

Counseling and Guidance Services

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COUNSELING AND GUIDANCE

UnityPoint Health - St. Luke's and the College, embracing a philosophy of holistic care including the physical, emotional, spiritual, and psychological aspects of healing, realize that few people escape some type of serious personal problem during their lifetimes. When substance abuse problems, marriage or family concerns, financial or other personal situations develop, College employees and students are provided assistance through Oasis for themselves or family members.

Oasis, a free benefit to St. Luke's employees, students and their families provides a practical approach to address well-being. The program was adopted to provide confidential, professional assistance to employees, students, or members of their families. If professional counseling assistance is needed, an employee or student is encouraged to contact the Oasis Counselor at 279-7070. The first three meetings are at no charge.

All information is confidential. No reference of the content of the discussion is ever reported to the College.

It is the desire of the administration, staff and faculty to help students develop their full potential as members of the College and community. Each student is entitled to personal, academic and career counseling. A team approach facilitates the achievement of these goals.

A student desiring counseling can contact the Department Chair of Student and Administrative Services. Any information gained within a counseling relationship will be kept confidential unless the welfare of the individual or others is threatened. For instances where the Department Chair of Student and Administrative Services is unable to be of professional assistance, the individual will be referred to the Oasis Counselor who provides confidential counseling. Students may contact this person directly at 279-7070 and can expect a call back within 24 hours. Students may also contact any hospital chaplain (through the Medical Center operator at 279-3500) for counseling services.

Faculty encourages students to communicate with each instructor at the beginning of each rotation. At this time, students can verbalize any pertinent health problems, academic strengths and weaknesses or any concerns, which may benefit their learning. The ultimate responsibility of sharing rests with the student.

Students may seek the guidance of a faculty member of their choice on academic and/or personal matters. Faculty members may suggest that a student visit with the Department Chair of Student and Administrative Services if appropriate. Students are also invited to stop in the office of the Chancellor of the College at any time.

STUDENT ADVISING

At the time of payment of the enrollment fee, an advisor is assigned to each student. The advisor will be a faculty member in the program in which the student is enrolled. The purpose of the advisor is to provide students with accurate information about requirements for progression, graduation, policies and procedures. Additional purposes include assistance in effective problem solving, decision-making, time management, role transition and referral to resources within the College and/or community to meet special needs of a student. In addition, the advisor assists students in monitoring and evaluating their educational progress and goals.

The student is required to meet with their advisor a minimum of once a semester. A student must register for the next semester courses with their advisor or designee. If a student is having academic or personal difficulties, the advisor can aid in offering suggestions and/or referring the student to appropriate resources. The advisor is the primary source of academic information and advice, encouragement, guidance and referral. Therefore, students are encouraged to utilize this valuable resource.

ACADEMIC SUPPORT SERVICES

The College provides academic support to students through tutoring and assessment of learning skills. Free tutoring is offered at the request of the student. Any student experiencing academic difficulties may request tutoring through Student Services personnel.

DISABILITY SERVICES

St. Luke's College is committed to offering equal access to individuals with disabilities.

Individuals with disabilities may request reasonable accommodations. A student with a disability needs to contact the Department Chair, Student and Administrative Services located at 2800 Pierce St., Suite 410 and can be reached at 279-3377 as early as possible. Upon entry into a course, the student needs to contact faculty to discuss necessary accommodations. Current written documentation by a professional of the disability and the needed accommodations are necessary to develop a plan with each student. Accommodations will not lower course standards or alter degree requirements. St. Luke's College abides by the related provisions of the Americans with Disabilities Act.

COMMUNITY SERVICE

In keeping with the Purposes of the College and the Statement of Ethical Practices, St. Luke's College encourages students to actively participate in community service activities. Each fall during student orientation, all students, faculty, and staff participate in group work projects for needy agencies in the Siouxland area. In addition, each program of study requires an individual student to engage in some form of meaningful community service work. This requirement is outlined in more detail within program syllabi.

STUDENT ASSOCIATION

Student Association provides opportunities for students to develop leadership skills and to facilitate communication between students and the College.

Responsibilities may include:

- Coordinate student social and cultural activities.
- Encourage student participation in professional organizations and activities.
- Serve as a liaison between students, faculty and administration relating to student concerns.
- Coordinate participation in Health System and community service activities.
- Develop student publications.

- Participation in select College Board, College Assembly, College Advisory, and/ or Program Advisory meetings.

Department chairs, with input from faculty and staff, select student representatives. These representatives may solicit input from students about various issues or activities throughout the year.

Convocational meetings may be held up to two times a year. The meetings are educational in nature and focus on professional, cultural or personal issues. Attendance is required.

MEALS

Options for meals on the UnityPoint Health - St. Luke's campus include the **Park View Cafe** located on the lower level of the main hospital and Pierce Street Café located on first floor in Pierce Street Surgery Center. The **Park View Cafe** offers a wide variety of hot and cold foods and beverages at the following times:

Weekdays (hot food served)

6:30 a.m. – 9:30 a.m.

10:45 a.m. – 1:30 p.m.

5:00 p.m. – 7:00 p.m.

Weekends/Holidays (hot food served)

7:00 a.m. – 9:30 a.m.

10:45 a.m. – 1:15 p.m.

5:00 p.m. – 7:00 p.m.

Meals can be purchased on a cash or debit/credit card basis or a meal plan is available to students who desire that option. A discount on meals is given to students who wear their ID Badge.

Vending machines offering soft drinks and snacks are located on the first floor of the College.

Meal Plan

St. Luke's College offers an optional meal plan for students. This plan allows a student to use it for meals, snacks, and even carryout services that are available through Park View Cafe.

Each participant will receive a debit card with an initial balance of \$500 and is available to the student while attending St. Luke's College. The debit card must be presented to the cashier at the time of purchase. The person presenting the debit card must be the cardholder. Remaining balances may be carried over into the next academic year. When the balance is low, students may pay additional amounts in increments of \$100.00 to extend the meal plan.

A refund is available only when a student withdraws or graduates from St. Luke's College. No refund will be issued if the balance on the card is less than \$10.00. Once a student is no longer enrolled at St. Luke's College the card will be deactivated.

Contact Fiscal Services to enroll in a meal plan.

STUDENT CENTER

Students can congregate in a variety of locations in the College building. Spaces to accommodate large groups are located on the 3rd floor in the nursing education area and Suite 408 on 4th floor of the College building. In addition, there are smaller areas for studying located throughout the college building, such as 2nd floor library and Suite 408. During class days, students are encouraged to utilize these areas during breaks and for an informal study area.

PARKING

To ensure proper utilization of all parking areas, parking permits are provided. Colored parking permits issued to students need to hang from the rear view mirror. Authorized parking lots for students are at 2616 Pierce St (south end), top level of Physician Center I and II parking ramp or the surface lot along Nebraska St. Vehicles cannot be parked in unauthorized areas.

St. Luke's College practices the good neighbor policy. Students are not encouraged to park on the street in front of home owner's property.

COMMUNICATION

Email

All students are given College e-mail addresses. This is the primary method the College utilizes for communicating with students. College activities, announcements and assignments by faculty are given through e-mail.

It is the student's responsibility to check their College e-mail regularly for these communications. Computers in the Library are available to students to check their email.

Student Portal

Students are assigned usernames and passwords to gain access to the St. Luke's College Portal. This portal will provide specific information to students regarding class schedules, unofficial transcripts, billing statements, financial aid awards, etc. The portal is located at www.stlukescollege.edu

Course information may be posted by the faculty through the portal. In addition, students are responsible to view their own information in the portal such as outstanding documents needed by the college under Document Tracking, access their tuition bill by selecting My Ledger for any outstanding balance, and/or update their contact information to ensure they receive emergency notifications.

Bulletin Boards

In addition to e-mail, College bulletin boards are located in each department. Informational items will be posted on the boards. It is the students' responsibility to check for student messages and other information posted here.

All students must have notices approved by a College staff member before they are posted. Each notice should be typed and have the post date recorded in the upper right corner. Notices will be removed after 7 days unless a scheduled event is specified on the notice.

Emergency Notification System

In case of emergency or to provide an immediate announcement, students, faculty and staff will be notified through the College's Emergency Notification System. Individuals will receive notice by at least one of the following methods: telephone call, text message, and/or email. Individuals are

responsible to update and monitor contact information in the portal throughout the year to ensure that notification is received.

Messages

Every effort will be made to contact a student in the classroom or clinical facility as soon as possible when there is a family emergency message.