

Our Lady of  
**HOLY  
CROSS**  
College

**FALL 2011**  
**Narrative**



Our Lady of Holy Cross College reserves the right to change any section of this bulletin and/or to cancel any listed course(s). It is the student's responsibility to read this publication in its entirety.

## **Information Related to Fall 2011 Priority Registration**

### **March 28 to May 5 Academic Advising and Priority Registration for currently enrolled students**

Many courses have controlled or limited enrollment. It is to the advantage of the student to register during the Priority Registration period. **All financial obligations must be met by 4:30 p.m. on August 1, 2011.** The registration of students who fail to meet the timeline or make special arrangements with the Bursar will be cancelled. Your schedule will be **cancelled on August 2, 2011** for one of the following reasons:

- Non-Payment of tuition and fees
- Failure to e-mail the Bursar at [ndesoto@olhcc.edu](mailto:ndesoto@olhcc.edu)

## **Step By-Step Procedure for Fall 2011 Online Priority Registration**

### **Directions for Self-Service Online Registration**

#### **Beginning the Online Registration Process**

1. Go to [www.olhcc.edu](http://www.olhcc.edu), and click on the "Self-Service" link at the top of the page.
2. Log-in to Self-Service (Use your full OLHCC email address as your username.). If you do not have an account, or if you have trouble with your account, please contact the IT Help Desk at 504-398-2106.

#### **Searching for Courses**

1. On the Self-Service Home page, click "Find Courses."
2. From the drop-down menu in the "Period" box, select the correct semester (ex. 2011 Fall).

**\*You may search for courses using the following options:**

1. To search for all of the semester's course offerings, leave all other fields blank, and click "Search."
2. To search for courses by department, enter the department abbreviation (ex. BIO for Biology, PHI for Philosophy, ENG for English, etc.) in the "Course Code" box, and click "Search." This search will show all course offerings for that department.
3. To search for courses by department and course number (ex. BIO351, PHI207, ENG101, etc.), enter the department abbreviation and course number in the "Course Code" box, and click "Search." This search will show ONLY the requested course.

**Note:** DO NOT put a space between the department abbreviation and the course number.

4. To search for courses by keyword(s) from a course title (ex. math, anatomy, music appreciation, etc.), enter the keyword(s) in the "Keywords" box, and click "Search." This search will show all course offerings related to the keyword(s).

#### **Adding Courses to Your Schedule**

1. To add a course to your schedule, click "Add." This will place that course in your cart, and a pop-up window will appear to confirm that it's been added.

2. If a class is full, you may add yourself to the waitlist by clicking “Wait.”

**Note:** If you are waitlisted for a course and a seat becomes available, you will be notified via email with instructions on how to add this course to your schedule.

3. To search for more classes to add to your cart, return to the search page by clicking “New Search.”

### **Registering Your Courses**

1. Once all of your courses have been added to your cart, click “Cart” at the top of the page. This will bring you to your cart where you can view all of your selected courses.
2. **Please check your schedule closely.** Once you’re satisfied with your schedule, click “Register.” The system will not allow you to schedule courses with time conflicts or those for which you do not currently meet the requirements (ex. You haven’t taken the needed prerequisite(s)).
3. Your schedule will be sent electronically to your advisor for review. **Please check your email and Self-Service accounts frequently for your advisor’s response.**

You may view your schedule’s progress in Self-Service at any time by clicking the “Register” tab, then the “Traditional Courses” link, then the correct Period (ex. 2011/Fall).

4. Once you have received a response, please review your schedule carefully in Self-Service.

**Note:** Your advisor may decline courses for a variety of reasons. If courses have been declined, please contact your advisor by phone or email to schedule an appointment with him/her as soon as possible.

### **Special Note**

Online Priority Registration will take place for a limited time. Please check this document and the online academic calendar for dates. The entire registration process, including advisor approval, may take several days. If you choose to register on the final day of Priority Registration and experience any issues with your schedule, you may be required to complete your registration on campus and in person with your advisor. If you are unable to resolve any issues by the designated date, you will be required to complete your registration during the on-campus registration late period.

\*For assistance with any of the tabs/sections in Self-Service, click on the “Help” link at the top of the page and select “Help for this Page” from the drop-down menu.

## **Important Dates**

Please view the following link for important dates:

[http://www.olhcc.edu/Documents/academics/2011\\_Academic\\_Calendar\\_08\\_02\\_2011.pdf](http://www.olhcc.edu/Documents/academics/2011_Academic_Calendar_08_02_2011.pdf)

### **GENERAL REMINDERS**

1. Financial Aid Counselors are assigned by each student’s last name.  
**A – F:** Ms. Anna Vaughan  
**G – N:** Ms. Wavelen Andras  
**O – Z:** Mr. Theo Wright
2. Email the Bursar at [ndesoto@olhcc.edu](mailto:ndesoto@olhcc.edu), to accept your aid or pay your bill by August 1, 2011, at 4:30pm.

**QUICK FACT:** Our Lady of Holy Cross College administers placement tests for math, English and reading to all students who do not have a current ACT score or previous college credit in these subjects in order to achieve appropriate placement in the curriculum. If you need to take a placement test call (504) 398-2236.

## LAST DATE TO....

Apply for Financial Aid before the start of the Fall 2010 Semester .....	July 1
Priority registered student payment of fees for Fall 2011 by 4:30 pm.....	August 1
Late Register and Drop/Add .....	September 2
Receive a 100% refund	
Waive student insurance fee by 4:30 pm .....	September 9
Receive a 50% refund	
Apply for Spring 2011 Graduation.....	October 31
Withdraw from a course with a “W” or change from Credit to Audit .....	November 18
Priority Register for the Spring 2011 semester ends.....	December 8

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Our Lady of Holy Cross College students may review any official records and data directly related to them that are on file in the administrative offices. The files include identifying data, academic work completed, grades, family background information, disciplinary referrals, references, ratings, and/or observations. Requests to review the aforementioned documents should be made in writing to the Office of the Registrar, 4123 Woodland Drive, New Orleans, LA 70131. The records and files will be made available no later than 45 days from the time the written request is received.

The act further provides that certain information designated as directory information may be released. Directory information commonly includes: name, local and permanent address and telephone number, dates of attendance, class standing, previous institution(s) attended, major field of study, awards, honors, degree(s) conferred (including dates), full-time or part-time status, and E-mail address. Currently enrolled students may request the College withhold disclosure of any category of information under the act by requesting, in writing, their personal information not be disclosed. Forms for requesting the withholding of “Directory Information” are available in the Office of the Registrar. This form must be renewed after every term registration.

In certain other situations, a student’s consent is not required to disclose the educational information:

1. to school officials who have ‘legitimate educational interests’
2. to schools in which a student seeks to enroll
3. Federal, State, and local authorities involving in audit or evaluation of compliance with education programs
4. in connection with financial aid
5. to accrediting organizations

6. to comply with judicial order or subpoena
7. health or safety emergency
8. to the student
9. to the Attorney General of the United States in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes
10. for results of a disciplinary hearing to an alleged victim of a crime of violence

A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor or collection agent); a person serving on the board of trustees or a member of the Marianite Congregation leadership; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing her/his tasks.

Requests to disclose educational information will always be handled with caution and approached on a case-by-case basis.

Students who believe their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy should discuss their problems informally with the person in charge of the records involved. If the problems cannot be resolved, the student may request a formal hearing by the Registrar. The request must be made in writing to the Registrar who, within seven days after receiving the request, will inform the student of the date, place and time of the hearing. Students may present evidence relevant to the issues raised. The hearing officer who will adjudicate such challenges will be the Registrar, or a person designated by the Registrar who does not have a direct interest in the outcome of the hearing. The educational records will be corrected or amended in accordance with the decisions of the hearing officer, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the educational records statements concerning the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing officer. The statements will be placed in the educational records, maintained as part of the student's records, and released whenever the records in question are disclosed.

Office of the Registrar  
***Our Lady of Holy Cross College***  
4123 Woodland Drive  
New Orleans, LA 70131  
Phone: (504) 394-7744      FAX: (504) 392-9460  
Email: registrar@lhcc.edu

# 2011 FALL SEMESTER

August 27 to December 16, 2011

## INFORMATION FOR CURRENTLY ENROLLED STUDENTS

Students who Priority Register and wish to not attend must withdraw their schedule by completing the Change of Schedule Form in the Registrar's Office. Failure to complete the necessary paperwork will result in the assigning of a grade of "F" to each Priority Registered course and the billing of the appropriate tuition and fees.

### **FAILURE TO ATTEND CLASSES DOES NOT CONSTITUTE A WITHDRAWAL**

1. Only currently enrolled students are permitted to Priority Register. For Priority Registration assistance and advice, the student may make an appointment with his/her advisor between March 28 and May 5, 2011. Appointments are made by signing up on the advisor's posted appointment sheets. Please do not telephone for an appointment. The registration period extends for several weeks; however, due to advisors' assigned responsibilities, they may define, within this time period, individual advising schedule. Therefore, students should schedule appointments within their advisor's posted time, or by mutual arrangement. If a student has a time conflict with the advisor's posted times she/he should email their advisor to arrange an alternate advising time.
2. Currently enrolled students who do not Priority Register can register during the regular registration period, August 10, 2011 from 3:00 pm – 7:00 pm and August 11, 2011 from 9:00 am – 2:00 pm.
3. Currently enrolled students requesting financial aid information for the first time must obtain a packet directly from the Financial Aid Office. To be eligible for financial aid, a student must be enrolled as "degree-seeking" and registered for at least **six (6) semester hours**. Students who accept financial aid for two courses and drop one of the courses are not eligible for financial aid and must assume the full responsibility for all tuition and fees. This is for both undergraduate and graduate students. Application for students requesting financial assistance to cover tuition and fees is not complete until all required forms and documentation are completed, signed, and returned to the Admissions Office. All processed material must be returned to the Admissions Office prior to July 1, 2011 to be eligible for the first disbursement of the Fall 2011 semester. The number and amounts of awards are based on the availability of funds. Every effort will be made to have all eligible funds available at registration for those students who meet the priority deadline. Ineligible students will be notified in time so that they may make alternative financial arrangements. Students who have applied for financial aid prior to the semester should email the Bursar at [ndesoto@olhcc.edu](mailto:ndesoto@olhcc.edu) by the deadline of August 1, 2011 at 4:30 pm to accept their aid or their classes will be purged. **Balances not paid by 4:30 pm on August 1, 2011 will result in cancellation of the registration. There is a \$50 non-refundable "post-purge re-registration" fee for students whose registrations are cancelled. If a student's schedule is cancelled on August 2, 2011 for non-payment of tuition or failure to accept anticipated aid by e-mailing the Bursar at ndesoto@olhcc.edu, there is no guarantee that the student's schedule will be available during the Post-Purge Re-Registration Period.**

All financial obligations must be met by 4:30 p.m. on August 1, 2011. Students who do not complete the financial aid process and/or pay their outstanding balances will have their registration cancelled and all scheduled courses deleted. **All aid recipients must be enrolled for at least six (6) semester hours as a degree seeking student to receive financial aid.**

4. Priority Registered students requesting financial aid for the first time, who meet the priority deadline, will be mailed an award letter. Failure to return the award letter within ten days and submit a financial aid estimate sheet, will result in the cancellation of Priority Registration unless payment arrangements have been completed for **full** tuition charges by **4:30 p.m. August 1, 2011**. **There will be a \$50.00 non-refundable "post-purge registration fee" for students**

whose registrations were cancelled. For students whose schedules were deleted, there is no guarantee their original registration will be available.

5. Bills for Fall 201 tuition and fees will be mailed on or about July 1, 2011 and must be paid by **4:30 pm August 1, 2011. Failure to pay the bill by that date will result in the cancellation of the Priority Registration.** This is the only bill Priority Registered students will receive. Tuition and fees not covered by aid must be paid by 4:30 pm August 1, 2011.
6. Priority Registered students who must make schedule changes (drops, adds, section changes, etc.) may do so on campus during August 29, 2011 – September 2, 2011. Changes will be made from 8:30 a.m. – 4:30 p.m. Because advisors are not always available during these times, students assume full responsibility for all changes. **Schedule changes will not be processed during the regular registration period.**

**The Bursar's Office is open for payments during the week of 2011 Fall registration**

**August 9, 2011 - - Office closed. Staff in Basil Moreau Center.**

**August 10, 2011 - - Office closed. Staff in Basil Moreau Center.**

**August 11, 2011 - - 7:30 am – 1:00 pm and 2:00 – 5:00 pm\***

**\*No payments will be accepted between 1:00 and 2:00 pm\***

**Note: Except for the aforementioned dates, the Bursar's office is open daily  
Monday through Friday from 7:30 am until 5:00 pm.**

## **BILLING**

### **FINANCIAL INFORMATION**

Please view the following link for tuition and fee information:

<http://www.olhcc.edu/x1842.xml>

1. Priority registered students will be mailed an itemized bill on or about July 1, 2011. Waiver forms for student insurance are available in the Bursar's Office. Students who submit these forms prior to payment may deduct these fees from their total payment.
2. Students registering August 9, 2011 and after will receive a printed statement at that time. Insurance Waiver forms for student are available from the Bursar. Complete any waivers before reporting to the Bursar's station for payment.

## **PARKING**

1. The current vehicle registration hang-tag must be displayed on your interior rear-view mirror with the tag facing outside while on campus. Hang-tags may be obtained in the Bursar's office.
2. Student parking is permitted only in designated areas marked by signs indicating student parking.

## REFUND SCHEDULE

The following refund schedule will be used to determine the amount of money refunded when courses are dropped by the student. Refunds are made on tuition only; **all fees are non-refundable. Refunds are made only for dates listed below.** FAILURE TO ATTEND CLASSES DOES NOT CONSTITUTE A WITHDRAWAL. All computations for refunds will be based on the official withdrawal date as shown on the Change of Schedule Form properly filed by the student, regardless of the date of last attendance. No refunds are made on Saturday courses for students carrying fewer than (3) semester hours.

### **REFUNDS ARE MADE ONLY ON TUITION - FEES ARE NON-REFUNDABLE**

Last day for 100% refund	Last day for 50% refund
September 2, 2011	September 9, 2011

Note: A copy of the Pro-Rata Refund Policy for Title IV recipients is posted on the Financial Aid Bulletin Board outside the Admissions Office. The Pro-Rata Refund Policy may also be found in the *College Catalog* available online at [www.olhcc.edu](http://www.olhcc.edu).

## FINANCIAL AID INFORMATION

Our Lady of Holy Cross College encourages all students to apply for financial aid. The College provides, through federal, state, and private sources, a variety of financial resources -- scholarships, grants, part-time employment, and loans. Any student who wishes to be considered for aid must first apply for admission to Our Lady of Holy Cross College and then complete the Free Application for Federal Student Aid at [www.FAFSA.edu.gov](http://www.FAFSA.edu.gov). A student's aid cannot be processed until he/she is accepted by the Admissions Office. Application information may be obtained from the Financial Aid Office. **Applicants must be enrolled for at least six (6) semester hours in order to qualify for any student loans.** The six-hour minimum is for both undergraduate and graduate students. All new students who have applied for financial aid must complete Financial Aid Entrance Interview, [www.olhcc.edu](http://www.olhcc.edu). **A prospective student's financial aid cannot be processed until they have attained accepted status in the admission process.**

- Priority Deadline:** Financial aid is awarded on the availability of funds and according to the needs of the individual. **Students who meet the priority deadline of July 1, 2011 for the fall semester can expect to have their aid available for registration. All financial obligations must be met by 4:30 pm on August 1, 2011.** Students who do not complete the financial aid process and/or pay their outstanding balances will have their registration cancelled and all scheduled courses deleted. All aid recipients must be enrolled for at least six (6) semester hours as a degree seeking student in order to receive their financial aid.
- Students Not Meeting The Priority Deadline:** **Students applying for financial aid after the priority deadline may not expect to have their aid available by registration. These students will need to meet all financial obligations with the College in order to complete registration.** Students enrolled with aid pending must respond to requests from the Admissions Office as instructed in order to remain eligible to attend classes.

All first time and transfer Our Lady of Holy Cross College financial aid applicants must complete the Financial Aid Session of Orientation. For more information, call 394-7744, ext. 165. Apply now.

## TITLE IV FUNDS POLICY

A student must be enrolled in at least six (6) semester hours to be eligible for Title IV Financial Aid. Students receiving Title IV Aid - Federal Pell Grant, Federal SEOG, Stafford Loans, PLUS Loans, Federal Work-Study, or SSIG may be subject to a refund to Title IV funds if they withdraw from school before the mid-point of the semester or term. Withdrawal must be in writing, please see the Office of the Registrar for the form.

A copy of the return of Title IV funds Policy for Title IV and can be found in the *College Catalog* which is available online at [www.olhcc.edu](http://www.olhcc.edu).

## **NEW STUDENT ORIENTATION AND REGISTRATION**

Any freshman student attending college for the first time must attend the session offered for the fall semester. First time freshmen registration events are by invitation only.

Students who are transferring to Our Lady of Holy Cross College from another college are encouraged to attend sessions on **August 10, 2011** from 9:00 am – 2:00 pm.

Tuition and fees for all new students registering during the month of August must pay the balance due at registration.

Students enrolling in the Teacher Certification or Graduate Studies programs for the first time may be required to attend a special orientation session. Please check the Academic Calendar for more information regarding orientation for those programs.

**Applicants must file an application in the Admissions Office before attending an orientation session. For more information regarding orientation sessions, please contact the Admissions Office at (504) 398-2175.**

## **PLACEMENT PROCEDURE**

All entering freshmen and transfer students who have not had freshman English and mathematics must submit ACT scores along with their application to Our Lady of Holy Cross College. The ACT composite will determine admission status, and the ACT scores in English, mathematics and reading will be used for placement in English, mathematics and reading courses. If ACT scores are not submitted at the time of registration, OLHCC computerized placement tests may be used to determine placement.

All new first time freshmen and transfer students who intend to major in nursing must take the nursing reading placement test (a paper and pencil test), as noted on the semester calendar. This is in addition to the OLHCC computerized reading test.

The computerized Placement Examinations are also used for placement in English, mathematics and reading courses. Placement Examinations are given to transfer students who have never completed college algebra and/or English composition. The computerized reading test is required of all transfer students considered first-time freshman regardless of coursework completed. The examination is also given to freshmen students who have never taken the ACT or have ACT scores older than two years.

Placement Examinations are offered during the semester by appointment only. Call (504) 398-2236 to schedule an appointment.

## **TRANSFER STUDENTS**

Students who have successfully completed Developmental English and/or Developmental Algebra at another regionally accredited institution may be placed in freshman English and/or freshman mathematics if the developmental course(s) was taken within the past year. For information and appointments call (504) 398-2236.

## **FINAL EXAMINATIONS**

All final examinations will be administered during the last scheduled class meeting of the semester.

## **TRANSCRIPTS**

Official transcripts showing the status of course work for the Fall 2011 semester will be issued upon request. Transcripts may be requested prior to the end of the semester with instructions that the transcript be held for Fall 2011 grades and/or degree notation. Please contact the Registrar's Office for more information.

# Class Scheduler

	MON	TUE	WED	THUR	FRI	SAT
7:00 a.m.						
7:30 a.m.						
8:00 a.m.						
8:30 a.m.						
9:00 a.m.						
9:30 a.m.						
10:00 a.m.						
10:30 a.m.						
11:00 a.m.						
11:30 a.m.						
12:00 noon						
12:30 p.m.						
1:00 p.m.						
1:30 p.m.						
2:00 p.m.						
2:30 p.m.						
3:00 p.m.						
3:30 p.m.						
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7:00 p.m.						
7:30 p.m.						
8:00 p.m.						
8:30 p.m.						
9:00 p.m.						
9:30 p.m.						
10:00 p.m.						



**Our Lady of Holy Cross College**  
**4123 Woodland Drive, New Orleans, LA 70131-7399**  
**(504) 394-7744**  
[www.olhcc.edu](http://www.olhcc.edu)

*Our Lady of Holy Cross College is a ministry of the Marianites of Holy Cross, an international congregation of women religious serving God's people since 1841.*

Our Lady of Holy Cross College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate, baccalaureate, and master degrees.  
**(1866 Southern Lane, Decatur, GA, 404-679-4501)**

Our Lady of Holy Cross College is accredited by the National League for Nursing Accreditation Commission to award the baccalaureate degree.  
**(3343 Peachtree Road NE, Suite 500, Atlanta, GA 30326, 404-975-5000)**

The Marriage and Family Counseling program of Our Lady of Holy Cross College is accredited by the Council for Accreditation of Counseling and Related Educational Programs.  
**(5999 Stevenson Avenue, Alexandria, VA 22304, 703-823-9800, ext. 301)**

The Business Degree programs of Our Lady of Holy Cross College are accredited by the International Assembly for Collegiate Business Education.  
**(Overland Park, KS 66225, 913-631-9154)**

The Radiologic Technology Program of Our Lady of Holy Cross College is accredited by the Joint Review Committee on Education and Radiologic Technology.  
**(20 North Wacker St., Suite 900, Chicago, IL 60606, 213-704-5300)**

The Respiratory Care Programs of Our Lady of Holy Cross College are accredited by the Committee on Accreditation for Respiratory Care.  
**(1248 Harwood Rd., Bedford, TX 76021-4244, 817-283-2835)**

The Teacher Education Program of Our Lady of Holy Cross College is accredited by the National Council for the Accreditation of Teacher Education.  
**(2010 Massachusetts Ave NW, Suite 500, Washington, DC 20036, 202-466-7496)**