St. Luke's College
UnityPoint Health
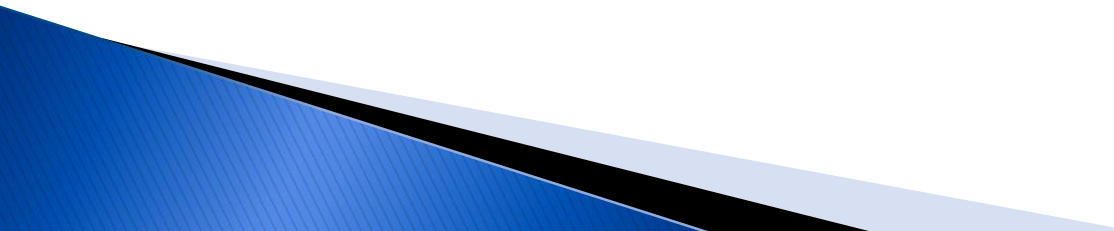
Student Orientation

Thank you for choosing St. Luke's College!

This student orientation module will provide you with important information on what you need to do and know about being a student at St. Luke's College.

This orientation is designed to help you experience a smooth transition to our college, plus provide information on where you can go for assistance as a new student.

All students are encouraged to view the Student Handbook that is located on the College website at http://www.stlukescollege.edu/college-handbook.aspx. New students that attend orientation will receive a paper copy of the Student Handbook. Online learners can request that a paper copy be mailed to them by contacting Student Services.

If you have questions, you may contact Student Services at (712) 279-3149 or your faculty advisor, assigned to you at admission.

Access your Accounts

St. Luke's College is part of UnityPoint Health – St. Luke's and we abide by UnityPoint Health policies and procedures.
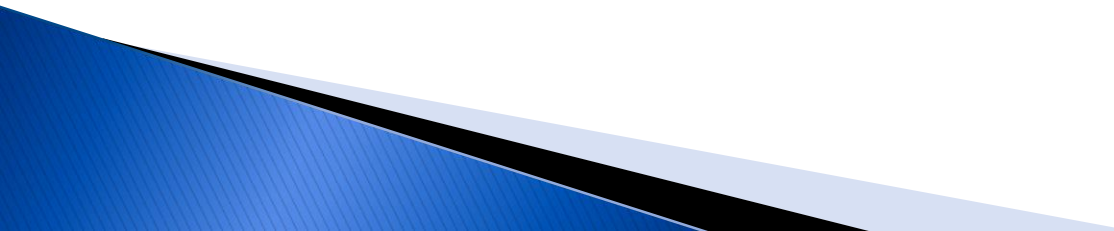
Student Network Access/Email Address

You will be issued a username and password to log in to the UnityPoint Health Network. You will use this unique student identifier to access your St. Luke's College email account, campus computers and other required systems on campus.

Your network username and generic password are emailed to your personal email address you provided on your admission application.

Your St. Luke's College issued email address is accessed using this network username and password. Before logging into the UnityPoint network or your student email account for the first time, you are required to change the issued generic password to one of your choosing. Instructions on changing your password can be accessed here: Email account access and information

The St. Luke's College email is the official form of communication of St. Luke's College. Every student is expected to check their email on a frequent and consistent basis in order to stay current with college communication.

St. Luke's College Student Portal (CAMS)

Students are assigned usernames and passwords to gain access to the St. Luke's College Student Portal through CAMS. The portal can be accessed through the St. Luke's College website under the Current Student section at   http://www.stlukescollege.edu/current-students.aspx
or through the following link: CAMS Student Portal.

Your St. Luke's College Student Portal username and password are emailed to your St. Luke's College email address. This is your unique student identifier at St. Luke's College.

With access to the College's Student Portal you can:

• Register for courses
• Print class schedule
• View account balances and make payments via credit card
• View grades, obtain unofficial transcripts
• Update address
• View Financial Aid status
• Print documents submitted

If you haven't received a username and/or password please contact the Student Services Department at (712) 279-3149. If you have received them but have experienced difficulty accessing the portal, please contact the Education Technology Specialist at 279-3273 or micky.ouellette@stlukescollege.edu

Distance Education

Blackboard

St. Luke's College offers distance education (often referred to as onlinelearning) in some of its educational programs. These courses do not require students to come to the College.

Distance education courses require access to Blackboard, which is our learning management system (LMS). A link to Blackboard is conveniently located under the quick links section of the St. Luke's College website. http://www.stlukescollege.edu/ or through the following link: Blackboard Learn

Students will use their St. Luke's College email address to log in to Blackboard and will have an opportunity to set their own password based on the stated criteria.

We also offer Blended/Hybrid courses that provide some class time and some Blackboard activity. Please contact your Faculty Advisor for complete details.

Additional information and resources can be found in the Distance Education Course Guide

Click here for the Distance Education Course Guide

Netlearning

Netlearning is a learning management system that is used to complete a variety of compliance and orientation training. A link to Netlearning is conveniently located under the quick links section of the St. Luke's College website. http://www.stlukescollege.edu/ or through the following link: Netlearning Student Interface

Students will receive communication via the College email regarding assignments and due dates. Students can access Netlearning with their social security number or their employee number if they are employed with UnityPoint Health- St. Luke's.

Click here to access the Netlearning Users Guide

What is the difference between systems?

Student Network Access/Email Address	Blackboard	Student Portal (CAMS)	Netlearning
You will log in using the username and password emailed to you at your personal email address	You will login using your St. Luke's email address	You will log in using the username and password emailed to your College email account	You will log in using your social security number or your employee number if you are a UnityPoint Health – St. Luke's employee
You will use this to access your College emails, campus computers as well as other services on campus.	You will use Blackboard to log in to your courses at the College.	You will use the Portal to access schedules, unofficial transcripts, submitted documents, financial aid, billing, etc.	You will use Netlearning when compliance or other training has been assigned. You will receive an email notice of assignment and due dates.

Wireless (WI-FI) Access

St. Luke's College is a wireless campus. This service is available to students and visitors to campus. To access the network, find the wireless service called 'IHS Guest WIFI' and open a browser to accept the UnityPoint Health WIFI terms and conditions of use.

Student Identification Badge

An identification badge is issued to all St. Luke's College students. This badge provides identification and/or access to patient care areas, skills lab, check-out privileges from the library and a meal discount at the cafeteria. The badge will be given to students on campus and will be mailed as a certified letter to students enrolled in online courses only at the time of their preceptor course.

If this ID badge is misplaced, please contact Student Services. A replacement badge will be available for a nominal fee.

The ID badge must be turned in to Student Services at the time of graduation, withdrawal or dismissal.

Student ID Number

You Student ID number will be sent to your college email address. This number is assigned to you when you apply to the College and is a permanent part of your student record. This Student ID will be necessary during testing, clinical experiences, confirming your identity, accessing test scores, etc.

Services For Students

Student Services

The Student Services department not only assists students with the application process, it also provides students with up-to-date information and assistance on the following:

- General information regarding college email, access to Student Portal and Blackboard, other systems.
- Program requirements
- Course registration
- Financial aid
- Student Health
- Billing
- Admission requirements
- Graduation requirements

Student Services is located in Suite 410 on the 4th floor of the College.

Library Services

St. Luke's College Library contains many books, periodicals, journals and databases offering numerous articles. The Library participates in interlibrary loan with many different local and regional libraries. There is a $2.00 charge for each article requested by interlibrary loan, payable at the time of request.

The Library has a computer lab, printers, a copy machine, circulation space, and group and individual study rooms.

The Library Staff is available to read papers and review APA format. Students are encouraged to schedule a time for this review.

Computer Lab

St. Luke's College's Computer Lab is located in the library. The Lab holds 9 computers and a printer for student and employee use. Generally, use of computers is on a first come, first served basis. Class work and medical center business always take precedence over recreational use.

Use of the computer lab is governed by UnityPoint Health – St. Luke's policy. For review of this policy please contact the library.

St. Luke's College Bookstore

The College Bookstore is located in the Library. Required textbooks and supplies can be purchased through the bookstore. College apparel and logo items are also available for purchase. For your convenience an online order form is available at http://www.stlukescollege.edu/bookstore-link.aspx.

The library is located in Suite 202 on 2nd floor of the College.

Tutoring

Free tutoring is provided to all St. Luke's College students. Any student experiencing academic difficulties may request tutoring through Student Services. Students are also encouraged to contact their faculty members for additional resources.

Emergency Notification System

St. Luke's College's continuing efforts to ensure a safe college environment has implemented a rapid emergency communication system known as the St. Luke's College Emergency Notification System. This system allows St. Luke's College to convey time-sensitive information within minutes, through a single communication to our students, faculty and staff.

Students are automatically enrolled in the Emergency Notification System. All home and mobile telephone numbers on file and the St. Luke's College official email address are added to the Emergency Notification System. Students are encouraged to review their contact information for accuracy via the student profile in the College Student Portal.

Student Health

All students are required to complete a Student Health Medical Record packet. These packets are mailed to the student after acceptance. The packet will include all required immunizations.   Students will be ineligible to participate in clinical or classroom experience until these requirements are met.

**exception: Online students (students enrolled in online programs who will not attend class on campus at any time) are not required to complete the St. Luke's College health requirements but are advised that they must abide by clinical or agency health requirements for preceptorships.

Absence from class or clinical related to a health condition may require evaluation by the nurse. In some cases a student may be required to present medical clearance to attend class/clinical.

Student Health is located in Suite 410 on 4th floor of the College. Hours are Monday, Tuesday and Thursday from 11:00 am – 1:00 pm. For more information contact Student Services at (712) 279-3149.

IT Assistance

The IT help desk provides general IT support services for students and assists students with the following:

•Student email account and access
•Student portal access
•St. Luke's College wireless access
•Blackboard access
•IT related issues and problems

The Education Technology Specialist (ETS) should be the first point of contact for IT needs; however, after an assessment it may be determined that a referral to the IT helpdesk may be required. The ETS can be found in Suite 410 on 4th floor and can be reached at (712) 279-3273 or emailing
micky.ouellette@stlukescollege.edu

Disability Services

St. Luke's College values diversity in our college community and is committed to ensuring equal access and opportunity to all qualified students with physical, learning or psychological disabilities. Prior planning is the key to ensuring you receive timely and appropriate services.

Students with disabilities seeking services are required to submit appropriate documentation of their disability and meet with the Dean, Student Services.

The request for services and accommodations document can be found at
http://www.stlukescollege.edu/forms-and-resources.aspx

For more information on Disability Services contact the Dean, Student Services at (712) 279-3377.

Additional Student Services Information

Transfer Credit

Transfer of credit may be granted for course work completed at other accredited institutions. Official transcripts must be submitted to St. Luke's College and will be evaluated by the Registrar. Courses must have a grade of at least a 2.0 to be considered for transfer. St. Luke's College's official academic transcript will carry only courses for which transfer credit has been granted to fulfill program requirements. A transfer grade point average will not be calculated or incorporated with St. Luke's College grade points on the College's transcript.

All submitted transcripts become St. Luke's College property and will not be reproduced, reissued or returned.

Personal Counseling

Personal counseling is available to assist you with personal concerns, educational concerns, social concerns, general life planning and goal setting. This service is confidential, short-term and free of charge.

To set an appointment, please contact the Employee Assistance Counselor (EAP) at (712) 279-7070.

Serenity Room

St. Luke's College has a dedicated room for students, faculty and staff to use when they are in need to get away from it all and collect their thoughts. The room is designed for a person to relax, meditate, or catch their breath in their busy day. It is not intended to be used as a study space or a place for groups of students to hang out.

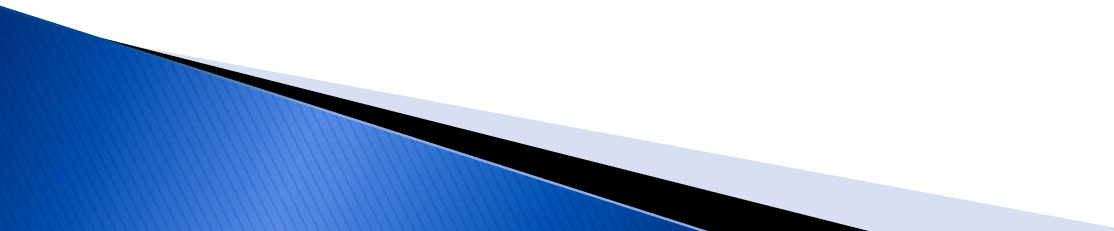The room is located in room 304 on 3rd floor of the College.

Meal Plan

For students attending St. Luke's College courses on campus have an optional meal plan available to them. The meal plan allows a student to use it for meals, snacks, and even carryout services that are available through Park View Café. Each participant will receive a card with an initial balance of $500.00 and is available to the student while in attendance. Balances may be carried over into the next academic year. Students may pay additional amounts in increments of $100.00 to extend the meal plan.

Parking

St. Luke's College has designated parking for students and staff. Authorized parking lots are at 2616 Pierce St. (east end), top level of the College ramp or the surface lot along Nebraska St. Vehicles cannot park in unauthorized areas.

All students who park on campus should complete a parking permit form and return it to Student Services. A parking tag will be issued and can be picked up in Student Services. Tags must hang from the rear view mirror and be visible.

Safety and Security

Security surveillance of the campus is maintained 24 hours a day. Security officers tour all areas and are alert for suspicious persons, activity and crime. Security has the authority to detain and/or physically interview those posing a threat to property, life, body or limb while on campus.

Security is capable of summoning the Sioux City Police Department by a hand-held two way radio through the hospital operator. All incidents of crime shall be followed up with the Police Department and documentation thereof maintained.

Security conducts ALICE training to the College campus annually. For students that would like to know available dates please contact Student Services at (712) 279-3149.

After business hours, a FOB system will be activated in the College and students will have to gain access to the building with a faculty and/or staff member.
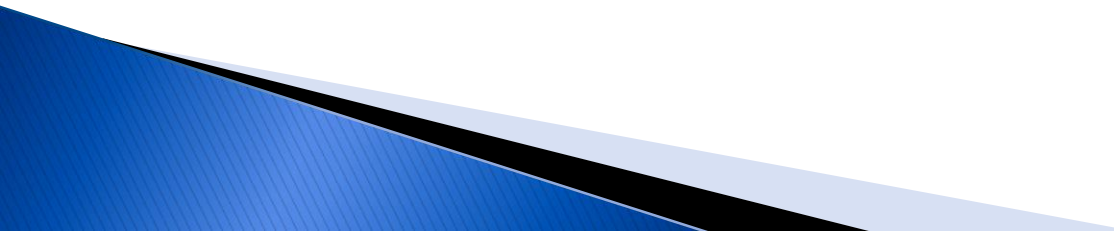
Campus Crime Statistics

Campus Crime Statistics are maintained by the college and reported on an annual basis. These statistics are located in the Student Handbook and on the Consumer Information section of the College's website.

Please click here to access the St. Luke's College-UnityPoint Health Annual Security Report

Safety Tips

•Avoid walking alone, especially after dark

•Never go places with strangers

•Avoid high-risk locations, use regular walkways and well-lighted areas

•Campus security is available to accompany you to your vehicle.
 If you are alone or unsure of your safety, dial "0" and ask for security or dial 3911 on campus

•Never leave locked building doors propped open

•Identify all items of importance with name and an identification number

•Always report criminal or suspicious activity to campus security immediately

•If you experience safety concerns off campus please dial 911

Non-Discrimination and Anti-Harassment (Title IX Policy)

St. Luke's College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect in an environment free of discrimination on the basis of sex. The College's prohibition on sex discrimination, sexual harassment and sexual violence extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics and student services.

The College has jurisdiction over complaints alleging sex discrimination, sexual harassment and sexual violence when the conduct occurs on campus or any other property owned by the College, during or at an official College program or activities (regardless of location) or off campus when conduct creates a hostile environment on campus. The College will investigate all complaints made under this policy and, if necessary, take action to prevent the recurrent of sex discrimination and remedy its effects.

The College has designated the following to coordinate its compliance with Title IX and to receive inquiries regarding Title IX, including complaints of sex discrimination:

Danelle Johannsen, Dean, Student Services   Dr. Susan Bowers, Dean, Nursing Division
Title IX Coordinator   Title IX Deputy

All students must view a video addressing Sexual Harassment through Netlearning at the start of their enrollment at St. Luke's College.
If you have questions regarding this please contact the Dean, Student Services at (712) 279-3377
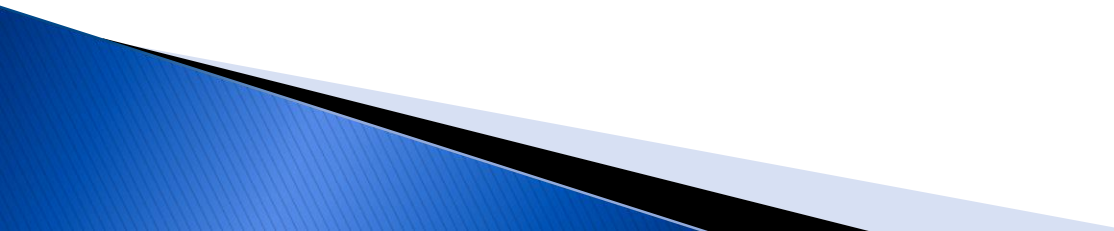
Student's Rights and Responsibilities

As a member of the St. Luke's College community, the College recognizes your rights as a student are to be respected. You have a right to attend class in a community free from violence, harassment, fraud, theft, disruption or intimidation.

The Student Handbook contains important information and lists valuable resources and services to assist you while you are a student at St. Luke's College. Each student is responsible for being familiar with all student rights, responsibilities, and all campus-wide policies listed in the handbook.

Student Conduct

Students are expected to be familiar with the Code of Conduct, Code of Ethics and the disciplinary action found in the Student Handbook.

Students are responsible for conducting themselves in a manner that does not interfere with the educational progress.

Satisfactory Academic Progress

St. Luke's College has a Satisfactory Academic Progress policy which requires students maintain:
- •a cumulative grade point average of at least 2.0 and
- •a completion rate of at least 67% of the cumulative credits attempted.

If these requirements are not met, students are placed on academic probation and in some cases dismissed. If the cumulative GPA or completion rate falls below minimum standards for a second term, the student may be dismissed from the College. A 2.0 GPA is required for graduation.

Progress is assessed after each term completed.

Please review your program's additional criteria for probation and or dismissal status.

Academic Integrity

Academic integrity is expected of all St. Luke's College students.

Students who violate the Academic Integrity Policy could experience any or all of the following:
- Earned "zero" for the specific test/assignment
- Fail the course
- Referred to College administration for further advice and/or action.
- Penalize the student up to and including dismissal from the program or the College

College Attendance

Attendance and promptness is required for all courses. Attending the first day of class and clinical orientation is required. It is also required that students enrolled in an online course will log into the course by the end of the first week of the semester unless otherwise communicated by course instructor. Faculty will report to the Registrar's Office any students who do not attend the first day of class, clinical orientation, or log into an online course during the first week. If a student is unable to attend class or will be late, it is the responsibility of the student to notify the instructor prior to the class.

Students that miss two academic weeks (calendar days) of class or clinical without contacting the course faculty or submitting a written leave of absence request will be dismissed from the course/s. Excessive absences and/or tardiness may result in dismissal from the course/s.

Family Educational Rights and Privacy (FERPA)
St. Luke's College, in compliance with the Federal Educational Rights and Privacy Act (FERPA), affords students certain rights with respect to their education records. Students can inspect and view their records upon written request is made to the Registrar.

Records will not be released to a third party without permission from the student except to those officials or agencies with specific legal authorization.

Family Educational Rights and Privacy (FERPA)

The following information has been designated as directory information and, as such, is available to the general public:
- Student's full name
- Student's local address
- Student's local telephone number
- Student's College email address
- Student's date and place of birth
- Student's major field of student
- Student's participation in official recognized activities
- Student's awards received
- Student's photograph
- Student's grade level
- Student's enrollment status
- Student's user ID or electronic identifier used to access electronic systems at the institutions, as long as the user ID or identifier cannot be used alone to access nondirectory information about the student
- Student's graduate date
- Student's degree received
- Student's honors and distinctions while at St. Luke's College

To prevent release of this information outside the College, the student should submit a written request to Student Services.

Non-Discrimination Policy

St. Luke's College is committed to providing equal opportunity for all students capable of meeting the College's educational obligations and grants without discrimination all rights, privileges, programs and activities generally accorded or made available to students at the school.
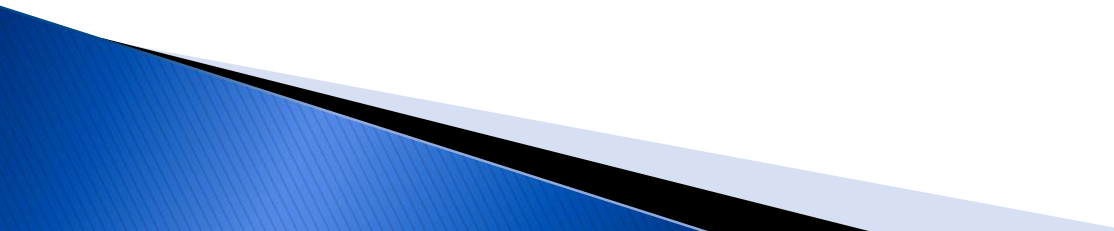
St. Luke's College does not discriminate on the basis of race, creed, color, sex, marital status, age, national origin, veteran status, religion, sexual orientation, gender identity, disability or handicap or any other legally protected classes in administration of its admission policies, educational policies, scholarships and loan programs and other school-administered programs.

Drug Free Campus

St. Luke's College prohibits the possession, use, and/or distribution of drugs or alcoholic beverages on College property. This includes unlawful possession, use and/or distribution of illegal drugs, other chemicals having potential for abuse and/or instruments to administer such drugs.

Smoke Free Campus

St. Luke's College Campus is a smoke-free campus. Smoking and the use of tobacco products are prohibited while on campus.
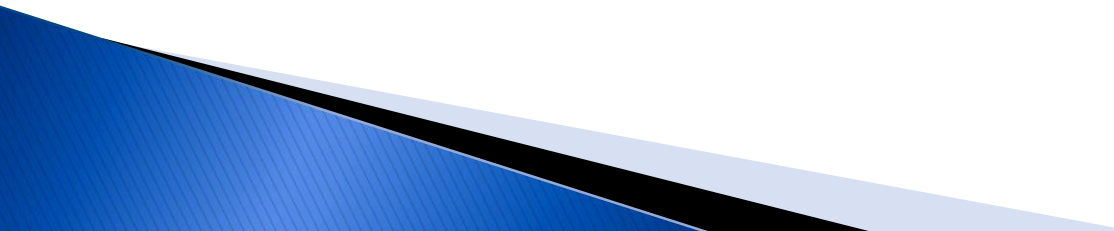
Student Expectations

Mandatory Reporter of Suspected Child Abuse

St. Luke's College strives to protect the welfare of minors on its campus. This includes minors who are on campus or participating in off-campus college-sponsored programs. Any uncertainty about whether reporting is required should be resolved in favor of making a report.

All students are required to complete State of Iowa approved mandatory reporter training. Students must complete the UnityPoint Health – St. Luke's mandatory reporting training module through Netlearning at St. Luke's College's.

For more information please visit the [Student Handbook](#).

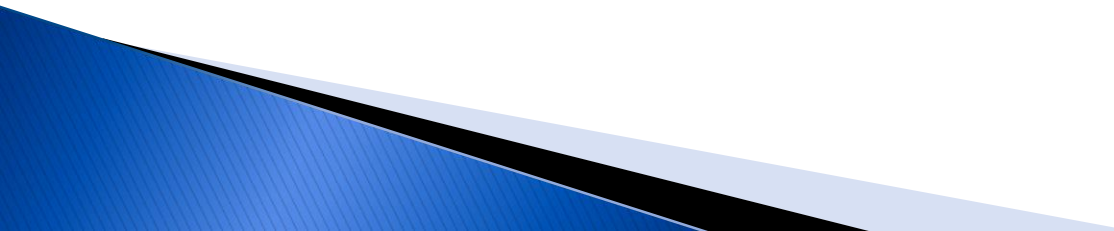## Compliance/Mandatory Training

To ensure that students are protected, as well as the patients they care for, there are expectations the student must fulfill prior to the start of clinical courses

- Have current Health Care Provider Basic Life Support (BLS) certification through the American Heart Association
- Complete Mandatory In-services through Netlearning
- Complete Student Health requirements

Students may be scheduled to participate in learning experiences at a variety of clinical locations. As a result the student must meet the requirements set by each clinical affiliate. These requirements include, but are not limited to:

- Drug Testing
- Additional background checks
- Additional health screen and immunization

The Department Chairperson will inform students of these requirements. Any costs associated with fulfilling these requirements may be at the responsibility of the student.

Health Insurance Portability and Accountability Act (HIPAA)

Students at St. Luke's College will comply with the confidentiality of Patient and Health System Information policy of UnityPoint Health – St. Luke's.

All Information regarding patients is legally and ethically considered privileged information. This information is not to be disclosed or used in any way other than as needed for treatment of the patient.

Failure to maintain security procedures for handling confidential information is considered misconduct and gross violation can result in immediate termination.

Faculty go in to greater depth for students to understand HIPAA and the expectations of compliance.

Billing and Financial Aid

Paying for College

St. Luke's College offers an invaluable investment in your future. Planning for how you will pay for college is one of the most important things you can do as a college student.
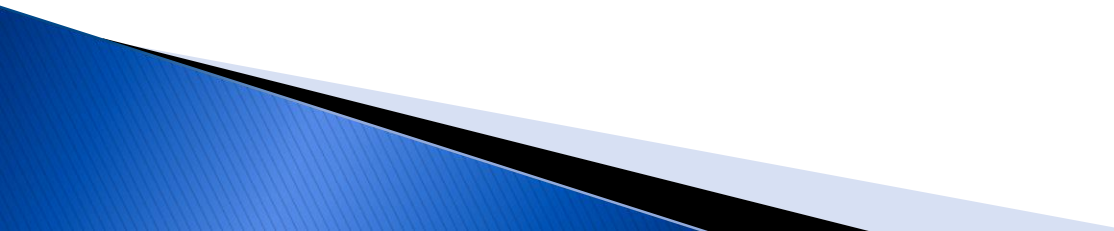
Financial Literacy

Having an understanding of personal finances and money management skills – having 'financial literacy' will help you make smart financial decisions and create a strong personal financial foundation.

There are a wide range of resources available to students, which include scholarships and financial aid grants and low-interest loans. Several government and private agencies provide financial assistance to eligible students. For more specific details on financial aid programs and scholarship opportunities please go to http://www.stlukescollege.edu/financial-aid.aspx.

Financial issues can be stressful for anyone trying to make ends meet, and as a student, the fewer financial pressures that you have, the more it will allow you to concentrate on the academic portion of your education.

Paying your tuition on time is essential – failing to make your tuition payment or arrangements, can result in your course registration being cancelled. So plan ahead and make use of all the resources available to you to help pay for your education.

Tuition and Fees

It's very important that the full amount of tuition and fees is paid by the due date for the term. Students are expected to make the necessary financial arrangements prior to enrolling for classes.
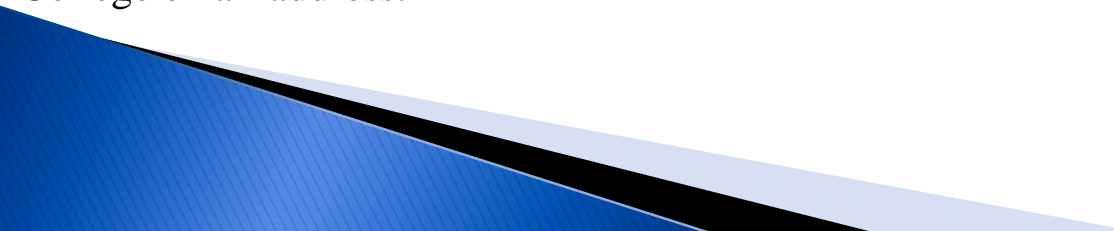
- Tuition is due on the first business day of the month following the start of the semester. **Exception: Charges for the phlebotomy program are due on the first day of class.
- Invoices are not mailed; full amount of your tuition due is available in the Student Portal. Please check it often as additional charges such as late fees, clinical make up, exam fees, etc. may be charged throughout the semester.
- If you register and do not pay your tuition by the tuition deadline, your registration may be canceled

Students who are sponsored by a third party payer are responsible for submitting an official letter from the agency indicating the funding level. This official letter must be received in the College financial aid office by the first day of class.

A student is responsible for any amount the financial aid or tuition assistance doesn't cover for the tuition and fees by the due date.

You can find out what the full amount of your tuition is by checking your account balance on the Student Portal and pay any balance due by the due date.

Tuition payment deadline reminders and informational announcements are sent to the student's St. Luke's College email address.
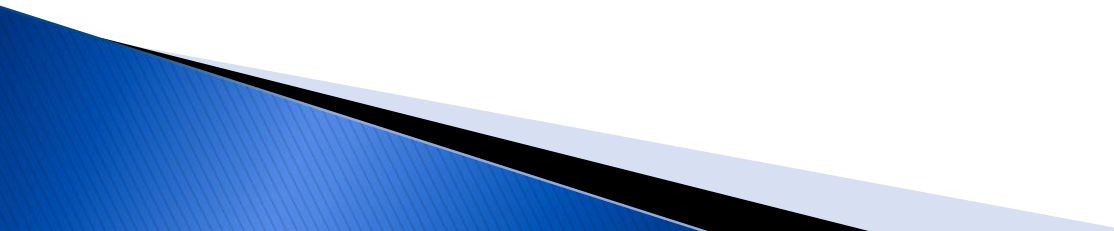
Tuition and fee information is available on the St. Luke's College website at
http://www.stlukescollege.edu/cost-of-attendance.aspx

Tuition Payment Options

St. Luke's College provides several different options for paying your tuition and fees:

- Online with MasterCard or Visa
- In person with cash, check, money order, MasterCard, Visa, Discover or American Express
- St. Luke's College deferred payment plan
- Pay with Financial Aid
- Third Party Billing and Payments
- Employer Tuition Assistance

Details for all options can be found in the Student Handbook.

Financial Aid

Financial aid is money that is available to help eligible students finance the cost of attendance. Financial aid is intended to supplement the difference between the cost of attendance and the expected family contribution. The student and his or her family have the primary responsibility to pay for the student's education. Several resources are available to help students meet educational expenses.

If you haven't already done so, you will want to apply for financial aid by filling out the [Free Application for Federal Student Aid (FAFSA)](#)

Eligibility is determined from the results for the FAFSA. The St. Luke's College School Code is 007291, which you will need when you fill out the FAFSA.

Financial aid comes in the form of

- **Grants-** money that the student does not have to pay back
- **Loans**- money that the student must pay back
- **College Workstudy** – money the student earns through campus employment

For more information on Federal Financial Aid please go to https://studentaid.ed.gov/sa/
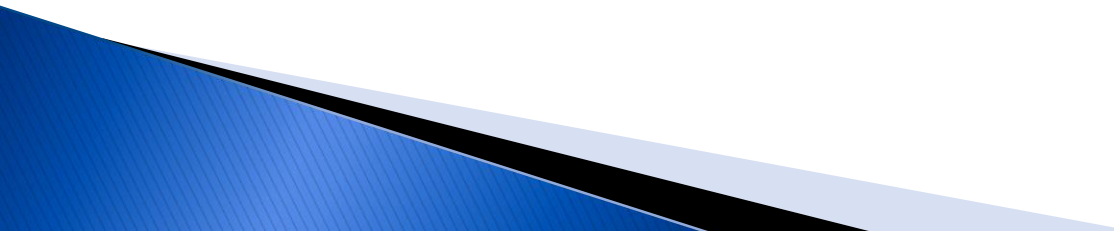
Award Letter

The Financial Aid Office will calculate financial aid eligibility after receiving FAFSA results and all required documents.

Once the file is complete, financial aid eligibility will be calculated and an Award Letter packet explaining financial aid will be emailed to returning students to their College issued email address. New students to St. Luke's College will receive the Award Letter packet in the mail to the address provided, unless requested to be sent via email. All returning students will receive their award letter packet via their St. Luke's College email account.

Carefully read the Award Letter packet that provides information regarding financial aid eligibility.

The Award Letter packet explains procedures for receiving financial aid and/or applying for certain financial aid programs, such as student loans.

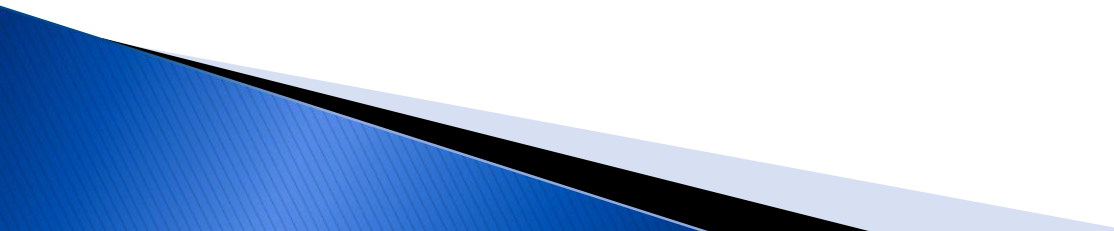All detailed information about financial aid available at http://www.stlukescollege.edu/financial-aid-program.aspx

Financial Aid Disbursements

Financial aid funds are not released to the College until the third week of classes.

- •Financial aid will first pay tuition, fees, meal plan and book charges
- •Excess funds (refund checks) are mailed in a check to the address on file. If a student wishes to keep all excess funds on the tuition account, please contact the Fiscal Services department at (712)279-3133 for instructions.
- •Funds will be disbursed in two separate disbursements; one for fall semester and one for spring semester. If a student is only attending one semester there will be one disbursement.

Book Charging

Textbooks and required clinical supplies may be added to a student's tuition account one week before the semester begins and up to two weeks following the start of the semester.

Satisfactory Academic Progress with Financial Aid

To continue to qualify for financial aid you must maintain Satisfactory Academic Progress in your program of study.

St. Luke's College has a Satisfactory Academic Progress policy which requires a degree seeking student to maintain

- •a cumulative grade point average of at least 2.0 and
- •a completion rate of at least 67% of the cumulative credits attempted.

If these requirements are not met, students are placed on academic probation and in some cases dismissed. If the cumulative GPA or completion rate falls below minimum standards for a second term, the student may be dismissed from the College. A 2.0 GPA is required for graduation.

Progress is assessed after each completed term.

Student Success Tips
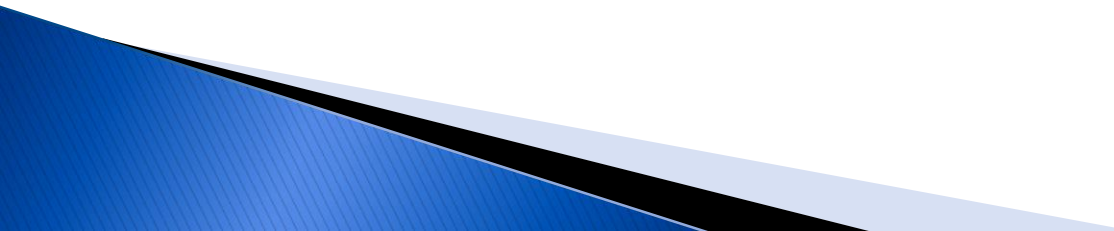
Balancing school/work/life

One of the most important elements of being successful in college is to plan how you want to balance school, work and home. Time management is key to being successful. To make your college investment worthwhile, be realistic about how much time you can devote to your education so that you meet your goals.

12 credits or more	= Full time enrollment
9-11 credits	= 3/4 time enrollment
6-8 credits	= half time enrollment
1-5 credits	= less than half time enrollment

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Types of Classes

Depending on your courses/program you enroll in, various course options may more easily fit into your already busy schedule. Not all courses are offered in every format.

Courses taught in various formats that work with your learning styles. The course formats include:

- **Distance-delivered courses**: Courses in which all or the vast majority (typically 75% or more) of the instruction and interaction occurs via electronic communication, correspondence, or equivalent mechanisms, with the faculty and learners physically separated from each other.

- **Distance-delivered programs**: Programs in which 50% or more of the required courses may be taken as distance-delivered courses.

- **Traditional or Face to Face delivery**: Learners and faculty meet in person as a group for regularly scheduled class sessions.

- **Hybrid/blended delivery format**: An instructional delivery method which combines the face to face delivery and distance delivery formats.

How to determine how many classes to take

Your work schedule, your other outside responsibilities and your individual strengths and/or weaknesses as a student should be factored into determining the number of classes you enroll in each semester.

If you work 30-40 hours or more/week, consider taking no more than 1-2 classes per semester
If you work 20-30 hours/week, consider taking no more than 2-3 classes each semester
If you work 10-20 hours/week, consider taking no more than 3-4classes per semester
If you work less than 10 hours/week, consider taking 4 or more classes per semester

Remember that for each hour you spend IN class you will have up to 2-3 hours of preparation work OUT of class.

Be realistic with your college time commitments

Most students have multiple life commitments, including family, work, and general life commitments. To calculate how much time you will need for college commitments, use the formula
1 credit = 3 hours of commitment per week

For example:
1 hour in the classroom + 2 hours of homework = 3 hours of commitment. Student is enrolled in 12 credits for fall or spring semester = Full Time

     12 credits
    x 3   hours
     36 hours per week for college commitment

Tips for Success as a Student

Use time management skills and organizational skills to help balance your college time commitments. You will be less stressed and able to get the most out of your classes.
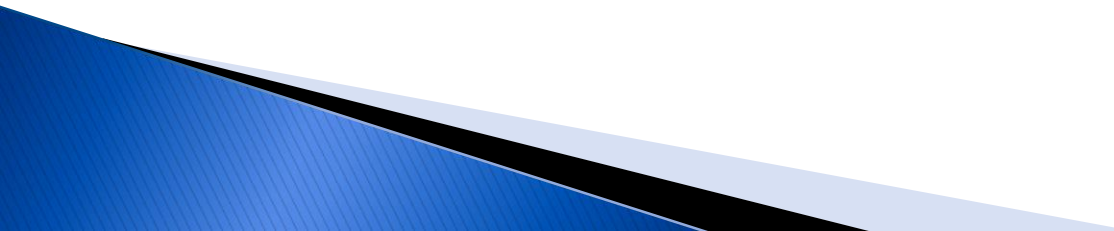
Tip #1: Be Organized

Use items that can help you be organized:
- Folders
- Notebooks
- Student Planner
- Device to store all computerized work i.e. thumb drive, external hard drive

Tip #2: Get Connected To Classmates

On your first day of class, introduce yourself to at least two people and trade contact information so you can set up study groups or discuss information outside of class.

Tip#3: Attend Every Class
- If you need to miss class, contact your instructor prior to your absence
- Contact classmates to find out what was missed

Tip #4: Review Class Syllabus

The class syllabus is given out by your instructor on the first day of class and contains all the essential information you will need to navigate the course. It is considered the course contract with the faculty and student. Information included, but not limited to:
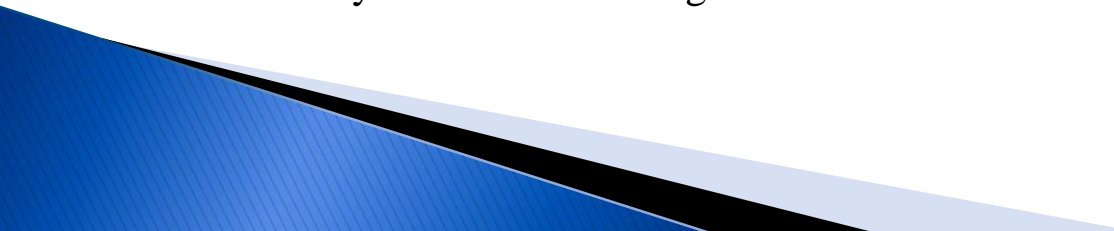
- Instructor contact information
- Course Description
- Course Expectations
- Books and Supplies
- Course Outcomes
- Grading Scale
- Assignments
- Course Evaluation

Tip #5: Track Your Grades

- Use your syllabus to determine how many points each assignment is worth and compare that with how many points you earned.
- If you are ever concerned about how you are doing in a course, TALK TO YOUR INSTRUCTOR immediately.

Tip #6: Check Your St. Luke's College Student Email

Remember, you are required to activate your student email account. Email is the official means of communication at the College. Every student is expected to check his/her email on a frequent and consistent basis in order to stay current with college communications.

Plan Your Program

Program Requirements

Every academic program at St. Luke's College has an academic award earned by students for successful completion. Each award has a particular purpose and intention for educational and employment pathways. Make sure the program you have selected meets your personal goals and reasons for pursuing your college education.
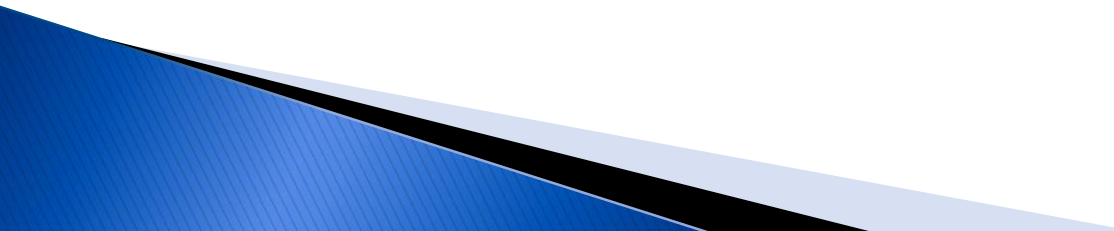
Certificate

The certificate program is intended to provide entry level employment sills or advanced level technical skills for employment or personal purposes.

Associate of Science (AS) Degree

The Associate of Science (AS) Degree is awarded for successful completion of 72-77 semester credits in a designated field which transfers to a four-year major in a related filed. The AS Degree includes a minimum of 24 credits in general education. The AS Degree may also be designed to prepare students for employment. Students are eligible to test for professional licensure upon completion.

Bachelor of Science (BS) Degree

The Bachelor of Science (BS) Degree is awarded for successful completion of 120 credits in a designated field. The intention is to transfer in appropriate credits from an AS Degree. The BS Degree is designed to produce a better rounded individual in the professional and personal settings and prepare them for advanced degrees.

Course Requirements

Each course has specific requirements that must be met in order for students to earn the number of credits assigned to the course. Course grades are assigned by the instructors at the end of each course and convey the level of achievement of the student for learning the subject matter of a course. Reviewing course descriptions before registration is an important step in understanding the scope of the class you will be taking.

Course Descriptions

Each course description includes the following information:
- Course number and title
- Description of the course
- Required Prerequisite
- Number of credits

The St. Luke's College handbook is available online at http://www.stlukescollege.edu/college-handbook.aspx and the Course Description portion of the Catalog lists all course descriptions.

Academic Year Calendar

It is important that you review the Academic Year Calendar that has important dates such as start and end of class, dates to withdraw from a course with a "W", no class dates, etc.

The calendar can be found in the Student Handbook or on the Current Students page of the St. Luke's College website - http://www.stlukescollege.edu/academic-calendar.aspx

Student Advising

A faculty advisor is assigned to all students upon receipt of the enrollment fee. The purpose of the advisor is to provide students with accurate information about requirements for progression, graduation, policies and procedures. The advisor is the primary source of academic information and advice, encouragement, guidance and referral.

The student is required to meet with their advisor a minimum of once a semester. An online student will be required to communicate with their advisor a minimum of once a semester. All students must register for the next semester courses with their advisor or designee.

Required Textbooks

As part of the planning process, include financial planning and knowing how much you can afford. A large expense of going to college is the cost of textbooks. You can preview costs for required texts and supplies for each course you plan on taking.

To estimate textbook expenses or to preorder your textbooks and required supplies, please visit http://www.stlukescollege.edu/bookstore-link.aspx.

Online Registration
Registration at St. Luke's College is done online with your faculty advisor. Registration week is listed on the Academic Year Calendar and your faculty advisor will contact you to set up time to register. For students that are not taking classes on campus, the faculty advisor will work with you via email or telephone if it isn't possible to have an on campus visit.

Add, Drop or Withdraw
Students bear primary responsibility for their enrollment at St. Luke's College.

To cancel your registration, please contact your faculty advisor before the first day of class. If the faculty advisor is unavailable please contact the Student Services department.

All students will be assessed tuition and fees for the term based on the first day of class.

To add courses please contact your faculty advisor. The last day to add a class is one week after the beginning of class. Permission from faculty is required for all enrollments after the beginning of the semester.

To withdraw from a course please complete the Request to Withdraw from a Course form found at http://www.stlukescollege.edu/forms-and-resources.aspx?preview=true. Appropriate signatures will be required to complete the request.

To withdraw from the College please complete the Request to Withdraw from the College form found at http://www.stlukescollege.edu/forms-and-resources.aspx?preview=true. Appropriate signatures will be required to complete the request.

Non attendance is not a cancellation and students will be held responsible to pay any amount owed.

Leave of Absence

A leave of absence (LOA) is an interruption in course progress due to a documented unforeseen circumstance with intent to return to complete the educational program. An LOA must not exceed a total of 180 days in a 12-month period. A student will receive a "W" in the courses enrolled at the time of the LOA.

A student is responsible for submitting a written request to the Dean, Student Services requesting a leave of absence. The form can be found at http://www.stlukescollege.edu/forms-and-resources.aspx?preview=true

Failure to return from an approved LOA will be considered a withdrawal. The withdrawal date shall reflect the start date of the leave of absence even though the leave was approved. The withdrawal policy shall then be implemented.

Know the Refund Policy

Students are responsible for cancelling their registration by the due dates or to pay any balance due.

Withdrawal during the following time period:	Percent of charges refunded:
On or before the 1st day of class	100%
Week 1	75%
Week 2	50%
Week 3	25%
Week 4	25%
Week 5+	0%

Thank you for reviewing the St. Luke's College orientation module.

If you have any questions on this content please schedule a time to visit with a Student Services staff member or call Student Services at (712) 279-3149.

Student Service Staff Members:

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