

# A Guide for Adult Learners

*Division of Continuing Adult and Professional Studies*



# Welcome to Neumann University!

Thank you very much for joining us at Neumann University to complete your degree.

We appreciate your enthusiasm and interest, and look forward to being a part of your educational journey.

*Please review this entire PowerPoint.*

*The information, policies and procedures are important for your academic success!*



Feel free to **click** on the links below to quickly access important information you will be required to understand throughout your educational journey.

If you have questions beyond the items below, please contact your Academic Advisor.

 [Academic Advising](#)

 [Academic Resource Center](#)

 [Business Office/  
Tuition Payments](#)

 [Career Development](#)

 [Financial Aid](#)

 [Information](#)

 [Technology Services](#)

 [Library](#)

 [Mission & Ministry](#)

 [Online Learning](#)

 [Policies & Procedures](#)

 [Student Photo ID &  
Parking Pass](#)

 [Textbooks &  
Bookstore](#)

 [Information](#)

 [WebAdvisor](#)

 [Wellness](#)

# Academic Advising

Each student has an Academic Advisor who assists in planning an education program consistent with the student's goals, interests, and abilities.

***If you do not know your Academic Advisor yet,*** please call the Registrar's Office at 610-558-5524 to obtain his or her name.

*It is very important to communicate with your Academic Advisor ...*

*especially during your first semester at Neumann University.*

Advisors register students per request for each semester and encourage students to become familiar with the core education requirements, program requirements, and graduation requirements (available in the [Neumann University Catalog](#) and on the Neumann web pages).

# Academic Resource Center (ARC)

Located on the ground floor of the Bachmann Main Building, the ARC provides a wealth of academic and writing skills support for both traditional and adult students.

- The Disabilities Service Office can be found in the ARC.
- The ARC provides an online writing/tutoring service called [SMARTHINKING](#).



# Business Office/Tuition Payments

- The Business Office manages tuition and billing. The direct phone number to the Business Office is 610-558-5505 or 610-358-4220. Please click the following link to be directed to the [Business Office webpage](#).

# Career Development



Career Counselors are available to meet with adult learners to discuss:

- Career goals
- Resume reviews
- Job searches

Please visit the Career Development

[website](#)

or call the office directly for an appointment at 610-558-5537.

# Financial Aid

- The Office of Financial Assistance is located in the Bachmann Main Building. The direct number to the Office of Financial Assistance is 610-558-5521. Please click the following link to be directed to the [Financial Assistance webpage](#).

# Information Technology Services

All students have a Neumann username and password to access their University email, courses in BlackBoard Learn, and WebAdvisor documents and information. Please contact the IT Help Desk at 610-558-5620 or [helpdesk@neumann.edu](mailto:helpdesk@neumann.edu) to set up your accounts.

***\*This is really important!***



# IT – Frequently Asked Questions

## ***Question - What is BlackBoard Learn?***

**Answer -** Blackboard Learn is the ***University's online learning system.*** Students taking online courses are required to log into Blackboard Learn frequently each week to maintain the progress of the course and course requirements. Slide #15 lists tips for online learning.

***Additionally, students taking on campus courses often use Blackboard Learn,*** as well. Professors often post the course syllabus in Blackboard Learn, may use it for a quiz, or to post documents and readings for your course.

# IT – Frequently Asked Questions (continued)

***Question** - Do I need to check my Neumann email account?*

**Answer - Yes**, you are required to **check your Neumann email account**. The University will communicate with you by your Neumann email account about a variety of items, including Financial Aid, campus events and course registration.

# IT – Frequently Asked Questions (continued)

**Question** - *Can I forward my Neumann email to a personal account?*

**Answer - Yes!** Here are the directions:

1. Once you are logged into your knights.neumann.edu account, on the top right (under your name) click on “Options” and select “See All Options”.
2. Then, notice and click on Forward Email.
3. Enter the address you wish to forward to and click “Start Forwarding” on the bottom right.

Call the IT Help Desk if you need assistance: 610-558-5620.

# The University Library



The Library is temporarily located in the Thomas A. Bruder, Jr. Life Center. It contains Circulation, Reference, Current Periodicals and computers with access to the World Wide Web, databases, and Microsoft Office.

***You need your Student ID card to borrow books from the Library and your Information Technology username and password set up to access the databases.*** Please see the IT Services information above for details on setting up your username and password.

# The University Library (continued)

*Here are some helpful tips for Adult Learners for the use of Neumann University's Library Services while off campus:*

- The Library staff and administrators developed a [Research Guide](#) and a guide to [Citations and Bibliographies](#) for academic assignments and research papers. Please visit their website directly.
- Reference Librarians are available by an Instant Messaging system called **Meebo Me!** Visit the Neumann University Library website and notice the Meebo Me! icon, click, send a message to an available reference librarian.
- Take a [virtual tour](#) of the University Library.

Need more help? Please visit the library or call 610-558-5545



# Mission & Ministry

## “Catholic Education in the Franciscan Tradition”



- A team of staff and student leaders exists to be present to all students in a way that helps them recognize their unique goodness and giftedness.
- The Office of Mission and Ministry is located in Room 127 in the Bachmann Main Building. You can learn more about the opportunities they offer by visiting their [homepage](#) or calling directly at 610-558-5511.

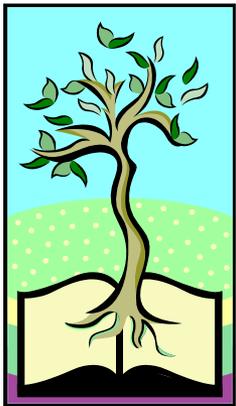
# Tips for Online Learning

Please visit this website for additional information:

[Tips for Being Successful in an Online Course](#)



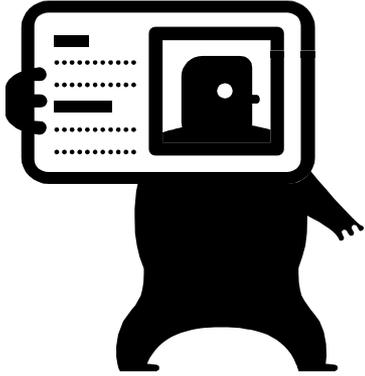
1. Online courses are not “easier”- Involves same syllabus & academic requirements as classroom-based courses.
2. Requires students to be organized, “self-starters,” and to persevere with their work.
3. Students must have their own computer, access to the Internet, and familiarity and comfort with word processing programs and technology.
4. Use of good writing skills, spelling and grammar, and the ability to express oneself clearly in writing are essential.
5. Students must meet clear deadlines and submit work on time.
6. **Active participation, on a regular basis, is required.**



# Policies & Procedures

Please refer to the  
[University Catalog](#)  
to review all policies  
and procedures.

# Student Photo ID & Parking Pass



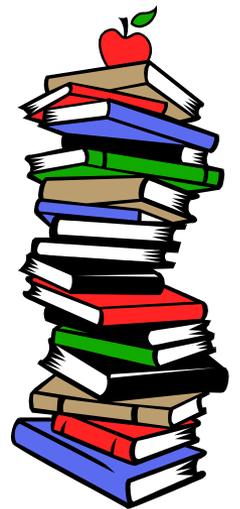
- In order to obtain your *student photo ID* card and your parking pass, you will need to visit the **Campus Safety** office located in the Rocco Abessinio Building, Room 123. The office is open Monday – Friday from 8am to 4pm. If you cannot make it to campus until after 4pm please call Campus Safety office at 610-558-5555 directly to schedule an appointment to have your photo ID created. For more information, please visit the Campus Safety [homepage](#) .

# Textbooks & Bookstore Information

You can visit the Bookstore on the ground floor of the Bachmann Main Building. The phone number is: 610-558-5618.

To find your textbooks by the Bookstore online,

1. Go to [www.neumann.edu](http://www.neumann.edu)
2. Click on Current Students (at the top, right, in yellow font)
3. Scroll down to find University Campus Bookstore link
4. After opening to the University Campus Bookstore page, click on
5. Textbooks and select Course Materials
6. Select your term (i.e., Summer2 14) and department
7. Scroll down to the bottom of the page and click on  
“Continue to get Course Materials”
8. Select your course



# WebAdvisor

WebAdvisor *does not replace* your Academic Advisor, but instead the system provides you with **24/7 access** to your most important information as a student at Neumann University. By signing into WebAdvisor with your username and password you can see your **grades, tuition bill, financial aid information, course schedule and degree program evaluation.**

**We encourage you to sign into WebAdvisor regularly.**

1. Go to [www.neumann.edu](http://www.neumann.edu)
2. On the top, notice and scroll along the “Login” icon
3. Click on WebAdvisor
4. Sign in by using your Neumann username and password

*If you do not know your username and password  
please call 610-558-5620,  
or see slides above on Information Technology.*



# Wellness & Fitness



Neumann University provides wellness opportunities for body, mind and spirit.

- **Fitness Equipment** - As a student at Neumann University you may use the Mirinda Center facility fitness equipment. You must bring your student ID and sign in to use the facility. Please call the Mirinda Center front desk for the hours of operation at 484-840-4701.
- **Counseling Center** - The Neumann University Counseling Center for Wellness is dedicated to assisting students to achieve personal and academic success. Counselors are available to meet with adult learners who may need assistance balancing life, work and academics. For more information, please visit the Counseling Center for Wellness [homepage](#), or to make an appointment, please call the Center at 610-358-4540.

# Frequently Requested Resources

Office	Phone #	Website
Academic Resource Center (tutoring, disabilities services)	610-361-5492	<a href="http://www.neumann.edu/academics/arc.asp">www.neumann.edu/academics/arc.asp</a>
Admissions Office	610-361-5208	<a href="http://www.neumann.edu/admissions/default.asp">www.neumann.edu/admissions/default.asp</a>
Bookstore	610-558-5618	<a href="http://bookstore.neumann.edu/home.aspx">http://bookstore.neumann.edu/home.aspx</a>
Business Office (tuition payments)	610-558-5505	<a href="http://www.neumann.edu/about/business_office.asp">www.neumann.edu/about/business_office.asp</a>
Career Development	610-558-5537	<a href="http://www.neumann.edu/career-development/default.asp">www.neumann.edu/career-development/default.asp</a>
Campus Minister	610-361-5307	<a href="http://www.neumann.edu/mission/default.asp">www.neumann.edu/mission/default.asp</a>
Campus Safety Department (student ID & parking pass)	610-361-5210	<a href="http://www.neumann.edu/life/campus_safety.asp">www.neumann.edu/life/campus_safety.asp</a>
Continuing Adult & Professional Studies	610-558-5629	<a href="http://www.neumann.edu/academics/divisions/caps/dean_letter.asp">www.neumann.edu/academics/divisions/caps/dean_letter.asp</a>
Financial Aid Office	610-558-5521	<a href="http://www.neumann.edu/financialaid/default.asp">www.neumann.edu/financialaid/default.asp</a>
Information Technology Computer Lab	610-558-5545	<a href="http://www.neumann.edu/life/ITR_index.asp">www.neumann.edu/life/ITR_index.asp</a>
Library	610-558-5545	<a href="http://www.neumann.edu/academics/library.asp">www.neumann.edu/academics/library.asp</a>
Registrar's Office (transcripts, graduation)	610-558-5524	<a href="http://www.neumann.edu/academics/registrar.asp">www.neumann.edu/academics/registrar.asp</a>

# Additional Assistance



**Please let us know** if you have any questions or need additional assistance by contacting your Academic Advisor.

If you do not know who your Academic Advisor yet, please call the Registrar's Office at 610-558-5524.

*All the best to you as you begin your courses at Neumann University!*