This publication is compiled and published through CONNECTIONS: your information and resource center and is made possible through the Student Government Association and D’Youville College.
HISTORICAL LOOK

D’Youville came into being in 1908. It was the first college for women in Western New York and the second Catholic college for women in New York state. The college was an outgrowth of Holy Angels Academy, a private boarding and day school, founded by the Grey Nuns during the Civil War.

After years at different locations on the West Side of Buffalo, it became necessary to build a permanent structure for the school. In 1874, the central core of the present D’Youville Koessler Administration Building (KAB) was completed. Holy Angels Academy, now reaching from kindergarten through senior high school, moved into its permanent residence. As enrollment increased, two wings were added but there was a need for an auditorium and additional classroom space. The Prospect Avenue Wing (PAW) provided this much-needed space, and as the building neared completion, Bishop Cotton, Bishop of Buffalo, applied to the state legislature for a college charter.

In the spring of 1908 with a student body of only nine young women, D’Youville laid the groundwork for what would later benefit thousands of students.

The name of the college honors St. Marguerite d’Youville, one of Canada’s pioneer woman social workers and foundress of the Sisters of Charity in Montreal (an order that later became known as the Grey Nuns). In those early days, the students traditionally were young women, usually Catholic high school graduates, interested in languages and the liberal arts. College studies and college life were all-consuming, and few students found it prudent or necessary to work. In 1950, the annual tuition reached the $300 mark. Assistance for students in the form of financial aid and work-study were decades away.

It wasn’t until the 1930s, with the Great Depression sparking interest in social work, that this concern brought about the introduction of a major in sociology. In the 1940s, business, especially business education, led all major choices.

With the world at war and the need for nurses, a baccalaureate program in nursing was established, and by the 1950s, it attracted more students than any other program. In the 1960s, enrollment exploded on all levels of education, especially at the elementary level. The 1970s witnessed a definite emphasis on career preparation. Nursing continued to lead as a major of choice, but new programs were developed in areas of special education, bilingual education, criminal justice, gerontology, business and management.

In 1971, D’Youville became co-educational.

With the 1980s, the pendulum was swinging toward more forms of health care, especially occupational therapy and physical therapy. For this reason, the master’s program, discontinued in 1927, was re-introduced. At the 1986 commencement exercises, eight women were awarded D’Youville’s first master of science degree in community health nursing. With the turn of the century, the college continues to develop programs emphasizing community needs. Programs have been developed in physician assistant, chiropractic, educational and health care leadership and pharmacy. The college continues to respond to the needs of society and grow in its development of a mission that has always been dedicated to community service.

2008 was an especially proud year for the college, as students, staff, alumni, administrators and faculty worked together to bring about an exciting year-long observance of D’Youville’s 100 years of service.

D’Youville, an independent, private, urban college, retains its Judeo-Christian heritage, while maintaining its commitment to sound education.
GETTING CONNECTED

CONNECTIONS INFORMATION & RESOURCE OFFICE

CONNECTIONS is located in the Bauer Family Academic Center (BFAC), Room 101 716.829.7766, connections@dy.edu.

CONNECTIONS Information & Resource Office helps students connect to D’Youville College. The primary function is to alleviate the confusion and time spent going from office to office to secure forms and obtain basic information. The concept of "one stop shopping" benefits both students and faculty.

CONNECTIONS provides services for all students (new, transfer, graduate, undergraduate, day, evening, part-time and full-time). The office serves as a resource and referral office for the entire college community. It has any and all information that students, faculty or staff may need to better serve the student population. If there are forms that are needed, and that are not readily available, CONNECTIONS will have them within 24 hours.

SERVICES CONNECTIONS PROVIDES:

• Orientation programs for freshmen, families, transfer and graduate students
• College ID cards (replacements are $20 for commuters and $30 for residents)
• College calendar / resource guides
• Advisement and registration materials
• Information on all academic programs
• Advisor listings
• Financial aid forms
• Health forms
• Library forms
• Graduate information / application
• New student MENTOR program
• Commuter parking applications / hang tags

CONNECTIONS will be open for your convenience from 8:30 a.m. until 7 p.m., Monday through Thursday, and Friday from 8:30 a.m. until 4:30 p.m.

From 8:30 a.m. until 4:30 p.m., Monday through Friday, CONNECTIONS will offer the traditional services that the campus has come to expect.

In addition, CONNECTIONS will be the general location for the college community outside of “traditional” office hours. That means from 4:30 p.m. until 7 p.m., the college community will have access to student schedules and class print-outs, on-site registration, class lists, payment options, ...and more!
MENTOR PROGRAM

men.tor (ment-.or) n. a trusted counselor or guide

The MENTOR program is designed to assist new students as they make the adjustment to their first year of college. Although new students are assigned a mentor from the program, it is not compulsory. The program is designed for you.

Program mentors are D’Youville administrators, faculty and support staff that have volunteered to work with a handful of new students. The mentors meet or contact you individually. Use your mentor as someone who can point you in the correct direction, explain policy and procedure, answer questions and remind you of important events. Program mentors can assist you with the bureaucracy that sometimes exists on a college campus. They are not academic advisors and cannot sign advisement forms, drop / add forms or withdrawal forms, although they can advise students on where to go to obtain this information.

A new student observed, “When I needed help and did not know where to turn, I asked my mentor. Not only did she point me in the right direction, she gave me the names of her friends in that department so that they could help me. I had a problem with one of my professors and since my mentor knew him, she told me the best way to handle that situation—and it worked! My mentor explained many of D’Youville’s policies and procedures. When it came to confusing issues like financial aid and student accounts, my mentor sat down and worked with me until we resolved the problem.”

Freshmen are assigned mentors over the summer months. If you have questions regarding the MENTOR program, contact CONNECTIONS at 716.829.7766 or connections@dyc.edu.

FRESMEN WORK PROGRAM

This fall, all freshmen will be working with their mentor. Each new freshman will receive a position working on campus with his /her assigned mentor. Hours will be flexible to accommodate both mentor and freshman. Hours will range from three (3) to ten (10) hours per week for the first semester (federal work study students will continue throughout the spring semester).
ACADEMIC POLICY & PROCEDURES

ACADEMIC ADVISOR
Students are assigned an academic advisor by the department or program into which they have been accepted. After you are accepted and deposit, your program will identify your advisor and you can begin a “get acquainted” process right away.

ATTENDANCE
Students are expected to attend all scheduled classes. Each instructor determines the requirements for attendance within specific courses. These requirements should be clearly stated at the beginning of the course.

CHANGE OF MAJOR
Any student who changes majors must complete a “Change of Major Form” available in the registrar's office (or CONNECTIONS).

GRADE REPORTS
Grades are available approximately two (2) weeks after the completion of the semester, through Self-Service. Consult the college catalog for an explanation of grading policies. Please note that some programs demand more than a passing grade in certain courses.

GRADE POINT AVERAGE (G.P.A.)
Semester and cumulative averages are available in Self-Service and are in a student's permanent record. Only grades and credits earned while attending D'Youville are included in the average. Letter grades and their equivalents are:

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COURSE LOAD
Full-time undergraduate students carry twelve (12) or more credit hours per semester. The average course load is fifteen (15) credit hours. Full-time tuition covers twelve to eighteen (12-18) credit hours. Students with a GPA of 3.0 or better may elect to carry more than 18 credit hours, with specific permission from the department chairperson. Students carrying more than 18 credits will be charged at the current rate per credit hour for the additional credits.

DROP / ADD PROCEDURE
Students may change their course selection by in self-service during the “Drop / Add period” (second Sunday after the semester starts). If the student wishes to drop or add a class, he/she must have the advisor’s signature after Drop / Add.

However, if the student simply wishes to change sections of a course, only his/her own signature is required unless the schedule is pre-determined by the major. Students who drop below twelve (12) credits will be considered part-time and need to obtain approval from the financial aid office.

No one may add a class for fall semester after September 2, 2018. A student may withdraw from a course or from the college without financial penalty until September 2, 2018. A student may withdraw from a course without academic penalty until October 28, 2018.

CLASSIFICATION BY YEAR
The class year of a particular student is determined by the number of credits a student has earned. It should be noted that in certain majors, program requirements will determine the level of the students within the major, regardless of the credits earned.

FORMS CAN ALSO BE FOUND ON THE DYC PORTAL REGISTRAR PAGE
Choosing where to live can be a very difficult decision. There are factors that may inhibit where you really want to live, such as how much it costs. And if you do get the chance to live where you want, realization sets in and tells you that it’s not for you. So how can one make the right choice? The question is a hard one to answer, but some current students’ experiences with commuting and living on campus might help you decide which is best for you. Hopefully, from these statements you can get an idea of what commuting and living on campus are all about. Maybe this can enlighten you about the difficult decision that awaits you.... SHOULD I LIVE ON CAMPUS OR COMMUTE?

D’YOUVILLE CAMPUS LIFE

Being Responsible: Remember... there is no family member to vent to when things go wrong...no one to tell you what to do before turning on the TV or reading a book. You are now solely responsible for you.

Banking: You will probably want to open an account with a local bank. You should try to find a bank that services both your hometown area and Buffalo.

Roommates: While it can be still quite comforting at first to room with a high school pal, it can become a real strain later on when you start meeting new friends and getting involved in various activities. Getting used to a roommate is like getting married without being engaged. It takes a great deal of compromise and lots of give-and-take to live in close quarters with one person, sharing almost everything. Let those minor irritations go by. If it is something really important that is getting to you, talk it over with your roommate.

Transportation: Residence Life only sells as many tags as there are spaces in the parking lot, so a tag does guarantee a space. However, they are sold by seniority.

Packing: Stock up on toothpaste, shampoo, etc. Remember... you’re not at home where you did not have to worry about the shopping!

Laundry: No one is here to do it for you, but it is free. That allows you extra spending money for other things. Laundry rooms are least crowded during the day-time hours.

Homesickness: Constantly calling home will just make you feel worse. Get involved in clubs and activities. You won’t have time to be homesick.

Key Items: An umbrella, a fan, a wipe-off memo board, a plastic bucket (to carry bathroom supplies), an iron, a mini first aid kit (aspirin, band-aids, etc.), a dictionary, a few dishes, silverware and crates are a few priority items. Talk to your roommate beforehand to decide who, if either one of you, will bring the television, stereo or phone. Don’t bring any big pieces of furniture, such as chairs or couches, as there won’t be room for them.

One of our students, a sophomore, believes that on-campus life can be whatever you make of it. “I’ve had some of my best memories while living on campus. I’ve been able to meet a lot of people and get my work done. People told me that if I lived there I wouldn’t get anything done academically.”
D’YOUVILLE COMMUTING

Transportation: Some of the frustrations experienced by commuters are the times spent driving through heavy traffic, poor weather, bad road conditions, traffic jams, and searching for a parking spot. On-campus parking rarely seems adequate. Off-campus parking presents further problems with strict parking regulations being enforced. Some of these problems are able to be solved by car-pooling or taking the bus or arriving early for classes.

Involvement: Many times, commuters feel left out of campus activities. Try to explore the numerous clubs and organizations at D’Youville. Attend events as you can your first semester. This will give you the opportunity to meet new people and make friends.

Time Management: The necessity of effective use of time for attending classes, completing assignments, studying for exams, completing lab experiments, researching and reflecting upon read and discussed material...all will become a great concern. Commuters often have a hard time setting up a class schedule that meets their needs and doesn’t leave huge gaps. Some commuters take advantage of these gaps by studying or getting involved in campus activities.

Commuters often have access to a larger range of resources since he or she can more easily use off-campus facilities such as libraries, museums, etc.

An important adjustment is to reach and maintain a comfortable schedule that allows you to devote adequate time to both personal and academic aspects of life. This schedule must be flexible enough to accommodate changes.

Home Base: Being able to stay in close touch with your home community and family members is an advantage to most commuters. You do not have to adjust to a totally new environment. Although where an established support system is intact, there will be changes. The influx of new friends, new ideas, opinions and a greater need for self-motivation, will place different demands on family and friends.

Key Items: Join Triple A, have an extra set of keys made to give to a reliable friend, equip your vehicle with a good map, change for tolls or the bus, an emergency car kit (flares, blanket, boots, jumper cables, flash light), an umbrella, a shovel, a pair of sunglasses (sometimes all three for the same day...Buffalo weather!), a sturdy book bag and...don’t forget the parking tag. We advise to get the parking tag early.

Briana, a junior, has this to say about being a commuter:

“Overall it has been a great experience. Initially, I found it difficult to get involved around campus, but after attending a few activities, I realized that it wasn’t that much work to become involved. Involvement has been the key to meeting many people.”
SURVIVAL TIPS
BY TANYA ISCH (KNIGHT - RIDDER)

“If I could do it all over again, I would have dropped that 7:30 a.m. English comp course recalls one student.”

If I could do it all over again, I would have dropped that 7:30 a.m. English comp course recalls one student. She had to take the course, but she could have arranged to take it at another time. "I didn't know any better," she said. "I didn’t think it was even possible." Now that she’s a sophomore, though, she’ll try to make sure that her schedule fits her personality better. That way she can stay up later, without worrying about whether she'll oversleep and end up missing the very test she’s studying for. This is sound advice for anyone who’s preparing for that first year of college.

BUYING BOOKS: The sooner you visit the college bookstore (located in the back of the College Center) after your first class, the better your chances of finding cheaper, used textbooks. If you shop too early, though, you might end up buying more than you need. "That first year I went out and bought all the books on my list before classes even started, and then I ended up not needing all of them," said one student. "I thought, well, I'll read them eventually, but of course I never did. Now I just wait until the first day of class, and they usually let you know which ones you need.”

BUDGETING: Expect to spend about $20 a week on odds and ends, lunch, soda and other intangibles. “Don’t take a lot of cash with you when you’re going out because if it’s there you’re going to spend it,” said a recent graduate.

STUDYING: This one sounds so easy, but we all know about that famous quotation: "The best laid plans..." Still, do plan ahead, and you won’t have to pull those nasty “all-nighters.” Most people just study at night, but if you study an hour or so in the afternoon, between classes, you can accumulate an extra six (6) or seven (7) hours worth of studying per week, which comes in handy around test time.

FIRST YEAR: Whatever you do, don’t fool around during freshman year. Your classes will become more challenging, and you’ll feel less pressure if you have gotten a solid average to fall back on.

JOBS: Yes, you have time. Most work-study jobs take up only eight to ten hours a week, which not only gives you extra spending money, but a chance to meet people outside your classes. There are also numerous part-time jobs available on and around campus. The career services center (ALT, Room 315) has a listing of off-campus jobs. CONNECTIONS (BFAC 101) coordinates on campus work-study jobs (for non-federal work-study students).

TAKING NOTES: If you have clear, organized notes, you probably won’t need to spend much time studying your textbooks. Go for quality, not quantity. “I used to just blindly take notes, writing down everything as fast as I could,” said one upperclassmen. “Now I just try to get the key points. If the professor keeps repeating something, you don’t need to write it down every time.”
SUCCESSFUL STUDENT

READING & REVIEWING
While most students have adequate reading ability upon entering college, many are overwhelmed by the quantity of reading required for a college education. They must be efficient in their reading and study time as well. Suggestions in this area are as follows:

Find a fixed place to study... which is free from distractions and is reasonably comfortable but not so comfortable as to allow sleeping or daydreaming.

Find a method of reading and reviewing that works for you.
One method you may wish to consider is:

- **Survey**: Look over major headings and key words before studying or reading new material.
- **Read**: actively with a dictionary close at hand. Read the first time for general understanding.
- **Review**: After the first reading go back, review and highlight, if you wish. Then integrate text notes with class notes.
- **Recite**: This can be an integral aspect of studying. Reciting can involve covering up the answers and trying to determine the correct response by using key words or questions written in your notes.

SCHEDULING TIME
Endless socializing opportunities, combined with study-avoidance behaviors, become the downfall of many new college students. A key to academic success is learning to manage time well rather than letting your time manage you.

Suggestions for effective use of time are:
- **A Calendar**: Use convenient size "week-at-a-glance" types.
- **Schedule**: Schedule all fixed times (classes, work, meetings, etc.).
- **Write in due dates**: Write in dates of all assignments, examinations, etc., in pencil as they may change. Mark all social functions, including dates.
- **Use the calendar**: As a study time finder, schedule study time. Try not to schedule more than two or three hours per course in any one sitting and remember to schedule breaks.
- **Trade time**: Don't steal it!
- **Try to be flexible**: In your scheduling, if you find a conflict between something social and something academic, use good judgment and rearrange your schedule to accomplish both interests, if possible.
- **Complete a rank order "TO DO" listing each evening before bedtime**: Review throughout the following day and check off completed tasks.

ADDITIONAL HINTS

TALK WITH INSTRUCTORS.
It's important for you to get to know your instructors. You can learn a lot from them outside the classroom.
Discuss areas that you are having a difficult time understanding. Discuss your own feelings on the text and class lecture material. Do not wait until the day before or the day after. Start before there is a crisis.

STUDY BETWEEN CLASSES.
Using your time efficiently is very important. The minutes between classes add up, and there is ample time for quick review of notes or for preparation for the next class.

WHY ATTEND ALL CLASSES?
Because every class is important... some more important than others. When you miss classes, valuable information and time can be lost.

When in class, use your time wisely. You’ve got to be in class...you paid for it, right? So, why not make use of the time? If you miss an occasional class, be sure to get the notes from a trusted classmate and ask your instructor to clarify any points of confusion. Do this outside of class so you don’t interrupt the entire class.

DEAL WITH YOUR EMOTIONS.
When your emotions interfere with studying, your work will suffer. It is important to deal with your emotions and those aspects of your life that are troubling you. Talking with others, getting away for a while, and scheduling ample time for relaxation or recreation are suggestions to deal with concerns. Neglecting your emotions and troubles will only cause them to increase in intensity. Don't let your emotions get away from you.
ONE PREDICTIVE FACTOR
OF COLLEGE ADJUSTMENT
IS “SELF-ESTEEM.”

Self-esteem can be correlated with many feelings of loneliness. Those students who do not integrate themselves within the college community tend to experience more loneliness and therefore lower self-esteem, thereby reducing the chances of successful adjustment into college.

Another important factor in the transition to college is the degree to which the individual feels in control regarding the decision of attending college.

According to Dr. Todd Walter, “Research is indicating that a large proportion of today’s ‘traditional’ college students go to college because of parental expectations. A fair proportion of incoming students are not likely well-versed emotionally or cognitively to know precisely what they wish to get out of a college education. Many are doing it because it is expected of them (college, once an opportunity for the privileged, is becoming the norm).”

An individual’s perception of control over his/her decisions, and overall life, is directly related to his self-esteem/self-worth.

The well-known psychologist, Victor Frankl, once stated, “As humans, we are capable of self-awareness which allows us to reflect and to decide. With this awareness, we become free beings who are responsible for choosing the way we live and thus influence our own destiny.”

GOOD STUDY HABITS
BY KIERNAN FERGUSON, IDS ’05

Developing good study habits while in college is the first step to achieving success. One complaint heard from many freshmen is never learning anything despite the time spent studying and reading. However, it is not the amount of time that determines success but rather the way in which that time is used. D’Youville College surveyed some of the students from the freshmen class about what they thought were the best study techniques.

• First and foremost, actually studying is always a plus.
• Secondly, using flashcards can be very beneficial. They allow for repetition of important information and outline the most significant material. Websites such as Quizlet allow you to create flashcards online and also offers multiple ways to then view the information you have placed on the cards.
• Taking notes during class while the professor lectures is especially important in helping to capture the lesson.
• Reading all assigned material before going to class allows you to more fully participate during class discussions.
• Making sure that your surroundings and environment are conducive for studying, such as a quiet atmosphere and sitting at a desk, makes for a more focused approach to learning.
• Brainstorming or outlining what you know is a good step in deciding what your strong and weak points are and what you may need to spend more time on.
• Studying with a friend, as long as you stay on track, allows you to ask questions and work together. Hearing the information out loud or teaching the information to someone else is an extremely good study method.
• Utilizing online websites, such as YouTube, allows you to hear and see the material in a different way and can be very useful when studying. They also help to answer questions and explain complicated topics.
• Last but not least, never cram for a test or exam because everything you study will just be left in your short term memory and you really won’t be retaining any information at all.

“Studying with a friend in free time between classes is great. You can ask questions and work together. Plus you don’t waste anytime between classes at school and you are productive. It is an extremely good study method as long as you stay on track and don’t go off on tangents!”
THINGS TO DO

BEFORE YOU START

Get a calendar with enough room to keep track of important dates, homework assignments, study times and dates.

Plan your transportation to and from school and plan alternate routes.

Prioritize your time! Adjust the number of hours you are working during the fall semester around your courses. Ten (10) to twenty (20) hours a week seems to be the average for D’Youville students.

Think about your priorities for the semester and how you will budget your time. You need to balance time for studying and working... along with recreational and social activities.

Explain to your significant other(s) the types of constraints school will have on your time and energy.

Read your college catalog! Become familiar with your curriculum requirements, college resources, the financial aid process and college rules and regulations.

Budget your money for the entire semester.

Plan where you will do your studying. Designate areas where you can study...at home, at school, at the library. These areas should be relatively quiet with very few distractions, such as TV, radio and children.

FIRST TWO WEEKS

Sign up for tutorial assistance in the Learning Center if you need help with classes.

Go to all classes, especially the first class of every course. Instructors usually hand out a course outline (syllabus) filled with information such as required texts, course requirements, reading assignments, papers, projects, instructor office hours and availability. This is your opportunity to make sure you are registered for the right courses.

Plan a tentative study schedule based upon the courses for which you have registered. Do this by comparing how much reading, the number of assignments, due dates and the amount of work is required for each course.

Talk & meet with your professors. Find out what they expect from you and what you should expect from them. Always ask questions about things you don’t understand.

Make a point of talking to other people in your classes. If you should ever happen to miss a class because of illness, you may be able to borrow notes.

Review the college calendar/Resource Guide which is available in CONNECTIONS, located in the Bauer Family Academic Center, (BFAC), Room 101.

Get your D’Youville College ID at CONNECTIONS.

Go through the ADD/DROP procedure if you need to. Check with your advisor to see what effect this has on your program and on your financial aid.

DURING THE SEMESTER

Check your bill and your financial aid for the semester and turn in all necessary paperwork before the date stated. Financial aid awards are sent to your permanent address. It is your responsibility to turn in all necessary paperwork.

Meet with your advisor to find out more about your curriculum, internship possibilities down the road and for advisement for the spring 2018 semester.

Get involved in an activity or join a club during your first semester. However, be careful not to get over-involved to the point where extracurricular activities interfere with academics!

Check out the types of support services that are available to you on campus as a D’Youville student. Examples: personal counseling services, health center, campus ministry, financial aid, Learning Center, student activities, recreational equipment, etc.

Don’t let problems get you down. There are college support professionals on campus in each of the academic and administrative departments to help you work through your problems such as personal counselors, advisors, campus ministers, mentors and instructors.

Check out types of workshops offered on campus during the semester. All workshops will be listed in the college calendar. Workshops are open to all students, and you should try to attend as many as you can.
PORTAL

GETTING TO YOUR PORTAL!

To access your D’Youville College Network and Portal account, follow these simple steps:

1. Visit www.dyc.edu/mydyc and log in using your normal credentials.

2. When you log in to your myDYC page, you will be presented with your D’Youville College Network and Portal user ID and password. Visit https://portal.dyc.edu. Bookmark this page for future use.

3. Change your password by visiting our password manager page. Once your password is changed, your new password is required to access the DYC Portal.

4. The DYC Portal is where you will register for classes, access your financial aid, review your student tuition account, view a course schedule along with your grades, and much more. Visit the SELF SERVICE menu on your Portal page to learn more.

5. We set up an email account for you as well.

6. Your official D’Youville e-mail is: Your D’Youville College network user ID @dyc.edu. You will be able to access your email account through the portal once you log in.

7. Your password is the same as your Portal password. You can also access your e-mail at https://webmail.dyc.edu/owa

For assistance with your initial login and password problems visit the HelpDesk page or call 716.829.8282. Email them at helpdesk@dyc.edu. For assistance within the Portal, reference the “resources” area for help documentation.

We are excited to help you begin your journey at D’Youville. We look forward to seeing you on campus.

E-LEARNING SERVICES

Students enrolled in distance education use:

• USERNAME=Your DYC Network ID

• PASSWORD=Last 4 digits of your social security number (SSN) or social insurance number (SIN).

MINIMUM COMPUTER SPECIFICATIONS SUPPORTED

PC/WINDOWS MINIMUM SPECS
• We support Windows Vista (SP2), Windows 7 (SP1), Windows 8/8.1 and Windows 10
• 1-GHz with a 32-bit/64-bit processor
• 1 GB of system memory
• 128 MB of graphics memory
• 80 GB hard drive

MAC/APPLE MINIMUM SPECS
• We support OSX version 10.8 and up
• Intel processor
• 1 GB of memory
• 80 GB Hard Drive of higher

ADDITIONAL RECOMMENDED COMPONENTS
• CD-ROM (DVD of CDRW is recommended)
• 10/100/1000 of equivalent wireless card
• 2 USB I/O Ports
• Integrated sound or sound card with speakers/headphones
• USB memory stick, 2GB recommended
SUPPORT CONTACT INFORMATION

Campus-wide technology help line (auto-attendant): 716.829.8282

Library for online library resources: library@dyc.edu 716.829.7747

Distance Learning for all distance learning issues: elearningsupport@dyc.edu 716.829.7845

AVAILABLE SERVICES

- Wireless access available across campus
- Personal computer / mobile device configuration and troubleshooting assistance for all students
- Antivirus installation for all students
- 24 hour computer lab access to all students
- Small computer labs available in each residence hall
- E-mail account and mailbox storage
- Internet and e-mail integration with mobile devices and tablets
- Web-based online registration; and grade-checking with Portal

POLICIES & BEST PRACTICES

- Do not illegally download, scan, copy, view or share copyrighted materials.
- Do not share your account credentials with anyone, and do not disclose your account credentials by phone or e-mail, even if requested.
- Change your password frequently and don't write it down.
- If you suspect someone has your account credentials, use the password manager and change your password immediately.
- Do not allow others to install software, share files or plug USB drives into your computer unless you are certain they do not contain malware or viruses.
- Do not submit coursework or contact faculty using a non-dyc.edu e-mail. Free e-mail providers inject ads and malware into e-mails sent from their mail sites. This can result in your e-mail being filtered as spam.
- Verify receipt of critical e-mails you send to instructors.
- Purchase a USB flash drive to transport your files.
- Keep your operating system and applications up to date with the latest security patches and updates to ensure protection against malicious attacks and vulnerabilities.
- Review online computing policies for updates and guidance on acceptable usage.
FINANCIAL AID AWARD LETTER

As a new student, you should have received your award letter from the financial aid office. An award letter is a listing of the various types of aid that a student is eligible to receive. Below are various "parts" of your award letter:

EXAMPLE STUDENT BUDGET/AWARD SUMMARY

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Amount</th>
<th>Resources</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$26,120</td>
<td>Parental Contribution</td>
<td>$0</td>
</tr>
<tr>
<td>General Fees</td>
<td>$320</td>
<td>Student Contribution</td>
<td>$0</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>$200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$12,224</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residence Council Fee</td>
<td>$40</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$1,200</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal</td>
<td>$800</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>$1,800</td>
<td>Need (Budget/Resources)</td>
<td>$42,704</td>
</tr>
</tbody>
</table>

TOTAL RESOURCES: $0

BUDGET TOTALS: $42,704

AWARD INFORMATION

After reviewing the documents in your financial aid file, we are pleased to offer you the following financial aid package for the 2018-2019 academic year.

<table>
<thead>
<tr>
<th>SOURCE:</th>
<th>FALL</th>
<th>SPRING</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York TAP ACTUAL</td>
<td>$1,250</td>
<td>$1,250</td>
<td>$2,500</td>
</tr>
<tr>
<td>Federal Work Study Program</td>
<td>$750</td>
<td>$750</td>
<td>$1,500</td>
</tr>
<tr>
<td>Federal Direct Subsidized Loan Eligibility</td>
<td>$1,750</td>
<td>$1,750</td>
<td>$3,500</td>
</tr>
<tr>
<td>Federal Direct-Unsubsidized Loan Eligibility</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>President’s Scholarship</td>
<td>$6,500</td>
<td>$6,500</td>
<td>$13,000</td>
</tr>
<tr>
<td>President’s Scholarship (Residence)</td>
<td>$1,500</td>
<td>$1,500</td>
<td>$3,000</td>
</tr>
</tbody>
</table>

TOTAL AWARDS: $12,750 $12,750 $25,500

ADDITIONAL FINANCIAL AID INFORMATION

The following documents are needed to complete your file:

- Student’s 2016 federal tax transcripts
- Parent’s/s’ 2016 federal tax transcripts
- Verification Worksheet
- Federal Direct Loan Entrance Interview + Master Promissory Note (done online)
- Create your StudentForms account today: dyc.verifymyfafsa.com
FEDERAL DIRECT LOAN
Based on year in school, dependency status and financial need you will have Subsidized and/or Unsubsidized Direct Loans in your aid package. There are federal requirements in order for these loans to be processed. Complete Entrance Counseling and sign a Master Promissory Note at www.studentloans.gov. These should be finalized prior to the start of your first semester at D’Youville.

MISSING DOCUMENTS
Nursing Loans require a separate Promissory Note than needed for your Direct Loans; an e-mail will be sent from Educational Computer System Inc. (ECSI) prior to the start of the fall semester. Any questions about missing documents should be directed toward your financial aid counselor.

PAPERLESS FORMS
If you have outstanding tasks (selected for verification, federal reject of your student aid application, applications data discrepancies, and others) to finalized your FAFSA, you will be directed to complete these processes using an online FAFSA verification process known as StudentForms at dyc.verifyfafsa.com

GLOSSARY OF TERMS
• BUDGET: An estimate of what it will cost to attend college. A budget includes tuition, fees, room and board, transportation, books, supplies and personal expenses.
• FINANCIAL ELIGIBILITY: The difference between a budget and the family contribution is the amount of money a student is eligible to receive that assists in meeting the costs of education.
• GRANT: A type of financial aid that does not have to be repaid. A grant is based upon financial need.
• LOAN: Financial aid that must be repaid, usually at low interest rates.
• SCHOLARSHIP: Awarded for an outstanding ability. Financial need may also be a criterion. A scholarship does not have to be repaid.

OPTIONS TO EXPLORE
• Apply for a PLUS / Parent or Graduate loan (contact the financial aid office for eligibility requirements).
• Look into the various payment plans offered at D’Youville College. Contact Student Accounts for more information.
• Take advantage of websites for external scholarships.

Above all, if you have a change in the family’s financial situation, or if you believe an error has been made, make an appointment by calling 716.829.7500.

COSTS TO CONSIDER
The cost of going to college is a concern for everyone. Knowing these costs ahead of time may ease your worries. Below are sample budget items which will give you an idea of how much you might expect to spend in an average year.

**ITEMS ARE LISTED PER YEAR**
- Books & Supplies: $1,200
- Transportation: $1,800
- Personal Expenses: $800

*These are only examples. Costs will vary.*
PELL GRANT: Based on need this federal grant is only available to undergraduate students.

NEW YORK STATE TUITION ASSISTANCE (TAP) GRANT: To receive a TAP Grant, you must be a New York state resident taking twelve (12) credit hours per semester. Application is made at the end of the FAFSA application. The TAP award in your financial aid package is an estimate. It will be adjusted as actual award amounts are received from New York state. This is restricted to undergraduate students.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG): SEOG is for undergraduates with exceptional financial need who also receive Pell grants. It does not need to be repaid.

FEDERAL DIRECT LOAN: These loans are of two types, Subsidized and Unsubsidized. The federal government subsidizes the interest on Subsidized loans; interest accrues upon disbursement for Unsubsidized Loans. There is both an annual and lifetime limit for these loans. Students must be attending at least half-time to be eligible for these Direct Loans.

ADDITIONAL DIRECT UNSUBSIDIZED LOAN ELIGIBILITY: Dependent students can borrow $2,000 in direct unsubsidized loans. Independent students are eligible to borrow an additional $6,000 to $7,000 per academic year, based on class year.

PARENT PLUS AND GRAD PLUS LOANS: These federal loans are for either parents of dependent undergraduates or graduate/professional students. These loans are unsubsidized and require the signing of an additional Promissory Note.

VETERANS TUITION WAIVER: D’Youville College offers tuition waivers for veterans, dependents of veterans and active/reserve/national guard personnel enrolled at the college. These grants are applied after Pell, TAP and VA payments (under Chapter 33 and 31) and other grants and/or scholarships have been applied. For further details, please contact the Veterans Affairs Office at 716.829.7836.

SCHOLARSHIPS: D’Youville awards a number of scholarships based on academic merit and has information on many more offered by private citizens, foundations or corporations. Visit the financial aid website for scholarship information. Financial need is not a criterion for all scholarships.

AND THE SURVEY SAYS...
In an annual survey of the freshmen class, a number of questions were asked. Here are a few of the top answers to those questions:

Average amount of money spent on books by a freshman:
- 18% $400
- 17% $300
- 12% $500
- 9% $350
- 7% $450

Something that causes you stress:
- 27% School
- 25% Tests
- 8% Work
- 6% Family / Relationships
- 5% Homework
TOOMUCH INFORMATION
BY EMILY SLIWOWSKI

With technology becoming a huge part of our world today, websites such as LinkedIn, Facebook, Twitter, and Instagram are a great way for college students to meet new people and stay in touch with old friends. However, it is important that you pay attention to the dangers that can come from sharing information online. D’Youville College works hard to protect students from viruses while on the school’s network, but it is the responsibility of each individual student to pay attention to what personal information they share with the rest of the digital world. Being cautious of what you post online may not seem important at this point in time but could potentially decrease your chances of receiving a job in the future.

One of the fastest growing trends is the screening of public profiles. Employers today are using technology to get further information on potential job candidates. As students, personal information and pictures of college life may seem appropriate to you but are unlikely to impress employers as the information may be seen as unprofessional or display a lack of responsibility.

Keep in mind that using caution, questioning the information you make available to the public, and watching exactly what type of information you post online is your best bet. You will be putting yourself at less of a risk by paying attention to how much you share. Again, using online accounts in a professional manner, to meet new people, and stay in touch with old friends can be helpful. Don’t be afraid to be yourself but keep in mind the dangers that can come from sharing information online.

THE SURVEY SAYS...
In an annual survey of the freshmen class, a number of questions were asked. Here are a few of the top answers to those questions:

FAVORITE FORM OF PROCRASTINATION:
22% Sleeping
16% TV
6% Friends
3% Internet

HARDEST THING TO GET USED TO AT D’YOUVILLE COLLEGE:
15% Food
14% Workload
10% Classes
9% Studying
7% Schedule
Statement of Account

<table>
<thead>
<tr>
<th>STUDENT ID#</th>
<th>STUDENT NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>0012345</td>
<td>Test Student</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STATEMENT DATE</th>
<th>PAYMENT DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/14/2018</td>
<td>08/20/2018</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BALANCE DUE</th>
<th>AMOUNT ENCLOSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>$13,540.00</td>
<td></td>
</tr>
</tbody>
</table>

Please pay online at dyc.afford.com

<table>
<thead>
<tr>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>TERM</th>
<th>CHARGES</th>
<th>PAYMENTS/ CREDITS</th>
<th>BALANCE DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>07/13/18</td>
<td>*** BALANCE FORWARD ***</td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>08/20/18</td>
<td>General Fee</td>
<td>2018FA</td>
<td>$160.00</td>
<td>$160.00</td>
<td>$160.00</td>
</tr>
<tr>
<td>08/20/18</td>
<td>Health Professions Fee</td>
<td>2018FA</td>
<td>$75.00</td>
<td>$235.00</td>
<td>$235.00</td>
</tr>
<tr>
<td>08/20/18</td>
<td>Lab Fee</td>
<td>2018FA</td>
<td>$75.00</td>
<td>$310.00</td>
<td>$310.00</td>
</tr>
<tr>
<td>08/20/18</td>
<td>Technology Fee</td>
<td>2018FA</td>
<td>$100.00</td>
<td>$410.00</td>
<td>$410.00</td>
</tr>
<tr>
<td>08/20/18</td>
<td>Student Association Fee</td>
<td>2018FA</td>
<td>$70.00</td>
<td>$13,060.00</td>
<td>$13,060.00</td>
</tr>
<tr>
<td>08/20/18</td>
<td>Tuition Full Time UG</td>
<td>2018FA</td>
<td>$13,060.00</td>
<td></td>
<td>$13,540.00</td>
</tr>
</tbody>
</table>

Balance Due By: 08/20/2018

$13,540.00 $0.00 $13,540.00

TUITION LIABILITY/REFUND SCHEDULE: FALL 2018

<table>
<thead>
<tr>
<th>WEEK</th>
<th>REFUND</th>
<th>LIABILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td># 1 Aug 20 - 26</td>
<td>100%</td>
<td>-0-</td>
</tr>
<tr>
<td>#2 Aug 27 - Sept 2</td>
<td>100%</td>
<td>-0-</td>
</tr>
<tr>
<td>#3 Sep 3 - 9</td>
<td>80%</td>
<td>20%</td>
</tr>
<tr>
<td>#4 Sep 10 - 16</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>#5 Sep 17 - 23</td>
<td>40%</td>
<td>60%</td>
</tr>
<tr>
<td>#6 Sep 24 - 30</td>
<td>20%</td>
<td>80%</td>
</tr>
<tr>
<td>#7 After Sep 30, 2018</td>
<td>-0-</td>
<td>100%</td>
</tr>
</tbody>
</table>

FINANCIAL AID

Financial aid must be approved and processed on or before payment due date (8/20/18). If pending financial aid is not reflected on this billing statement, you still need to complete the necessary steps to have your financial aid disburse to your account. For questions regarding financial aid, please contact the financial aid office at 716.829.7500 or email finaid@dyc.edu.
**STUDENT ACCOUNTS CENTER**

The Student Account Center (SAC) provides convenient and ease for our students/families to manage their education expenses in a one-stop, real time environment.

This online portal allows you to receive billing statements, view up-to-the-minute account activity, make payments, share account access with family members, and enroll in an optional semester monthly payment plan.

**WHAT TO EXPECT:**

An email will be sent from D’Youville College noreply@afford.com to your D’Youville College email address to register for access to the Student Account Center (SAC). Due to Federal student privacy regulations (FERPA), the student must register first.

After logging into the Student Account Center, you will have access to a portal that will offer the following features:

- Account Summary Data – available 24/7 with real time updates, including financial aid
- Account Activity – also available 24/7 with real time updates
- Statements – view account statement
- View Available Payment Options - including enroll in a payment plan or make one-time payments by available payment methods.
- Ability to Share Account Access – Select “Manage Account Access” and share access with additional family members or other participants that are frequently critical partners in this process. An email with activation instructions will be sent to the invited participant.

*Note: The secure registration link sent to your school email address must be activated to access the Student Account Center.*

*Students will not receive paper bills.*

*Billing statements are accessed only through the Student Account Center.*
FINANCIAL ARRANGEMENTS

Tuition and fees must be paid by the payment due date for each semester. Payment due dates are listed for each semester on our webpage at https://www.dyc.edu/about/administrative-offices/student-accounts/.

Interest and late fees will be assessed on balances not paid by the due date.

The balance of each semester’s tuition and fees must be paid in full before registering for the next semester or else transcripts, diplomas and certificates for professional examinations and/or licenses will be withheld.

Acceptable payment types:
Cash- US funds only.
Check- US funds from a US bank only (payable to D’Youville College).
Credit Cards- taken online only (VISA, Master Card, Discover American Express)

Cash and Check payments are accepted in the Student Accounts Office, KAB 211, Monday – Friday, 8:30 a.m.-4 pm.

Mail checks to:
D’Youville College
Student Accounts Office
320 Porter Avenue
Buffalo N.Y. 14201

Student Accounts Counselors are Assigned Based on Your Last Name:

Susan Leli for last names beginning with A - K
E-mail: lelis@dy.edu
Phone: 716.829.7638

Mary Jane Key for last names beginning with L - Z
E-mail: keymj@dy.edu
Phone: 716.829.7641

THE INTEREST-FREE MONTHLY PAYMENT OPTION

D’Youville College offers a convenient, interest-free monthly payment plan in partnership with Tuition Management Systems (TMS) (https://dycafford.com/home) to enable you to more easily afford your education expenses. Instead of having to pay your tuition in full at the beginning of each semester or going into debt, you may budget tuition and fees into 5 or 4 months for the fall and spring semesters and up to 3 months for the summer term. This is an alternative to large annual or term payments and helps limit borrowing.

Please visit our webpage for more information at https://www.dy.edu/about/administrative-offices/student-accounts/payment-plan.aspx.

To enroll in a payment plan you must first register for access to the Student Account Center (SAC) see explanation on prior page.
Tuition Refund Policy:

When you register, you are responsible for all charges associated with your registration. Failure to attend does not relieve you of your financial liability. Adjustments to tuition liability will only be made in cases of official withdrawals or leaves of absence. A student intending to withdraw from D’Youville must contact the department chair in person or in writing and submit the proper withdrawal forms to the Registrar’s Office. The procedure is not complete until the written intent is properly filed with the college.

<table>
<thead>
<tr>
<th>Semester Time Frame</th>
<th>Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>End of Add/Drop</td>
<td>100%</td>
</tr>
<tr>
<td>Third Week</td>
<td>80%</td>
</tr>
<tr>
<td>Fourth Week</td>
<td>60%</td>
</tr>
<tr>
<td>Fifth Week</td>
<td>40%</td>
</tr>
<tr>
<td>Sixth Week</td>
<td>20%</td>
</tr>
<tr>
<td>After the Sixth Week</td>
<td>0%</td>
</tr>
</tbody>
</table>

Please Note:

Paperchecks will be coming directly from TMS and not from D’Youville College. There will be no option to pick up a check in the student accounts office. If you choose the paper check option, there may be a two-week delay in receiving your refund.

Once you log into the Student Accounts Center (SAC), you will be able to select your refund option: D’Youville pre-paid card, direct deposit or paper check. Register today at: DYC.afford.com.

As soon as D’Youville determines that you are eligible for a refund, TMS will contact you based on your preferred communication method: e-mail, text or both, provided during the registration process.

Visit our website at www.dyc.edu/student_accounts/tuition_refunds for more information.
“ENOUGH is ENOUGH”

On July 7, 2015 Governor Cuomo signed the New York’s “Enough is Enough” legislation to combat sexual assault on college and university campuses statewide. The “Enough is Enough” law requires all higher education institutions to adopt a set of comprehensive procedures and guidelines, including a uniform definition of affirmative consent, a statewide amnesty policy, and expanded access to law enforcement to ensure the safety of all students. The legislation gives victims of sexual assault, dating violence, domestic violence and stalking the right to choose whether or not to report to the Title IX officer, campus security, local police, New York State Police and/or any combination thereof, or none at all.

AFFIRMATIVE CONSENT:
“Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity, or gender expression.”

CONSENT PRINCIPLES:
- Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

DRUG AND ALCOHOL POLICY AMNESTY: Policy for alcohol and/or drug use amnesty. 1. Every institution shall adopt and implement the following policy as part of its code of conduct:

“The health and safety of every student at the institution is of utmost importance. Institution recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Institution strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault may be hesitant to report such incidents to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault shall not be subject to Institution’s code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.”
In accordance with the New York State “Enough is Enough” Legislation, D’Youville College has implemented the following bill of rights that shall be afforded to all victims of reported campus-related sexual assaults.

**STUDENTS BILL OF RIGHTS:**

All students have the right to:

1. Make a report to campus safety, local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.
SEXUAL MISCONDUCT POLICY

D’Youville College prohibits its faculty, administrative and academic staff members, and undergraduate and graduate students from engaging in any form of sex discrimination, which includes sexual harassment and sexual assault/violence. This policy provides information regarding the college’s prevention and education efforts related to sexual harassment and sexual assault/violence (collectively referred to in this policy as “sexual misconduct”). Should the college become aware of sexual misconduct impacting its faculty, administrative staff, academic staff, undergraduate students or graduate students, the college is committed to promptly and effectively address the situation. In furtherance of that commitment, this policy explains how the college will proceed once it is made aware of possible sexual misconduct in keeping with our institutional values and to meet our legal obligations under Title IX, the Clery Act, the Violence Against Women Reauthorization Act of 2013 and other applicable law. In all instances in which sexual misconduct is found to have occurred, the college will take appropriate steps to end such conduct, prevent its recurrence and redress its effects.

SCOPE OF THE POLICY

This policy applies to a report(s) that a member of the D’Youville College faculty, administrative/non-administrative staff, academic staff or an undergraduate or graduate student (referred to as the “Impacted Party”) is alleged to have been subjected to sexual misconduct by another member of the D’Youville College faculty, administrative/non-administrative staff, academic staff, a third party (such as a contracted service provider or vendor) or an undergraduate or graduate student (referred to as the “Respondent”) whenever the alleged sexual misconduct occurs. The following covers the scope of areas where an incident can potentially occur:

(a) On campus, which includes the main campus, Dobson Field, and any other areas owned or leased by D’Youville College; or

(b) Off campus, if:

   i. In connection with a college or college-recognized program, event or activity; or

   ii. In a manner that may pose an obvious and serious threat of harm to or that may have the effect of creating a hostile educational/work environment for any member(s) of the college community.

This policy applies regardless of the sexual orientation or gender identity of the Impacted Party or Respondent. In the case where a community member not associated with D’Youville alleges that a member of the D’Youville community has committed an act of sexual misconduct, such cases will be turned over to the appropriate authorities for investigation.
REPORTING SEXUAL MISCONDUCT

Any member of the D’Youville College community who believes he or she has been subjected to sexual misconduct is encouraged to report the incident and may request that an investigation be conducted. The college strongly encourages the prompt reporting of sexual misconduct to the Title IX Coordinator. The report may be made by:

(a). A person covered by this policy who believes they experienced sexual misconduct; or
(b). A person who has information that sexual misconduct may have been committed by a person covered by this policy.

Deborah Owens is the Title IX Coordinator. All reports of alleged sexual misconduct involving students should be reported to her.

She may be contacted at: College Center Room 111, (716) 829-8198, owensde@dyec.edu.

CONFIDENTIAL RESOURCES

There are Confidential Resources at D’Youville College. Discussing allegations of prohibited conduct with a Confidential Resource will not result in a report to the Title IX Coordinator.

Confidential Resources include:

**Personal Counseling Center**
Marguerite Hall, 1st Floor, Phone: (716) 829-7819

**Health Center**
Marguerite Hall, 1st Floor, Phone: (716) 829-8777

**Campus Ministry**
Koessler Administration Building, Room 121, Phone: (716) 829-7672,
School of Science, Arts and Education, Room 113, Phone: (716) 829-7693

**Kaitlyn Richter, Crisis Services Domestic Violence and Sexual Assault Advocate**
(716) 829-8194, (716) 381-0338, krichter@crisisservices.org, Bauer Family Academic Center (BFAC), Room 012

**Crisis Services Hotline:** (716) 834-3131

ADDITIONAL REPORTING OPTIONS

New York State Police Campus Sexual Assault Victims Hotline, (844) -845-7269

Buffalo Police Department Sex Offense (716) 851-4494, Main (716) 851-4444

Campus Safety,
Director (716) 829-7551,
Emergency (716) 829-7777,
Main Desk (716) 829-7550

Additional information is available at www.dyc.edu/disclosures/title-ix.aspx and www.dyc.edu/safety_report
The Learning Center is composed of the Office of Accessibility Resources (OAR), Peer Tutor Center, Professional Tutoring, Access Program and the Arthur O. Eve Higher Education Opportunity Program (AOEHEOP), which is cosponsored by the New York State Education Department and D’Youville College.

Professional tutorial assistance is provided in writing, biology, and chemistry using content from credited courses as a basis for instruction. Guidance in organization, structure and grammar for writing assignments, including graduate thesis work, is also provided for both undergraduate and graduate students.

The Learning Center is open Monday through Friday from 8:30 a.m. until 4:30 p.m. It is recommended that students schedule appointments through Genbook. It can be accessed by using Google and search Genbook Learning Center. Pick the top link to Book an Appointment.

If you have any questions about services available in the Learning Center, stop by KAB, Fourth Floor or call 716.829.7774.

LEARNING SKILLS COURSES

The Learning Center provides non-credit courses in Writing and Math. In addition, professional tutorial assistance is provided in Writing (undergraduate and graduate) and Reading (content coursework) along with supplementary instruction (SI) in Chemistry and Biology.

The Learning Center also provides peer tutorial assistance in the form of supplemental instruction for all courses offered at DYC. Peer tutors assist students by reinforcing subject matter, helping students understand difficult information and preparing them for assignments and exams while following course syllabi. Peer tutors must have successfully completed the course they are tutoring (B+ or better) and be recommended by a faculty member. To sign up for peer tutoring, see the tutor coordinator in the Peer Tutor Center in KAB on the 4th floor.

All tutoring is free to DYC students and all sessions are held in the Learning Center on the fourth floor of the Koessler Administration Building.

SUPPORT SERVICES

D’Youville offers services to students with disabilities. The Office of Accessibility Resources (OAR) is located in KAB, Room 431, and is dedicated to maintaining an environment that ensures all students with documented disabilities have equal access to its educational programs, activities and facilities. Accommodations are determined on a case-by-case basis. Examples of typical accommodations include assistance in providing note-takers, readers, scribes, advocacy with faculty, accommodated exam proctoring, assistance with architectural barriers, alternative text formats, adaptive technology, referrals to community resources and other support services for individual needs unique to a student’s disability. Office of Accessibility Resources is a supportive environment for students with disabilities. Students are encouraged to contact the office early in the semester to discuss individual needs and arrange appropriate support services and strategies. If you have any questions, contact Isabelle Vecchio at 716.829.7728.
CAMPUS MINISTRY

Campus Ministry seeks to provide a variety of opportunities for the development of the student’s social, moral and spiritual potential while serving the various needs of the college community and its surrounding society. Campus Ministry encourages all members of the college to grow in personal spirituality so as to enhance campus and community life. Mass and other worship services respecting various religious traditions are available on and off campus. A directory is published providing places and times of worship for both Christian and non-Christian churches. In an effort to celebrate religious diversity, a variety of ecumenical experiences are also offered to the D’Youville community. Campus Ministry offers a variety of programs throughout the academic year. Such programs include religious education, spiritual guidance, Bible study, counseling, retreats, social action programs, service trips, databank in which volunteer hours of both D’Youville students and staff are logged for future verification and reference. Campus Ministry also provides the Campus Cupboard which is a venue for students to receive food and personal care items free of charge and no questions asked. There is no paperwork to fill out. The only requisite to receive assistance is that a D’Youville student has a need. The Campus Cupboard offers non-perishable and frozen food in addition to personal care and hygiene products. The Campus Cupboard is open during regular office hours or by appointment 716.829.7672.

NEARBY WORSHIP LOCATIONS IN BUFFALO, NEW YORK

CATHOLIC
Holy Angels 716.885.3767  348 Porter Avenue
Holy Cross Church 716.847.6930  Maryland & Seventh St.
St. Anthony Church 716.854.2563  160 Court Street
St. Joseph Cathedral 716.854.5855  50 Franklin Street

EASTERN ORTHODOX
Annunciation Church 716.882.9485  1000 Delaware Avenue

JEWISH
Temple Beth Zion 716.886.7150  805 Delaware Avenue

PROTESTANT
Church of Christ 716.882.5434  481 Linwood Avenue
New Hope Baptist 716.883.0821  543 Richmond Avenue
First Presbyterian 716.884.7250  1 Symphony Circle
Holy Trinity Lutheran 716.886.2400  1080 Main Street
Richmond United Methodist 716.884.2235  469 Richmond Avenue
St. John’s-Grace Episcopal 716.885.1112  51 Colonial Circle
Unitarian Universalist 716.885.2136  695 Elmwood Avenue
U.C.C.-Pilgrim St. Luke’s 716.885.9444  335 Richmond Avenue

HINDU
Hindu Cultural Center 716.636.5967  1595 North French Rd, Getzville

ISLAM
Lackawanna Islamic Mosque 716.825.9490  154 Wilkesbarre Avenue, Lackawanna

Act as if what you do makes a difference. It does.
-William James

VOLUNTEERS NEEDED!

Setting time aside to be of service to others can be a valuable lesson and give you experiences you will never have in a classroom.

Campus Ministry connects the D’Youville College community with volunteer opportunities such as the Habitat for Humanity, Friends of the Night People, Big Brother / Big Sister...just to name a few. Whether you can give one hour a week or one hour a month, your contribution of community service is valuable and appreciated.

Campus Ministry provides staff and students a record-keeping service which logs volunteer hours. Individuals submit community service information online or in person to Campus Ministry. One’s community service record is always available.

Interested in sharing your time and talents with those in need: stop by Campus Ministry to receive more information.

Community service is a rewarding and enriching experience that certainly will enhance your formal education on many levels.
Are You Career Ready?

Career and Professional Engagement Prepares You for the Real World by Adopting the NACE’s Career Readiness Competencies.

**Career & Professional Engagement** has adapted the National Association of Colleges and Employers’ (NACE) career competencies. Employers are looking for D’Youville graduates to be Career Ready — meaning they know how to use their talents, strengths, and interests. There are eight key competencies or soft skills that employers look for in potential employees.

**TEAMWORK/COLLABORATION:**
Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

**ORAL/WRITTEN COMMUNICATIONS:**
Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

**DIGITAL TECHNOLOGY:**
Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

**PROFESSIONALISM/WORK ETHIC:**
Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

**CRITICAL THINKING/PROBLEM SOLVING:**
Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**LEADERSHIP:**
Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

**CAREER MANAGEMENT:**
Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

**GLOBAL/INTERCULTURAL FLUENCY:**
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.
Graduation. The promise of no more exams, clinical rotations, and all-nighters brings a sense of relief. I’m excited to be going out into the real world. Until I realize that living in the real world means getting a job. Not just any job; but a job that I can turn into a career. Suddenly graduation doesn’t seem so exciting.

If you’re feeling a bit like me, don’t worry. The Career Services Center is equipped to help you with everything related to your job search with Purple Briefcase. Purple Briefcase is an online platform that can provide you with the tools you need to make a resume, find a job, ace your interview, and start your career.

Purple Briefcase has a host of amazing tools for you to use. The first thing you do is set up a profile that contains all your contact information, information about your work-related experience, your interests, and your achievements. Already have a profile from Linked In? It’s easy to import the content you’ve already written! You can also upload up to five resumes with your profile. Employers can view your profile and use it to contact you directly. Purple Briefcase allows you to choose what information employers can see. You can also use your profile to track your follow-up activities with different employers. Did you: Finish the application? Get an interview? Send a thank you note? Get the job?

But you don’t have to wait for employers to contact you. There is a search engine that allows you to simultaneously search Indeed.com, a popular online job board, and the job postings submitted directly to D’Youville through the Career Services Center. Interested in an internship or volunteer opportunity? You can search for those too!

Maybe you’ve already found a job you want and have scheduled an interview. Now what? Purple Briefcase has countless resources to help you ace your interview, from videos about what to wear and how to answer tough questions to software that allows you to perform a mock interview through your webcam. Can’t find an answer to your question? There are numerous career chat forums that allow you to ask your questions and get feedback from professionals all over the country.

Purple Briefcase is available to you as a student of D’Youville. It is free for you to use for the rest of your career; even once you graduate. It can be accessed online or through their free smartphone app! All you need to do is set up your account.

Now you have no excuse to be afraid of graduation. Get out there and start your career!

---

**PURPLE BRIEFCASE QUICK GUIDE**

- **Free to current students and alumni - Set up an account as a new student and choose D’Youville in the school search. You’ll set up a password and next time, login in as a returning user.**

- **Search for:**
  - Jobs: access both indeed.com and opportunities sent directly to our office by employers
  - Internships

- **Create your own profile**
  - Upload resumes and cover letters
  - List experience, interests, awards etc. in Linked In style format
  - Track your follow-up activities
  - Employers can look at you, but you choose what they can see

- **My Path feature: what types of careers might be worth exploring?**

- **Research**
  - Companies, job outlooks, salary information

- **Video Channels: informational videos, 30 seconds -8 minutes long on wide range of job search related topics**

- **Career Chat Forums : get answers to your questions from people all over the country**

- **Smartphone App: free; access to forums, job search, video content, purple briefcase twitter.**

For additional information, contact DYC Career Services: 829.7688
HEALTH CENTER
505 Prospect Avenue
Marguerite Hall • Room 105
716.829.8777
healthcenter@dyec.edu

THE HEALTH FORM
D’Youville College requires every student to have a health form on file with the health center. This information could save your life in an emergency. The health form can be downloaded from the college website.

In accordance with the law, no student will be allowed to attend classes without the required information on file in the Health Center.

HEALTH CENTER
The health center works to promote wellness and to increase quality of life. The health center is located on the first floor in Marguerite Hall. A full-time physician assistant is on staff Monday thru Friday from 8:30 a.m. until 4:30 p.m. Visits are free.

The college also offers a women’s health clinic to provide gynecological exams. The exam is free, although insurance is required for lab fees.

D’Youville College strongly recommends that all students maintain health insurance throughout their college years. Health care can be obtained through the Affordable Care Act. For further information go to healthcare.gov. International students will be billed by the college for the purchase of federally mandated health coverage. Canadian students can purchase additional health insurance by contacting the Canadian Auto Association or a Canadian insurance agent.

Other services provided by the health center for a fee are Tetanus/diphtheria/pertussis (Tdap) boosters, and PPD’s. A flu shot clinic is also held each year, through an outside company.

PA, Pharmacy, Chiropractic, Dietetics, Nursing, NP, OT and PT / MPT students: Hepatitis B vaccination series or positive titers, varicella vaccinations or positive titers. These will be required prior to clinicals. Each program varies in their requirements. Please verify with their clinical coordinators.

NOTE: Tuberculosis screening is required every year for all health-related majors.

HEALTH SERVICES
- Recommend call ahead for an appointment
- Walk-ins will be seen/scheduled based on availability
- Most services are free.
- Insurance is not billed.
- An administration fee for vaccinations can be paid by cash or check.
- Assist with minor illnesses or injuries and medical questions but there are limited medications and supplies free of charge. Based on your symptoms, a PA may prescribe certain medications
- Vaccinations available: Tuberculosis screening and Tetanus (Tdap)
- Point of care testing including: rapid Strep Screen, Urine Analysis, and pregnancy testing
- Some gynecological services including exam. Labs must be sent to facilities with fees billed through insurance or paid out of pocket.
- Flu clinic held every year in the fall
IMMUNIZATION

As a result of immunization laws passed by the New York state legislature, D’Youville and other post-secondary institutions have found it necessary to adopt the following procedures regarding student immunization records.

All students, including international students and transfers, must provide the college health center with proof of immunity against measles, mumps and rubella prior to enrollment. Failure to provide this information will result in the student being ineligible to register for classes.

Listed below is the information which constitutes proof of immunity.

**MEASLES:** Two doses of live measles vaccine given on or after the first birthday (after 1968) or serological evidence of immunity.

**MUMPS:** One dose of live mumps vaccine given on or after the first birthday (after 1969) or serological evidence of immunity.

**RUBELLA:** One dose of live virus rubella vaccine given on or after the first birthday (after 1969) or serological evidence of immunity.

**MENINGITIS:** New York State Public Health Law (NYS PHL) 2167 requires institutions, including colleges and universities, to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus. This law became effective August 15, 2003.

D’Youville College is required to maintain a record of the following for each student:

- A record of meningococcal meningitis immunization within the past five (5) years;

  -or-

- An acknowledgment of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student’s parent or guardian within the past five (5) years.

Immunization requirements should be discussed with your physician during your college physical to ensure that you meet all the requirements.

Often, your records can be obtained from your doctor, former school health office or public health clinic. It is vital that this information be submitted to the health center at the college prior to registration.

PHYSICAL EXAMINATIONS

Physical exams require an extensive knowledge of your medical history and medications and is therefore recommended that you obtain a physical form from your primary doctor on a yearly basis. The following locations may be able to assist with physicals. Please check with your insurance carrier for coverage.

- **WNY Immediate Care** 716.874.2273
  2497 Delaware Avenue
  Buffalo, NY 142016

- **MASH Urgent Care** 716.844.7100
  1751 Sheridan Drive
  Tonawanda, NY 14223

- **MASH Urgent Care** 716.362.8777
  3245 Southwestern Blvd
  Orchard Park, NY 14127

- **Buffalo General Hospital** 716.859.5600
  100 High Street
  Buffalo, NY 140203

- **John R. Oishei Children’s Hospital** 716.323.2000
  818 Ellicott Street
  Buffalo, New York 140203

- **Kenmore Mercy Hospital** 716.447.6100
  2950 Elmwood Avenue
  Buffalo, NY 14217

- **Sisters Hospital** 716.862.1000
  2157 Main Street
  Buffalo, NY 14214

- **ECMC** 716.898.3000
  462 Grider Street
  Buffalo, NY 14215

ECMC provides a sliding scale payment for those without insurance.
As members of the D'Youville student body you are automatically a member of the Student Government Association (SGA). Within SGA there is a governing body of officers, committee chairpersons (executive committee or E-Board) and senators who represent the undergraduate classes, graduate students, non-traditional students and part-time students. They administer the student activity fees which are used to fund events, activities, leadership programs, orientation and numerous other items which improve student life. They are also the voice of the student body when addressing concerns and issues to administrators of the college.

ATHLETICS COMMITTEE: Promotes and supports athletic events while striving to provide a spirited fan base for our Spartan athletes. The committee is also responsible for recreational events and working with any sport/athletic based clubs which have been or are seeking official recognition from the Student Government Association. They also report any issues or concerns to the SGA Senate. Love sports? Join this committee.

CATALYST COMMITTEE: Responsible for the publication of The Catalyst, which is the online student newspaper. The coeditors are elected by the SGA Senate, but staff positions are open to the entire college community. This committee is always looking for writers and photographers.

ISSUES COMMITTEE: Serves as an advocate and voice for student concerns. The members of this committee are responsible for presenting problems and concerns brought forth by students and for investigating those concerns with the appropriate college personnel or SGA members. Be a voice for enhancing the DYC experience.

PROGRAMMING COMMITTEE: Responsible for planning, promoting and organizing events on campus and supporting club events, this committee is one of the most active groups on campus. If you like to be creative, active and would like to meet new people, then the programming committee is for you.

PUBLIC RELATIONS COMMITTEE: Responsible for the promotion of SGA and all special events sponsored by SGA. These events include, but are not limited to: SGA elections, club day, open house, giveaways, residence life move-in, and community cleanup. The committee also assists in the management of SGA’s Facebook, Instagram and Twitter accounts. If you are creative and enjoy marketing, then this is the committee for you.
The D’Youville Student Government Association provides official recognition to clubs and organizations. SGA supports the development of clubs by providing guidance, leadership training and funding assistance for events. Students are encouraged to participate and become active in their college community. If you are interested in starting a new student club, please contact the Student Activities Office and we’ll get you started. Below is a list of clubs all students are welcome to join.

**SGA RECOGNIZED CLUBS & ORGANIZATIONS**

- Alliance
- Biology, Anatomy & Mathematics Club
- Black Student Union
- Chemistry Club
- Donate Life Club
- D’Youville Cheerleading Club
- D’Youville Philosophy Club
- Exercise Sports Science Club
- Health Analytics Student Association
- International Student Club
- Kappa Delta History Club
- Lambda Sigma Sophomore Honor Society
- Muslim Student Association
- Pi Theta Epsilon
- Pre-Pharmacy Club
- Residence Council
- Sigma Theta Tau
- Sketch Journal
- Student American Chiropractic Association
- Student Dietetics Association
- Student Government Association
- Student Government Association Athletics Committee
- Student Government Association Catalyst Committee
- Student Government Association Programming Committee
- Student Government Association Issues Committee
- Student Hippotherapy Club
- Student Nurses Association
- Student Occupational Therapy Association
- Student Physical Therapy Association
- Student Physician Assistant Association
- Student Psychology Association
- Student Veterans Association
- Timothy Global Health Foundation

**CAMPUS EVENTS**

Students are encouraged to become engaged in campus life by attending events, which are open to all members of our DYC community. Here is just a small sample of events that regularly occur on campus.

- After Hours Party
- Black History Month
- Club Community Service Events
- Club Socials
- Comedians
- Discover Buffalo Events
- Equalogy Theatre Performances
- Family and Friends Weekend
- Gameshows
- Haunted House
- Homecoming Events
- Honors Convocation
- Hypnotist
- Kavinoky Theatre Preview Nights
- Leadership Conferences
- Mega Bingo
- Mentalist
- Movie Nights
- Project Linus
- Rock ‘N Redfest
- SGA Community Spirit Days
- Service Trips
- Spartan Games
- Spirit Days
- Sporting and Theatre Excursions
- Student Appreciation Days
INTERNATIONAL STUDENTS & ABROAD

CENTER FOR GLOBAL ENGAGEMENT
The CGE encompasses international admissions, international student services, study abroad and the intensive English program. Here are a few things that each area does:

INTERNATIONAL STUDENT SERVICES (ISS)
• F-1 student advisement (maintaining status, working on campus, transfers, visas, OPT, CPT, filing taxes and social security)
• I-20 issuance
• International Student Club
• International Education Week
• Specialized orientation

STUDY ABROAD
• Semester programs in Argentina, Australia, China, Ireland, Italy and England
• Short-term faculty-led programs in locations such as Costa Rica, Dominican Republic, Ecuador, Germany, Greece, India, Italy, Jordan and Spain (these vary by semester)
• Scholarship opportunities
• Advisement
• Pre-departure orientation

INTENSIVE ENGLISH PROGRAM (IEP)
• Provides instruction and support for students who speak English as a second language
• Non-credit classes in Reading, Writing, Listening, Speaking, and Grammar to students enrolled in full-time language study
• Free professional tutoring services and workshops are provided to D’Youville students who are non-native English speakers
• Credit bearing ESL courses in Reading and Writing (ESL191 and ESL192)

VISIT THE CENTER FOR GLOBAL ENGAGEMENT
D’Youville Academic Center (DAC), Suite 219
Intensive English, DAC Rm.229

Laryssa Petryshyn, Associate VP, Global Education petryshl@dycc.edu

Ann Soares, ISS and Study Abroad Advisor soaresa@dycc.edu

Meghann E. Perry, Assistant Director, IEP perrym@dycc.edu

Marvyn Mahle, IEP Tutor and Advisor mahlem@dycc.edu
## Core Curriculum

**Consists of the following courses:**

### Liberal Arts:
Eight (8) courses are required including these three (3):

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. English 111</td>
<td>1./<em><strong>/</strong></em></td>
</tr>
<tr>
<td>2. English 112</td>
<td>2./<em><strong>/</strong></em></td>
</tr>
<tr>
<td>3. Philosophy 201/Religious Studies 201</td>
<td>3./<em><strong>/</strong></em></td>
</tr>
</tbody>
</table>

The remaining five (5) courses are to be selected from the following areas, with choices made from at least three (3) of these five (5) areas:

1. Foreign Language: any course
   (Spanish, French, German, Latin, Arabic, Chinese, Italian, ASL)
   1. /___/___
2. Philosophy: any course
   2. /___/___
3. Religious Studies: any course
   3. /___/___
4. Literature: any literature course in English
   4. /___/___
5. Fine Arts: any course under Fine Arts, Music, Dance, Creative Writing, Speech or Theater Arts
   5. /___/___

### Social Sciences:
Four (4) courses, one (1) from each of the following areas:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Sociology 101 or Sociology 102</td>
<td>1./<em><strong>/</strong></em></td>
</tr>
<tr>
<td>2. Psychology 101 or Psychology 203</td>
<td>2./<em><strong>/</strong></em></td>
</tr>
<tr>
<td>3. History 103 or History 111 or History 203 or History 204</td>
<td>3./<em><strong>/</strong></em></td>
</tr>
<tr>
<td>4. Economics 201 or Economics 202 or Political Science 201</td>
<td>4./<em><strong>/</strong></em></td>
</tr>
</tbody>
</table>

* High school average (and all Social Studies courses) with a B or better permits selection of any 300 or 400 level history course.

### Mathematics:
Two (2) courses, one (1) from each of the following areas:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Computer Science: any course at the 100 level</td>
<td>1./<em><strong>/</strong></em></td>
</tr>
<tr>
<td>2. Mathematics: any 100 level course, excluding MAT 101 or MAT 105</td>
<td>2./<em><strong>/</strong></em></td>
</tr>
</tbody>
</table>

### Natural Sciences:
Two (2) courses, including one (1) Lab course from:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Biology</td>
<td>1./<em><strong>/</strong></em></td>
</tr>
<tr>
<td>2. Chemistry - excluding CHE 105 or CHE 115</td>
<td>2./<em><strong>/</strong></em></td>
</tr>
<tr>
<td>3. Physics</td>
<td>3./<em><strong>/</strong></em></td>
</tr>
</tbody>
</table>

### Electives:
Three (3) electives outside major requirements are required:

<table>
<thead>
<tr>
<th>COURSE</th>
<th>DATE</th>
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<tbody>
<tr>
<td>1.</td>
<td>1./<em><strong>/</strong></em></td>
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<tr>
<td>2.</td>
<td>2./<em><strong>/</strong></em></td>
</tr>
<tr>
<td>3.</td>
<td>3./<em><strong>/</strong></em></td>
</tr>
</tbody>
</table>

**Note:** Core requirements may be fulfilled in some of the above areas when requirements of a student’s major are completed.
INTERVENTIONS CHECK-LIST

Student: ____________________________ Academic Advisor: ____________________________

☑ Check those interventions below to develop a strategy for academic success:

ACADEMIC

☐ Peer tutoring in subject area .............................................. Learning Center 716.829.7769
☐ Writing skills • APA format, content ................................... Learning Center 716.829.7769
☐ Test-taking, study skills, note taking .................................. Learning Center 716.829.7769
☐ Students with disabilities / accommodations .................... Learning Center 716.829.7769
☐ Increase skills with computer services .............................. Computer Lab 716.829.7769
☐ Overwhelmed by major requirements ............................. Program Director Learning Center 716.829.7775
☐ Career Services 716.829.7688
☐ Research projects, literature review .................................. Library 716.829.7618

PERSONAL

☐ Time Management .......................................................... Personal Counseling 716.829.7819
☐ Relationships .................................................................... Personal Counseling 716.829.7819
☐ Interpersonal problems ..................................................... Personal Counseling 716.829.7819
☐ Health concerns .............................................................. Health Center 716.829.8777
☐ Adjustment to college, environment ................................ Personal Counseling 716.829.7819
☐ Spiritual needs, concerns, guidance ................................. Campus Ministry 716.829.7672
☐ Health Center: hold / cannot register............................... Health Center 716.829.8777

FINANCIAL

☐ Payment options ............................................................. Student Accounts 716.829.7638
☐ Affording college, loans / grants, work-study .................... Financial Aid 716.829.7500
☐ College-based employment ............................................ Connections 716.829.7766
☐ Business Office: hold / cannot register ............................ Financial Aid 716.829.7500
☐ Student Accounts 716.829.7877

A - K: KATIE RUSEK  L - Z: GENE POHANCSEK

☐ College-based employment ............................................ Connections 716.829.7766
☐ Business Office: hold / cannot register ............................ Financial Aid 716.829.7500
☐ Student Accounts 716.829.7877

OTHER

☐ Undecided about career options ...................................... Career Services 716.829.7688
☐ Career Discovery Program 716.829.8148

Existing systems to assist students to realize individual and academic success. This is not meant to be a complete listing of interventions. The list is of interventions that are most commonly used by D’Youville students.
INTerventions CHECK-LIST

CAMPUS MINISTRY
• Counseling and Spiritual Guidance • Sacramental Preparation • Volunteer Opportunities 716.829.7672
  KAB 121

CAREER DISCOVERY PROGRAM
• Career Guidance • Liberal Arts Students & Students Removed from Program 716.829.8148
  ALT 114C

CAREER SERVICES CENTER
• Change of Career / Major • Resume • Job Announcements 716.829.7688
  ALT 316

CONNECTIONS
• Resource Center for College Forms & Referrals • Drop-Off Point for Completed Materials • Commuter Parking Tags • Student Advocate • Extended Hours • On-Campus Employment 716.829.7766
  BFAC 101

FACULTY
• Academic Strategy • Course / Program Requirements • Academic Requirements • Policies & Procedures • Counseling & Referral 716.829.8000

FINANCIAL AID
• Loans / Grants • Work Study 716.829.7500
  KAB 208

HEALTH CENTER
• Immunization Records • Health Card • Resource & Referral 716.829.8777
  MGT 103

LEARNING CENTER
• Peer (in subject area) & Professional Tutoring • Writing Skills (APA format, content, etc.) • Test-Taking / Study Skills / Note-Taking / Time Management • Students with Disabilities / Accommodations • Academic Strategy • Access Program • Learning Skills Courses (LSK) • Counseling & Referral • Summer EXCEL Program 716.829.7769
  KAB 414

LIBRARY RESOURCES
• Research Assistance • Reserve Articles • Interlibrary Loans • Class Presentation Assistance 716.829.7618
  Library

OFFICE OF DIVERSITY AND INCLUSION
• Cultural Sensitivity • Support for Non-Majority Students • Counseling • Resource & Referral Office 716.829.7602
  CC 113

PERSONAL COUNSELING
• Personal & Group Counseling • Relationships • Interpersonal Problems • Adjustment to College 716.829.7819
  MGT HALL 1st Floor

REGISTRAR
• Forms (address / major change, add / drop, leave of absence) • Transfer Credit Evaluation 716.829-8356
  KAB 221

RESIDENCE LIFE
• Peer & Professional Guidance • Adjustment Issues 716.829.7698
  MGT 103

STUDENT ACCOUNTS
• Payment Schedule and Options 716.829.7877
  Student whose last name begins with A - K: SUSAN LELI
  Student whose last name begins with L - Z: MARY JANE KEY  KAB 211
FALL 2018

AUGUST
10  Last day to register without late registration fee
18  Residence Halls opens at 9 a.m. (new students)
19  Freshmen Welcome!
20  Classes begin; drop/add period begins

SEPTEMBER
2    Last day to withdraw
3    College closed; Labor Day

OCTOBER
8    College closed, Columbus Day/Canadian Thanksgiving
22  Academic Advisement for Spring & Summer 2019 begins
26  Last day to withdraw without academic penalty

NOVEMBER
9    Last day for Academic Advisement for Spring & Summer 2019
13  Registration for Spring & Summer 2019
11  Veterans Day; College Closed
21  Thanksgiving Recess begins; no classes
22-23 College closed, Thanksgiving
26  Classes resume

DECEMBER
1    Last day of classes
3-7  Final Exams
8    Residence Hall closes at noon

SPRING 2019

JANUARY
7    Last day to register without late registration fee
12   Residence Hall opens at noon
14   Classes begin; drop/add period begins
21   College closed, Martin Luther King, Jr. Day
27   Last day to withdraw without academic penalty

FEBRUARY
18-19  Winter Break: no classes
20    Classes resume

MARCH
6    Honors Convocation
17-24  Spring Break; no classes
25    Classes resume
31    Last day to withdraw without academic penalty

APRIL
1-12  Advisement for Fall 2019
15    Registration for Fall 2019
19    Good Friday; college closed
21-22  No classes
23    Classes resume

MAY
4    Last day of classes
6-10  Final Exams
### PERSONAL SCHEDULE

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<td><strong>FREE ACTIVITY TIME (FAT)</strong></td>
<td>no classes or labs scheduled</td>
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*no classes or labs scheduled*
CAMPUS PHONE NUMBERS

EMERGENCY Security ........................................................... 829.7777
Most questions can be answered at:
CONNECTIONS: Your Information & Resource Center 829.7766

Academic Affairs ................................................................. 829.8130
Athletics ................................................................... 829.7878
Bookstore/College Store ............................................. 829.7666
Campus Ministry ............................................................... 829.7672
Career Services ................................................................. 829.7688
College Center ................................................................. 829.7685
Computer Network Services (CNS) .............................. 829.8282
Counseling Center, Personal ........................................... 829.7819
Disability Services ............................................................. 829.7728
Diversity & Inclusion ......................................................... 829.7602
Financial Aid ................................................................. 829.7500
Health Center ................................................................. 829.8777
Help Desk ................................................................... 829.8282
International Student Office ........................................... 829.8119
Learning Center ............................................................... 829.7690
Library ................................................................... 829.7618
Lost & Found ................................................................ 829.7685/7766
Marguerite Hall ................................................................. 829.7695
Operator/Info./Switchboard ........................................... 829.8000
Registrar ................................................................... 829.8356
Residence Life ................................................................. 829.7698
Security (non-emergency) ................................................ 829.7550
Student Accounts ......................................................... 829.7756
Student Activities ............................................................ 829.7648
Tutorial Services ............................................................... 829.7690
Veterans Affairs Office .................................................. 829.7836
Campus Facilities

1. KAB - Koessler Administration Building
2. BFAC - Bauer Family Academic Center
3. ALT - Dr. Pauline M. Alt Building
4. APT - Student Apartment Complex
5. DAC - D'Youville Academic Center
6. DEC - D'Youville Education Center
7. LIB - Montante Family Library
8. MAD - Madonna Hall
9. CC - College Center & Gymnasium
10. MGT - Marguerite Hall
11. NIA - Niagara Street Complex
12. SASE - Dr. Charles and Mary Schweitzer Bauer School of Arts, Sciences and Education
13. Dobson Athletic Field and Field House

Parking Lot
Visitor Lot
Handicapped Entrance
Blue Emergency Phone

Created for D'Youville College by mapformation LLC. Last updated 4/28/2015.