# Student Newsletter

## Welcome to Labouré College 1/29/15

Dear Labouré Students,

If you are a new student, welcome to Labouré. If you are a returning student, welcome back. On behalf of the faculty and staff, we wish you all a successful spring semester.

Last year, the College introduced you to the **One-Stop Student Service Center**. Located at the front entrance of the College, the One-Stop houses the Offices of Financial Aid, Student Accounts, and the Registrar all in one place.

To continue supporting student success at Labouré, the College is now opening the **Center for Student Success and Teaching Excellence (CSSTE)**. Modeled on best practices for excellence in teaching and learning, the CSSTE 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.

The CSSTE is on track for completion by the first week in February. It will be located next to the student lounge and can be accessed through the first floor of the C building. **More news about the new Center and its offerings will be sent to you soon!**

1Stop Student Service Center

- Financial Aid
- Registrar
- Student Accounts

THE Center For Student Success & Teaching Excellence

- Academic Advising
- Career Counseling
- Learning Accommodations
- Tutoring

## 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 Student Service Center at (617) 322-3517.

**One-Stop Student Service Center 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

**Amy Comeau**, One-Stop Concierge
(617) 322-3517, amy_comeau@laboure.edu

**Jessica Dzyak**, Learning Differences Specialist, CSSTE
(617) 322-3550, jessica_dzyak@laboure.edu

**Vanessa Gomes**, One-Stop Administrative Assistant
(617) 322-3534, vanessa_gomes@laboure.edu

**Anne Marie Conneely**, Associate Registrar
(617) 322-3518, registrar@laboure.edu

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

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

**Kristin Creighton**, Student Accounts Manager
(617) 322-3533, kristin_creighton@laboure.edu

**Erin Hanlon**, Director of Financial Aid
(617) 322-3517, financialaid@laboure.edu

**Tina Testa**, Assistant Financial Director
(617) 322-3517, financialaid@laboure.edu

**Karen Masters**, Student Engagement Specialist
(617) 322-3504, karen_masters@laboure.edu

**Nora Sheridan**, Vice President, Enrollment Management
(617) 322-3506, nora_sheridan@laboure.edu

**Joseph Cullen**, General Education Chair, CSSTE Director
joseph_cullen@laboure.edu

**Nancy Bouzan**, Academic Advisor, CSSTE
(617) 322-3512, nancy_bouzan@laboure.edu

**Leo Thibault**, Academic Advisor and Mission Coordinator, CSSTE,
(617) 322-3559, leo_thibault@laboure.edu

**Penny Penniman**, Academic Skills Specialist, CSSTE
(617) 322-3547, penny_penniman@laboure.edu

**Patricia Riddick**, Career Development Coordinator, CSSTE
(617) 322-3550, patricia_riddick@laboure.edu

**Pierre Osias**, Assistant to the VP of Academic Affairs
(617) 322-3546, pierre_osias@laboure.edu

## Important Information:

**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 located on the 3rd floor of the C building, C328. The library is open M-F for printing and computer use only from 6 - 8 am.

**School Closing Information**
Snow cancellations for Labouré College are listed on channels 4, 5, and 7, and on the College Facebook page. All students and employees are notified by email. You can also call the College announcement line at (617) 296-8300 and press 4.

## 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
- Follow us on Twitter @LaboureCollege
- It is never too soon to build connections with over 500 active alumni on LinkedIn!

## Student Lounge and Snack Bar

Did you know there was a Student Lounge and vending on the first floor of the B Building? Snacks, light food items, and hot and cold beverages are available. You may obtain a market card from the snack bar kiosk to purchase items. Instructions on obtaining and using a market card are posted in the student lounge snack bar area. You may access the lounge from the first floor of the C building, across from C112, by making a left turn and walking through the connecting hallway to the B building.

## Financial Aid Information

Labouré College is committed to assisting you with the financial aid process. Below is important information that will help you in completing your financial aid for 2014-2015.

### Financial Aid is Online!

You can access your financial aid online by going to www.laboure.edu/financial-aid and clicking on Access your Financial Aid Information Online.

**You can log in at any time to…**

- View a list of documents we've received from you and a list of the documents still outstanding
- Download any missing documents
- View your financial aid awards
- Accept or modify your financial aid award
- View your student loan history

If you have not logged into this website before you will need to create a PIN by following the 'First Time User' link. If you have already set up a PIN you can log in directly or follow the 'Forgot your PIN' link if you need to reset it. Three attempts to log in with an incorrect PIN will lock you out of the system so it is recommended that you reset your PIN if you cannot log in after the second attempt. If you do get locked out you can contact financial aid office at financialaid@laboure.edu to have it reset.

Please note there have been some issues with Firefox and Safari and the financial aid website so it is recommended that you use Internet Explorer or Chrome.

Once you are logged in, you can accept your financial aid by going to the 'Accept Awards' tab and selecting either accept or decline from the dropdown box next to each award and then submitting your selections.

Any financial aid you were awarded will be showing you your student account as anticipated aid until after the adjustment period (the first two weeks of classes). After that period, financial aid will come off all student accounts and actual disbursements will start to show on your account as long as everything needed for your financial aid is completed.

In order for your financial aid to disburse in the fall you will need to accept your financial aid. If you are new to Direct Loans at Labouré College, you will also need to complete the Master Promissory Note and Entrance Counseling for your loans. If you need to complete the Master Promissory Note and Entrance Counseling, or any other documents, you will see them listed under the Documents tab as not received. You will find directions on how to complete both items under the Additional Forms tab, as well as any forms that may need to be completed.

**If you have any questions, please email the financial aid office at financialaid@laboure.edu.**

# 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 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 with 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 or relaxation time, but be realistic about how much time you will 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.

**CLEAN 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 a 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.

**Have a wonderful semester!**