



# Student Newsletter

Labouré College Fall 2016 Semester

Dear Labouré Students,

On behalf of the faculty and staff, we wish you all a successful semester. We want to make sure you are aware of the resources available to you:

Located at the front entrance of the College, the One-Stop Student Service Center houses the Offices of Financial Aid, Student Accounts, Registrar and Admissions all in one place.

The Center for Student Success and Teaching Excellence (CSSTE) is located next to the Student Lounge and can be accessed through the first floor of the C Building. The Center provides free and comprehensive services including academic advising, career counseling, peer and professional tutoring across the disciplines, assistance to students whose primary language is not English, and accommodations for students with learning differences.

Please take advantage of these resources. If you have any questions, members of the One-Stop and Center are here to help.



## Labouré Staff are here to assist you!

Below is a list of staff members who are available to help you succeed. Please stop by, call, or email a staff member for assistance. Not sure who to contact for help? Please call the One-Stop at (617) 322-3517.

### One-Stop Student Service Center and CSSTE Hours:

Monday and Wednesday: 9 am to 5:30 pm

Tuesday and Thursday: 9 am to 7 pm

Friday: 11:30 am to 5 pm (One-Stop)

Friday: 1 pm to 5 pm (CSSTE)

**Angela Bird**, One-Stop Concierge  
(617) 322-3517, [angela\\_bird@laboure.edu](mailto:angela_bird@laboure.edu)

**Carolyn Bird**, Assistant Director of Admissions  
(617) 355-3550, [carolyn\\_bird@laboure.edu](mailto:carolyn_bird@laboure.edu)

**Anne Marie Conneely**, Academic Advisor, Peer & Professional Tutor Coordinator, CSSTE  
(617) 322-3512, [annemarie\\_conneely@laboure.edu](mailto:annemarie_conneely@laboure.edu)

**Kristin Creighton**, Student Accounts Manager  
(617) 322-3533, [kristin\\_creighton@laboure.edu](mailto:kristin_creighton@laboure.edu)

**Joseph Cullen**, General Education Chair, CSSTE Director  
[joseph\\_cullen@laboure.edu](mailto:joseph_cullen@laboure.edu)

**Jessica Dzyak**, Learning Differences Specialist, CSSTE  
(617) 322-3542, [jessica\\_dzyak@laboure.edu](mailto:jessica_dzyak@laboure.edu)

**Erin Hanlon**, Director of Financial Aid & Admissions  
(617) 322-3517, [financialaid@laboure.edu](mailto:financialaid@laboure.edu)

**Amy Johnston**, One-Stop Manager  
(617) 322-3517, [amy\\_johnston@laboure.edu](mailto:amy_johnston@laboure.edu)

**Karen Masters**, Director of Student Engagement & Chief Title IX Coordinator  
(617) 322-3504, [karen\\_masters@laboure.edu](mailto:karen_masters@laboure.edu)

**Katelyn McCarthy**, Senior Admissions Counselor  
(617) 322-3545, [katelyn\\_mccarthy@laboure.edu](mailto:katelyn_mccarthy@laboure.edu)

**Penny Penniman**, Academic Skills Specialist, CSSTE  
(617) 322-3547, [penny\\_penniman@laboure.edu](mailto:penny_penniman@laboure.edu)

**Cathy Poles**, Registrar Assistant  
(617) 322-3548, [registrar@laboure.edu](mailto:registrar@laboure.edu)

**Patricia Riddick**, Career Development Coordinator, CSSTE  
(617) 322-3588, [patricia\\_riddick@laboure.edu](mailto:patricia_riddick@laboure.edu)

**John Sacco**, Registrar  
(617) 322-3553, [registrar@laboure.edu](mailto:registrar@laboure.edu)

**Kat Sillonis**, Admissions Counselor & Technical Support Specialist  
(617) 322-3552, [kat\\_sillonis@laboure.edu](mailto:kat_sillonis@laboure.edu)

**Tina Testa**, Assistant Director of Financial Aid  
(617) 322-3541, [financialaid@laboure.edu](mailto:financialaid@laboure.edu)

**Leo Thibault**, Academic Advisor and Mission Coordinator, CSSTE  
(617) 322-3559, [leo\\_thibault@laboure.edu](mailto:leo_thibault@laboure.edu)

**Catherine Twombly**, Financial Aid Counselor  
(617) 322-3521, [financialaid@laboure.edu](mailto:financialaid@laboure.edu)

**Melanie Vega**, Enrollment Management Assistant  
(617) 322-3575, [melanie\\_vega@laboure.edu](mailto:melanie_vega@laboure.edu)

# Important Information:

## Financial Aid is Online!

You can access your financial aid online by going to [financialaid.laboure.edu](http://financialaid.laboure.edu).

If you have any questions, please email the Office of Financial Aid at [financialaid@laboure.edu](mailto:financialaid@laboure.edu).

## Federal Work Study

This is a federal program that provides funding for part-time jobs on campus and possibly volunteer work off campus. Students must be enrolled at least half-time and have financial need. If you are interested, and would like further information, please contact the Office of Financial Aid.

## Library Hours:

Monday to Friday: 8 am to 9 pm

Saturday: 9 am to 5:30 pm

Sunday: 12 noon to 5:30 pm

The Library is on the 3<sup>rd</sup> floor of the C Building, C328, and is open M-F for printing and computer use only from 6-8 am.



## School Closing Information

Important information regarding closures due to inclement weather can be found by:

- Watching channels 4, 5 and 7
- Checking your Labouré email
- Following the Labouré Facebook page
- Calling the announcement line (617)296-8300 (select option 4)
- Sign up for emergency text alerts by texting 'LABOURE' to 79516

## Student Lounge and Snack Bar

Did you know there was a Student Lounge and vending on the 1<sup>st</sup> floor of the B Building? Snacks, light food items as well as hot and cold beverages are available. You may obtain a market card from the Avanti kiosk to purchase items. Instructions on obtaining and using the market card are posted in the Student Lounge snack bar area. The lounge is located next to the CSSTE.



## Campus Ministry

The Campus Ministry is open to all students. Worship Services and Masses are held regularly during the academic year. Service Programs are also offered to interested students. Students can also participate in our Catholic Identity Committee Program. Make an appointment or just stop by to chat. All are welcome!

- Fr. John Stagnaro, Campus Minister, Room C313

## Important Policy Information for Students

Labouré College encourages all students to be informed of College policies and procedures that are described in the College Catalog & Student Handbook available at [www.laboure.edu](http://www.laboure.edu). Please read the policy overview below about student conduct, tuition refunds, FERPA, Title IX, and drug and alcohol abuse prevention.

**Student Conduct Policy:** The College expects each student to respect the rights and privileges of others, to adhere to acceptable standards of personal conduct, and to follow the moral and ethical standards of the health care professions as reflected in the Catholic philosophy of Labouré, in both academic and non-academic matters. The College reserves the right to take any reasonable and appropriate action to protect the rights, safety and well-being of all members of the Labouré community, and to review the behavior of any student who, in the judgement of the College, conducts himself/herself in a manner incompatible with the purpose and mission of the College. The complete Student Conduct policy including due process can be found in the College Catalog at [www.laboure.edu](http://www.laboure.edu).

**Refund Policy:** A refund calculation will be based on the student's last date of attendance, as verified by the Registrar, based on information provided by the course instructor. Tuition will be credited to your student account when you drop a course or withdraw from the College based on the Refund Policy. Appropriate refund calculations will be made for students enrolled in a two-semester course. Please consult the College Catalog at [www.laboure.edu](http://www.laboure.edu) for the week-by-week course refund policy.

**FERPA Policy:** Confidentiality of Student Information/Notification of Student Rights under FERPA: The Family Educational Rights and Privacy Act of 1974 guarantees that the academic records for students over 18 years old cannot be discussed with anyone except the student or authorized College personnel. Students who wish to have any information shared with anyone outside the College must complete a FERPA Authorization Form which is available online ([my.laboure.edu](http://my.laboure.edu)) or at the One-Stop Student Service Center.

**Title IX Policy:** Title IX of the Educational Amendments of 1972: No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance. Sexual harassment of students, which includes acts of sexual violence, is a form of sexual discrimination prohibited by Title IX. To set up a meeting about a complaint involving sexual discrimination, sexual harassment, or sexual violence contact the Chief Title IX Coordinator, Karen Masters at (617) 322-3504 or [karen\\_masters@laboure.edu](mailto:karen_masters@laboure.edu).

## Drug and Alcohol Abuse Prevention:

In compliance with the Drug-free Schools and Communities Act of 1986, the College upholds all federal, state and local laws relating to the use of drugs and alcohol, and is committed to maintaining a safe and healthy environment conducive to work and study.

Detailed policies and procedures can be found in the College catalog at [www.laboure.edu](http://www.laboure.edu). Questions? Contact the One-Stop Student Service Center at (617) 322-3517.

# Tips for Success

We want to offer you some helpful hints that we think will help you prepare for the new academic year.

**MEET WITH AN ADVISOR:** During this meeting the advisor will work with you to put together an academic plan of action. Even if you know which classes you would like to take it is always best to touch base with an advisor first before registering each semester.

**MEET WITH PROFESSORS:** Review course syllabi to ensure that you understand what will be expected on exams, papers, presentations, and projects. If you are missing information, check with a peer from the class and speak to your professor as soon as possible. When you have a clear sense of what is expected, you will find it easier to determine how much time it will take to be prepared.

**TAKE ADVANTAGE OF REVIEW SESSIONS AND PROFESSORS' OFFICE HOURS.** Even if you don't have any questions, you may learn something from someone else's questions. You will always learn from your professors. Collaboration is a good way to overcome feeling alone and overwhelmed.

**CREATE A DETAILED CALENDAR.** In this calendar, include not only assignment dates and deadlines, but anything else in your life (food shopping, doctors' appointments, work, meetings) that you need time to complete. Even writing it down – and color-coding, if you're so inclined – will make everything seem more possible. Of course, you should follow through with your schedule! It is perfectly fine to build in some social relaxation time, but be realistic about how much time you need to prepare for class work.

**GET ENOUGH SLEEP.** A good night's sleep allows you to confront the day more easily. When you are tired, you are less patient and easily agitated which can increase stress. Most adults need 7-8 hours of sleep each night.

**GO FOR A RUN OR WALK.** Going for even a 20-minute run or walk (preferably outside, because the fresh air will wake you up) releases feel-good endorphins that will boost your mood and can help quiet an over-active mind. Try to exercise before you study so that you can hit the books with a clear mind.

**CLEAR YOUR DESK.** (or find a study space in the library or other spot on campus). Sometimes, clearing space is all you need to be of clear mind. Take some time to clear out your desk space completely, and you'll create a place that allows you to focus on your studying.

**TALK IT OUT.** Don't keep your anxiety bottled up inside. Sit down after dinner with family or friends for a chat. Talk them through your plan for the week, tell them what's stressing you out, and ask them for any advice they might have. Often, talking about what's occupying our thoughts and causing anxiety – especially in the company of others – gives us power to overcome worry.

**EAT HEALTHY.** Make time for regular meals, and try to eat healthy snacks (fruit, nuts) rather than salty and sweet snacks. Your brain will perform better if your body is healthy.

**PERFORM AN ACT OF KINDNESS.** Sometimes, doing something nice for another person is the best way to stop thinking about your own problems. If you have a little free time, spend an hour volunteering on campus or in town. A simple act, like folding laundry or getting an item for a friend, can have very positive effect.

**TAKE A SOCIAL MEDIA BREAK.** Spending too much time on Facebook and Twitter, can add to mounting stress levels. Take a break from them from time to time.

**LISTEN TO MUSIC.** Listening to your favorite music before you study can help you relax. You can also relax by meditating and dancing!

Remember, take good care of yourself and you will be prepared to be innovative, creative, critical thinkers and problem solvers. All of us at Labouré College wish you only success.



## Labouré on Social Media

Get the most up-to-date news and information on the College's social media pages:

- Like the College on Facebook at [facebook.com/labourecollege](https://facebook.com/labourecollege)
- Follow us on Twitter @labourecollege
- It is never too soon to build connections with over 500 active alumni on LinkedIn!

**Have a wonderful semester!**