs in the Center for Academic Support and Excellence (CASE).

Students are encouraged to meet with their academic advisor periodically throughout each semester. Students are expected to meet with their academic advisor in selecting courses and making any major decisions regarding their academic program and/or career plans. Academic advisors assist students with decision-making, but final responsibility rests with students.

It is the responsibility of all students to know and observe all the regulations and requirements that

apply to their program(s). Academic advisors assist students with course selection, general academic direction, academic requirements, goals, and career planning.

All academic-related questions should be referred to the student's academic advisor or to the Dean of Academic Advising and Academic Services.

#### ***Academic Services***

Academic Services is committed to meeting the academic needs of Marian University students. Academic Services available include study groups directed by staff and student leaders, individual tutors, and assistance with study skills (time management, goal setting, preparing for and taking tests, using support systems within the University, etc.). Information and assistance is available in the Center for Academic Support and Excellence. Also, see information regarding the Learning and Writing Center. Other resources provided include study guides for NCLEX and Praxis I and II.

#### ***Academic testing***

Academic Testing is responsible for the coordination, administration, and planning of academic tests that are requested by the University and educational community. The CASE Office serves as a national test center site for the following exams:

- Accuplacer Placement Assessments (math, reading, writing)
- ACT Residual Testing
- Castle
- College Level Examination Program (CLEP)
- DSST
- ISO
- Kryterion
- Proctor Service – external
- Traditional Student Testing

#### ***Disability Services***

In alignment with Marian University's core values, Disability Services recognizes the inherent worth and unique contributions of every individual. Marian University and Disability Services value individual differences and support the premise that disability is an aspect of diversity, which plays a vital and important role in the educational experience.

Marian University promotes an inclusive and accessible educational environment to the greatest extent

possible wherein individuals with disabilities are afforded equal opportunity to participate fully and benefit from its facilities, services, and programs. Marian University is dedicated to fulfilling the mandates set forth by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, both in letter and in spirit. No otherwise qualified individual with a disability shall be denied access or participation in any program, service, or activity offered by Marian University.

Each individual is responsible for making timely and complete disclosures and specific requests for reasonable accommodations to meet his or her particular needs. In addition, each individual is responsible for submitting appropriate documentation that supports the need for the requested reasonable accommodation. Reasonable accommodations are determined on an individual basis and implemented with high regard for confidentiality. It is strongly recommended that requests be made at least 4-6 weeks in advance of when they are needed to avoid delays that could potentially impact participation in a program, service, or activity.

Marian University and any of its agents shall not coerce, intimidate, retaliate against, or discriminate against any individual for exercising a right under Section 504, or for assisting or supporting another to exercise those rights. Individuals who have exercised or have assisted in exercising rights under Section 504 remain subject to the same policies and procedures as other individuals at Marian University. Each individual shall demonstrate cooperation with Marian's policies and procedures in order to obtain reasonable and appropriate accommodations.

**Accessing services:** Meet with the Coordinator of Disability Services to disclose and discuss the disability and the reasonable accommodations requested. Provide documentation of the disability according to Marian's documentation guidelines. The Coordinator of Disability Services will review all documentation and determine eligibility for services. Requests for reasonable accommodations will be reviewed on a semester-by-semester basis and granted as supported by the documentation and individual needs. The Coordinator of Disability Services also serves as a liaison to all University offices and services.

**Reasonable accommodations may include, but are not limited to, the following:**

**Available Services:** advocacy; consultation with faculty members regarding academic accommodations; and

facilitate awareness of students rights and responsibilities

**Classroom Accommodations:** preferential seating; priority registration; permission to tape record lectures; note-takers; hearing assistive devices for classroom settings; interpreters; and syllabi in advance

**Exam Modifications:** testing in quiet, distraction-reduced environment; extended time to complete exams; exam readers; scribes; word processor; calculator; and oral exams

**Learning Accommodations:** textbooks in alternate formats; enlargement of syllabi, notes, exams, and academic documents; Kurzweil – learning software; and Dragon Naturally Speaking – Speech Recognition Software

### **EXCEL Program**

Further information regarding the EXCEL Program can be found in the Admission section of the Academic Bulletin.

### **Tutor Program**

The goal of the Marian University Tutor Program is to help students gain the confidence and skill necessary to successfully complete course work. Marian University student tutors are recommended by Marian University faculty. Tutoring is available free of charge to any registered student during the fall and spring semesters. Contact the Center for Academic Support and Excellence for further information.

### **Undeclared Majors**

The Center for Academic Support and Excellence assists students who may be uncertain about their choice of a career field and/or major at Marian University. Academic advisors assist students in understanding the purpose and value of general education as part of the University experience; learning the “ground rules” governing University requirements, policies, and procedures; and taking responsibility in the academic advising and decision-making processes. To help undeclared students make choices compatible with their interests, abilities, and goals, the CASE Office offers various career inventories and other opportunities to learn more about themselves and majors that may be of interest to them.

**Learning and Writing Center**

The Learning and Writing Center assists students in developing skills and knowledge necessary for meeting academic goals. The Learning Specialists and Coordinator of Writing Services provide academic assistance in math, science, reading, writing, and study skills. Also provided are software applications and materials in an optimal learning space that serves individuals students, as well as small group learning opportunities. Learning specialists provide one-on-one assistance to students. Assistance is available to students who speak English as their second language.

For further assistance and information contact:  
 Math Learning Specialist at (920) 923-8739  
 Reading/Writing Specialist at (920) 923-8586  
 Science Learning Specialist at (920) 923-8964  
 Coordinator of Writing Services at (920) 923-8764

**OFFICE OF MISSION, LEARNING AND RETENTION**

*Administration – 2nd Floor*  
 (920) 923-8963

The Office of Mission, Learning and Retention is the administrative office which supports the fulfillment of the Mission and Core Values of the University and the charisma of the Congregation of Sisters of St. Agnes. The office works with faculty, staff, and administrators to encourage institutional action/change that will enhance the Mission and student retention efforts. In addition, this office provides strategic vision and leadership in the development of policies, programs, and procedures related to student success at Marian University. In addition, the Office of Mission, Learning and Retention has specific oversight for the First-Year Studies Program (consisting of the First-Year Experience and First-Year Studies).

**First-Year Studies Program**

The First-Year Studies Program serves the needs of undergraduate day students during their first year at Marian and integrates curricular (First-Year Studies) and co-curricular (first-year experience) elements.

**First-year experience**

Marian University is committed to the success of first-year students, guiding them in their transition to college and achievement of educational goals. The program focuses on four areas of transition and adjustment to campus: academic success, leadership, personal development, and wellness. Within the First-

Year Studies Program, Student Mentors serve first-year students to help facilitate the goals of the program.

**New Student Orientation**

The first week of each semester is devoted to the orientation of first-year and transfer students. Students are introduced to the academic and social aspects of University life. They attend information sessions, meet with their academic advisor, and become acquainted with the faculty and traditions of the University. They also meet their classmates through curricular and co-curricular activities. For further information, contact the Director of First Year Studies Program at (920) 923-8723.

**First-Year Seminar**

The curricular arm of the First-Year Studies Program facilitates students' transition into the University environment and develops their critical thinking and reading skills to better meet the challenges of college-level work. All students entering Marian University with 23 or fewer credits must take GEN 101: First-Year Seminar, (3 credits) during their first semester of attendance at Marian. The Director of First-Year Studies Program collaborates with other general education courses typically taken the first year to create a more integrated learning environment.

**Retention**

The Office of Mission, Learning and Retention: oversees the University Recruitment, Retention, and Graduation Committee; directs the development of goals, procedures, processes, materials, and training to ensure that all staff and faculty are familiar and can easily access retention data; investigates grant opportunities to support retention initiatives and other revenue generating opportunities; evaluates administrative policies, procedures, rules, regulations, communicates implications and their possible impact on student retention; and administers periodic student retention workshops for the University.

**STUDENT DEVELOPMENT CENTER**

Mobile Unit East  
 (920) 923-8799

**Career and Graduate School Services**

Career guidance assistance is available for all students through the Career and Graduate School Services Office located in Mobile Unit East.

**Career planning**

- Career Counseling: assistance identifying majors, what you can do with your major, occupational descriptions, training and qualification information.
- Informational interviewing and job shadowing opportunities.
- Assessments: Strong Interest Inventory and Myers–Briggs Type Indicator; online access with personal interpretations provided by qualified Career Development professionals.
- Resource Library and Career and Graduate School Services Website.

**Internships**

An internship is a learning approach that integrates University studies with paid or unpaid practical work experience that is directly related to the student's major. Students may earn academic credit for internship experience with appropriate approval. Opportunities exist in business, industry, government, and service agencies.

The purpose of an internship is to enhance the academic classroom experience and offer another opportunity and dimension to the student's education experience. Through these work experiences, students are given opportunities to test career choices, improve work skills, and develop professional contacts. Career professionals and academic advisors work together with students to prepare and to secure internship sites.

Some programs require students to take a 1-credit Career Preparation course offered each semester. This course is designed to assist students in identifying and preparing for their internship experience.

Contact the Internship Coordinator in your major field of study:

Communication	(920) 923-8792
Business	(920) 923-8522
Music Administration	(920) 923-8108
Other	(920) 923-7161

**Job search assistance**

- Résumé and cover-letter writing, mock interviews, interviewing skills, dress for success.

- Internship and job fairs.
- Job postings; subscriptions; permanent full-time, half-time, summer, internship, and volunteer opportunities; internship and job search websites.
- Salary surveys.

**Graduate school assistance**

- Researching schools and admission assistance.
- GRE, MCAT, LSAT test prep resources.

**Community Involvement Program (CIP)**

The Community Involvement Program promotes opportunities for students to volunteer on a short- or long-term basis for non-credit experience(s). Students record their volunteer hours through the Office of Career and Graduate School Services, located in Mobile Unit East. Students can request a Volunteer Transcript outlining their volunteer service throughout their time at Marian University. The Office of Career and Graduate School Services and the Volunteer Center of Fond du Lac County, Inc., co-coordinate a Volunteer Services Fair in the fall. Volunteer opportunities are posted on the Career Services Website. Contact the Office of Career and Graduate School Services at (920) 923-8799 for further Career Development information or to schedule an appointment.

**Counseling Center**

Confidential personal counseling is available to all students without cost through the Counseling Center, located in Mobile Unit East. This service covers a variety of topics, including, but not limited to, coping with change and transition; dealing with depression or anxiety; relationship and sexuality concerns; grief and loss counseling; time management and organizational skills; eating disorders; financial counseling; and building self-esteem.

Group counseling, self-help resources, and program services are also offered. Free online screenings are available for depression, anxiety, alcohol, eating disorders, and other mental health concerns. The screening is taken anonymously and is provided so that you may find out, in a few minutes, whether or not a professional consultation would be helpful to you.

If the counseling staff encounters issues outside their expertise, or if a student wishes to see another

counselor, referrals are made to appropriate professionals in the community. For more information, or to schedule an appointment, please call (920) 923-8799. Regular office hours are Monday through Friday from 8:00 a.m. to 4:30 p.m. (fall and spring semesters only). Other hours may be available to fit your needs. If you need someone to talk to after hours, the Collegiate Assistance Program provides confidential counseling 24/7 at 1-866-443-8248. For additional resources, visit our website at: [www.marianuniversity.edu/counseling](http://www.marianuniversity.edu/counseling). For an emergency, always call 911.

## **INTERNATIONAL / MULTICULTURAL STUDENTS**

International Multicultural Center  
18 S. National Ave, Lower Level  
(920) 923-8524

The International Multicultural Center (IMC) Program Office is open to meet the needs of international students with individualized support and development. The IMC assists both international and multicultural students in learning about Marian University, the Fond du Lac community, and life in the Midwestern area of the United States. The coordinator will promote and assist in the development of multicultural educational programs for the campus and provide leadership opportunities and training to create an inclusive environment for **all** students.

Information will be provided on the following topics and all international students are **required** to stop in at the IMC during the first two weeks of the semester:

- Driver's license
- Employment authorization
- Health insurance
- Homesickness
- Housing
- Income tax
- Social Security card
- Travel
- Visa compliance

All international students under the age of 21 and having fewer than 64 University credits are required to live on campus. A completed health form, which includes TB skin test results, is required and must be on file by August 1 for the fall semester and January 1 for the spring semester. Additionally, all international students are required to carry health insurance and

must supply proof of health insurance prior to registering for courses.

Appointments are recommended, but not required. To schedule an appointment, contact the International Student Advisor at 1-800-262-7426 or (920) 923-8523. Office hours are 8:00 a.m. – 4:30 p.m. or by appointment.

## **RESIDENCE LIFE**

The professional Residence Life staff have offices on the first floor of Naber Hall, the lower level of Townhouse C, and the first floor of the Courtyard, Building #1. The Office of Residence Life represents the University's commitment to providing a residential community where students can pursue their educational interests in an informal and social setting. The office is responsible for providing social, recreational, spiritual, and educational programming, as well as maintaining the University's policies and procedures, which may include disciplinary action.

## **Housing options**

Naber Hall is a co-ed residence facility and has accommodations for double occupancy. Naber Hall is furnished comfortably with TV lounges, a reception area, kitchenette, and is the largest traditional residence hall reserved for first-year students.

Cedar Creek, the newest Marian University housing option, provides students with apartment-style living and contains a full-service kitchen, bathroom, living room, dining area, and two double occupancy bedrooms.

The Marian Townhouse Village, located at the east end of the campus, is a co-ed complex that houses up to 84 students. Fourteen townhouse units with single- and double-occupancy rooms provide a unique alternative to traditional residence halls. As part of the residence life program, students may experience an "apartment-style" living arrangement while remaining on campus. The Townhouse Village is reserved for upper-class students.

The Courtyard is also a co-ed complex that houses up to approximately 150 students. The Courtyard's three housing options designed to serve the needs of Marian students include:

1. House units accommodate 22 students in double-occupancy rooms in a two-story arrangement featuring an open lounge/living room on the first

level and a loft living room above. Reserved for first-year students.

2. Penthouses are individual three-bedroom units, double-occupancy rooms only, including living rooms and showers but no cooking facilities. Reserved for first-year and upper-class students.
3. Efficiency suites are similar to penthouses but include a full-service efficiency kitchen and double-occupancy rooms only. Reserved for upper-class students.

Duplex housing is available for specific interest groups and Greek organizations. Duplex housing offers single- and double-occupancy rooms. The Duplexes are reserved for upper-class students.

Each residence facility is assigned a Resident Assistant (RA). These upper-class students are trained as resource people and coordinate social and educational programs for all residents. They are also responsible for maintaining the University's policies and procedures.

All student residence facilities have card-operated laundry equipment. Parking lots and bike racks for students are located throughout the campus. For housing information, or to obtain a housing contract, contact the Office of Student Life at (920) 923-7666.

### **STUDENT ACTIVITIES AND GREEK LIFE**

The Office of Student Activities and Greek Life fosters learning and leadership opportunities outside of the classroom. Organizations, such as Marian Activities Committee (MAC) and Student Senate, are student-led and initiated, as well as oversee programs that are educational, recreational, cultural, and social. Some of the major campus events sponsored by these organizations and the Office of Student Activities and Greek Life include Homecoming, Freak Week, Big Band, Late Night Breakfast, and the Student Recognition Banquet.

To obtain more information on clubs and organizations at Marian University, contact Student Senate at (920) 923-8515 or

[studentsenate@marianuniversity.edu](mailto:studentsenate@marianuniversity.edu)

For programming events – or to get involved – contact MAC at (920) 923-8524 or [mac@marianuniversity.edu](mailto:mac@marianuniversity.edu) or contact the Office of Student Activities and Greek Life at (920) 923-8125.

### **FOOD SERVICE**

Marian University food service is available to all students, faculty, and staff. Resident students are

required to participate in one of the meal plans offered. Breakfast, lunch, and dinner are offered Monday through Friday while brunch and dinner are served on Saturday and Sunday. The Sabre Diner is open six days a week featuring salads, hot sandwiches, hamburgers, fruit and beverages, along with many other tasty treats. Snack Points may be used like cash in both locations. Commuter students may purchase Snack Points or meal plans to be used either during regular meal times or at the Sabre Diner. Common Grounds and Erbert and Gerbert's Bistro, located in the Todd Wehr Alumni Center, offer coffees, beverages, bakery items, cold sandwiches, soups, and salads. Purchases may be made with cash or Snack Points. For further information, contact the Office of Student Life at (920) 923-7666.

### **HEALTH SERVICES**

Student Health Services provides services for students, staff, and faculty.

Health Services is staffed by registered nurses and certified nurse practitioners who are supported by emergency room physicians from Agnesian HealthCare. Specially trained in all age emergency medicine, each nurse is qualified to triage medical conditions and refer patients for additional and follow-up care.

Services offered include health information, treatment of minor injuries, illnesses and disease, immunizations, over the counter medications, and prescriptions by our nurse practitioner. For further information, contact Student Health Services at (920) 923-7615.

### **INSURANCE**

The University does not carry health, accident, life, or property insurance on any student (unless an activity performed by a student is considered to be on behalf of the University), excluding intercollegiate athletics. All students are encouraged to obtain sufficient insurance coverage before enrolling. International students are required to carry health insurance. To obtain insurance information, contact the Office of Student Life at (920) 923-7666.

### **CAMPUS MINISTRY**

Campus Ministry is an expression of the church's special desire to be present to all who are involved in higher education and to further the dialogue between the church and the academic community. The church brings to this dialogue its mission to preach the gospel

of Christ and to help the human family achieve its full destiny.

Campus Ministry seeks to proclaim the Good News to the academic community and to a pluralistic society in a prophetic yet reconciling voice. Lay, religious, and ordained campus ministers constitute this professional, pastoral ministry in the church today. These campus ministers gather all the members of the church on campus to form the faith community, to appropriate the faith, to form a Christian conscience, to educate for justice, to facilitate personal development, and to develop future leaders for the church and society.

The Campus Minister is available to students, faculty, and staff for personal and spiritual advisement.

Campus Ministry embraces the hope that all individuals will be “empowered by the spirit” to recognize their own dignity and worth and to reach out to others on the campus to collaborate in building God’s kingdom of love and justice (The Gospel on Campus). Contact the Campus Minister at (920) 923-7624.

### **ATHLETICS**

Marian University offers a varied and growing athletic program for both men and women. Facilities include a gymnasium, Smith Fields (soccer and softball), Herr-Baker baseball field, the Blue Line Family Ice Center Hockey Arena, the Indoor Recreation Facility, and a fitness center.

Sabre athletes participate at the national level in the National Collegiate Athletic Association (NCAA) Division III and at the conference level in the Northern Athletics Conference (NAC), Northern Collegiate Hockey Association (NCHA), and Midwest Collegiate Hockey Association (MCHA). Women’s sports include basketball, cross country, golf, hockey, soccer, softball, tennis, and volleyball. Men’s sports include baseball, basketball, cross country, golf, hockey, soccer, and tennis.

### **Athletic eligibility**

Marian University student-athletes must meet institutional and NCAA Division III eligibility requirements. For further information, contact the Director of Athletics at (920) 923-7178.

### **Intramural activities**

The Intramural Department provides opportunities for competition in a wide variety of sports and is open to

the entire student body. The activities include basketball, flag football, floor hockey, pool tournaments, softball, tennis, and volleyball. The Athletic Department and Intramural Department work collaboratively, with intramural activities scheduled around athletic practices and contests. The programs are also open to faculty and staff. For further information, contact the Intramural Director at (920) 923-8090.

## **GENERAL ACADEMIC INFORMATION**

This section of the Academic Bulletin contains program and degree requirements and general academic regulations. While the section provides an exact statement of policy in effect at the time of publication, the University reserves the right to modify descriptions, requirements, and regulations at any time.

### **Organizational structure**

The University’s instructional program is organized into seven schools including: the School of Arts, Humanities and Letters; the School of Business; the School of Criminal Justice; the School of Education; the School of Mathematics and Natural Science; the School of Nursing; and the School of Social and Behavioral Science.

In addition, Marian University offers courses specifically designed for non-traditional students who have significant work experience, through Marian’s Professional Adult and Continuing Education (PACE) programs.

### **Academic year**

The University conducts traditional academic programs in two semesters, the first from late August or early September to mid-December, and the second from mid-January to mid-May. Traditional undergraduate courses are also offered in two two-week and two four-week summer sessions as well as in a two-week winter session. Marian’s Professional Adult Continuing Education programs and graduate level programs run throughout the entire year.

### **Degrees and areas of study**

The following degrees, majors, minors, and other areas of study are offered at Marian University: