

# Parent Handbook

## Welcome to Clarke

Welcome to the Clarke community. We recognize that the experience of your son or daughter with us is also your experience. You very likely have more, or at least different, questions than does your student. Thus, the *Parent Handbook* is designed to help you.

The education of your student will take place in the residence halls, dining room, and athletic fields just as it does in the classroom, library and laboratory. Our goal in Student Life is to contribute to that “whole person” education. We see you the parent, as our partner in this endeavor. That is why your questions, and your suggestions, are so important to us.

If you do not find your question or concern addressed in these pages, please do not hesitate to call the appropriate office, person..., or me, directly at (563) 588-6517 or at: [kate.zanger@clarke.edu](mailto:kate.zanger@clarke.edu).

Sincerely,



Kate Zanger  
Vice President for Student Life

## Table of Contents

- I. [Mission, History, BVM Presence, Campus and Facilities](#)
- II. [Parents as Partners](#)
- III. [Survival Skills for Parents](#)
- IV. [Survival Skills for Students](#)
- V. [Adjustment](#)
- VI. [FERPA](#)
- VII. [Student Support Services](#)
- VIII. [Academic Information](#)
- IX. [Student Life Information](#)
- X. [Resident Students and Commuter Students](#)
- XI. [Money Issues](#)
- XII. [Safety and Security](#)
- XIII. [Frequently Asked Questions](#)
- XIV. [Clarke Resources and Contacts \(easy to print\)](#)

## **I. Mission, History, BVM Presence, Campus and Facilities**

### **Mission Statement**

We are a Catholic, coeducational liberal arts university founded in 1843 by the Sisters of Charity of the Blessed Virgin Mary in Dubuque, Iowa. Clarke educates students at the post-secondary level in the liberal arts and sciences, the fine arts, selected professional programs, and graduate programs.

We, the faculty, students, staff and administration are a caring, learning community committed to excellence in education. We provide a supportive environment that encourages personal and intellectual growth, promotes global awareness and social responsibility, and deepens spiritual values. To foster our mission:

We encourage personal and intellectual growth by:

- challenging ourselves to grow, experiment, and explore
- fostering critical thinking and informed decision-making
- requiring articulate communication of thoughts and ideas
- setting high standards of quality
- utilizing the best tools available for learning
- providing skills for success in the contemporary world
- developing creativity, aesthetic awareness and appreciation
- encouraging personal initiative and leadership
- promoting physical well-being
- instilling a passion for life-long learning.

We promote global awareness and social responsibility by:

- supporting and caring for one another
- recognizing the responsibility to serve others
- reaching out actively to serve the community
- respecting individual rights, privacy, and diversity
- raising consciousness regarding contemporary issues
- emphasizing peaceful resolution to conflict
- modeling collaboration in leadership
- bringing about positive changes as responsible members of a world community.

We deepen spiritual values by:

- supporting the Catholic tradition
- enhancing one's own search for the Sacred
- applying spiritual values in our lives
- challenging ourselves to understand other traditions
- experiencing community celebrations of faith.

Therefore, we envision our graduates to be persons who believe in and demonstrate:

- intellectual rigor and curiosity
- critical analysis and informed decision-making
- spiritual depth and values

- aesthetic sensitivity and cultural appreciation
- active community involvement
- contemporary professional skills in field of choice
- personal and social responsibility
- acceptance of diversity in people and ideas
- self-knowledge, self-confidence and self-motivation.

### **Clarke History**

Clarke University has moved into the century with a long and impressive tradition of excellence in education. Established in 1843, the university is named for an Irish woman, Mary Frances Clarke, who founded a congregation of religious women, the Sisters of Charity of the Blessed Virgin Mary (BVMs). When the community arrived in the river town of Dubuque in 1833, it was pioneer territory; though the city has changed radically in succeeding years, its vibrancy and Mississippi River beauty continue.

The antecedent institution of Clarke University, St. Mary's Academy, was established in 1843 by BVM sisters, three years after Iowa became a state. After occupying several locations in its early years, the school was re-named Mount St. Joseph Academy and moved permanently in 1881 to its present location. The academy became St. Joseph College, a liberal arts institution, in 1901 and was chartered by the State of Iowa in 1910. First accredited by the North Central Association of Colleges and Secondary Schools in 1918, the institution was named Clarke College in 1928.

In 1884 Mary Frances Clarke wrote to her community of sisters, almost all of whom were teachers: "Let us...keep our schools progressive with the times in which we live... In teaching, we must...endeavor to make (students) think." These directives of over a century ago have continued to inspire a faculty and staff of dedicated women and men to offer a challenging and growth-producing education to all Clarke students.

Academic excellence has persisted as a goal in a variety of new programs and degrees that have been developed over the years. Graduate studies were added in 1964 and evening programs for non-traditional students began in 1968. In 1979, the university became a co-educational institution, admitting both women and men in full-time undergraduate programs.

On May 17, 1984, a devastating fire destroyed four historic campus buildings. Undaunted by the disaster, students hung a banner the next day proclaiming "Clarke Lives!" This spirit sustained the university community through a period of vigorous rebuilding. In October 1986, a dedication was held for a new library, music performance hall, chapel, campus store, administrative offices, and central atrium, which now constitute the core of the campus. In more recent years, additional buildings were added to accommodate a growing student population: a recreation and sports complex in 1994; a student apartment building in 1998; and the Student Activity Center in 2000; and a state-of-the-art science building in 2013.

Throughout its growth and change, Clarke University has been "progressive with the times." As new programs have developed, faculty has continued to challenge and support students, who are the heart of the institution, in their intellectual and personal growth. In an institution

known for its long tradition of excellence in education; students, faculty and staff work together to maintain and strengthen that heritage. Clarke changed its name to Clarke University on August 1, 2010.

### **BVM Presence**

Respected for conducting one of the most rigorous educational programs in the nation, the BVM Sisters remain an integral part of Clarke. The congregation is committed to lifelong learning and teaching. Their leadership and dedication as faculty, staff, administrators and trustees continue to shape the vision and future of the university. The BVMs' respect for education is manifested in the personal interest that they and their Clarke University colleagues take in their students' potential, progress and achievements.

Clarke is the only university in the United States founded by the Sisters of Charity of the Blessed Virgin Mary [<http://www.bvmcong.org/>] (BVMs). Clarke's core values strongly mirror those of the BVMs – freedom, education, charity and justice:

### **Freedom**

The gift that permits us to be totally open to God's love. We are empowered to make loving choices and become who we are called to be at the deepest core of our being.

### **Education**

Education calls us to recognize our gifts and develop the potential of ourselves and others. It is to recognize our interdependence and become whole and integrated.

### **Charity**

The gift of love! It is the simple and profound power that calls forth a benevolent, tender and sensitive response to all peoples and events.

### **Justice**

Justice calls us to recognize the dignity, equality and rights of all persons. It is the conviction that calls us to be faithful to the demands of a relationship and to be concerned about the whole hurting person.

### **Clarke University Campus & Facilities**

Clarke's 55-acre campus is situated in a quiet residential area in the city of Dubuque. Our unique blend of modern architecture and historic buildings symbolizes the university itself; a long history of educational excellence combined with a commitment to providing cutting-edge technology and innovative programs.

#### **❖ Catherine Dunn Apartments (APT)**

Named after Clarke's 14th president, the Catherine Dunn Apartments, completed in 1998, contain 16 apartment suites and can accommodate up to 96 students. Each unit contains six bedrooms, two bathrooms, and a common living/dining/kitchen area.

- ❖ **Catherine Byrne Hall (CBH)**  
Catherine Byrne Hall is the main classroom building, which houses the Alumnae Lecture Hall, faculty offices, planetarium, language laboratory, science laboratories, nursing multimedia center, gross anatomy lab, and multimedia physical therapy classroom.
- ❖ **Eliza Kelly Hall (EKH)**  
Eliza Kelly Hall was completed in 1908 and is named for a member of Clarke's founding community. Eliza Kelly Hall, originally called the Fine Arts Building, is the home to art studios, electronic graphic design studio, computerized drama set and scenery lab, music studios, music practice rooms, faculty offices, classrooms and a sculpture garden.
- ❖ **Jack & Rosemary Gantz Athletic Practice Facility**  
The off-campus athletic practice complex on Cedar Cross Road has more than 14,400 square feet. It serves as an indoor practice area for athletics, offices for coaches, equipment and space for athletic camps.
- ❖ **Jansen Music Hall (JMH)**  
Jansen Music Hall, which can seat 235, is an impressive performance hall that features state-of-the-art acoustics for music department productions, cultural events, lectures and music classes. The hall is named for long-time trustee and friend of Clarke, Evangeline K. Jansen.
- ❖ **Keller Computer Center (KCC)**  
Keller Computer Center, named for Mary Kenneth Keller, BVM, who founded Clarke's computer science program in 1965, provides computing and telecommunications support to the students, faculty, and staff members of the Clarke University community.
- ❖ **Kehl Center (KEHL)**  
The Robert and Ruth Kehl Center is Clarke's sports/recreation complex. The 54,000-square-foot facility houses three basketball/volleyball courts, one racquetball court, 1/10th mile elevated running track, locker rooms, trainers room with whirlpool, weight room, athletic offices, conference room and the Allendorf Classroom. Adjacent to the Kehl Center is the Physical Activity Center (PAC), dance/aerobic area and fitness area, and the Nicklaus Fitness Center weight room.
- ❖ **Marie Miske Center for Science Inquiry**  
The Marie Miske Center for Science Inquiry opened in the fall of 2013. The three-story building is located on Clarke Drive and is connected to Catherine Byrne Hall. It provides state-of-the-art lecture and laboratory space for the natural sciences programs.
- ❖ **Mary Benedict Hall (MBH)**  
Mary Benedict Hall was built in 1965 and is named for Mary Benedict Phelan, BVM, who served as president of Clarke from 1957 to 1969. It was originally known as West Hall and houses approximately 230 female students. Mary Ben, as it is called, has five floors that include the formal lounge and the Lion's Den.
- ❖ **Mary Frances Hall (MFH)**  
Mary Frances Hall was built in 1924 to house over 125 students and was named for foundress Mary Frances Clarke, BVM. Designed by a student of Frank Lloyd Wright, the

hall has a character all its own. Today, it houses approximately 100 upper-class students. Located on the renovated first floor, the Stoltz Student Life Wing houses the Clarke Activities Board (CAB), multicultural center, engagement and intercultural programs, and coach's offices.

❖ **Mary Josita Hall (MJH)**

Mary Josita Hall named in honor of Mary Josita Boschnagel, BVM, superior general and president of the Sisters of Charity of the Blessed Virgin Mary from 1943 to 1955. Originally built in 1955 to house 220 students, it now houses approximately 120 male students on three floors, graduate student housing. The hall's ground level includes the Student Dining Room, conference rooms, computer lab, safety and security, residence life offices, art studio, the drama department's costume shop and the Wellness Center including campus ministry, counseling services and health services.

❖ **Quigley Gallery**

Quigley Gallery features art exhibits throughout the academic year, including those by faculty, students and guest artists from around the world.

❖ **Sacred Heart Chapel**

Sacred Heart Chapel is the location for liturgy, ecumenical and spiritual events, or individual prayer and contemplation.

❖ **Nicholas J. Schrup Library**

The Nicholas J. Schrup Library houses the instructional services area, which includes the Instructional Resource Center (IRC), art slide collection, music materials collection, and the Margaret Mann Academic Resource Center (MARC), which includes the Learning Center and Writing Center. Archives and rare books/special collections are also located here. The library is also home to the Compass office, Career Services and the Lingen Technology Center, which has state of the art technology available for student use.

❖ **Student Activity Center (SAC)**

Clarke's Student Activity Center, completed in January 2000, contains Café 1843, Whitlow Campus Store, Campus Mail Center, Conlon Game Room, Gallagher Movie Lounge and Kehl Terrace. The activity center is the location for a wide variety of activities such as dances, concerts, comedians and other student gatherings.

❖ **Terence Donaghoe Hall (TDH)**

Terence Donaghoe Hall, Clarke's 600-seat theatre, is the main venue for the drama department productions as well as numerous major university events, such as Arts at Clarke performances.

❖ **Wahlert Atrium**

The prominent Wahlert Atrium, a 56-foot high glass structure, is considered the main entrance to the university and is the scene for many campus activities, including special dinners, dances and cultural events. The Atrium complex contains the Haas Administrative Offices, including the admissions office, financial aid, registrar's office, student accounts, business office, Lott Board Room, president's office, marketing and communication, institutional advancement, and adult and graduate studies. The Schrup Library, Music Education Lab, Jansen Music Hall, the Electro-Acoustic Music Studio, Art

Print Studio, Two-Dimensional Art Studio, Quigley Gallery, and Sacred Heart Chapel are also within the Atrium complex.

❖ **Wahlert Sports Complex**

The Wahlert Sports Complex consists of the football, soccer & lacrosse field, a practice field and a grass seating area.

## II. Parents as Partners

Clarke views parents as our partners in supporting student success. We strive to help parents understand the student experience, support student learning, and empower students to take personal responsibility for their social and academic choices.

Parents contribute to student success by:

- Understanding the student experience and knowing about resources available at Clarke.
  - Be aware of the challenges and opportunities facing your student including the academic and non-academic expectations.
  - Learn about student support services and understand how your student can access services; encourage your student to seek support and assistance independently.
  - Supporting Clarke's goals for student learning outcomes.
  - Encourage your student to set and achieve personal goals and make responsible decisions related to academics, career planning, social interactions, and community engagement.
  - Understand and support Clarke's commitment to academic excellence and integrity, ethical behavior, diversity, and civility.
  - Empower your student to examine personal values; encourage students to learn about and respect the values and beliefs of others.
  - Challenge your student to seek new experiences for personal and professional growth.
  - Support your student as he/she faces conditions of uncertainty and challenging situations.
  - Allow your student to accept consequences of his/her actions and accept responsibility for personal errors; urge your student to examine disappointments and unexpected experiences in order to assess what caused them, what can be done about them, and how to avoid them in the future.
  
- Knowing when to step-in to help and when to empower a student to take responsibility
  - Understand the role parents play as coach to their student.
  - Know and understand limitations to access student records, as delineated by federal requirements outlined in Family Educational Rights and Privacy Act (FERPA). Promote self-advocacy by encouraging your student to identify problems and work toward solutions independently.
  - Be alert to signs that your student is under significant stress, is taking unhealthy risks, or is ill; discuss concerns openly with your student and assist them in developing a plan to address the problem.
  - If student's physical or mental health is endangered, contact appropriate campus authorities including the Vice President for Student Life.

### **III. Survival Skills for Parents**

As your son or daughter prepares for life at Clarke, there may be times of joy and pain, excitement and ambivalence, and times of discovery and disappointment. While not every student will have the same experiences, the one constant is that they are, along with college students across the country, beginning a period of their life that will leave them different from the way they were before their journey began. Over the next few years, your son or daughter will be challenge and supported by everyone in the Clarke community... and that includes you! While your son or daughter is preparing for his or her college career, it is important that you are there for them, but it is also important to know that you may experience many of the same emotions he or she goes through. While you have been busy preparing your son or daughter for college life, we have put together some survival tips for you! We hope you find these words of wisdom helpful as you embark on a new adventure in your life!

#### **Communication is Key**

While many first-year students spend the first few weeks at school immersed in everything college has to offer, most are still anxious for family ties and the security those ties bring. It is helpful to discuss how often you will have contact. Some students wish that their parents would not call as often, and some parents' wish their student would call home more. It is important to discuss expectations about how often you will check-in with each other. Although email and cell phones have replaced letters, students are still very appreciative of periodic care packages or pictures and letters from home in their campus mailbox (MS#).

#### **Ask Questions**

While many college students enjoy their newfound lifestyle and may not keep in touch as much as you would like, most still desire the security of knowing someone is interested in what is going on in their lives. Too much parental curiosity can be alienating and as hard as it may be, realize your son or daughter needs to take responsibility for themselves as part of this growing process.

Do keep in mind, however, that honest inquiries and other discussions may be some of the best techniques in furthering the parent-student relationship.

#### **Expect Change**

It is natural for your son or daughter to go through social, academic, and personal behavior changes through his or her college years. Changes may occur drastically within the first few months of school or slowly over the years or somewhere in between. While changes may not always be fun and you may not understand them, it is important to keep it all in perspective and know that change is a natural process in your son or daughter's growth. Regardless of the changes, your son or daughter goes through, he or she should be the same individual you sent to Clarke. Maturation is not an instantaneous process, but it is important to remember that patience is a healthy part of the process. As a parent, is healthy for you to accept changes as a positive part of your son or daughter's college experience.

#### **Finances**

An increasing number of today's college students are taking financial responsibility for a portion of their college education. It is important to talk to your son or daughter up front and be realistic about what your contribution will be and what theirs' will be. Many parents have found

it helpful to set up a plan with their student before they go to school. A good way to start thinking about what your son or daughter will spend is to look at what they spend now and add shampoo, soap, snacks, and all the other household items you buy now to the total. Also, do not be afraid to ask some sophomores and juniors how much they set aside for extras.

### **Visit**

Visits by parents and family members (especially when they include shopping trips or meals out) are greatly appreciated even though your son or daughter may not want to admit it. While spur-of-the-moment surprises are usually not appreciated, Family Fun Days or any planned visits are great opportunities for you to spend time with your son or daughter. These visits give students a chance to introduce you to some of the important people and places that have become a part of their college experience and give you a chance to become familiar with their new activities, commitments, and friends.

### **Troubles and Tears**

Because you have always been a security for your son or daughter, they will come to you when they are facing challenges in their life. Unfortunately, you may get phone calls about the challenging test or ended relationship rather than the “A” paper or the relationship triumph. Keep in mind that even though you may spend some time worrying after the phone call, your son or daughter will return to their routine, relieved and rejuvenated! If you need to be sure that everything is okay, please consider calling an appropriate Clarke staff member to discuss the situation. If you are not sure whom to call, you can always start with the Vice President for Student Life at 563-588-6517.

### **Trust**

You have done a great job with your son or daughter and you should trust them to make the best decisions they can. Finding oneself is a difficult process but having your support as a coach (rather than someone to fix the problem) can make the process that much easier. A college graduate shared that one of the most important things her mom ever wrote her in her four years of college was this: “I love you and want for you all the things that make you the happiest, and I guess you, not I, are the one who knows best what those things are.”

The process of letting go is not an easy one. The journey through college is as much of a transition for you as it is for your son or daughter. By celebrating this journey with your son or daughter, however, you will have a better understanding of what they are going through. You will be able to communicate with them more effectively and will play a significant role in helping them become themselves.

### **Empty Nest Syndrome**

If this is your first and only or last student to leave home, you may experience the empty nest syndrome. Remember that it is normal to feel a sense of the loss and experience change as you adjust in this time of transition. Experts recommend taking care of yourself. Consider volunteering, plan a trip, join a book club and make time for friends. There are also good articles and resources available on the internet on the topic.

## **IV. Survival Skills for Students**

The college student has a tremendous amount of freedom. There are no set study times, no required meal-times, no one to tell them when to sleep or get them up, an increase in their academic workload, a greater need to multi-task and balance and a myriad of new social opportunities and challenges. The following are skills that will help students be successful in college.

### **Time Management**

The key to success in college is time management. It is important to prepare a weekly schedule that includes time in class, studying, activities, work, meals, study and time with friends. Being a college student is like having a full-time job. There are several hours of studying and preparation expected for each class.

### **Stress Management**

Regular exercise, adequate rest, good nutrition, prayer and meditation are all suggested ways of engaging in self-care that reduces stress. Finding ways to increase coping resources will help students decrease the stressors that life will throw their way.

### **Study Skills**

Even some of the best high school students have not always developed good study skills. Knowing how to read a textbook, take notes in class, use the library and take multiple-choice tests are all areas that will help students be more successful in the classroom.

### **Money Management**

It is important that students have experience in independently handling money, balancing a checkbook, using an ATM machine, reading a bank statement and learn to make responsible decisions about living on a budget.

### **Laundry**

Learning how to sort clothes into whites and darks, using the right detergent, what goes in the dryer and how to operate a washing machine are among the basics.

### **Assertiveness Skills**

It is important that students be able to speak up for themselves in an assertive manner that is not aggressive or allows others to take advantage of them. Assertiveness skills are helpful in roommate communication, study groups and teams and in resolving conflicts.

### **Make Healthy Decisions about Food and Sleep**

Students need to learn to develop bedtimes based on physical need and health instead of curfews. It is possible to live on a meal plan and make healthy food choices. Parents (and students) can access the menu in the dining hall for lunch and dinner through the Clarke website: <https://www.clarke.edu/campus-life/housing-dining/weekly-menu/> .

### **Keeping Safe and Avoiding Risky Behaviors**

Students who know their parents trust and believe in them will feel more empowered, have more self-confidence to stand up for what they believe in and are better able to stand up to peer pressure and say “no” when the situation warrants. This will help students to stay in control, avoid alcohol and other drugs and make responsible decisions about alcohol use when they turn 21 years of age. Please encourage your student to keep their room and car doors locked and report any problems or concerns to campus security staff at 588-563-6393.

### **Seeking Assistance When Needed**

Students who know they have support from home are more likely to seek support from campus resources and recognize when this is needed. The Clarke culture encourages students to seek assistance and maintain well-being.

### **Respecting the Rules and Policies**

Every community has rules and policies and a college campus is no different. Our rules and policies apply to safety and fostering a positive community where students are respectful of themselves, others and the environment. It is important that the student read the *Student Handbook*, which is available on Clarke’s website, and attend the CONNECT program of orientation to Clarke. Most Clarke students understand and live up to the high expectations we set for them. Students who violate policies will face the consequences. The staff will help them to understand what is expected and learn from their mistake. Accepting responsibility for mistakes will help students learn to be good future citizens and make our community and our world a better place.

### **Displays Honesty, Integrity and Persistence**

Principles of academic honesty are universally recognized as fundamental to scholarship. Consistent with the traditions and policies of Clarke University, students are expected to be aware of and abide by these principles. Academic integrity specifically prohibits cheating, plagiarizing, and falsifying results of any work.

Cheating involves deception, as well as the provision or receipt of unauthorized assistance. Students are expected neither to receive nor to provide unauthorized assistance with academic work. This applies to, but is not limited to, written work, examinations, papers, reports, solutions to problems, computer programs, and art-work.

Plagiarism is the use of another person’s ideas, words or work without proper citation or acknowledgement. To avoid plagiarism, academic work should be produced by the student, giving credit for the help, words or ideas from other sources in the manner traditionally prescribed.

Academic integrity also prohibits the making of unauthorized copies of copyrighted material, including software and any other non-print media, as well as theft or defacement of print and non-print library materials. Any violation of this policy will be treated as a serious matter. Penalties ranging from failure of the assignment/exam to failure of the course will be enforced. In cases of repeated or flagrant violations, a student may be dismissed from the university. Cases of academic dishonesty will be reported to the academic affairs office.

## **V. Adjustment**

College life will present many new challenges for your student and he or she will likely make some adjustments in growing to meet these challenges. Although each student's concerns may vary, the following is a list of the most common issues students face throughout their college career.

### **First Year**

- Making it academically
- Peer group acceptance
- Living with others
- Learning about campus
- Parental pressure
- Homesickness
- Culture shock
- Money management
- Relationships
- Alcohol and other drugs
- Time management

### **Sophomore/Junior Year**

- Sophomore slump
- Assuming leadership positions
- Clear focus and direction
- Commitment in relationships
- Choosing a major
- Clarification of values
- Sense of purpose
- Internship
- Study Abroad

### **Senior Year**

- Closure
- Separation from friends
- Getting a job/career
- Fear of failure
- Setting goals
- Further education
- Preparing for boards and licensure

## **VI. FERPA (Family Educational Rights and Privacy Act)**

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) passed in 1974, and still being interpreted by the Department of Education, is a law designed to protect the privacy interests of students, not institutions. Under this legislation, students enrolled in colleges and universities have the following fundamental rights:

1. The right to inspect and review your education records within 45 days of the day Clarke University receives your written request for access. You can get the necessary form and submit your request at the Registrar's Office. The Registrar will make arrangements for access and notify you of the time and place where the records you wish to review may be inspected.
2. The right to request the amendment of your education records if you believe they are inaccurate or misleading. You may ask Clarke University to amend a record that you believe is inaccurate or misleading. This ability to amend a record does not apply to subjective types of information such as grades or evaluations unless it can be shown that a grade was recorded incorrectly. To request amendment of your education records, you should complete the form available in the Registrar's Office and submit it to the Registrar. If Clarke University decides not to amend the record as you requested, you will be notified of the decision in writing and advised of your right to a hearing regarding your request for amendment. You will also be provided with information regarding the procedures for such a hearing.
3. The right to provide written consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Clarke University in an administrative, supervisory, academic or research, or support staff position (including security office personnel and health staff); a person or company with whom Clarke University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, employed in or voluntarily assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Clarke University discloses education records without consent to officials of any other school in which you seek or intend to enroll.
4. The right to file a complaint with the Family Education Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901 regarding alleged failures by Clarke University to comply with the requirements of FERPA.

Student FERPA rights pertain to the education records Clarke maintains on a student, not to the student himself/herself.

Certain information from a student's education record can be designated by the institution as Directory Information and may be released. Directory Information is generally not considered harmful or an invasion of privacy if disclosed. An item of Directory Information may be disclosed by Clarke University for any purpose, without the prior consent of a student, unless the student has limited or forbidden its disclosure in writing.

Clarke has designated the following as Directory Information: 1) full name, 2) campus mailing address, 3) email address, 4) home address, city and state, 5) telephone number, 6) date of birth, 7) academic program, 8) participation in officially recognized activities and sports, 9) height/weight of members of athletic teams, 10) dates of attendance, including current classification and year, matriculation and withdrawal dates, 11) expected graduation date, 12) degrees and awards received, 13) schedule of courses, 14) parent/guardian or other family member's name and city/state of residence, 15) most recent previous educational institution attended, 16) photograph, 17) full or part-time status, and 18) class roster. Even though information is designated as Directory Information by Clarke University, this does not mean that Clarke will disclose this information, only that it may choose to disclose it.

A student may limit or forbid disclosure of Directory Information by filing a Non-Disclosure Order available in the Registrar's Office. This Non-Disclosure Order must be filed annually on or before the add/cancel date for the fall term. Students entering in terms other than the fall term must file a Non-Disclosure Order by the add/cancel date for the term in which they enter Clarke and each fall thereafter. If a student leaves Clarke with a Non-Disclosure Order in force, the order remains in force until a student withdraws it in writing. Students who enroll in terms other than the regular fall semester will be given FERPA notification and will need to file a Non-Disclosure Order by the add/cancel date for the term in which they are enrolling. Thereafter, as long as a student remains enrolled, annual notification will happen in the fall.

#### **Addendum: Possible Federal and State Data Collection and Use**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent, PII from your education records, and they may track

your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

## VII. Student Support Services

### Academic Affairs

- Academic advisors and academic programs
- Monitors academic progress and standing
- Available to answer questions/concerns about academic programs and advising

### Career Services

Clarke University students have access to a wide variety of individual and group services that assist in career exploration, preparation and readiness experiences, many of which help meet the outcomes for Compass. These include:

- Career Exploration
  - Job Shadowing and Internships
  - Personality Inventories
  - Career Inventories
- Job Preparation
  - Resume/Cover Letter Assistance
  - Interview Preparation
  - Career Etiquette Events
  - Networking Opportunities
- Graduate School Application Assistance

### Compass

The Compass office provides services central to the overall mission of Clarke University. Our services are educational and developmental in nature and are designed to guide you to discover yourself, your passion and your unique path. The Compass office provides valuable information, tools and resources through a combination of classroom presentations, individual sessions, online tools and written materials.

### The Clarke Compass

Clarke's Compass helps students navigate their own personal and professional growth, leading toward success in the contemporary world. The student learning outcomes are grounded in a Catholic vision of education, particularly as we express it in the BVM Core Values of freedom, education, charity, and justice. The common good serves as an important unifying theme.

The Compass outcomes integrate the liberal arts, essential academic and professional skills, experiential learning, and major courses of study in order to prepare students for whatever awaits them. Through achievement of the following curricular and co-curricular outcomes, you will leave Clarke with a set of competencies that place you above your peers at other institutions:

- **Communication:** Students will demonstrate and articulate appropriate communication of thoughts and ideas in a variety of contexts.
- **Thinking:** Demonstrate thinking skills informed by experience, knowledge, insight, and reflection.
- **Global Awareness and Social Responsibility:** Students will develop awareness of others' lived experiences and diverse perspectives in order to take an active role in local, national, and global concerns and issues.

- **Integration of Knowledge:** Students will develop a depth and breadth of knowledge across the curriculum in the arts, humanities, natural sciences, and social sciences while developing an integrated knowledge base around the theme of the Common Good. By acquiring this breadth of knowledge, students promote the Common Good as they seek solutions to local, national, and global problems to improve the lives of others.
- **Professional Preparedness:** Students will acquire knowledge, skills, and experiences applicable to a professional context.
- **Spirituality:** Students will demonstrate an ability to engage in a process of <sup>[ ]</sup><sub>[SEP]</sub>spiritual growth in a dialogue which includes the Catholic tradition.

The Compass office will provide the resources and guidance needed as you create your path at Clarke. As you build and update your MAP (My Academic Plan) in The Source, the Compass staff will provide many of the resources necessary to help meet your individual Compass outcomes. These include, but are not limited to:

- Service Learning
- Civic Engagement Opportunities
- Study Abroad Opportunities

Additional information about Compass can be found in the Academic Catalog and on the Clarke University website. Clarke University students are encouraged to schedule an appointment or stop by the Compass and Career Services Center at the beginning of their first year to connect and get started.

### **Counseling Services**

Lorie Murphy, Counselor, Phone: ext. 8140 or 563-588-8140

Mary Josita Hall, Off. G32

Counseling Services is here to assist students in their pursuit of contented and balanced lives as they strive for academic, personal, and intellectual growth. For many students, this is a time of new challenges as they learn to balance scheduling academics, work, and athletics with leisure activities, relationships, and quiet time. Taking the time to address these issues in a comfortable and confidential setting can have a positive impact on academic, physical, and personal performance.

One predictable aspect of life is change. The college years are often a time of transition and adjustment to all kinds of changes. Many students are away from home, meeting new people, and getting used to different social dynamics. New demands in time can challenge even the most organized students. Homesickness can be very upsetting for new students, while sadness over leaving friends and uncertainties about future plans can plague upper class students. Increased responsibilities and balancing new choices can create anxiety and confusion. It is important to remember that all of these things are a normal part of change and growth. Intermittently struggling through these issues, as well as making peace with old issues, is a very normal and healthy part of growing as a person.

Our counselors are here to offer support to students during this time of new experiences and growth. We can help students better understand their individual patterns of interacting with others as well as time management styles to help them maximize their own resources. People

with stronger support networks and effective time-management approaches report a greater sense of well-being. People who learn to handle stress, sadness, and anxiety more effectively are happier and more productive individuals. Having a positive self-image and good sense of self-worth in one's reserves can greatly assist the students' decision-making processes and enhance their sense of comfort. Uncovering the obstacles to self-esteem can prove beneficial for anyone. Addressing these kinds of concerns earlier in the academic career can help most students have a more satisfying college experience.

Seeking help when concerns have become overwhelming is a sign of strength and integrity, rather than an admission of failure. We commit to helping our students determine the best course to achieve their desired life. Our services are educational and supportive. If the student's needs ever exceed the scope of the services we provide, we will do our best to assist in making a referral to appropriate mental health, substance abuse, or other off-campus resources as needed.

### **Health Services**

Tammy Moore, Director of Health Services, Phone ext. 6374 or 563-588-6374  
Lower Level of Mary Josita Hall

Health Services promotes health in body and mind while assisting students to be successful at Clarke University. By maintaining good health, students are better able to succeed academically and learn balanced independent life skills. Students are served through direct services, referral and health education.

The health services office is staffed by a registered nurse from 9:00 a.m. to 4:00 p.m. Monday through Friday. A completed health form, with record of immunizations, is required and kept on file in the office. All health services are confidential. No medical information will be released without student permission.

### **Wellness Center**

The Wellness Center at Clarke University was created to enhance the student's educational experience by promoting wellness of mind-body-spirit and empowering students to make informed and intentional choices regarding their overall health and well-being. The Wellness Center includes the offices of Campus Ministry, Counseling Services, Health Services and Residence Life.

The Wellness Center is located at the ground floor level of Mary Josita Hall and contains the following:

- Massage Chairs,
- Happy Lights,
- Coloring Pages,
- Soothing Music with nature scenes.
- The Foley Lounge with snacks, board games, tables to meet and study. The room is used for programs, meetings and activities.
- The Fitness Studio is a large room with a flat screen TV and sound system. This space is the host to our yoga program and dance team rehearsals. It can be reserved for a group fitness activity

- The Cardio Room offers fitness machines including two rowing machines
- Prayer and Meditation Room

### **Library**

Sue Leibold, Director, Phone ext. 6580 or 563-588-6580

The Nicholas J. Schrup Library is located in the Wahlert Atrium. It contains a wide variety of materials and resources for the use of Clarke students. Print as well as electronic resources including books, journals, and databases are available for student use. Library staff are always available for consultation and help. See the library Web page ([www.clarke.edu/library](http://www.clarke.edu/library)) <https://www.clarke.edu/academics/library/> for full information on the library. The library staff may be reached at any time via e-mail at [library@clarke.edu](mailto:library@clarke.edu) or by calling the Circulation Desk at 563-588-6320

### **Library Services**

- A collection of over 250,000 items including 160,000 online electronic books and 90,000 online electronic full text journals.
- 24/7 access to all on-line databases, books, journals, and the Clarke online catalog to any Clarke student with a valid ID card.
- Interlibrary loan, reference and term paper consulting services are available from the staff.
- Leisure reading collection based on New York Times bestsellers as well as an assortment of DVD's for your viewing pleasure.
- Study areas.
- Reserve materials are located at the Circulation Desk.

### **Facilities Housed in the Schrup Library**

- Archives and The Rare Book Room
- Margaret Mann Academic Resource Center (MARC)
- Writing Center/Tutoring Services
- Margaret Mann Classroom
- Mississippi Room
- Open computer lab with computers, flat bed scanning, and printing
- The Instructional Resource Center (IRC) containing curriculum materials available to education majors.
- The Lingen Technology Commons (LTC) is located in the lower level with two classrooms, a conference room, a commons area, laptop computers, voice recorders, video cameras, and a color printer.
- The Music Library
- A/V Services
- Compass Office
- Career Services

**Library Hours**

- Normal Operating Hours: Monday-Thursday, 7:30 a.m. - 11:00 p.m.; Friday, 7:30 a.m.- 5:30 p.m.; Saturday, 1:00 p.m.-6:00 p.m.; Sunday, 11:00 a.m. – 11:00 p.m.
- Hours and holiday schedules are posted at the entrance to the library. Hours vary during holidays and breaks.

## **VIII. Academic Information**

### **Academic Advising**

Academic advising is a learning process designed to assist students in setting and achieving their educational goals. It provides students with opportunities to better understand the purpose of a university education and to plan an academic program that will give them the knowledge, values and skills necessary to be lifelong learners and competent professionals in their chosen careers.

Academic advising at Clarke is personalized and takes into account the needs of each student. First year student advisors also teach the Transition class. This is a benefit to new students because they will have regular interaction with their faculty advisor during class. Faculty academic advisors guide students in designing a quality academic program that meets individual life goals. The advisor guides the student's learning experiences through course and career planning and program review, and makes referrals to the appropriate campus services as necessary.

Although some group advising sessions may be held to clarify academic policies, programs and procedures, all advisors meet with individual students and offer guidance as they progress toward graduation. Ultimate responsibility for academic progress and decision making resides with the student.

### **Academic Affairs**

The academic affairs office is responsible for academic programs, advising, and faculty. The office assigns academic advisors, monitors academic progress and standing, and is available to answer questions or address concerns about academic programs.

### **Academic Load**

An average academic load for a student to carry is 15 credits per semester. The fall semester begins in August and ends in December and the spring semester begins in January and ends in May. Summer classes are available. It is important to remember that a student must stay enrolled for at least 12 credits per semester to be considered full-time.

### **Academic Credit**

To graduate from Clarke, students must earn 124 semesters hours' credit with a minimum 2.00 GPA. Students earn points for each credit hour according to the value of the grades received. Course grades are based on achievement measured by examinations, class participation, papers, projects, performance, or other criteria set by the instructor at the beginning of the semester in the syllabus.

### **Academic Calendar**

The academic calendar is available on-line at:

<https://www.clarke.edu/wp-content/uploads/3.25.20-Draft-Academic-Calendar-2021-22-with-logo.pdf>

The calendar provides the start and end dates of the semester as well as holidays, break times and graduation.

### **Class Attendance**

Class attendance is usually a matter handled between the individual student and the faculty member. Expectations about attendance are outlined in the course syllabi and are announced to the class. Students who are absent from class for reasons of serious illness or a death in the family need to communicate with each faculty member and notify the academic dean's office.

### **General Education Core**

Every student must complete a minimum of 48 semester hours in the general education program. Learning begins with foundational courses, which introduce the four general education outcomes with an emphasis on knowledge, communication skills, critical thinking, and spirituality. Divisional courses, selected from fine arts, humanities, mathematics and natural sciences and social sciences focus on the breadth and development of knowledge and continue to reinforce the values and skills introduced at the foundational level.

### **Cornerstone Course**

Cornerstone is a two-semester sequenced course in which critical thinking and reading provide a foundation for developing skills in writing, speaking and research. Interaction within a community of learners offers students varied opportunities to expand knowledge, deepen values and explore diverse perspectives in a contemporary milieu. Because writing is essential for success in college, each student completes a Clarke University writing assessment at entrance. Scores are used to determine the readiness for and placement in Cornerstone courses. When the writing assessment score is unsatisfactory, the student is required to enroll in GNED 010 Writing and Skills Lab. This course provides the student with additional instruction in developing writing skills necessary for success in college.

### **Capstone Course**

The Capstone course is a college-wide, undergraduate degree requirement designed to integrate the general education outcomes in the context of the major discipline. This course focuses on discipline-specific topics, research, and major outcomes while emphasizing the synthesis and integration of knowledge.

### **The Registration Process**

At the scheduled time each semester, students, in consultation with their academic advisors, schedule courses for the next academic semester. Registration assures students a place in the courses for which they would like to enroll. Incoming first-year students register on designated dates during CU Registration. The Clarke University website ([www.clarke.edu](http://www.clarke.edu)) provides students with access to a number of useful registration tools through the Current Students link. This link includes information about course schedules and registration directions. In addition, each Clarke University student has a personal MyInfo account where class schedules, unofficial transcripts, grades, and program evaluation are available. The student's financial account summaries are also posted on this page.

Registration is not complete until the student has been cleared by the student accounts office. Students who delay registering beyond the official registration period risk being denied admission to courses. To maintain places in the courses in which they have registered, students must appear at one of the first two class sessions. Post-registration allows students to add courses during the first week of the semester or cancel courses during the first two weeks for

semester-long courses. While this option is designed to give students adequate opportunity to make needed changes in their course selection, students are responsible for all assignments, including those required prior to their admission to the course. At the end of the post-registration period, tuition is adjusted to reflect the number of credit hours for which students have enrolled. If a deferred payment plan has been arranged, it may be necessary to adjust the billing to reflect the changes in charges.

### **Grades**

Grades are recorded by the registrar at the end of each semester. Grades at Clarke indicate the following:

A	(4.00 pts.)	Outstanding performance
A -	(3.67 pts.)	
B+	(3.33 pts.)	
B	(3.00 pts.)	Above average performance
B -	(2.67 pts.)	
C+	(2.33 pts.)	
C	(2.00 pts.)	Average performance
C -	(1.67 pts.)	
D+	(1.33 pts.)	
D	(1.00 pts.)	
D -	(0.67 pts.)	Passing but less than satisfactory performance
F	(0.00 pts.)	Failure — Minimal achievement level not met
FA	(0.00 pts.)	Failure due to non-attendance
S		Satisfactory: C- or higher grade
U		Unsatisfactory: D+ or lower grade
WP		Student withdrew passing
WF		Student withdrew failing
W		Administrative Withdrawal
I		Incomplete
AU		Audit

Grades of W, WP, WF, S and U are not computed into a student's GPA.

### **Examinations/Assessments**

The final week of each semester is scheduled for two-hour examination or assessment periods. Final evaluations are given at the time indicated on the Final Examination Schedule. Students should expect to be present for a final exam unless specific information from the course instructor indicates otherwise.

Students must be present for final examination/assessments at the scheduled time period. When more than three exams are scheduled on the same day, students may request a special permit to take one exam at a different time. Such requests should be made to the instructor two weeks before the scheduled exam. Early travel arrangements are not considered a reasonable excuse for requesting a change of examination/assessment schedule.

## **IX. Student Life Information**

Clarke University is a caring community committed to excellence in education. In partnership with the academic community, student life facilitates the growth of the whole student both in and outside the classroom. In accordance with the university's stated mission, student life strives to foster exploration and incorporation of genuine human values to prepare students to occupy a productive and meaningful role in society. This is accomplished by providing facilities, services, information, and role models, which challenge and support the students in reaching their fullest potential.

### **Vice President for Student Life**

The vice president for student life is the university official charged with supervising and coordinating the offices and programs within student life areas, including athletics, campus ministry, commuter life, counseling services, dean of students, engagement and intercultural programs, health services, orientation, and residence life. The vice president for student life serves as the contact with parents, spouses and families and is available for consultation and referrals.

### **Athletics**

Clarke University believes that the purpose of intercollegiate athletics is to provide each student the opportunity to develop as a whole person in the pursuit of fulfilling individual and team potential. The university strives to promote an environment that fosters academic success, discipline, and leadership in a spirit of sportsmanship.

The Clarke Pride are nationally affiliated with the NAIA (National Association of Intercollegiate Athletics). Clarke is a member of the Heart of America Conference and the NAIA North Conference. Clarke fields teams in baseball, basketball, bowling, cross-country, esports, football, golf, lacrosse, soccer, softball, track and field, and volleyball.

- ***Intramural Sports***

The Intramural program offers structured sports competition, aerobic, recreational and outdoor activities for all members of the Clarke community.

- ***Athletic Facilities***

Clarke University believes that the purpose of intercollegiate athletics is to provide each student the opportunity to develop as a whole person in the pursuit of fulfilling individual and team potential. The university strives to promote an environment that fosters academic success, discipline, and leadership in a spirit of sportsmanship.

Intramural Sports: The Intramural program offers structured sports competition, aerobic, recreational and outdoor activities for all members of the Clarke community.

- ***Robert and Ruth Kehl Center***

Named in honor of Robert and Ruth Kehl, the Kehl Center is the heart of Clarke's recreational facilities. The center contains 54,000 square feet of space housing three basketball/volleyball courts, one racquetball court, a cardio room, an elevated jogging

track, offices, a training room, weight room, locker rooms and a classroom. Hours are posted and published in the building's bulletin.

- ***Physical Activities Center (PAC)***

The PAC is located adjacent to the Kehl Center. It is an auxiliary gymnasium and provides areas for basketball, dance and aerobic activities.

## **Campus Ministry**

Campus Ministry walks with all people in their faith journeys as they mature in understanding, grow in practice, and begin to walk with others in their journeys. Rooted in Catholic tradition, Campus Ministry welcomes people of all faiths to foster their spiritual lives through a ministry of presence and programming.

## **Presence**

- ***Office Locations***

The Foley Campus Ministry Center is located in the Mary Josita Hall, where there is an All-Faith prayer room and the offices for the Director and Assistant Director. The Sacred Heart Chapel is available for anyone to use for prayer or meditation and it is where the Chaplain's office is located.

- ***Pastoral Counseling and Outreach***

The campus ministry staff and chaplain are available to meet with students on an individual basis for any needs. ***Prayer Requests*** can be emailed to the campus ministry office or written in the special prayer request book in the chapel. If emailed to the campus ministry office, prayer requests can be posted on the website, emailed out to the community and/or especially remembered during liturgies. Requests can include the illness or death of a loved one or friend of a Clarke student, staff or faculty member, or for a special intention.

## **Programming**

- ***Worship Opportunities***

**Campus Masses** are celebrated in the Sacred Heart Chapel on Sundays at 5:00pm. Students are invited to participate in the Sunday Campus Mass ministries of lectors, Eucharistic ministers, Altar Servers, and the Student Music Group.

**Confession / Reconciliation** offered by appointment with the Chaplain. **Adoration** is available at any time the chapel is open.

**Worship Opportunities for non-Catholic faiths** can be found on the campus ministry / residence hall bulletin boards or by contacting campus ministry. It is campus ministry's highest priority that students' spiritual needs be met, so please contact the office if you need any help or assistance finding a place or community to worship with.

- ***Small Groups, Service Trips, Retreats, ITS***

**Faith-Sharing Small Groups** meet once a week for an hour at various locations around campus. Anyone can join a group at any time and all are welcome. They are led by

trained student-leaders who facilitate discussion and support students in their faith journeys.

**Service Trips** are offered over the October Fall Break and Spring Break and occasionally over the Winter break. These trips offer the opportunity to do direct service to people in need as well as provide either 15 or 30 hours of Intercultural Engagement service hours.

**Retreats** happen throughout the year. *The Antioch Retreat* is a 3 days student-led retreat for students to grow in their relationship with Jesus Christ through prayer, talks, and group discussions. It occurs once in the fall and once in the spring and is open to anyone to attend. *The Busy Person's Retreat* is 5-day retreat for people to grow in their spiritual lives involving daily half hour meetings with a spiritual companion and time for individual prayer. It occurs in the spring and is open to anyone to attend.

**Into the Streets** is a Clarke community-wide service half-day held each semester, where teams of students are sent out into the Clarke community to perform various service projects for local non-profits and communities in need.

### **Counseling Services**

Counseling Services is here to assist students in their pursuit of contented and balanced lives as they strive for academic, personal, and intellectual growth. For many students, this is a time of new challenges as they learn to balance scheduling academics, work, and athletics with leisure activities, relationships, and quiet time. Taking the time to address these issues in a comfortable and confidential setting can have a positive impact on academic, physical, and personal performance.

One predictable aspect of life is change. The college years are often a time of transition and adjustment to all kinds of changes. Many students are away from home, meeting new people, and getting used to different social dynamics. New demands in time can challenge even the most organized students. Homesickness can be very upsetting for new students, while sadness over leaving friends and uncertainties about future plans can plague upper class students. Increased responsibilities and balancing new choices can create anxiety and confusion. It is important to remember that all of these things are a normal part of change and growth. Intermittently struggling through these issues, as well as making peace with old issues, is a very normal and healthy part of growing as a person.

Our counselors are here to offer support to students during this time of new experiences and growth. We can help students better understand their individual patterns of interacting with others as well as time management styles to help them maximize their own resources. People with stronger support networks and effective time-management approaches report a greater sense of well-being. People who learn to handle stress, sadness, and anxiety more effectively are happier and more productive individuals. Having a positive self-image and good sense of self-worth in one's reserves can greatly assist the students' decision-making processes and enhance their sense of comfort. Uncovering the obstacles to self-esteem can prove beneficial for anyone. Addressing these kinds of concerns earlier in the academic career can help most students have a more satisfying college experience.

Seeking help when concerns have become overwhelming is a sign of strength and integrity, rather than an admission of failure. We commit to helping our students determine the best course to achieve their desired life. Our services are educational and supportive. If the student's needs ever exceed the scope of the services we provide, we will do our best to assist in making a referral to appropriate mental health, substance abuse, or other off-campus resources as needed.

### **Engagement and Intercultural Programs**

The Office of Engagement and Intercultural Programs encourages personal and intellectual growth, global awareness and cultural competency through social, cultural, recreational and leadership programs. The office coordinates new student orientation, leadership development, commuter life, campus-wide programming, and student organization involvement. The office oversees the Student Activity Center, Multicultural Center, and advises the student government (Clarke Student Association) and campus activities board (Clarke Activities Board).

#### **Connect**

A four-day program designed to welcome new traditional-aged freshman and transfer students precedes the first day of classes in the fall semester. New students learn about Clarke's services and programs, meet with faculty advisors, and have fun through a variety of social activities. Parents are invited to join us on Thursday to learn about services and programs and have opportunities to meet faculty, administrators and staff. Upper-class students are selected each year to serve as Tuckpointers to assist new students and parents as they transition to life at Clarke. More details can be found online: [www.clarke.edu/connect](http://www.clarke.edu/connect).

Orientation opportunities are provided to Graduate students at the beginning of each semester.

#### **Leadership Development**

The office of engagement and intercultural programs sponsors a leadership program, CU LEAD, which allows participants to become more self-aware by clarifying personal characteristics and values, develop skills to demonstrate collaborative leadership in a diverse world, and become an active and engaged citizen.

#### **Commuter Life**

The office of engagement and intercultural programs is charged with developing and maintaining supportive programs and events for the development and advancement of commuter students. The commuter assistant is an upper-class student who has been selected based on their leadership characteristics and knowledge of the resources on campus. If in need of assistance, or have a concern or suggestion, the commuter assistant is a good contact person.

#### **Multicultural Center**

In an increasingly diverse American society and in the midst of a growing sense of global awareness, students and graduates will be called upon to interact with people of many

racess, cultures, and backgrounds. Clarke University strives to foster an environment, which encourages the development of cultural appreciation, social responsibility, and the acceptance of diversity. The Multicultural Center is designed to promote the intercultural exchange and community involvement that is the backbone of such development. Anyone with culture is welcome to participate in the Multicultural Center, and everyone has culture! The Multicultural Center is located in the Stoltz Student Life Wing of Mary Frances Hall, room G27.

### **Involvement Opportunities and Student Organizations**

Clarke students are encouraged to be involved in co-curricular activities, student organizations and events that are social, cultural, intellectual, spiritual and recreational. There are a variety of groups and organizations that provide leadership opportunities for students.

#### **Music/Performing Arts**

Chamber Ensembles  
Clarke Cantabile Singers  
Clarke Collegiate Singers  
Drama Department Productions  
Jazz Ensemble  
Brass Ensemble  
Wind Ensemble  
Woodwind Ensemble

#### **Leadership Opportunities**

Campus Ministry Interns  
Clarke Admissions Student Team (CAST)  
Clarke Student Association (CSA)  
    Class Senators

- Senior Class
- Junior Class
- Sophomore Class
- Freshman Class

Intramural Advisory Board  
Resident Assistants (RAs)  
Tuckpointers (Orientation leaders)

#### **Student Organizations**

Benchwarmers (Athletic Fan Club)  
Biology Club  
B.L.A.C.K. Student Union (Building Love Amongst Cultures for Knowledge)  
Clarke Activities Board (CAB)  
Clarke Association of Nursing Students (CANS)  
Clarke Athletic Training Society (CATS)  
Clarke Culinary Club  
Clarke Dungeons and Dragons  
Clarke Organization of Student Physical Therapists (COSPT)

Clarke Inclusive Games  
Dance Marathon  
Fishing Club  
Future Young Professionals (FYP)  
Hacky Sack Club  
Hippo Society (Pre-Med)  
Investments Club  
LGBTQIA+ Alliance  
Math Club  
Peace, Betterment and Justice  
Psychology Club  
Social Work Club  
Spanish Club  
Sport Management Club  
Teachers for Tomorrow  
The Crux Media Club  
The Page Turners  
Women in Politics

### **Student Government**

Every student who pays a student activities fee is a member of the Clarke Student Association (CSA). The leadership of CSA is the Senate. The Senate is comprised of elected positions including four executive board officers and all class senators. They meet regularly during the academic year. Students serve on various campus committees. A copy of the CSA Constitution is available on the Clarke Student Association website.

### **Student Publications**

The opportunity to work on the *Tenth Muse*, an annual literary publication.

### **Traditions**

Annual activities and traditions include Convocation and Tree Planting, Homecoming, Social Justice Week, Christmas Dinner, Christmas tree lighting, Clash of the Classes, May Daze, and the Honors Banquet.

### **Convocation and Tree Planting**

Convocation is an assembly, which introduces the new school year for all students. This is a formal academic event with full academic procession of administration and faculty. New students are presented with a tassel and plant a class tree. The senior class names their tree.

### **Cultural Events**

Each year, the Arts at Clarke Series bring internationally known performers to the Dubuque community. Performers from across the country and around the world are guests of the university. The series also includes outstanding performances and exhibits by Clarke's art, drama and music departments. The Mackin-Mailander Lecture Series brings distinguished speakers to campus for presentations on current issues.

**Fine Arts Events**

The art department sponsors art exhibits in Quigley Gallery 1550 by faculty, students and visiting artists from around the world. The drama department presents a season of four productions, including comedy, drama, plays with music and children's plays. The music department presents several concerts each season, including a Christmas concert, a spring concert, and a musical. Faculty and student performances and recitals are an important part of the season. The music department invites all interested Clarke students regardless of major to audition for its vocal and instrumental ensembles. Ensembles include: Clarke Collegiate Singers, the Clarke Cantabile Singers, and other instrumental chamber groups. Auditions normally occur during the first week of classes. For additional information about any of these ensembles contact the music department.

**Health Services**

The purpose of health services is to promote health in mind, body and relationships and to assist students in being successful during their college career. By maintaining good health, students are better able to attend classes regularly, concentrate and deal with stress. Students are served through direct services, referral and health education.

The office is staffed by a registered nurse from 9 a.m. to 3 p.m. Monday through Friday. A completed health form and a record of immunizations, is required. All health services are confidential. No medical information will be released without student permission.

## **X. Residence Life and Commuter Life**

One of the most important parts of the college experience is the feeling of belonging that comes with sharing a campus with others in pursuit of the same goal yet experiencing it in their own way. Clarke believes strongly in experiencing a full college experience. For this purpose, students who are under the age of 21 years will live on campus. Those who wish to commute may live at home with their parents.

Few better opportunities for personal growth and developing a network exist than with the opportunity to live in a residence hall. Mary Josita Hall and Mary Benedict Hall are the traditional halls where most of our new students are housed. There are professional assistant directors who live on-campus and a team of peer resident assistants who all work under the direction of the Director of Residence Life to provide a positive living and learning environment. A few tips for the parents of resident students include:

- Many students have fears about having a roommate and sharing space. Encourage your student to work on communicating with their roommate as soon as they receive their housing assignment. Planning what to bring to the room is a good first connection.
- Plan for your student to check into their residence hall at the assigned time. New students will receive help for move-in from upper-class students called Tuckpointers. Remember that whatever a student takes into the room over the course of the year needs to be taken out at the end of the year.
- Residence halls provide students with wireless Internet, cable, study rooms/lounges and laundry facilities.
- Policies and procedures exist in all communities. Encourage your student to know what is expected of them. Most students show respect for themselves, others and the building they live in. Failure to do so will result in disciplinary action which can be educational as well as punitive.
- Students will be assigned a campus mailbox located in the Student Activities Center where they will receive their mail.
- Please encourage your student to stay on campus for weekends and attend campus events.
- Meal plans allow students to eat in the dining hall (all you can eat) or the Café 1843 (selected items per meal). The plan's Funds allow students to purchase additional food, convenience store items, or can be used anywhere on campus.
- In the spring of each year, students will have the opportunity to sign-up for rooms for the next academic year according to a lottery system.

- Students who live on campus during the academic year will have the opportunity to stay on campus in the summer, at no additional charge, if they are registered for two or more Clarke summer classes or working at least 15 hours per week on-campus.

Life at Clarke is enhanced by many students who commute from their Dubuque area homes to class. Students contribute significantly to every aspect of student life and are encouraged to become as involved as their schedule and family responsibilities allow. All students are welcome at campus events. A few tips for the parents of commuter students include:

- The Office of Engagement and Intercultural Programs is the place for commuter students to go with questions or help in connecting with the campus. The office is on the Stoltz Student Life Wing of Mary Frances Hall.
- Commuter students have designated parking areas on-campus. Parking permits are sold on-line at the start of each semester through the Campus Safety & Security Office or the Student Accounts Office during normal business hours. Go to the Clarke home page, click on Current or Future Students. Scroll to Campus Safety & Security. On the right side bar, click the link to Purchase Parking Permits and follow the instructions. Your permit will be placed in the folder you receive at *CONNECT* if you are a new undergraduate student and applied on-line by August 1<sup>st</sup>, at residence hall check-in for returning resident students or at the Student Accounts Office for all other students.
- Commuter students can request a campus mail station located in the Student Activity Center.
- Lockers are available through the Student Life Office, Mary Josita Hall, on a first come basis. Lockers are located in Catherine Byrne Hall or the Student Activity Center.
- Commuter students can purchase any of the meal plans available or can add money to their Clarke ID Card on-line or in the Student Accounts Office, second floor, Atrium, which acts as a declining balance card in the dining hall, Café 1843, campus store and vending machines on campus.

## **XI. Money Issues**

We know that you are helping your student invest in their Clarke education. The Clarke Financial Aid Office staff is always available for questions about how to finance expenses and navigate the world of financial aid.

### **Helping Your Student Become Financially Savvy**

Most first-year students are paying their own bills for the first time. Knowing how difficult it is for many students to stick to an allotted budget, here are a few money management myths and how you might counter them:

#### ***Myth: Credit cards are friends***

Reality: Students are nearly three times as likely to be 90 days delinquent on their credit card payments as older adults.

Tip: If your student needs a credit card, suggest he/she shop around for the best rates and have a low maximum amount. Have him/her pay off the balance each month and charge no more than can be paid off monthly. Remind him/her this is the beginning of one's adult credit history and is not something to fool around with. Clarke does not allow banks to market credit cards to students. Students also need to be wary of special offers from stores to open a credit card.

#### ***Myth: My money comes from an ATM.***

Reality: Money really only comes from three places – parents, jobs and savings.

Tip: Never let the conveniences of depositing money in your student's banking account outweigh its overuse. Suggest he/she keep you informed about ongoing expenses so you'll know in advance if there's an impending emergency. There are two ATM machines on campus that do not charge fees for use. They are located in Mary Josita Hall and the Student Activity Center.

#### ***Myth: I can't live without that \$1,000 stereo system.***

Reality: Many students buy into advertisers' siren song and purchase items they can't afford and/or don't need.

Tip: Help your student practice being a good consumer by thinking twice before making a major purchase. Remind him/her of the difference between want and need and suggest he/she check out local thrift stores or online auctions for real bargains.

#### ***Myth: I need a lot of spending money.***

Reality: Campus activities are free and students do not need a lot of extra money to enjoy themselves.

Tip: Help students plan and live with a budget during the summer before entering college to get in the practice of living with a budget. Spending too much money should be a red flag that there is a problem.

**FAFSA: Is it that Time Again?**

The Free Application for Federal Student Aid (FAFSA) needs to be completed each year. You can complete your renewal FAFSA online at <http://www.fafsa.ed.gov>. When completing the FAFSA it is best practice to utilize the Data Retrieval Tool that will be available to you to transfer your tax information into the FAFSA. State of Iowa residents must file the FAFSA by July 1 in order to be considered for the Iowa Tuition Grant.

**Scholarships**

Almost 99% of our students receive financial assistance through Clarke-funded scholarships and/or other financial aid programs. Your student is strongly encouraged to apply for external scholarships and grants. Surfing the Web is a great way to search for funds, but be wary of sites that require a registration fee for information. Following are a few can't-miss sites:

- Fast web.com [<http://www.fastweb.com>]
- Scholarships.com [<http://www.scholarships.com>]

## **XII. Safety and Security**

As a parent you'll always be concerned for your student's safety. At Clarke, we're proud that our safety record includes not just physical safety but emotional safety as well. Clarke's campus was designed to keep faculty, staff and students connected. In fact, many students don't even have to walk outside to get to their classes. We do everything possible to ensure a crime-free environment for our students and keeping parents in the loop is part of that commitment.

### **On Campus Security**

Clarke's Safety and Security Office (<http://www.clarke.edu/page.aspx?id=9450>) provides 24/7 protection for students, faculty, staff and visitors. The uniformed security staff is on hand for routine assistance such as walking someone to his/her car, replacing a lost key and investigating incidents and accidents. The security staff also carries out regular campus patrols. Your student can reach the security office directly by dialing ext. 6393 from any campus phone or 563-588-6393.

The office also issues parking permits and parking tickets and handles lost keys and chips. If your student has a car on campus, you'll probably want to make sure he/she understands the ins and outs of parking regulations to avoid tickets.

### **Helping Your Student Stay Safe**

Clarke is an extremely safe campus. However, statistically speaking, most campus crimes take place in or near residence halls. To protect students and their belongings, we encourage students to keep their rooms locked when they are not in them (even when it is just for a few minutes) and not to prop open outside doors. Following are several other steps Clarke takes to ensure the safety of our students:

Security is provided 24/7, even on holidays and when the university is closed due to inclement weather.

All guests must be accompanied into residence halls by a resident and escorted through the residence hall.

Clarke faculty and staff members actively engage with students to ensure they are aware of all safety and security procedures. At least once per semester they review all procedures with students and discuss ways of preventing criminal activity.

We strongly recommend students with cars keep doors, trunks, etc. locked at all times. While our safety and security staff routinely check campus parking lots, unlocked cars are an open invitation for thieves.

Students with bicycles are urged to invest in strong, solid locks and use them whenever their bikes are left anywhere, even for a few minutes.

At Clarke, familiarity with the people on campus is an advantage and suspicious-looking people or activities tend to be noticed. Students witnessing anything unusual are encouraged to notify the safety and security office immediately.

In the event that students do witness or are involved in an incident or accident, two forms need to be filled out. The forms, which are available online and in the safety and security office, should be completed and returned within 24 hours of the incident or accident.

### **XIII. Frequently Asked Questions**

#### **What can my student expect in the first six weeks?**

The first six weeks at Clarke will be exciting, challenging and at times overwhelming. Everything and everyone will be new. The student will feel welcomed and will want to make a good first impression. The new student orientation program, CONNECT, is designed to help students understand expectations and learn about the resources that are available to help them be successful. Students will interact with other new students, upper class students, faculty and staff.

The academic side of life begins at a fast pace. Classes start. Professors are met, and syllabi that explain what is expected during the semester are distributed. Students are confronted with high expectations and sometimes feelings of self-doubt about their abilities. Students sometimes drop and add a class during the first week of the semester. Students will learn that faculty post office hours and are available for questions outside of class. Each first-year student is assigned to a section of Transitions Class that begins during CONNECT. Their academic advisor is a key support person during the first semester and the Transition class will provide opportunities to make a smooth transition to Clarke.

Beyond the classroom, students will find a schedule with a lot more “free” time. It is important for students to use this time to complete assignments, prepare for class and study. Students will attend Convocation to introduce the new school year. This is a formal academic event with full academic procession of administration and faculty. New students are presented with a tassel and plant a class tree which they will name as seniors. The tassel will remind students of their graduation goals.

Your student will be searching for the right niche and wonder how to fit in. There are many campus activities planned both during the week and on weekends. Some students will thrive on all the choices and activities available to them and some will withdraw and feel homesick. Homesickness is not uncommon and will rarely last long. Students will very quickly learn to look out for each other and alert staff if they are worried about a new friend. The start of the year is a time when student organizations actively try to attract new members, and there are a variety of athletic events, as well as good weather in which to explore Dubuque and its attractions. Students who are homesick need to be encouraged to get out, be active and talk to their peers. Chances are they are not alone with these feelings.

It is hoped that during these first six weeks Clarke will have met the expectations of your student. As parents, you can help by listening and encouraging your student to make their own choices. Sometimes in a new situation, students will want someone else to make decisions for them, but much of the learning during the next four years will take place working through difficult situations. Encourage your student to discover and use all the resources available on campus.

## **XIV. Clarke Resources and Contacts (563-588-campus extension)**

### **Academic Affairs Office**

David DiMattio, Dean for the College of Arts and Sciences, 563-588-6432,

[david.dimattio@clarke.edu](mailto:david.dimattio@clarke.edu)

Paula Schmidt, Dean for the College of Professional and Graduate Studies, 563-588-6383,

[paula.schmidt@clarke.edu](mailto:paula.schmidt@clarke.edu)

### **Athletics Office**

Curt Long, Director, 563-588-6462, [curt.long@clarke.edu](mailto:curt.long@clarke.edu)

### **Campus Ministry Office**

Hunter Darrouzet, Director, 563-588-8192, [hunter.darrouzet@clarke.edu](mailto:hunter.darrouzet@clarke.edu)

### **Campus Safety and Security Office**

Steve Kirschbaum, Executive Director of Facilities & Security, 563-588-6326,

[steven.kirschbaum@clarke.edu](mailto:steven.kirschbaum@clarke.edu)

### **Compass and Career Services Office**

Deann Petitgout, Director of Compass and Instructor of Athletic Training, 563-588-6415,

[deann.petitgout@clarke.edu](mailto:deann.petitgout@clarke.edu)

### **Counseling Services Office**

Lorie Murphy, Counselor, 563-588-8140, [lorie.murphy@clarke.edu](mailto:lorie.murphy@clarke.edu)

### **Engagement and Intercultural Programs Office**

Callie Clark, Director, 563-588-8165, [callie.clark@clarke.edu](mailto:callie.clark@clarke.edu)

### **Financial Aid Office**

Robert Hoover, Director, 563-588-6338, [robert.hoover@clarke.edu](mailto:robert.hoover@clarke.edu)

### **Health Services Office**

Tammy Moore, Director, 563-588-6374, [tammy.moore@clarke.edu](mailto:tammy.moore@clarke.edu)

### **Margaret Mann Academic Resource Center (MARC)**

Marianne Mauss, Director of Academic Resource and Disability Services, 563-588-8107,

[marianne.mauss@clarke.edu](mailto:marianne.mauss@clarke.edu)

### **Residence Life Office**

Faith Brehm, Director, 563-588-6622, [faith.brehm@clarke.edu](mailto:faith.brehm@clarke.edu)

### **Student Accounts Office**

Kathy Vaughn, Director, 563-588-6342, [kathy.vaughn@clarke.edu](mailto:kathy.vaughn@clarke.edu)

### **Student Life Office**

Kate Zanger, Vice President, 563-588-6517, [kate.zanger@clarke.edu](mailto:kate.zanger@clarke.edu)

Annette Doerr, Administrative Assistant, 563-588-6466, [annette.doerr@clarke.edu](mailto:annette.doerr@clarke.edu)

**Welcome Desk** Mary Ellen Herbst, Receptionist, 563-588-6300, [maryellen.herbst@clarke.edu](mailto:maryellen.herbst@clarke.edu)