



college transition guide

FOR
SPRING
SEMESTER

ACADEMIC CHECKLIST

- ❑ Ensure that final official transcripts are sent to Clarke University Admissions Office at **admissions@clarke.edu** or by mail to 1550 Clarke Dr., Dubuque, Iowa 52001 by the first day of class. (High school and any colleges or universities from which college credit is received or had credits in process when applied). Send final AP or CLEP test results from College Board if applicable.
- ❑ If personalized academic or housing accommodations are needed because of a disability impacting living or learning, please contact accommodationservices@clarke.edu.
- ❑ Students will need a laptop computer. See FAQs and recommendations from the IT Help Desk at **clarke.edu/laptops**. Microsoft Office is free for students.
- ❑ Books can be purchased online at **clarke.edu/textbooks** starting in December. Books can be paid for at time of purchase, or up to \$500 can be charged to the student's account to be paid back. Deadline for books to be charged to a student's account is two weeks before classes start.

CONNECT – NEW STUDENT ORIENTATION

- ❑ All new students are required to participate in CONNECT, new student orientation on Friday, January 5.

RESIDENTIAL STUDENTS

- ❑ Move-in Day for resident students is Friday, January 5 from 9 a.m. – Noon prior to the start of CONNECT programming. Students will need to select a move-in time as we get closer to the date. Additional information regarding move-in times and process will be communicated.
 - Men's Basketball: December 28
 - Men's Volleyball: December 31
 - Women's Basketball: January 1
 - Track and Field: January 2
 - *Clarke Welcome and Move-In Crews are available to help during move-in times. Roommate pairing information will be available by mid-December on CUhub.*
- ❑ Be sure to chat with your future roommate to decide who is bringing shared items, such as television, refrigerator, or futon/small furniture.
- ❑ Complete a change of address form at **usps.com** to forward magazines or mail to campus. Students will be provided a Mail Stop (MS) number, found next to their housing information in CUhub.
- ❑ Students are allowed to bring a vehicle to campus. Parking permits are \$40 for spring semester. Purchase a permit online at **clarke.edu/parkingpermit** or at Student Accounts. Students will need to know the vehicle's color, year, make, model, state, and license plate number.
- ❑ Check your family's homeowner's policy to see if personal belongings are covered while living in a residence hall.

COMMUTER STUDENTS

- ❑ Commuter students can stay on campus for free during CONNECT. Arrangements can be made with the Engagement and Intercultural Programs staff, at **engagement@clarke.edu** or (563)588-6313.
- ❑ Meals during CONNECT are free of charge. Meal plans can be purchased to eat in Clarke Dining facilities during the academic year. Contact Student Life at **studentlife@clarke.edu** or (563)588-6313 for more info. Students do not need to have a meal plan to eat in the Dining Hall or Café 1843, as cash or credit is accepted.
- ❑ Students may move on campus any time if plans change! Contact Residence Life at **residencelife@clarke.edu** or (563)588-6313 to make alternate arrangements.

STUDENT HEALTH INFORMATION

- ❑ All students need to submit health records as soon as possible. Submit the online form at **clarke.edu/healthservices**, and a copy of immunization records must be sent to **healthservices@clarke.edu**.
- ❑ Review health insurance policies.
 - Students should have an insurance card of their own and understand how to use the insurance, co-pays, and restrictions.
 - Check health insurance plans regarding out-of-area coverage if applicable.
 - Find local doctors, hospitals, and pharmacies. Health Services can assist with area referrals.
- ❑ Discuss any mental health needs. Talk to a counselor or psychiatrist for referrals and ensure medications continue.

STUDENT ATHLETES

- ❑ Before student athletes are able to practice, they must complete the following at **clarkepride.com/student-athlete_forms/home**
 - Complete all medical forms in the Athletic Training System (ATS)
 - Upload a sports physical dated on or after June 1, 2023
 - A copy of current insurance card that includes coverage for participation in athletics
 - Register with PlayNAIA (Esports, Cheer and Dance do not have to register)
 - Acknowledgement forms

➤ ALL CLASSES BEGIN **JANUARY 8**



STUDENT ACCOUNTS & BILLING

- ❑ Students can access their billing statement through CUhub. To view bills or select a payment plan option, log into CUhub on the Clarke website, and click on financial information to access the online portal.
- ❑ Bills are available through CUhub and will not be mailed. Spring semester bills are typically available by mid-December. Students will receive a billing notification via their Clarke email.
- ❑ In order for parents or guardians to have access to student's bills, students must grant parent(s) their own access to the online billing by authorizing them as a user via CUhub. Contact Student Accounts if you have trouble setting up a parent account.
 - Billing questions can be directed to Student Accounts: (563)588-6699 or **student.accounts@clarke.edu**.
- ❑ After comparing the bill with the student's financial aid award letter, determine how payments will be made for the remaining balance due.
 - If awarded, endowed scholarships may not show on the student's account if the donor *Thank You Form* hasn't been completed. Visit **clarke.edu/endowedthankyou** to complete the form.
 - Any federal direct loans will not be disbursed to the student's account until a week before classes with completed agreements. Federal grants will disburse on the first day of classes.
- ❑ Bills are to be paid in full or a payment arrangement plan must be selected prior to January 20. Standard payment plans are included on the next page. If the payment date falls on a weekend, the payment will be deducted on the following Monday. Payment arrangements are to be set up each semester.
- ❑ In addition to payment plans, options for paying the remaining balance include:
 - Cash, credit card, or automatic withdrawal payments — **clarke.edu/studentaccounts**
 - Campus employment — **clarke.edu/oncampusjobs**
 - Federal Parent PLUS Loan (loan in parent's name) — **clarke.edu/parentplus**
 - Private education loan in the student's name (Typically will require a credit-worthy co-signer) — **clarke.edu/privateloans**
 - Student 529 Plan — (provide information to Student Accounts at the beginning of each semester)
- ❑ Review bank accounts. Students can cash checks up to \$100 on campus. The ATMs on campus are from Dubuque Bank & Trust.
 - Money can be added to the student's ID card account at **clarke.edu/clarkecard**. Money on the card can be used in the Whitlow Campus Store, Café 1843, laundry, and campus vending machines. Students will receive their IDs at CONNECT on January 5.



FEDERAL DIRECT LOANS ACCEPTANCE

Students who plan to utilize their Federal Direct Loans need to complete a Student Direct Loan Agreement (MPN) at **studentaid.gov/mpn** and Entrance Counseling at **studentaid.gov/entrance-counseling**.

For additional loan options for parents and students please visit **clarke.edu/loans**.

FINANCIAL AID & LOANS

- ☐ Stay on track with the comprehensive financial aid checklist included in your financial aid award packet. You can also find this checklist in the New Student Portal under Financial Aid and Billing.
- ☐ If verification paperwork has been requested, please complete and submit all forms to the Financial Aid Office.
- ☐ Once the student receives an award letter listing grants, scholarships, and loan eligibility:
 - Start planning how you will pay your remaining balance. Campus employment, payment plans, applying for scholarships and additional loans are options that current Clarke students utilize.
 - If planning to accept a Federal Direct Loan, the student must sign a Loan Agreement (MPN) online at **studentaid.gov/mpn** and complete Entrance Counseling online at **studentaid.gov/entrance-counseling** before classes start. The Department of Education will not disburse the loan funds to Clarke unless both of these are completed.
 - Students may choose not to use all or part of the Federal Direct Subsidized or Unsubsidized loans listed on their award letter. To decline a portion or all of the aid, students can do so via CUhub.
- ☐ As a new student, you may need to grant permission for your parents or guardians to have access to information such as bills and financial aid by listing them on a signed Federal Education Rights and Privacy Act (FERPA) Form. If they are not listed on your completed FERPA form, Clarke will not be able to release any information about you while you are a student. You will fill this out at registration or be asked to complete by your admissions counselor virtually.
- ☐ Students who are interested in working on campus can view available positions online at **clarke.edu/oncampusjobs**. The postings will be continually updated throughout the summer and the academic year.
- ☐ For the next academic year, students and parents should complete the Free Application for Federal Student Aid (FAFSA) online at **studentaid.gov** and use the IRS data retrieval tool if possible. Clarke's school code is 001852. The FAFSA needs to be completed each year. The new form will be available in December though an exact date has not been set.

PAYMENT PLANS

PLAN	TERMS	SEMESTER FEE	FALL DATES	SPRING DATES	SUMMER DATES
2-payment plan	2-payment plan with two payments due from your checking, savings, or credit card. Payments must be made by each due date to avoid a late fee.	\$10	August 20 November 5	January 20 April 5	May 15 July 15
4-payment plan	4-payment plan with four payments due from your checking, savings, or credit card. Payments must be made by each due date to avoid a late fee.	\$15	August 20 September 20 October 20 November 20	January 20 February 20 March 20 April 20	May 15 June 15 July 15 August 15
5-payment plan	5-payment plan with five payments due from your checking, savings, or credit card. Payments must be made by each due date to avoid a late fee.	\$20	August 20 September 20 October 20 November 20 December 20	January 20 February 20 March 20 April 20 May 20	N/A

CREDIT CARD PAYMENTS

We accept Mastercard, Visa, and Discover cards. Please note there is a 2.85% service fee on all credit card payments, with a minimum of \$3.00 fee when using either a debit or credit card.

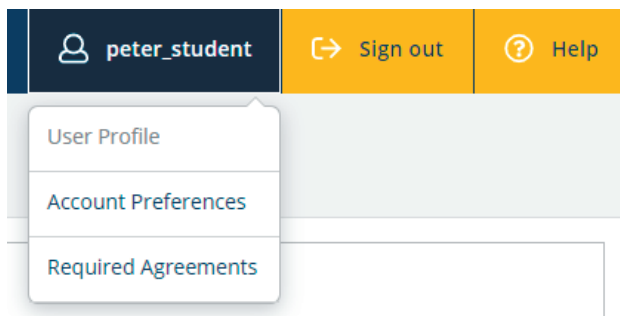
CAMPUS ALERT NOTIFICATION SYSTEM

Clarke University operates a Campus Alert Notification System to notify you of campus emergencies or closings via e-mail, phone call, and text message.

It is very important to update information to ensure alerts are received on mobile phones. By default, alert messages will always be sent to the student's Clarke email account.

To sign up for notifications, please complete the following:

1. Log into your CU hub account at **cuhub.clarke.edu:8173/Student/Account/Login** using your Clarke credentials (firstname_lastname@clarke.edu). Once you are logged in, click on your name in the upper right menu, then click on **User Profile**.



2. Once you are in your user profile, scroll to the bottom, where you will see an area for **Phone Numbers**. Students should edit or add the appropriate phone numbers to ensure they receive notifications through the Campus Alert System.

A screenshot of the 'Phone Numbers' section in the user profile. At the top, there is a blue banner with a clock icon, the text 'Last Confirmed On: 02-21-20', and a 'Confirm' button. Below the banner is a '+ Add New Phone' button. Underneath is a table with two columns: 'Phone Number' and 'Type'. The table contains two rows: one for '563-867-5309' with 'Cellular Phone' type, and another for '563-111-2222' with 'Alert System Call Number' type. Each row has a 'Remove or Edit' link with a pencil icon.

3. Click **Add New Phone**, then enter your phone number, leave the extension blank, and decide how you would like to receive the alerts under **Type**.
 - If you prefer to only receive text notifications, please choose **Alert System Text Number**.
 - If you prefer to only receive voice notifications, please choose **Alert System Phone Call**.
 - If you prefer to receive both a phone call AND a text message, you will need to enter them individually and select the appropriate **Type** for each phone number added regardless of whether it's the same phone number.

A screenshot of the 'Enter Phone Details' form. It has a title bar with a close button (X). The form contains three fields: 'Phone Number *' with a placeholder 'Phone Number', 'Extension' with a placeholder 'Extension', and 'Type' with a dropdown menu. The dropdown menu is open, showing three options: 'Cellular Phone', 'Alert System Call Number', and 'Alert System Text Number'.

CLARKE UNIVERSITY ACADEMIC CALENDAR 2023-2024

JUNE

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

S	M	T	W	T	F	S
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23	24	25	26	27	28	29
30	31					

AUGUST

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SEPTEMBER

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30						

OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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30	31					

APRIL

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28	29	30				

MAY

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JUNE

1 – Participating in varsity athletics in 2023-2024? Physicals must be dated on or after June 1, 2023
Week of the 12th – Check MyInfo for roommate and housing information

JULY

Week of the 10th – Check CUHub for first semester bills; Enroll in a payment plan

AUGUST

20 – Deadline to enroll in a payment plan without penalty
21 – All classes begin

SEPTEMBER

4 – Labor Day; No classes

OCTOBER

3 – Focused Learn and Engage Day (required)
13 – Autumn Free Day; No classes

NOVEMBER

9 – Spring Registration begins (see campus calendar for designated dates)
22-24 – Thanksgiving Break

DECEMBER

4-7 – Finals Week
Dec 8-Jan 6 – Holiday Break
Week of the 11th – Check CUHub for second semester bills
28 – Athlete Move-In (M. Basketball)
31 – Athlete Move-In (M. Volleyball)

JANUARY

1 – Athlete Move-In (W. Basketball)
2 – Athlete Move-In (Track & Field)
8 – All classes begin
15 – Martin Luther King Jr. Day (no classes)
20 – Deadline to enroll in a payment plan without penalty

FEBRUARY

Week of the 12th – Application for Endowed Scholarships opens

MARCH

11-15 – Spring Break
Week of the 25th – Watch Clarke email for notification that the 2024-2025 Financial Aid Award Letter is available
28-April 1 – Easter Break (no classes)

APRIL

10 – Focused Learn and Engage Day (required)
15 – Fall Registration begins (see campus calendar for designated dates)
29-May 2 – Finals Week

MAY

4 – Commencement

QUESTIONS?

Admissions Office
1550 Clarke Drive
Dubuque, Iowa 52001-3198

(563)588-6316

admissions@clarke.edu
clarke.edu

