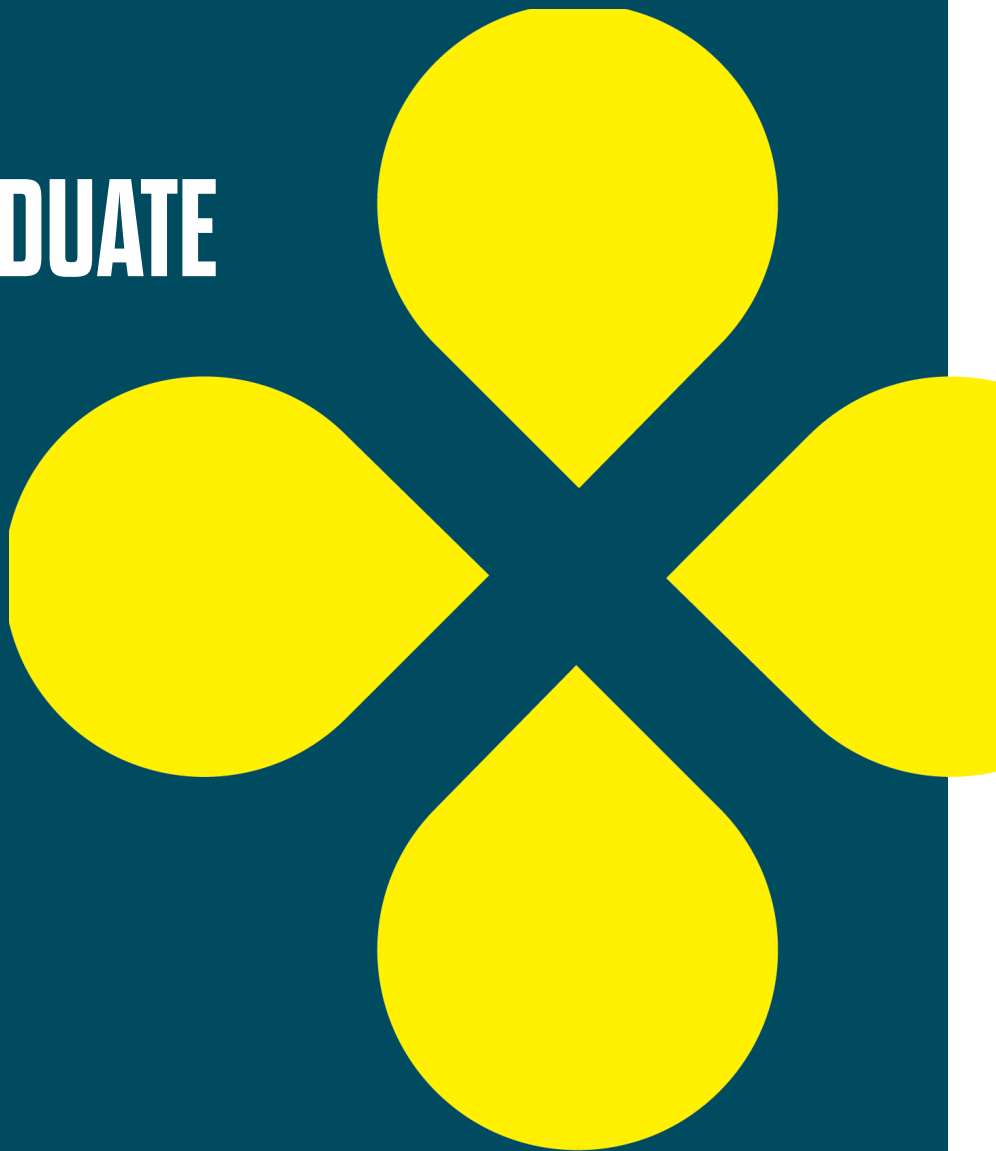


OFFICE OF GRADUATE STUDIES HANDBOOK



Quincy
University

2018-2019

Welcome to Quincy University!

Once you have received notification from the Office of Graduate Studies that you have been accepted, please review your official letter (or email) for important information.

Please review the following checklist and information prior to start of your first academic term to ensure a successful transition.

New Graduate Student Checklist

- Review your letter/email of graduate admission (sent in initial acceptance email)**
- Access your Quincy University account information**
- Reach out to your academic advisor**
 - You will need to enroll in classes!
- Obtain your student ID and parking sticker**
 - Your student ID will give you access to buildings and classrooms-you will need it!
 - Go to the Security office in Friars' Hall 115 to obtain your ID and parking sticker
- Familiarize yourself with the student portal and Moodle**
 - Explore the two platforms to better navigate it when it comes time for class. Don't hesitate to reach out to IT with any questions or issues you may be experiencing.
- Review the Academic Catalog for information about your graduate program**
- Order books**
- Stop by the Office of Graduate Studies!**
 - The Office of Graduate Studies can answer any questions you may have; please stop by and introduce yourself
 - There is a grad lounge with coffee, snacks, a refrigerator, and microwave for students who need a quiet place to relax or study before, after, or between classes



Quincy University

Campus Resources

<p>Office of Graduate Studies Francis Hall 121, 217.228.5213 Email: sdeters@quincy.edu Monday-Friday 8:00am-5:00pm *Extended hours to be determined</p>	<p>Security Friar's Hall 115, 217-228-5600 (accessible 24hrs. day) Monday-Thursday 8:00am-5:00pm Friday 8:00am-4:30pm</p>
<p>Information Technology Francis Hall 134, 217.228.5432 ext:3690 Email: helpdesk@quincy.edu Monday-Thursday 8:00am-5:00pm Friday 8:00am-4:30pm</p>	<p>Student Financial Services Francis Hall 104, 217-228-5260 Fax: 217.228.5635 Email: financialaid@quincy.edu Monday-Thursday 8:00am-5:00pm Friday 8:00am-4:30pm</p>
<p>Wellness Clinic Friar's Hall 113, 217.228.5432 ext:3790 Monday 1:00pm-5:00pm Tuesday & Thursday 9:00am-1:00pm *walk-in clinic, free to all students</p>	<p>Health and Fitness Center Front desk: 217.228.5032 Monday-Thursday 6:00am-10:00pm Friday 6:00am-9:00pm Saturday 10:00am-9:00pm Sunday noon-9:00pm</p>
<p>Brenner Library 217.228.5432 Monday – Thursday 8:30 am – 11:00 pm Friday 8:30 am – 4:30 pm Saturday Closed Sunday 5:00 pm – 11:00 pm</p>	<p>Registrar's Office Francis Hall 130, 217.228.5280 Fax: 217.228.5283 Email: registrar@quincy.edu Monday-Thursday 8:00am-5:00pm Friday 8:00am-4:30pm</p>

Please contact the Office of Graduate Studies with any questions on campus resources provided to graduate students! Or visit Quincy University's website for more details.



Important Information

Office of Graduate Studies

The office of Graduate Studies supports graduate students in each phase of the process; from applying to graduate school, to graduation.

- ▶ Seek information and resources on graduate school
 - Graduate school exam preparation
 - Graduate school search websites
 - Paying for graduate school
 - Finding the right graduate program for you
 - Information on graduate programs offered at Quincy University
 - Applying to graduate school
- ▶ Current graduate students
 - Take advantage of our graduate lounge in Francis Hall 121; coffee and study space available. We also have a small refrigerator and microwave.
 - Submitting payments/forms to an office outside of regular business hours
 - Resources available to QU graduate students
 - Upcoming events, professional development opportunities and more!
 - Advocate/represent students experiencing conflict, unfair treatment, issues within university
 - Stop by with any questions!

Security

Campus safety and security needs are provided by the Campus Security Office 24 hours a day, 365 days a year. This office is responsible for:

- ▶ Issuing parking stickers
- ▶ Issuing Student ID's
- ▶ Enforcing traffic and other University regulations
- ▶ Providing on-campus escort service
- ▶ Maintaining a close working relationship with area police, fire, and ambulance services

**Contact On Duty Security Office (accessible 24 hrs. per day)
217-228-5600 (or ext. 5600 from any university phone)**



Information Technology

Quincy University's IT Service Desk handles all your tech requests.

- ▶ Password reset
- ▶ Help with an application
- ▶ Request for new hardware or software
- ▶ Other technical questions and issues are addressed through IT Service Desk

Student Financial Services

The Office of Student Financial Services provides a wide range of resources and services. Students can contact the office if they have any questions on how to pay for college. You can access Quincy University's website for more information on the following:

- ▶ Scholarships
- ▶ Grants
- ▶ Loans
- ▶ Federal and state aid
- ▶ Online Resources
- ▶ Net price calculator
- ▶ Tuition and fees

Wellness Clinic

In partnership with Quincy Medical Group and located in Friars' Hall room 113, this walk-in clinic is free for all students. Services provided through the clinic consist of:

- ▶ A supply of over-the-counter medications
- ▶ Minor physical injury supplies: ace bandages, band-aids, etc.
- ▶ Medical information and pamphlets
- ▶ A small selection of toiletries for students who have special needs (soap, shampoo, deodorant, feminine hygiene products, etc.)
- ▶ A Physician Assistant who can write prescriptions (prescriptions are at the student's expense) and perform advanced treatments



Health and Fitness Center

The Health and Fitness center provides a wide variety of recreational and intramural activities with a lot of amenities:

- ▶ 3 multi-purpose gymnasium courts (2 wood, 1 sport court), with divider curtains, score blocks, and staging areas
- ▶ 3,600 square foot fitness room featuring 36 Flex and Paramount machines, Iron-Grip plates, and other accessories
- ▶ Cardio area featuring 18 cardio machines (Startrack treadmills, elliptical edge, steppers, upright bikes, and recumbent bikes)
- ▶ 1,800 square foot aerobics/dance/karate studio
- ▶ Elevated indoor running/walking track
- ▶ 2 racquetball/handball courts
- ▶ 6-lane intercollegiate swimming pool and whirlpool
- ▶ Extensive water and floor aerobics program
- ▶ Personal trainers, full locker rooms, showers

Brenner Library

Brenner library provides a collection of resources in multiple formats, available to all students at Quincy University. Visit Quincy University's website to access any of these sources and more:

- ▶ Find articles and E-resources
- ▶ Archives
- ▶ Floor plans
- ▶ Find books, DVDs/CDs
- ▶ Research resources



Registrar's Office

Located on the first floor of Francis Hall, the Registrar's Office maintains academic records for former and current students. It also provides services to students, alumni, faculty, departments, and the public including:

- ▶ Academic policies
- ▶ Preparation of official transcripts
- ▶ Verification of student enrollment and good student discount forms
- ▶ Preparation of course and final exam schedules
- ▶ Evaluation/posting of transfer credit, CARE credit, and AP/CLEP/IB credit
- ▶ Evaluation of degree audits for graduation
- ▶ Address changes
- ▶ Degree posting
- ▶ Application for graduation
- ▶ Processing of diplomas

Costs

- ▶ Master of Business Administration: \$500 per credit hour
- ▶ Master of Science in Education: \$450 per credit hour
- ▶ Master of Science in Education, Counseling: \$450 per credit hour
- ▶ Non-degree seeking courses: traditional cost of program from which courses are being taken from
- ▶ Enrollment fee: \$200 one-time payment upon enrollment
- ▶ Technology fee: \$50 per semester
- ▶ Application for graduation: \$150 one-time payment when graduating

