Welcome! You are the newest members of the Aquinas College family and we want to extend our gratitude and hospitality to you. Over the next few years, you and your student will come to learn about the Aquinas difference. Founded by the Dominican sisters over 125 years ago, the core values of prayer, study, service and community still hold true on our campus today. It is these values that you and your student will experience on a daily basis.

Your family probably chose Aquinas in part because of our size. Our faculty, staff and administration pride ourselves on getting to know and work with your student. During your student’s time here, he or she will have the opportunity to interact with us in a variety of ways. In addition to our wonderful liberal arts education, we are committed to holistic development and believe in high impact experiential learning. We encourage your student to study abroad (many of our parents will visit their students while abroad), go on service-learning trips, partake in an internship and perhaps even conduct research with a faculty member as part of our Mohler-Thompson research scholarship program. These high impact experiential learning opportunities help our students apply the knowledge that they have gained in the classroom to the world at large.

Your student will also likely want to get involved in campus life. Whether your student chooses to live on campus or commute, we have over 70 clubs and organizations that may fit your student’s interest. This list continues to expand as each year new students collaborate to add new clubs and organizations to our campus. As you stay engaged with your student, be sure to ask them about life both inside and outside of the classroom. We will do the same on our end and together, we will work to ensure that we are indeed making all the difference in the world.

Sincerely,

Brian Matzke
Dean of Student Services
FAMILIES

We are happy to have you as part of our AQ Family, and we feel honored to be part of yours as well. Over these next few weeks, you may be asking yourself, “How do I help my student get ready for college?” More importantly, you may be asking yourself, “How do I get myself ready?!”

Having a college student in the family is an adjustment. Your role and relationship with your student will change. Whether it’s your first college student, or your fifth, we understand that this time of transition can be difficult for some. We hope this guide will help ease the transition and that it will serve as a resource for you and your Aquinas student these next few weeks and years. Here’s some advice and information to assist with this change.

Communication

Before college, you more than likely talked with your student every day about what he or she was doing. However, with your student in college, your communication will change. Communicating daily might not be an option, but it is important to keep the lines of communication open. Set expectations with your student about how you want to stay in touch and check in every once in a while, whether it is through a phone call, or an e-mail.

Transition to Mentor

We recognize that most families have strong bonds, and that it may be difficult to separate. Some parents and guardians are used to being their student’s “go-to” person when a dilemma occurs. Know that your student can be a responsible adult and is capable of making decisions for him or herself. Your student might still call you when an issue arises, but empower him or her to determine their own solution and allow yourself to transition from their parent or guardian to a mentor for your student.

Stay at AQ!

If your student plans to live on campus, chances are they will visit home at various points throughout the year, whether for a weekend, or only for a major holiday break. However, in your student’s first few weeks at Aquinas, encourage your student to stay on campus rather than coming home for a weekend. Studies show that the first six week of a student’s college experience is vital to his or her success thereafter. Not only has Aquinas implemented various programs these first six weeks to ensure your student’s success, but this will also serve as an opportunity for your student to make new relationships and get involved at Aquinas.

Home Visits and Breaks

If your student does choose to travel home for a visit or an extended break, know that these visits may be different than anticipated. Your student will become used to a sense of independence while living on campus. Before your student plans a home visit, discuss your expectations regarding rules, curfews, etc. Remember to listen to his or her expectations as well and find a common ground with your student.

FERPA

The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law intended to protect the privacy of student educations records accumulated from early childhood through college. This amendment gives parents certain rights to access information regarding their student’s education records from Kindergarten through High School. However, once a student reaches 18 years of age, all of the rights guaranteed under FERPA are transferred to the student. Understand that paying for a student’s tuition does not give anyone the right to access that student’s academic records. Usually, college students are responsible for communicating their grades and academic status to their families.

For more information on FERPA, visit www.ed.gov or www.collegeparents.org.
The Dean of Student’s Office works with parents to provide a partnership for helping students make key transitions. Over the next four years, we will get to know your student and will help to educate your student both inside and outside of the classroom. It is our goal to orient your student as seamlessly as possible into the Aquinas College culture and eventually facilitate his/her transition from Aquinas into the professional world. Our mission articulates how we do this using the Catholic Dominican charisms of prayer, study, community and service while holistically developing students guided by the professional principles and theory of Student Affairs.

At Aquinas College, we realize that no two students are the same. Key transitional points in a young adult’s life differ from student to student. Some students will walk in and readily adapt to their new environment. Other students will need a little more guidance in their transitions. We want to make sure that students and parents alike know about the resources that are available. The Dean of Student’s office supervises Campus Ministry, Campus Safety, Diversity Initiatives, Career and Counseling services, Residence Life, Campus Life, Academic and Learning services, Health and Wellness, Student Support Services and the Health Center to provide resources to assist your student’s development throughout his or her college career.

Our office is also here to help with general questions and to point students in the right direction when they are unsure where to go. If you or your student has a question, be sure to stop by our office in the Academic Building room 107, call us at 616-632-2171, email us, or visit our website at www.aquinas.edu/dos. We look forward to supporting your student’s college success.

Brian Matzke
Dean of Student Services

Jennifer Dawson
Associate Dean of Student Affairs

Dee Wagner
Secretary to the Dean of Students
Aquinas College Career and Counseling Services assists our students and alumni with pursuing life and career planning skills that will enable them to have a career filled with passion and balance.

We help students with the process of defining and pursuing life, academic and career goals that complement individual interests, as well as skills and values. By providing students with support and resources, they can increase their professional skills, reality test their career options, and expand occupational networks. We provide supervision and support for students during their internships and alumni and help continuing education students refine career search strategies.

In addition to career oriented counseling, we provide personal counseling. We offer a safe environment where students can openly express their thoughts and feelings to a counselor who serves as an objective listener. Counselors are available to support students through concerns they may encounter while at college.

Career Development Classes

Success in students’ chosen careers demand that they know they are unique individuals, are aware of the vast array of opportunities available as college graduates, and that they have the skills and knowledge necessary to develop plans for reaching their potentials.

Career Development courses are designed to help your student develop a foundation for lifelong career development. Since the majority of adults will have multiple careers, your student will be able to use the skills developed in these courses throughout his or her lifetime.

Internship Program

Internships are an excellent way to gain work experience while still in college. When asked about the importance of internships, employers increasingly respond that the experience is necessary if college graduates want to stand out as job candidates. Recent statistics indicate that 58% of students who complete internships receive full-time employment offers as a result. Internship experience also has a positive impact on starting salary offers.

Job Search and Career Planning

The search for meaningful full-time employment or the right graduate school is a daunting undertaking for most students. Professional career advisors are available to guide students preparing to graduate through this process. Advisors can help with self-assessment, career exploration, and decision making, as well as the technical aspects of the job search process.

Counseling Services

Personal issues and conflicts, ranging from roommate conflicts to substance abuse, can interfere with academic and personal success. Knowledgeable, caring professional counselors can help your student make the most of the college experience.

Contact Us!

Have questions? Feel free to stop by our office, located in the lower level of Donnelly, or call us at 616-632-2905
Your student’s success is important to us. At Aquinas, we believe in the value of a Liberal Arts education with a global perspective, emphasizing career preparation and leadership. This commitment to a well-rounded education is supported by over 60 different academic majors. For example, your student will be taught how to write a college research paper effectively in the first-year “Inquiry and Expression” class, to Shakespeare’s influence on modern literature in the second year Humanities course, and much more.

Not only are we committed to successful students, but we are also committed to prosperous graduates. Learn how we plan to assist your student’s success at Aquinas, and what tools are at your student’s disposal to ensure an outstanding education and career. We think you will see that our approach to education makes all the difference.

Academic Advising

Academic Advising is a critical aspect of student academic success at Aquinas. Academic Advising provides your student the opportunity to develop an academic, co-curricular and career plan in collaboration with a caring and informed faculty advisor. The process of academic advising is a two-way interaction in which your student and the advisor work together to achieve a common goal. Both your student and the advisor have responsibilities to fulfill in order for the process to work.

Each semester, all students meet with their assigned advisor, faculty members from their respective majors, to determine the best classes to take the next semester before registering for classes.

Academic and Learning Services

The Academic and Learning Services Center is located in the lower level of the Wege Center. Our professional staff is available Monday through Friday and is dedicated to providing academic services to support student success in every area of study. We provide both walk-in services and appointments. Our office provides essential academic support for all students. We are dedicated to helping students master effective study skills, time management techniques, and exam preparation. We arrange group tutoring in select disciplines, organize study groups, and offer more general academic support counseling. In addition, we staff Aquinas’s Writing Center which provides individual writing consultations across the disciplines.

Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with disabilities are guaranteed certain protections and rights of equal access to programs and services. Our office is committed to providing access to campus facilities as well as reasonable accommodations for programs, services and classroom activities. Students who need accommodations must contact our department at least one month prior to the first day of classes to submit current proper documentation. If you have any questions, please feel free to contact us at (616) 632-2166.

We look forward to working with you.
Student Support Services

Student Support Services has met the academic needs of Aquinas College students for over 30 years using a holistic, individualized approach to ensure that program participants meet the department’s goals of persistence, academic performance and graduation. Student Support Services is committed to cultivating students’ personal strengths and maximizing their success as leaders in higher education and in the workforce.

Student Support Services provides program participants with academic assistance/tutoring, guidance in course selection, education/counseling to improve financial and economic literacy, information and assistance in applying for federal student financial aid programs, locating public and private scholarships and assistance in applying for admission to Graduate School.

What is Student Support Services?

Student Support Services provides assistance to students in math, writing, reading, and study skills. SSS also provides career and personal counseling to eligible participants. These services are offered under a federal grant called TRiO and students who meet the criteria set by the grant program receive ongoing academic assistance, counseling, and mentoring.

Can I walk in for assistance or do I need to schedule an appointment?

If a specialist is available, then he or she will accept walk in appointments. However, it is preferable that students schedule appointments.

How long do appointments last?

Appointments last approximately thirty minutes.

If needed, can I meet with a specialist on a weekly basis?

Yes! If both the specialist and the student feel it is needed, standing weekly appointments are available to continue improving the student’s academic performance.

Is there any fee to use these services?

No, there is no charge to participants for any services.

Are SSS participants eligible for grant aid?

Yes. To receive SSS program grant aid, students must be current participants in the SSS project who are in their first two years of postsecondary education and receiving Federal Pell Grants.

To learn more call the Student Support Services Office at (616) 632-2165.
INTERNATIONAL PROGRAMS

Through Aquinas’s International Programs, students may choose among fall semester programs in Italy, Japan or Spain. Spring semester students may choose from programs in Costa Rica, Ireland, France, Germany, or Japan. In most programs local adjuncts and directors are employed to serve as on-site staff and faculty. Students can earn from 12 to 19 credits and satisfy elective or language requirements for graduation. To achieve the cultural immersion objective we have designed the academics, excursions, and housing at each study site to correlate and intensify the immersion experience.

For every American studying abroad, there are five international students in the U.S. We’re closing the gap: for the past two years, Aquinas has nearly doubled its number of study abroad participants. We invite your student to explore new horizons and develop a global perspective.

The Aquinas College Costa Rica program is a semester-long, cultural immersion and study program with a substantial service-learning component. Moreover, students are afforded the unequaled opportunity to work with six different indigenous tribes and learn from them while providing an environmental service replanting and reforesting indigenous plants and trees.

Aquinas College's France program is located in Western France in the town of Angers. The France program is designed to accommodate a full range of language levels so that participants can earn a variety of credits toward their French major or minor while gaining an intensive cultural experience.

Germany

Aquinas College offers three opportunities to study abroad in Germany. One of the spring semester programs takes place at the University of Tübingen in southwest Germany. The Tübingen program is an excellent opportunity for students to earn academic credit toward their German major or minor. Courses focusing on German language and culture are taught by University of Tübingen instructors.

Another spring semester program takes place at the University of Lüneburg in Lüneburg, located in northern Germany approximately 20 miles south of Hamburg. The Lüneburg program’s curriculum focuses on German language and culture. Additional courses in business, political science, history, art and engineering are also offered.

Finally, students have the opportunity to spend an academic year at Albert-Ludwigs-Universität in Freiburg, located in southwest Germany in the Black Forest region. Participants build upon their German language skills through special program courses as well as regular university classes offered in a variety of disciplines.

Ireland

The Ireland program provides students with the opportunity to live and travel abroad, while at the same time earning a full semester's academic credit. The program, located in the village of Tully Cross in County Galway, focuses on providing in-depth experience of another culture, a culture as rich and varied as it's countryside.
Italy

Aquinas College is proud to partner with Thomas More College for the Rome semester program, located at the Villa Serenella Monastery. Students earn at least 13 credit hours focused on humanities, art, architecture, literature and theology. Additional language workshops in Italian and Latin are also available. Students have the opportunity to complete internships with various Vatican media centers as well.

Spain

Aquinas College's Spain program is located northwest of Madrid, in the city of Salamanca. Each fall semester 10-15 students participate in this intensive Spanish cultural immersion program.

Japan

Aquinas College is proud to partner with the Japan Center for Michigan Universities, located on the shore of Lake Biwa in the City of Hikone, Shiga Prefecture, Japan. Students have the option to participate during either the fall or spring semester or for the full academic year and can earn 12-14 credit hours per semester toward a Japanese minor. The Japanese language program is taught at four different levels, from beginning to advanced. Each level is designed to advance language proficiency through the combination of in-class instruction and outside activities. As a whole, the language program aims to produce students who can communicate effectively in a variety of socio-cultural contexts both in spoken and written Japanese.

Dominican Exchange

Our students can experience another campus for a semester through its sister-school relationship with fellow Dominican-rooted institutions around the country. As a guest student, participants are able to enroll in any class offered at the host campus, providing they meet the course prerequisites. As such, this program is an excellent alternative for students on an accelerated or exacting academic plan.

Contact Us!

The International Programs office is located in the lower level of the Academic Building, room 20. Stop by, call us at 616-632-2076, or visit aquinas.edu/intprograms for more information about a particular program.
RESIDENCE LIFE

The Residence Life Department manages all aspects of on-campus living, including the day-to-day operation of each residential facility. Approximately 875 students live on-campus at Aquinas College.

Living On-Campus

Living on-campus can be one of the most fun and educational experiences during a student’s time at college. Some students will make lifelong friends with roommates and neighbors who live on the same floor. Residential experiences provide an opportunity for students to develop valuable life skills. On-campus housing also provides access to a variety of convenient services located within the residential building, such as laundry facilities, mail delivery, and access to the AQnet wireless network for internet access on campus. Residence hall front desks, located at Regina and St. Joseph Halls, are staffed by students 24 hours/day. The front desks offer services such as selling stamps, providing change, and checking-out vacuum cleaners for student use.

Area Coordinators

The residence life staff should be the first point of contact for any questions or concerns as relates to on-campus housing. A professional live-in staff member called an Area Coordinator (AC) supervises each residential area. ACs are responsible for promoting a safe, healthy, positive, respectful, and educational environment for living and learning. ACs ensure that College policies are followed by residential students, mediate conflicts, and respond to emergencies that occur within the residential facilities.

Resident Assistants

Resident Assistants (RAs) are sophomores, juniors, or seniors who have been selected for their leadership potential to live on a floor and assist students with personal or academic needs. RAs are supervised by ACs. RAs are specially trained in all aspects of residence hall living and can make appropriate on-campus referrals for the utilization of campus resources. RAs work to develop a sense of community within the residence and offer a variety of social and educational activities for residential students. Each residential area has at least one RA on-duty every evening. This individual is available for any problems or emergencies that may arise.

Residence Life Office

The Director of Residence Life supervises the Area Coordinators and oversees all administrative and programmatic functions of the department. The central Residence Life Office, located in lower Regina Hall, is staffed by student assistants, and is open Monday through Friday from 9:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m.

Residence Hall and Area Councils

The Residence Hall Association (RHA) and Hall/Area Councils are student organizations that provide programming and enhancements to the residential communities. Any resident student is eligible for membership.

Requirements

All full-time enrolled (registered for 12 or more credit hours) first and second year students are required to reside on campus unless they meet one of the criteria for exemption from this requirement. More information on the Aquinas residency policy is located on the Residence Life web site.
AQUINAS DINING

Aquinas Campus Dining is dedicated to providing the community and guests with high quality food and services in a variety of settings. We strive to utilize local products while operating in a sustainable manner. Whether you need a cup of coffee, lunch on the go, or a sit down dinner, we can accommodate your dining needs. Feel free to contact us at 616-632-2966 with questions.

Meal Plan:

Meal plans are required for all First Year Students and for all students living in Regina, St. Joe’s, Hruby, and Browne residence halls. A reduced meal is an option for students living on campus in Fulton, Gatehouse, Knape, Meijer, Woodcock, Willowbrook and for upperclassmen. Meal plan funds will be stored on your student’s AQ ID.

Flex Cash:

All meal plans offer a certain amount of Flex Cash, which is cash that can be used at our two Cafés on campus: the Corner Café and the Moose Café. Flex Cash is attached to your student’s meal plan and will also be stored on your student’s AQ ID.

DINING OPTIONS

We offer a variety of Dining Options to suit your student’s dining needs.

Wege Café

Home to our one and only cafeteria on campus, Wege Dining Hall boasts an array of foods served daily to fit each student’s appetite. Options include home-style dishes, pasta selections, house made pizzas, grilled items, gluten free and vegetarian options daily.

The Corner (Lower Wege)

Open Weekdays beginning at 10:30 am, The Corner Café serves as a location where Flex Cash can be used. Located in the lower level of the Wege Student Center, students can order Mexican selections or sandwich wraps from the menu. Other selections include pasta bowls, pizzas, vegetarian options, and on the go items.

The Moose Café (Cook Carriage House)

Our full service coffee shop on campus, The Moose will satisfy your student’s need for caffeine to get through the day. Your student can swing by for a latte or espresso drink to go, or stick around and study in the cozy environment. The Moose also serves bagels, muffins, salads, sandwiches, calzones. Flex Cash accepted here too!

Food Allergy Process

If your student has food allergies that we should know about, please have them visit our website at www.aquinas.edu/food to fill out the food allergy form detailing all food allergies as well as when your student plans to eat at Wege Dining Hall. Sharing this vital information with the Dining Services staff will insure safety while eating in the dining hall. Upon completion, please email it to map001@aquinas.edu.

Meal Plan Options

275 Meals & $100 flex cash
220 Meals & $200 flex cash
150 Meals & $350 flex cash

*All First Year Students are on the 275 Meal Plan but can change during the first week of classes.

*Meal plans last for a whole semester, but do not carry over to the next semester or academic year.
CAMPUS LIFE

As a college rooted in the teachings of Saint Thomas Aquinas, we believe in finding truth through two the classroom and our personal experiences. Your student will have the opportunity to take part in “experiential learning.” From our wide variety of clubs and campus activities, and our commitment to service learning nationally and globally, to opportunities in the theater community and more, your student will have no problem seeking the truth.

The “Sevens” of Aquinas Campus Life

Seven has some perks, such as being a lucky number. For Aquinas, seven represents more than luck. It serves as a guide for the various opportunities students have to take part in Campus Life activities.

Seventy Percent

Statistically, students spend an average of 70 percent of their time outside the classroom. With so much spare time, we recommend you encourage your student to make the most of his or her experiences at Aquinas. How will your student spend his or her 70 percent?

Seventy Clubs

With 70 different registered student organizations, there is sure to be something that suits your student’s interest. For example, your student can join the Student Senate, the governing body on campus responsible for legislating student issues to the administration. Or perhaps your student is interested in joining Programming Board, the club responsible for bringing student planned entertainment to campus? Maybe your student would like to join our award winning Model United Nations team and compete in Chicago? Not finding the club your student is interested in joining? Encourage your student to create it! It’s easy for students to form a new organization. All they need is four members, an advisor, a constitution and approval from Campus Life.

Seven Days

At a college where students spend a majority of their time outside the classroom, we understand the need for an active campus. With our commitment to bring activities to Aquinas and the surrounding area seven days a week, there’s never a dull moment.

Staying Informed

With so many exciting events happening all the time, your student may find it hard to keep up! Aquinas’s campus calendar (www.aquinas.edu/events) can be used online to stay up to date with on-campus activities.
Retreats

A wide array of retreats are offered throughout the year for students to either participate in, or serve as student leaders. Students can join us for the annual South Manitou Backpacking Retreat that occurs over Labor Day Weekend. They can come with us the April Biking Retreat, Arete, or they can take a leap of faith and sign up for the popular CYBIAC Retreat in November. These are just a few of the many retreats Campus Ministry offers throughout the year.

Service Learning

Service Learning is committed to peace and justice based on Catholic Social Teaching and encourages students to seek out opportunities to serve others. Students can volunteer over breaks in the fall, spring and summer. Service Learning includes opportunities locally, nationally and globally. Students have the opportunity to join the Social Action Committee, a campus organization dedicated to service in the Grand Rapids area. Students can also serve in Acadia, Maine, on the Pine Ridge Indian Reservation in South Dakota, or even travel to the Dominican Republic or Peru for service opportunities.

Contact Us!

For more information about Campus Ministry, or to learn about how to get involved in these exciting opportunities, visit aquinas.edu/campusministry or contact Director of Campus Ministry, Mary Clark-Kaiser at 616-632-2489.

Campus Ministry, rooted in our Catholic Dominican tradition and empowered by the Holy Spirit, seeks to build a community of faith at Aquinas College. We recognize that we are a diverse community and welcome students of all faiths to get involved with Campus Ministry. We are committed to encouraging each individual’s unique journey toward God.

At the beginning of the year at the Faith Community Information Fair at Saint Stock, students are invited to learn more about what Campus Ministry offers and also meet representatives from other Christian denominations as well as representatives from other faith traditions.

Bukowski Chapel

At Bukowski Chapel we offer Sunday mass at 8:00 p.m. and weekly Masses on Monday and Wednesday at 4:30 p.m. Students are also welcome to join in the Sacrament of Reconciliation on Monday and Wednesday at 4:00 p.m. Students are welcomed and trained to sing in the choir and to serve as liturgical ministers.
The Center for Diversity and inclusion’s priority is to assist in the development of confidence and self-esteem in a diverse population of students. Particular emphasis is placed on the students understanding of their own individual ethnicity and their role within society. We believe all students benefit from exposure to holistic, diverse, multicultural experiences at Aquinas. These experiences prepare students with the skills necessary to collaborate with all people effectively.

What We Provide

The Center for Diversity and inclusion provides valuable resources to students on its AQ web page, including departmental scholarship applications and outside scholarship information, as well as multicultural resource/businesses listings in the greater Grand Rapids community. The department also provides cultural enrichment for students through year-long programming that highlights different ethnic and social backgrounds. Programs include Salsa Night, an exciting evening of free salsa dancing lessons and refreshments; Luau Party, a relaxing Hawaiian night with Luau dancing and food; and Soul Food Sunday, an annual signature event co-sponsored with V.I.B.E. (Voices Inspiring Black-students Everywhere) featuring a full dinner of catered soul food, accompanied by a brief presentation on its history, and live entertainment. The Center for Diversity and inclusion also collaborates with Student Support Services (SSS), Campus Life, Campus Ministry, Residence Life and other departments to ensure students are utilizing all available resources, assistance, and opportunities available to them on campus.

Contact Us!

If you have questions, comments, concerns, or suggestions for the Center for Diversity and inclusion, please contact us! We’d love to hear from you.

Office: Cook Carriage House 208
Phone: (616) 632-2455

Upcoming Events: 2012-2013 School Year

- August 26 Welcome Back Bash
- September 8 – Multicultural Student Welcome Brunch
- October 10 – Hispanic Heritage Celebration
- October 13 – Multicultural Professionals Panel
- November 9 – Native American Heritage Festival
- December 11 – Holidays Around the World Arts & Crafts Workshop
- January 21 Martin Luther King, Jr. Day
- February 8 – Chinese New Year Celebration
- February 24 – Soul Food Sunday
- March 15 The Truth Behind St. Patrick’s Day
- March 26 Cesar Chavez Celebration
- April 6 – Multicultural Professionals Panel
- April 20 – Asian/Pacific Heritage Celebration
CAMPUS HEALTH SERVICES

Our Health and Wellness Services professionals are committed to health promotion and disease prevention for students, faculty, and staff, providing individualized holistic care. Aquinas is pleased to partner with East Paris Internal Medicine for our medical services, with Dr. Gregory Kuldanek serving as our Medical Director. The clinic is located in lower Wege Student Services building, Room 101. We are open during the academic year Monday through Friday. The hours of operation can be located at www.aquinas.edu/health_center. You may contact Veronica Beitner, Manager at 616-632-2458.

HIPAA

The Aquinas College Health and Wellness Services is committed to protecting your health information under the Health Insurance Portability and Accountability Act of 1996. We are required by law to: maintain the privacy of your student’s protected health information or PHI; give your student a notice of our legal duties and privacy practices with respect to your PHI; and follow the terms of the Notice currently in effect. For further information regarding the Confidentiality Statement and the HIPAA law and your rights, please visit our website at: www.aquinas.edu/health_center/hours.html.

Services include:

- Walk-in appointments for acute onset of illness or injuries.
- Onsite diagnostic testing, lab work, medication renewals and referrals.
- We offer full billing services – patients pay a copay amount just like at their home doctor.
- Educational and recreational Wellness programming.
- Traveller’s educational services.
- Student Health Insurance referral – we partner with First Agency in providing students affordable healthcare options.
Located in Hruby Hall, room 131, Student Accounts serves a variety of student and family needs including Payment Plans and Payroll for students employed on campus.

Payment Plans

Tuition is due in full by the first day of the semester/quadmester unless a payment plan has been arranged. We recognize that each family’s financial situation is different, therefore we offer two payment plans, explained below, as well as multiple options for payment in full.

- **Aquinas College nelnet Business Solutions Plan**

  To help your student meet educational expenses, Aquinas College is proud to offer e-Cashier as a convenient budget plan. This is not a loan program. There is no debt, no interest or finance charges are assessed, and there is no credit check. The cost to enroll in an interest-free monthly payment plan is a $30 per semester or $50 annual and is nonrefundable.

  Payments can be made either by automatic bank payments or with a Master Card, or Discover card. Monthly payments can be spread over a period of up to ten (10) months, beginning in July. Students signing up after July will have payments through April.

- **Aquinas College Employer Tuition Reimbursement Plan**

  The “Aquinas College Employer Tuition Reimbursement Plan” allows students who are eligible for tuition reimbursement from their employer to apply for deferred payment of tuition. A nonrefundable processing fee of $50 per academic year is due with the application for this plan. The application must be approved by the Student Accounts Office. Once approved, the student may defer payment of tuition up to six weeks following the last class of the course.

  - **One Time Payment**

    In order to assist our students and families with a single payment, we have multiple options. Tuition can be paid by using any combination of mail check, money order, chasier’s check, and/or scholarship check. In addition, payment can be made over the phone or in person at the Student Accounts office with a MasterCard, VISA, American Express, or Discover Card.

Refunds

Each registered Aquinas College student will receive an Easy Refund Card. The card will arrive in the mail at the primary address on file. To receive a refund, students must activate the card. During card activation, students will choose how to receive their refund money. If your student wants faster access to the funds, choose to have refunds deposited directly into the Higher One OneAccount. Activate the Easy Refund Card and make the refund selection online at www.easyrefundcard.com.

The Higher One OneAccount is a fully functioning FDIC insured free checking account that allows students to access financial aid refunds quicker and easier than ever before. The OneAccount has no minimum balance, no monthly fees, and free Internet banking features. Students can use the Easy Refund Card to make purchases anywhere MasterCard Debit is accepted. Your student can also withdraw cash with no fee at the Higher One ATM located on campus in the lower level of the Wege Center.

Refunds can also be deposited into another bank of choice.

Contact Us!

For more information regarding payment plans, refunds, or other items pertaining to Student Accounts, visit our website at aquinas.edu/studentaccounts, call our office at 616-632-2864, or stop by Hruby Hall room 131.
ITS holds Laptop Clinics during Orientation and the first week of classes. Check the Orientation packet for dates and locations of this year's clinics. ITS is also open during regular business hours to help students with their technology needs. Stop by the Academic Building, Room 350!

My student will not be bringing a computer to campus. Are there computers available on campus for student use?

Yes, all students have access to computer labs located around campus. In a computer lab, students have access to network resources, including Microsoft Windows, Microsoft Office, the Internet, and Discipline-Specific applications. Computer labs are available in the Grace Hauenstein Library, Albertus Hall and in the Academic Building, Room 353. There are also small labs located in the St. Joseph and Regina residence halls. For more information on lab hours and locations, visit: www.aquinas.edu/computer/computerlabs.html

How does my student print on campus?

Wireless printing from a personal laptop or campus lab computer is available using one of the new campus print kiosks at a cost of $.10 per page. Print locations include AB 353 Student Computer lab, Library lab, and AH 113 lab. Your student must have money on an Aquinas College ID card in order to retrieve print outs. ID cards can be funded either at the Food Service Office or at Student Accounts.

What are Aquinas College’s web resources?

ELM, the Electronic Login Manager, is a unifying password for access to Aquinas College web resources. ELM services include: MyAQ (private student information pertaining to course schedules, grades, etc.), CourseConnect (online course management tools), The Moose Website (campus news), AQnet, E-mail, Documents (online file storage/sharing), and Calendar. Students can log in at: www.aquinas.edu/elm

Helpful Aquinas Webpages:

Visit these webpages for more information about ITS and the use of technology services at Aquinas College:

ITS Home Page: www.aquinas.edu/computer
Acceptable Use Policy: www.aquinas.edu/policies.
The Aquinas College Department of Campus Safety exists to provide leadership to the Aquinas College Community in striving for a safe and secure environment in which all community members can live, learn and work.

With a community service approach, the Department strives to identify and institute programs, methods and approaches that will enhance the protection of persons and property, the prevention of crime and the enforcement of College policy. A truly safe campus can only be achieved through the cooperative efforts of all students, faculty, staff, and other stakeholders.

Crime Reporting
In compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990," numerous efforts are made to advise members of the Aquinas Community on a timely basis about crime occurring on campus or in neighboring areas. These efforts include annual reports, special bulletins, the campus newspaper, and monitoring of crimes reported to city police.

Severe Weather
The Department of Campus Safety monitors the National Weather Service Radio. In the event of severe weather or a tornado, this radio automatically sounds an alarm alerting on duty personnel of the situation.

In the event of inclement weather requiring campus to close, students will be notified through The Moose website and via the Aquinas E-mail system.

Parking Regulations
The Department oversees all parking and traffic needs and is responsible for the enforcement of traffic regulations. All students, faculty, and staff are required to register their vehicles with the Department and properly display a valid parking permit. A parking permit for one academic year costs $50 and can be billed to your student’s account.

Escorts
The Aquinas College Escort Service is used to promote the personal safety of members of the Aquinas College community. This service is provided 365 days of the year from dusk until dawn and for special circumstances. An escort will be provided within a one mile radius when a person wishes to come to, or leave campus for academic reasons or for any school-related extracurricular activities.

Contact Us!
Our office is located on the west end of the Wege Parking Lot. The office is operated by a dispatcher 24 hours a day, every day of the week, including break periods. Campus Safety Dispatch can be reached at 616-632-2462.
THE NEXT STEP…

At this point, you might be overwhelmed with information regarding your student’s transition to life at college and everything that comes with these next few months. We hope that you will find the information in this guide helpful as you make preparations for the next chapter in your student’s life.

The next step toward your student’s success will be his or her attendance throughout Orientation Weekend, beginning the day they move in and lasting through the Sunday before classes start. During this weekend, your student will learn more information about the campus and how to access different resources vital to being successful at Aquinas and beyond. Attending Orientation events will give your student the tools needed to start college on the right foot.

And as if that’s not enough, did we mention there is an incentive to attend all of activities that weekend? One lucky first year student who attends every Orientation event will win a $300 AQ Bookstore voucher!

Orientation begins immediately after the Convocation Ceremony on August 23. With so much to do in such a short time, we get started right away. After Convocation, students will join their Orientation groups with our knowledgeable Student Orientation Leaders and begin their college experience. Convocation marks the end of campus activities for family and is the time for you to say good-bye to your college student. We understand that this can be an emotional time, but be assured, your student will be in good hands.

Enjoy the summer. We’ll see you on August 23 at Convocation!

Heather Bloom Hall M.Ed
Director of Campus Life