

Our Lady of
**HOLY
CROSS**
College

**Spring 2011
Narrative**



The College reserves the right to change any section of this Narrative. It is the student's responsibility to read this publication in its entirety.

Information Related to Spring 2011 Priority Registration

October 18 to December 1 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 pm on January 20, 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 January 21, 2011** for one of the following reasons:

- Non-Payment of tuition and fees
- Failure to accept your anticipated aid by emailing the Bursar at ndesoto@olhcc.edu

Step By-Step Procedure for Spring 2011 Priority Registration

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

Directions for Self-Service Online Registration

Beginning the Online Registration Process

1. Go to 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 Spring).

*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 at any time by clicking on the “View Schedule” link on Self-Service’s Home page.
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.

All Spring 2011 semester financial obligations must be met by 4:30 pm, January 20, 2011

Want to find out IMPORTANT DATES for the semester, like exams, early registration and holidays? [Click here](#) for the 2011 Academic Calendar

QUICK FACT:

The most up-to-date information about the Spring 2011 semester can be found on the College’s Website - www.olhcc.edu

LAST DATE TO....

Financial Aid priority deadline for the Spring 2011 semester	December 1
Priority Register for the Spring 2011 semester ends	December 1
Pay fees for Spring 2011 before 4:30 pm	January 20
Late Register and Drop/Add	January 28
Receive a 100% refund	
Receive a 50% refund	February 4
Waive student insurance fee	
Apply for Summer 2011 Graduation	March 1
Apply for Fall 2011 Graduation.....	April 1
Withdraw from a course with a “W” or change from Credit to Audit.....	April 15

GENERAL REMINDERS

1. Financial Aid Counselors are assigned by alphabet. Please visit the Admission's Office to see a counselor.
2. Accept your anticipated aid by emailing the Bursar at ndesoto@lhcc.edu

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.

Our Lady of Holy Cross College

Office of the Registrar
4123 Woodland Drive
New Orleans, LA 70131
Phone: (504) 398-2235
FAX: (504) 392-9460
Email: registrar@olhcc.edu

2011 SPRING SEMESTER

January 22 to May 13, 2011

INFORMATION FOR CURRENTLY ENROLLED STUDENTS

Students who Priority Register and wish not to attend must withdraw their schedule by completing the appropriate form in the Registrar's Office. Failure to complete the necessary paperwork will result in the assigning of the grade of "F" to each 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 academic advising, the student may make an appointment with his/her advisor between October 18, 2010 and December 1, 2011. Appointments are made by signing up on the advisor's posted appointment sheets. 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, January 12, 2011 from 9:00 am - 12 noon and 1:30 - 6:00 pm.
3. Currently enrolled students requesting financial aid information for the first time should meet with their Financial Aid Counselor. 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 Financial Aid Office. All processed material must be returned to the Financial Aid Office prior to December 1, 2010 to be eligible for the first disbursement of the Spring 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@ohlcc.edu by the deadline of January 20, 2011 at 4:30 pm to accept their aid or their classes will be purged. Students must have their bills with them at this time. **Balances not paid by 4:30 pm on Thursday, January 20, 2011 will result in cancellation of the registration. There is a \$50 non-refundable post-**

purge re-registration fee for students whose registration is cancelled. If a student's schedule is cancelled on Friday, January 21, 2011 for non-payment of tuition or failure to accept anticipated aid by emailing 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 pm on January 20, 2011. Students who do not complete the financial aid process and/or pay their outstanding balances will have their registration canceled 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 will be mailed an award letter. Failure to return the award letter within thirty days and email the Bursar at ndesoto@olhcc.edu to accept anticipated aid, will result in the cancellation of priority registration unless payment arrangements have been completed for **full** tuition and fees by **4:30 pm** on Thursday, January 20, 2011. **There will be a \$50 non-refundable post-purge re-registration fee for students whose registrations were canceled. For students whose schedules were deleted, there is no guarantee their original registration will be available.**
5. Bills for Spring 2011 tuition and fees will be mailed on or about December 15, 2010 and must be paid by **4:30 pm** on Thursday, January 20, 2011. **Failure to pay the bill by that date will result in the cancellation of the student's schedule.** This is the only bill priority registered students will receive. Tuition and fees not covered by aid must be paid by 4:30 pm on Thursday, January 20, 2011.
6. Priority registered students who must make schedule changes (drops, adds, section changes, etc.) may do so on campus during January 24 - 28, 2011. 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 daily Monday through Friday from 7:30 am until 4:30 pm, unless it is a day of registration. Check the Bursar's Office for more details.

January 20, 2011 - - 7:30 am - 1:00 pm and 2:00 - 4:30 pm*

January 21, 2011 - - Office Closed

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

BILLING

Priority registered students will be mailed an itemized bill on or about December 15, 2010. Waiver forms for student insurance are available in the Bursar's Office and on the OLHCC website under Current Students then Bursar. Students who submit these forms prior to payment may deduct these fees from their total payment.

PARKING

1. The current vehicle registration hang tag must be displayed on your interior rearview 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 nonrefundable. 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 NOT REFUNDABLE.***

Last day for 100% refund of tuition	Last day for 50% refund of tuition
January 28, 2011	February 4, 2011

Note: A copy of the Pro-Rata Refund Policy for Title IV recipients may be found in the *College Catalog* available online at 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.ed.gov. A student's aid cannot be processed until he/she is accepted by the Admission's Office. Application information may be obtained from the Admission's 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. **A prospective student's financial aid cannot be processed until they have attained accepted status in the admission process.**

1. 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 December 1, 2010 for the spring semester can expect to have their aid available for registration. All financial obligations must be met by 4:30 pm on January 20, 2011.** Students who do not complete the financial aid process and/or pay their outstanding balances will have their registration canceled 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.
2. 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 Financial Aid 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 (504) 398-2175.

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 Registrar's Office for the proper paperwork.

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.

NEW STUDENT ORIENTATION AND REGISTRATION

Students who are transferring to Our Lady of Holy Cross College from another college or university are required to attend the sessions held on December 14, 2010 or January 11, 2011. For more information, call the Admission's Office (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 application, OLHCC computerized placement tests may be used to determine placement.

All students who intend to major in nursing must take the nursing reading placement test (a paper and pencil test). 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 new 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.

Placement examinations are offered during the semester by appointment only. Contact the Center for Teaching and Learning (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. These tests should be completed within the first semester at OLHCC. For information and appointments contact the Center for Teaching and Learning at (504) 398-2236.

GRADE REPORTS

Grade reports are not issued or mailed to students. Term grades are available online after the end of the semester via the student's Self Service account. It is the option of the instructor to inform students of their grades prior to the end of the term.

TRANSCRIPTS

Official transcripts showing the status of course work for the Spring 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 Spring 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.						
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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

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.

(61 Broadway, 33rd Floor, New York, NY 10006, 800-669-1656)

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 Administration 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 Programs of Our Lady of Holy Cross College are 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)