

<http://studentaffairs.depaul.edu>

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DEPAUL UNIVERSITY

## WELCOME FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

Dear Colleague:

DePaul University is an institution that places great value on students achieving their educational goals by partnering with faculty to provide strong personal development both inside and outside the classroom. A DePaul education encompasses both the scholarship and research of classroom learning and the intellectual, spiritual, moral and personal growth of campus life. Student Affairs is committed to delivering high quality services to students by providing personal attention in an effort to help them succeed.

Student Affairs is committed to creating the unique environment that is "The DePaul Student Experience." Student Affairs is responsible for developing and delivering high quality educational programs and student services that contribute to a students' positive DePaul Student Experience. Through values-centered experiences with an urban flavor, we nurture students' spiritual, mental and physical development, into well rounded enlightened individuals. We are committed to engaging students in values-centered experiences around diversity, social justice, spirituality and community service initiatives.

This guide is designed to acquaint you with the programs, services, resources and opportunities of Student Affairs that will enhance the quality of our partnership with faculty and the college offices. Within this guide, you can access resources, answer questions and get involved in opportunities outside the classroom. It is intended to provide you with resources for students and student issues.

We are proud to be part of a vibrant and growing community and we are glad to be your partner in this endeavor.

Sincerely,

James R. Doyle  
Vice President for Student Affairs



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## MISSION OF STUDENT AFFAIRS

### MISSION STATEMENT:

Anchored by the University's Catholic, Vincentian, and urban mission, Student Affairs educators facilitate students' transformative learning through student development, advocacy and the promotion of diversity and social justice.

The Student Affairs Division establishes strategic partnerships, cultivates environments and creates experiences that foster the intellectual, psychosocial, spiritual and ethical growth of students

### GOALS:

The Student Affairs Division will provide transformative co-curricular learning opportunities that promote students' intellectual, psychological, spiritual and ethical growth.

The Student Affairs Division will provide experiences which encourage students to integrate and demonstrate the University's mission and values in life and practice.

The Student Affairs Division will provide opportunities for students to become fully engaged in the DePaul community by fostering a sense of belonging and connectedness.

The Student Affairs Division will provide learning opportunities to students and staff that will enhance their appreciation of diversity and challenge biased beliefs and behaviors.

The Student Affairs Division will provide students with the information and tools needed to navigate the university system with ease.

The Student Affairs Division will utilize valid measurement tools and accountability standards to establish benchmarks, to evaluate successes and to identify areas for improvement and change.

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## ABOUT OUR STAFF

### OFFICE OF THE VICE PRESIDENT:

James R. Doyle, M.A.  
Vice President for Student Affairs

Deaner Abernathy - Secretary

Peggy Burke, Ph.D.,  
Associate Vice President for Student Development

Rev. Kevin S. Collins C.M., M.Div., A.M.  
Assistant Vice President for Student Affairs

David G. Fox, M.S. - Director of Special Projects

Fiona Jackson - Student Assistant

Katie Karp - Coordinator

Corrie Keegan - Student Assistant

Mark J. Laboe, M.Div., M.A.  
Associate Vice President for University Ministry

Ellen Meents-DeCaigny, M.A. - Assessment and Research Coordinator

Lou O'Brien - Executive Assistant to the Vice President

Abhilash Rao - Graduate Assistant

Chris Ruttencutter - Graduate Assistant

Gazala Siddiqi, MBA - Project Manager

Timothy Spraggins, M.S.  
Associate Vice President for Diversity Education

Cynthia M. Summers, M.S.  
Associate Vice President for Student Advocacy and Community Relations

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## ABOUT STUDENT AFFAIRS

The Student Affairs Division's programs and services are a direct extension of DePaul University's mission to emphasize "skills and attitudes that educate students to be lifelong, independent learners." Through its diversity of co-curricular and extracurricular programs and its high quality student services, Student Affairs contributes to the overall development of each individual student to his/her highest potential.

The Office of the Vice President for Student Affairs serves as the lead administrative office for the Division of Student Affairs at DePaul University. There are four areas that comprise the Office of the Vice President for Student Affairs and they are: Diversity Education, Student Development, Student Advocacy & Community Relations and University Ministry.

### DIVERSITY EDUCATION:

The Office of Diversity Education works with directors and managers throughout Student Affairs to develop and facilitate diversity awareness seminars for staff, student organizations and all groups affiliated with the division. The staff coordinates professional development seminars on higher education issues, such as first-generation college students, holistic education and diversity. The office also maintains a collection of diversity education materials. The Office of Multicultural Student Affairs, Office of Diversity Education and the Cultural Center encompass the area of Diversity Education.

### STUDENT DEVELOPMENT:

Student Development oversees the Student Affairs Division's educational programs and helps students to develop to their fullest potential and is comprised of the four Student Affairs Departments of Academic Enhancement, Residential Education, the Student Leadership Institute and Student Life.

In coordination with the other Student Affairs departments, Student Development develops collaborative opportunities with faculty and Academic Affairs (i.e., First Year Programs), supports educational activities (i.e., speakers, workshops, programs and resources) that enhance students' learning experiences at DePaul, and ensures the division's ongoing contributions to the university's Ten Learning Goals. Ultimately, the mission of the Student Development Department is to maximize the holistic learning environment for all DePaul students.

### STUDENT ADVOCACY AND COMMUNITY RELATIONS:

Student Advocacy and Community Relations provides a comprehensive infrastructure that supports the total student while providing appropriate "safety nets" of assessment, counseling, intervention and referral. The six Student Affairs departments that comprise Student Advocacy and Community Relations are: Dean of Students Office, University Counseling Services, International Student Office, Adult Student Services, PLuS and Students with Disabilities.

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## ABOUT STUDENT AFFAIRS CONT'D

The office provides a "one stop" contact for student issues regarding navigating the DePaul University systems as well as providing connections to the Chicago area. In addition, the office provides challenges to the institution and the student body to ensure the inclusion of students with disabilities, international students and adult students in the life of the university community. The staff consults with faculty, staff and administrators regarding student trends and related issues and helps students connect with the university and external community.

### UNIVERSITY MINISTRY:

University Ministry provides comprehensive leadership and direction to members of the university community and provides an opportunity to integrate religious and moral principles with academic study and nonacademic activities, thus integrating faith and life. University Ministry supports and promotes the pastoral care of all members of the university community at DePaul, both Catholic and non-Catholic.

In addition, their leadership involves the assessment of student spiritual needs and the fostering of collaborative relationships with academic and non-academic university units, particularly in Student Affairs, to develop resources, programs, and services to meet these needs. University Ministry facilitates the religious, ethical and practical spiritual development primarily of students, but also faculty and staff. University Ministry also insures the integration of the urban, Vincentian and Catholic mission of the university in academic life by structuring a ministry program that supports our Catholic commitment to religious pluralism, faith-based service and the ethical dimensions of student life.

University Ministry maintains close collaboration with the Office of University Mission, the Department of Religious Studies, the Catholic Studies Program, the Vincentian Community at DePaul and with St. Vincent de Paul Parish in shaping the religious and spiritual life of the university. In addition, University Ministry also maintains a collaborative relationship with the Archdiocese of Chicago, Midwest Province of the Congregation of the Mission and with other local corporate religious entities relevant to ministry.

### STUDENT AFFAIRS OFFICE LOCATIONS

**Lincoln Park Campus: Student Center 307**

**Telephone: 773-325-7290**

**Fax: 773-325-7396**

**Loop Campus: Lewis Center 1400**

**Telephone: 312-362-5680**

**Fax: 312-362-5671**

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## STUDENT AFFAIRS DIRECTORS

Karl Brooks, M.S. – Student Leadership Institute

Katrina Caldwell, M.A.– Adult and Suburban Student Services

Harvette Grey, PhD. – Cultural Center

Cordelia Holbert, M.S.W. (Coordinator) – Diversity Education

Suzanne Kilgannon, M.Ed – Student Life

Jeff Lanfear, Psy.D. – University Counseling Services

Greg MacVarish, M.A. (Dean) – Dean of Students Office

Karen Meyer M.A. (Coordinator) – Students with Disabilities

Stamatis Miras, M.Ed – Productive Learning Strategies Program (PLuS)

Kate O'Brien, MBA – Athletic Academic Advising

Rosanne Roraback, M.S.– International Student Office

Deb Schmidt-Rogers, M.S. – Residential Education

Rico Tyler, M.Ed – Academic Enhancement

Mary Vander Kinter, M.Ed (Interim Director)– Multicultural Student Affairs

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## STUDENT AFFAIRS DEPARTMENTS

**ACADEMIC ENHANCEMENT** **DIRECTOR: RICO TYLER**  
**LINCOLN PARK CAMPUS: STUDENT CENTER 307** **773-325-7360**

The Office of Academic Enhancement is charged with enhancing and strengthening student transitions through comprehensive new student programs and integrated academic partnerships. Each year, DePaul welcomes approximately 5,000 traditional age new students (first year and transfer students) and their family members to its campuses.

The Office of Academic Enhancement coordinates all summer orientation programs, quarterly orientation programs, parent programs, and various new student programs throughout the academic year. Academic Enhancement also works with the First Year Program to recruit and train student leaders and staff professionals who partner with faculty members to teach Discover Chicago and Explore Chicago courses.

### Programs, Services and Activities:

- Chicago Quarter (Discover and Explore Chicago Courses) Coordination
- New Student Service Day - Over 800 new students are led by more than 150 faculty, staff and student leaders for a day of volunteer work.
- New Student Orientation
  - Premiere DePaul - New student orientation
  - Premiere Parent and Family Program
  - Transfer Transition - Transfer student orientation

**ADULT STUDENT AFFAIRS** **DIRECTOR: KATRINA CALDWELL**  
**LOOP CAMPUS: DEPAUL CENTER 11016** **312-362-6216**

The purpose of the Office of Adult Student Affairs (OASA) is to provide an area where adult students can address their unique and special needs. OASA is an advocate for students. The office serves as the liaison between adult students and both academic and administrative units, helping them to easily and effortlessly navigate the DePaul system. OASA also assesses adult student needs both individually and collectively and provides them with referrals, resources, guidance, programs and services, etc., designed for prevention of and intervention in problems.

### Programs, Services and Activities:

- Adult Student Center - Students in the Loop can relax in the lounge or check out the resource library in the Adult Student Center.
- Educational Programs & Workshops - Monthly themed workshops to include: Career Connections, Computer Skills and Academic Skills.
- Adult and Graduate Orientation - New student orientation

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## DEPARTMENTS CONTINUED

**ATHLETIC ACADEMIC ADVISING**      **DIRECTOR: KATE O'BRIEN**  
**LINCOLN PARK CAMPUS: ATHLETIC CENTER 410**      **773-325-7550**

The Athletic Academic Advising program is designed to support student-athletes in their efforts toward academic success by providing a support system that supplements the existing university support systems. The office assists student-athletes in achieving their educational, personal and professional goals. The program provides supervised study time, weekly advising meetings, tutoring and career development services. The department also coordinates the National Collegiate Athletic Association's (NCAA) CHAMPS/Life Skills Program for student-athletes.

### Programs, Services and Activities:

- Advising program services - Assist student-athletes in achieving their educational, personal and professional goals.
- Supervised study times - All first year athletes are required to attend four hours per week.
- Weekly advising meetings - Student athletes and their advisor review classes, homework, exams and study together.
- Tutoring - One-on-one tutoring assistance to all student-athletes free of charge.
- Career development services - Assists students with every phase of the transition from college to the working world.

**CULTURAL CENTER**      **DIRECTOR: HARVETTE GREY**  
**LINCOLN PARK CAMPUS: STUDENT CENTER 105**      **773-325-7759**

The Cultural Center provides a diverse set of culturally oriented programs, projects and services for the DePaul community. The Cultural Center offers financial support for cultural and ethnic student organizations representing African American, American Indian, Asian, Ethnic Greek, LGBTQA, Jewish, Latino/a, and Muslim populations; provide opportunities for all students to interact with and learn about people from different racial, ethnic and/or cultural backgrounds outside the classroom; and are a venue for faculty and staff to present their work and/or interests. The Cultural Center co-sponsors programs and activities with other university departments and centers, as well as collaborates with organizations in the larger community.

The Cultural Center of DePaul University, promotes awareness of and respect for diverse cultures, races and ethnicities within and outside the DePaul community through a wide array of programs and services.

### Programs, Services and Activities:

- Cultural Center Allocation Fund - Provide funding to cultural and ethnic student organizations.
- Cultural Expressions - A program designed to promote cultural awareness and education through music, art, poetry, dance, film & craft work.

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## DEPARTMENTS CONTINUED

- Martin Luther King Jr. Prayer Breakfast - A breakfast dedicated to honoring the legacy of Dr. Martin Luther King, Jr.
- Milewalkers - A theatrical troupe that facilitates diversity education through theatrical activism.
- St. Patrick's Day Luncheon - An annual celebration of Irish culture.

**DEAN OF STUDENTS OFFICE**      **DEAN: GREG MACVARISH**

**LINCOLN PARK CAMPUS: STUDENT CENTER 307**      **773-325-7290**  
**LOOP CAMPUS: LEWIS CENTER 1400**      **312-362-5680**

As the primary ombudsperson for students at the university, the Dean of Students Office can be an invaluable resource, advocate and support in identifying resources and services for students. The office helps students in navigating the university, particularly during difficult situations, as in personal and/or family crises, medical and/or personal leaves of absence and implementation of the Code of Student Responsibility.

The Dean of Students Office serves as principal liaison and resource for students and other divisions and departments within the university community. The office administers and adjudicates implementation of the Code of Student Responsibility. Staff members educate students about appropriate behavior, refer students and parents to university resources and services and advocate for students with faculty and administration. In collaboration with the College of Law, the staff mediates student disputes.

### Programs, Services and Activities:

- Advocacy for students who are having difficulty resolving problems or making the right connections with faculty, staff, and university processes and services.
- Maintain and monitors the Student Handbook, a quick reference to DePaul's colleges, departments, student activities, university policies and security.
- DePaul University Health Services - Provides students with treatment for minor acute illnesses through a contracted health provider.
- Health Insurance Plan - A comprehensive health insurance plan for students and their dependents.
- Oversees The Office of Lesbian, Gay, Bisexual, Transgender, Questioning, and Allies (LGBTQA) Student Services was created to promote visibility, support, resources, education, acceptance and awareness around.
- LGBTQ issues and concerns. Serves as a consultant to faculty and staff as they assist students.

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## DEPARTMENTS CONTINUED

### DIVERSITY EDUCATION COORDINATOR: CORDELIA HOLBERT

**LINCOLN PARK CAMPUS: STUDENT CENTER 105** 773-325-7759  
**LOOP CAMPUS: LEWIS CENTER 1400** 312-362-5680

Located in DePaul's Cultural Center, the Office of Diversity Education functions as one component of the Cultural Center's array of educational services around inter-cultural awareness and training. The Coordinator of Diversity Education, under the direction of the Executive Director of the Cultural Center, provides diversity education seminars for the Student Affairs division, focusing on recognized student organizations, the first-year program, Residential Education populations and new-student orientation. In addition, the coordinator assumes full responsibility for the Milewalkers, a theatrical troupe that facilitates diversity education through theatrical activism.

#### **Programs, Services and Activities:**

- Maintains a diversity education resource center for students, faculty and staff use.
- Supervises and schedules performances for Milewalkers.
- Provides individual follow-up to students and others regarding issues and matters of diversity.

### INTERNATIONAL STUDENT OFFICE DIRECTOR: ROSANNE RORABACK

**LOOP CAMPUS: LEWIS CENTER 1465** 312-362-8376

The International Student Office (ISO) provides immigration advising and support services to international students and exchange faculty who are in the U.S. on non-immigrant visas. The ISO also works to promote mutual understanding, respect, and friendship across the broad spectrum of cultural backgrounds and values represented by all members of the university.

The ISO also oversees University compliance with U.S. federal government reporting requirements. In addition, the ISO offers logistical support services, including orientation programs, administrative support, employment permission assistance and social/cultural programming.

#### **Programs, Services and Activities:**

- Open Advising - walk-in hours available every day at different hours to accommodate students who have questions.
- Individual advising appointments regarding non-immigrant legal matters.
- Information sessions held to assist students in applying for permission to work off campus, under the strict federal government guidelines which govern non-immigrant visa students.
- Orientation - Every international student who is new to DePaul University and has been issued a SEVIS I-20 or a SEVIS DS-2019 **must** attend an orientation session. This includes students who are transferring from another university.
- Travel Advising Sessions are designed to inform international students of

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the process of successful re-entry to the U.S. after a trip abroad.

- Cultural and social programs to encourage interaction among international students, and between U.S. and international students.

### MULTICULTURAL STUDENT AFFAIR INTERIM DIRECTOR: MARY VANDER KINTER

**LINCOLN PARK CAMPUS: STUDENT CENTER 304** 773-325-7325  
**LOOP CAMPUS: DEPAUL CENTER 11011/11012** 312-362-8476

The Office of Multicultural Student Affairs (OMSA) strives to help ensure that African American, Latino/a, Asian American, and Native American students and their families have a positive "DePaul Experience". This positive educational experience translates into higher retention and graduation rates for DePaul's students of color.

OMSA staff advocates for students, emphasizes cultural values, and provides academic support. The staff also collaborates closely with faculty and DePaul officials to help create a campus-climate that is culturally affirming and where all DePaul University students are treated with dignity and respect.

#### **Programs, Services and Activities:**

- Book Loan Program - A library of university text books on loan to students
- Class of Excellence Program
- Egan Scholars - Founded by Monsignor John J. Egan. This initiative provides four-year scholarships to academically promising students from Chicago's urban and inner-city communities.
- Graduate School & Scholarship Resources
- President's Brunch
- S.T.A.R.S - Students Together Are Reaching Success - S.T.A.R.S. is a voluntary, comprehensive, first-year retention initiative, designed to target Asian American, African American, Latino/a and Native American students in their transition to DePaul University and to higher education.

### PRODUCTIVE LEARNING STRATEGIES PROGRAM DIRECTOR: STAMATIOS MIRAS

**LINCOLN PARK CAMPUS: SAC 220** 773-325-4239

The PLuS Program's mission and philosophy are aligned with the University's mission to pursue the "development of a full range of human capabilities and an appreciation of higher education." The core of the PLuS program is the idea of empowering individual students with a set of skills and strategies that, when appropriately applied, could help them to become life-long independent learners.

PLuS is a year-round support program that provides services to students with diagnosed learning disabilities (LD) and/or attention deficit disorders (AD/HD). Upon providing the necessary documentation, undergraduate and

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## DEPARTMENTS CONTINUED

graduate students enrolled in any of the University's programs may receive accommodations and services as needed.

### Programs, Services and Activities:

- Advocacy
- Diagnostic Testing for LD in the event some information needs updating
- Priority Course Registration
- Test Proctoring: extended time, separate room, readers, computer
- Weekly sessions with a PLS Clinician (LD specialist)

**RESIDENTIAL EDUCATION** **DIRECTOR: DEB SCHMIDT-ROGERS**  
**LINCOLN PARK CAMPUS: CENTENNIAL 301** **773-325-7196**

The Department of Residential Education provides a variety of learning opportunities for students who live on-campus ranging from social programming and educational workshops to crisis response and the student disciplinary process. Living on-campus often requires balancing many facets of life as a student. The Residential Education staff is trained to help students navigate that balancing act. In addition, Residential Education provides staffing, developmental programming and policy enforcement for undergraduate housing on-campus.

### Programs, Services and Activities:

- Academic Resource Room - Contains books, videos, brochures for campus resources, listings of hall events, and trained staff to assist with academic questions.
- Academic Support Residents - Helps residents link to appropriate academic support resources within the residence halls and in the University community.
- National Residence Hall Honorary
- Residential Advisor Programs
- Residence Hall Council (RHC) - Current residents of campus housing who have been elected by their peers.
- RHC Judicial Board - Serve as a hearing body for residential students within the disciplinary process, and uphold the policies of DePaul.

**STUDENT LEADERSHIP INSTITUTE** **DIRECTOR: KARL BROOKS**  
**LINCOLN PARK CAMPUS: STUDENT CENTER 302** **773-325-1760**  
**LOOP CAMPUS: DEPAUL CENTER 11003** **312-362-8596**

The mission of the Student Leadership Institute (SLI) is to engage undergraduate students in a variety of learning opportunities that expand their knowledge and encourage their abilities in leadership and service. SLI is the university's commitment to engage and educate students in the principles and techniques of effective leadership. SLI offers free workshops and pro-

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## DEPARTMENTS CONTINUED

grams to DePaul undergraduate students.

### Programs, Services and Activities:

- Leadership Workshops - Each quarter SLI offers various experiential leadership workshops to promote students' development. Workshops may count as credit towards the Certificate in Leadership Development.
- Certificate in Leadership Development - Students may earn a Certificate in Leadership Development that will be noted on their official university transcript.
- "LEAD-In!" - (Leadership Exploration at DePaul for Involvement) - An emerging leadership program designed to involve freshmen/new students in leadership opportunities at DePaul.
- Customized Workshops - For registered student organizations and "Certificates in Leadership Development" are awarded to students who have successfully completed program requirements. Also, annual scholarship winners are announced.
- Annual Leadership Conference - Each winter quarter, the SLI coordinates a curriculum for an immersed two-day off campus retreat experience. Designed for undergraduate students, the experiential learning opportunity encourages leadership development, skill building, community building, and student collaboration.
- Faculty/Facilitator Appreciation - Every year, SLI recognizes all of the faculty and staff who serve as workshop facilitators.
- Leadership Directory - Through workshops, programs, and events, SLI maintains a directory database of students who are identified as active leaders and role models in the DePaul community.

**STUDENT LIFE** **DIRECTOR: SUZANNE KILGANNON**  
**LINCOLN PARK CAMPUS: STUDENT CENTER 201** **773-325-7361**

**LOOP CAMPUS: DEPAUL CENTER 11027** **312-362-5015**

Enhancing the core values of Vincentian Education, DePaul University Student Life designs and delivers high quality programs and services to enhance the holistic development of students. Through advising, services, programs and resources, Student Life connects students with a vibrant and active campus community and helps student leaders achieve their goals.

The Office of Student Life helps students get involved. There are more than 150 clubs on campus, as well as, entertainment and educational programs every day of the week and opportunities to help connect commuters to campus life.

### Programs, Services and Activities:

- Club Advising & Funding - There are more than 150 clubs on campus.

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## DEPARTMENTS CONTINUED

There are organizational workshops, advising sessions, registration and funding workshops available to help clubs be successful.

- Commuter Student Services - Assist commuting students in their individual development, physical, personal safety, and educational needs.
- DePaul Activities Board - The premiere event-organizing body of DePaul.
- Fraternity and Sorority Life - Promote scholarship, provide leadership opportunities, build lasting friendships, encourage community service and philanthropy work, and allow for athletic and social opportunities.
- Student Activity Fee Board (SAF-B) - The major funding source for student organizations.
- Student Government Association - Official representative body for students attending DePaul University.

**STUDENTS WITH DISABILITIES** **COORDINATOR: KAREN MEYER**  
**LINCOLN PARK CAMPUS: STUDENT CENTER 307** **773-325-7290**

Students with disabilities can participate fully in programs and activities at DePaul using services provided by the Office of Students with Disabilities (OSD). The office provides readers, adaptive computer equipment, books on tape, sign language interpreters and other adaptive equipment. Staff members work with departments and faculty to ensure that students have campus-wide access to buildings and information. Staff members also work individually with students to help them independently manage their lives both at DePaul and away from the university.

The Office of Students with Disabilities (OSD) is available to provide services to any DePaul student who is currently enrolled at the University and meets the federal definition of a qualified individual with a disability. Prior to receiving services, students must complete a needs assessment form, provide documentation and be interviewed by the OSD staff. All student information is kept confidential.

### Programs, Services and Activities:

- Academic Accommodations
- Access to Copy Machines - When requested, the OSD will contribute \$15 per quarter to each student to assist in taking notes for class.
- Adaptive Equipment - The OSD will provide computer equipment such as keyboards, magnifiers, screen readers etc.
- Additional need based services
- Books on Tape - OSD will provide readers to put books on tape and other material provided by the professor.
- Physical Access
- Real Time Captioning

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## DEPARTMENTS CONTINUED

- Sign Language Interpreters

**UNIVERSITY COUNSELING SERVICES** **DIRECTOR: JEFF LANEFAR**  
**LINCOLN PARK CAMPUS: CENTENNIAL 302** **773-325-7779**  
**LOOP CAMPUS: DEPAUL CENTER 11001** **312-362-6923**

University Counseling Service's mission fits integrally within DePaul University as a learning community. University Counseling Services (UCS) is committed to a student centered developmental approach. UCS' purpose is to assist students in defining and accomplishing personal/academic goals, thus maximizing their potential to benefit from the academic environment and experience. University Counseling Services offer affordable counseling to currently enrolled DePaul students. Undergraduate and graduate students are welcome.

### Programs, Services and Activities:

- Affordable counseling to currently enrolled DePaul students
- Undergraduate and graduate students are welcome to couples, group & individual counseling

**UNIVERSITY MINISTRY** **AVP: MARK LABOE**  
**LINCOLN PARK CAMPUS: STUDENT CENTER 311** **773-325-7902**  
**LOOP CAMPUS: DEPAUL CENTER 11008-10** **312-362-6910**

University Ministry offers support and mentoring for the spiritual well-being and development of students, faculty and staff in the legacy of Saint Vincent de Paul through culturally sensitive Catholic, ecumenical and interfaith ministries and faith-based community service. Included in the array of people, activities, events and gatherings are:

### Programs, Services and Activities:

- Community Service and Reflection: one-day, weekly, and week-long
- Catholic Sacraments, Prayer, Dialogue and Community Life
- Prayer, Dialogue and Community Building for a Variety of Faith Traditions
- Center for Spirituality and Values in Practice
- Pastoral care and support to the university community
- Retreats and other programs fostering the spiritual growth and development of students, faculty and staff.

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## STUDENT ISSUES AND TRENDS

There are a number of trends in student issues at the national level and at DePaul that are having a significant impact on the university and the division's work with students. The issues are as follows:

- Students experiencing serious emotional problems, students suffering from mental illness and students on psychiatric medication.
- An increase in the number of students with serious financial problems, more students questioning their ability to stay enrolled.
- Academically under-prepared students.
- Increased involvement of parents regarding student welfare issues—questioning processes, policies and treatment of their students.
- An increase in older students returning to school.
- Increase in students providing community service and leadership.
- Increase in the incidents and level of activism with regard to all issues of diversity—race, gender, sexual orientation, age and religion.
- Increase in technology related issues—legal, educational and personal abuses.
- Increase in lack of civility as it relates to community values and respectful treatment of others—racial, gay/lesbian and bisexual life styles.
- Increase in a sense of consumerism and entitlement.
- Increase in the number of students taking classes on-line and reduced time on campus (rethinking student services and student engagement).
- Increase in international student issues: international conflicts and national politics are impacting international students and students in the study abroad programs.

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## FACULTY SUPPORT RESOURCE

### STUDENT BEHAVIOR

#### 1. What resources are available to faculty if a student is demonstrating inappropriate behavior in the classroom?

Every student who attends DePaul University is responsible for his or her own actions. DePaul publishes the Student Handbook which is a quick reference for DePaul's colleges. The Student Handbook can also be found at <http://studentaffairs.depaul.edu/handbook/>.

If you feel you need to discuss a student's behavior feel free to contact the Dean of Students Office at 773-325-7290. The Dean of Students Office makes every effort to work at the lowest level regarding student incidences before involving an official process.

#### 2. What should I do if a student has significant absences from my class or demonstrates changes in behavior that are noticeable and of concern to me?

It is generally more helpful to comment on a student's observable behavior, and avoid diagnostic labeling. Attempt to establish a supportive relationship with the student, check-in with her/him in a direct and empathic manner and see what the student is willing to disclose. Students who tell you directly that they are emotionally distressed and have been unable to resolve their concerns on their own may be reaching out for help and ready to accept it. As such, normalize the process of making a referral to the University Counseling Center (UCS).

The situation is more difficult when students do not confide in you directly, but when you infer from their behavior that they are emotionally distressed. Depending on the particulars of the situation, you may or may not choose to approach the student. The decision depends on such factors as what specific behaviors of the student are of concern, how troubled the student seems to be, your relationship with him or her, how approachable the student is as well as your personality style and your feelings about intervening.

If you think the student might be open to discussing her or his concerns with you, the best approach generally involves letting the student know that you've noticed s/he seems upset lately, and you're wondering if s/he would like to talk with you about it.

In many cases, suggesting to a student that they make an appointment at University Counseling Services might be helpful. They can call between 9am and 5pm, Monday through Friday and let the front office staff know that they would like to schedule an initial appointment. Walk-in times are available on both campuses [Lincoln Park – Noon - 1pm daily, 4-5 pm

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## FACULTY SUPPORT RESOURCES CONT'D

daily, Loop Campus – Noon - 1 pm daily for students who feel they cannot wait for an initial appointment.

You need to keep in mind that some students may reject your efforts, may deny all troubles, and/or may feel intruded upon. On the other hand, they might feel appreciative of your interest and concern, and your contact with them might be an important step toward their dealing with their problems.

### 3. How can I respond to students who may confide in me?

The most appropriate response to students who disclose their personal concerns to you is to:

- Listen
- Empathize with the feelings being expressed. Be as genuinely supportive as feels appropriate to you.
- Keep your own limits in mind, i.e., don't get more involved in the student's life than is comfortable or appropriate for you (e.g., in terms of how long the conversations continue, how frequently personal conversations occur, and when and where they take place, how much is expected of you).
- For students who seem to need more than you are able or willing to provide, or if professional counseling seems indicated, suggest that University Counseling Services (UCS) is there to provide confidential help to students dealing with problems like theirs.
- For more information and advice on dealing with emotionally-troubled students, call UCS and ask to consult with one of the staff. The consultation might take place on the phone or you might make an appointment for the consultation.

While it is important to respect the student's privacy, typically as a faculty or staff member you are not bound by professional standards of confidentiality. There are times when it is appropriate and necessary to discuss your concerns and observations about a troubled student with others who might be helpful.

### 4. What Counseling Services are available to students and faculty at DePaul University?

Part-time and Full-time students are eligible for Counseling Services at DePaul. Group, individual, and couple counseling is available based on a thorough psychosocial assessment of the student's needs. UCS staff do not see Faculty or Alumni, but may be consulted if assistance is needed in seeking a referral. Faculty may also make use of the Perspectives, our Employee Assistance Program at DePaul.

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## FACULTY SUPPORT RESOURCES CONT'D

Often, UCS staff consult with faculty in understanding disruptive student behaviors and create some strategies for intervention in the classroom. Faculty should feel free to call on Counseling Services staff at anytime to discuss a difficult situation regarding a student.

Currently, we offer referrals in the community if a student needs to see a psychiatrist, is seeking long-term open-ended psychotherapy, needs the resources of a multidisciplinary team such as in eating disorders or substance abuse treatment, or needs to be seen multiple times per week. Counseling Center staff are knowledgeable about resources in the community, many of which offer sliding scale fees.

### 5. What about the student who refuses to go to counseling?

Except in certain life-threatening situations, the choice of whether or not to seek professional help is up to the individual. If a troubled student remains adamant about not seeking counseling in the absence of risk behaviors, you need to accept the student's decision.

If you are quite concerned about such a student, consult with University Counseling Services. In an emergency, contact us a 773-325-7779 and a staff member will be made available to you. Perhaps a staff member could suggest alternative ways of approaching the student, to help you more effectively intervene on the student's behalf. You may also consider consulting the Dean of Students Office.

### 6. What resources are available at DePaul for faculty to get a better understanding of today's student? For example, do students arrive at DePaul currently on medication for anxiety, depression or other mental health issues?

Both popular and scholarly articles and resource information are available to describe trends in today's college students and typical behavioral health issues that impact students in the classroom setting. About 20% of counseling center clients nationally are taking some type of psychiatric medication, most often for depression, anxiety or attention deficit hyperactivity disorder.

UCS staff are available to consult with groups of faculty around trends in student mental health.

### 7. What is DePaul's protocol if I feel that a student may be thinking about harming themselves or others?

If there is any question of imminent risk, that is considered an emergency situation or if you become aware of a student who is not simply distressed and upset but is decompensating, out of control, violent, and/or is imminently suicidal or homicidal, then immediate intervention is clearly needed.

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## FACULTY SUPPORT RESOURCES CONT'D

If possible, get the student to University Counseling Services at once. If the student refuses to go, call UCS to consult with a staff member about what might be done. It may be appropriate to call Public Safety if the student or others may be in danger. You may walk the student over to our Loop Campus or Lincoln Park Campus office for immediate consultation. If a student seems agitated or unwilling to speak with a member of the Counseling Services staff, you may want to call Public Safety (773-325-7777) to page a member of the Counseling Services staff for immediate assistance.

### 8. What should I do if I feel that a student is self-medicating or perhaps overusing their prescribed medication?

Talk about your concerns with your students focusing on observable behavior (tardiness, slurred speech, cognitive impairment, or other behaviors which interfere with new learning ability and may be suggestive of overusing substances or medications). Remind students of the resources that are available at the counseling center. These kinds of assessments are often very difficult to make, so feel free to call on Counseling Center staff [773-325-7779 or 312-362-6923] to consult with a clinical staff member.

## STUDENT SERVICES

### 1. Does DePaul provide health insurance for students?

DePaul University is pleased to offer The DePaul University Student Health Insurance Plan underwritten by Aetna Life Insurance Company, administered by Chickering Claims Administrators, Inc.

The DePaul University Student Health Insurance Plan has been developed especially for DePaul students and their dependents. The Plan provides coverage for illnesses and injuries that occur on and off campus and includes special cost-saving features to keep the coverage as affordable as possible. The policy period the Student Health Insurance Plan is for an academic year from September 1st through August 31st.

The Student Health Insurance Plan with The Chickering Group is voluntary and is NOT included in the student's tuition package. For more information about the Student Health Insurance Plan or to enroll, students should visit:

- The Office of Student Affairs (Student Center 307- LPC; 1400 Lewis-Loop)
- Chickering's website at <http://www.chickering.com> Claims Administrator's Inc, Customer Service Department at (800) 878-1938.
- Please reference DePaul's policy number of 711116.

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## FACULTY SUPPORT RESOURCES CONT'D

### 2. What is the difference between student health insurance and health services?

The DePaul University Student Health Insurance Plan is underwritten by Aetna Life Insurance Company, administered by Chickering Claims Administrators, Inc. and offers coverage for illnesses and injuries that occur on or off campus. The Health Insurance Plan functions as a standard PPO plan and features a major medical design with a \$100,000 lifetime aggregate maximum benefit per illness or injury. The Student Health Insurance Plan with The Chickering Group is voluntary and is NOT included in the student's tuition package.

The DePaul Student Health Service is offered through SAGE medical group. If a student lives in a residence hall, they are automatically enrolled in DePaul's Student Health Service. Any Health Service charges will be noted on their tuition statement under "housing" as "Medicare". If the student is a commuter, one can gain access to Health Service upon payment of appropriate fees to one of the University Payment Centers (Schmitt Academic Center, 151- LPC; DePaul Center 9900- Loop). The cost of DePaul Student Health Service is currently \$60.00 per quarter or \$81.00 per semester. To cancel DePaul Health Services coverage, residence hall students must present proof of alternative medical insurance (a copy of an insurance card or a letter from the insurance company). Documents should be presented in person at the Dean of Students Office (Student Center, 307- LPC; 1400 Lewis- Loop). Student Health Services is NOT health insurance.

### 3. Where are DePaul's computer labs located?

For a complete listing of DePaul's computer labs, please visit:  
<https://is.depaul.edu/computers/labs/index.asp>

### 4. Does DePaul offer support services for LD and AD/HD?

Yes, DePaul offers the Productive Learning and Strategies Program (PLuS). PLuS is a year-round support program that provides services to students with diagnosed learning disabilities (LD) and/or attention deficit disorders (AD/HD). Upon providing the necessary documentation, undergraduate and graduate students enrolled in any of the University's programs may receive accommodations and services as needed. For a detailed description of the necessary documentation, application materials, accommodations, and services provided by PLuS, please call 773-325-1677 or visit the website <http://condor.depaul.edu/~plus>.

### 5. DePaul Central - what can they offer you and your students?

Contact DePaul Central, the information and referral service for the University, at (773) 325-DPCL or <http://depaulcentral.depaul.edu>. You can also use the DePaul Information Directory "How-to Manual" and "Function Index" to better navigate the University at <http://directory.depaul.edu>.

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## FACULTY SUPPORT RESOURCES CONT'D

### STUDENT FINANCIAL ACCOUNTS

#### 1. Where can students get information about the cost of attending DePaul?

Students may contact Student Accounts at Lincoln Park Campus (SAC 118-773-325-7375) or Loop Campus (DPC 9900-312-362-6628). Tuition Counselors are available to assist students in developing a financial plan to cover the direct costs of attendance (tuition, fees, housing and meals)

#### 2. How does the University help students pay for the cost of attending DePaul?

Students may choose from a variety of payment plans to pay for the cost that are left after they have received all eligible financial aid. These payment plans are administered by Student Accounts. Information on the payment plans can be found on the Student Accounts web site [www.studentaccounts.depaul.edu](http://www.studentaccounts.depaul.edu)

#### 3. Does the University provide any financial web based services for students?

Student Accounts provides the following services on the internet through Campus Connect: Electronic Billing; Credit card payments made with Visa, Master Card and Discover; Checking or savings account payments; Financial Counselor (web based debt management and /student loan counseling)

#### 4. Can students make payments somewhere other than on the internet?

Students can make their payments by mail, by phone and in person. Specific information can be obtained on the Student Accounts web site [www.studentaccounts.depaul.edu](http://www.studentaccounts.depaul.edu) or by calling 312-362-6628.

### CAREER CENTER

#### 1. Who does the Career Center serve?

The Career Center serves prospective students, incoming freshman, undergraduates, graduate students and alumni. We have a career advisor specializing in each major and college. Law and MBA students and alumni, however, are served by their own respective career service offices.

#### 2. What services does the Career Center provide?

The Career Center has a variety of services designed to help students and alumni gain new skills, connect with employers, and network with professionals. These services include: Career Advising, Workshops, Networking Events, Job/Internship Fairs and Online Job Posting.

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## FACULTY SUPPORT RESOURCES CONT'D

**Career Advising** - Six professional staff and six peer advisors are available to answer questions about choosing a major, developing a resume, preparing for the interviewing process, and making a career change.

**Career Assessment Tools** - Career Advisors administer the Strong Interest Explorer and Myers Briggs Indicator to help students identify career paths that best suit their preferences and interests.

**Workshops** - The Career Center offers 26 free workshops throughout the year, including resume writing, interviewing skills, effective self-marketing techniques, networking, managing your career path and many more.

**Networking Events** - The Career Center hosts 15 Networking Events a year to help students learn how to network, explore professions, and connect with alumni and professionals in their fields of interest.

**Job & Internship Fairs** - Students can connect with hundreds of employers each year at DePaul's four annual Job & Internship Fairs. Employers at the fairs seek candidates from all educational and work experience backgrounds.

**Online Job Postings** - eRecruiting, the Career Center's online job system, includes postings for internships, part time, full time, and experienced level employment opportunities on and off-campus.

#### 3. What services does the Career Center provide to students who are considering going to graduate school?

We offer general information on graduate programs and one-on-one professional advising to help students decide if graduate school is right for them. Additionally, the workshop "How to Prepare for Graduate School" is offered several times a quarter. It helps students understand the nuts and bolts of applying to graduate school, including the application timeline and procedures, preparing for the GRE, GMAT and other examinations, and crafting a personal statement.

#### 4. How do students find a job on-campus?

There are over 5,000 jobs available on campus each year and 3,400 students who work in those jobs. The positions range from those that require little to no experience such as administrative work and customer service, to those that have a much more specific focus and require a higher skill level, such as internships in marketing, web design, software development and programming, research, and management. Students can search and apply for jobs on the Career Center's website at <http://careercenter.depaul.edu>.

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## FACULTY SUPPORT RESOURCES CONT'D

### 5. How do students find part time jobs, internships and full time jobs off-campus?

DePaul students and alumni can find jobs, internships and co-ops through the Career Center's online system, eRecruiting at <http://depaul.erecruiting.com>. Last year, over 43,000 jobs and internships were posted online and the system was used by 90% of CTI, 80% of Commerce, 50% of LA&S, 50% of Education students. A broad range of jobs from all sectors, including non-profit, government, and for-profit, are regularly posted in the system.

#### PUBLIC SAFETY

As a Catholic Vincentian and urban institution, DePaul University is committed to providing an environment that fosters respect for the dignity of the individual, balanced by attention to the safety of a community where members come to live, work and study. Further, recognizing its responsibility to the larger community, DePaul strives to create and maintain a dynamic atmosphere that is diverse, safe and secure. DePaul University's Public Safety Office, guided by ethical, legal and professional standards, strives to protect the lives and property of all persons within the University and to protect the property of the University.

The primary office of the Public Safety Office is located on the Lincoln Park Campus at 2345 N. Sheffield Avenue. A second office is location on the lower level of the 25 E. Jackson building on the Loop Campus. Both offices are open 24 hours a day. The office is staffed by trained, professional public safety officers.

To report a crime, emergency or suspicious activity, please contact:  
Lincoln Park Campus Public Safety 773-325-7777  
Loop Campus Public Safety 312-362-8400

#### FINANCIAL AID

##### 1. Who is eligible for financial aid?

All students who apply for financial aid must meet certain requirements in order to receive financial aid. Students must be admitted to a degree or eligible certificate or graduate preparatory program and be enrolled in that program at least half-time. Classes audited or incomplete courses completed in addition to their program coursework are not considered as enrollment for financial aid purposes.

In addition to these enrollment requirements, students must: be a U.S. citizen or eligible non-citizen; make academic progress in your course of

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## FACULTY SUPPORT RESOURCES CONT'D

study; not be in default on any federal loan or owe a repayment on any federal grant, and; comply with all federal regulations governing selective service registration and use of funds for educational purposes.

### 2. What is the application procedure?

Many sources of funds are awarded on a first-come, first-served basis, so it is important to apply for financial aid as soon after January 1 as possible. First time applicants will be considered for institutional aid only if their application is complete by May 1. Continuing students who received DePaul-administered grants and loans in the prior year must have their FAFSA results in by May 1 in order to be considered for renewal of those awards.

#### ACADEMIC RESOURCE CENTER (ARC)

##### 1. What is the Academic Resource Center (ARC)?

The ARC combines the functions of a Registrar's Office, a Placement Testing Center and an Advising Support Center. Responsibilities and services include: Registration, class schedules, placement testing, course history reports, name & social security number changes, graduation/degree posting/diploma, course catalog, degree progress reports, FERPA training, InterCollege transfers, grade reports, official transcripts, AP/IB & CLEP credit and enrollment verification letters.

##### 2. I have a list of students assigned to me for advising. Where can I obtain information about those students?

Once you have been officially assigned in the PeopleSoft student system as a student's advisor by your school or college, you will have direct access to that student's academic record online via CampusConnection. This information includes, but is not limited to the student's course history, degree progress report and current class schedule.

##### 3. What is FERPA and how does it impact my faculty and advising responsibilities at DePaul?

As a DePaul official you are not permitted to disclose personally identifiable information about students nor permit the inspection of their records without written consent unless such an act is an allowable exception under the Act. An example is you are not permitted to leave student papers outside your office for pick-up or post grades on your door or on blackboard. You are not permitted to use your class rosters as a class sign in sheet which can be viewed by students. You are not permitted to discuss students' performance in your class or in other classes unless it is to a school official determined by the institution to have a legitimate educational interest.

<http://studentaffairs.depaul.edu>

## RECOMMENDED READINGS

All Readings are available by contacting the Student Affairs Offices listed on page 6.

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Peterson, K. (2004, March 27). Depression Among College Students Rising. *USA Today*. Retrieved May 27, 2004, from <http://www.usatoday.com/news/health/mental/2002-05-22-college-depression.htm>.

Society for College and University Planning. (2004). *SCUP Trends to Watch in Higher Education*. Ann Arbor, MI: Society for College and University Planning.

University Counseling Services. (2004). *How to Recognize Distressed Students*, Chicago, IL: DePaul University.

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## NOTES