

Our Lady of
**HOLY
CROSS**
College

**Summer 2010
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 Summer 2010 Priority Registration

March 22 – April 29

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 Priority Registration. All financial obligations must be met in accordance with the timelines explained in this bulletin. The schedules of those who fail to meet the timelines or make prior special arrangements will be cancelled.

Your schedule will be cancelled on May 28, 2010 for one or more of the following reasons:

- Non-Payment of tuition and fees
- Neglecting to email the Bursar (ndesoto@lhcc.edu) to accept your financial aid

There is a \$50.00 non-refundable, "POST-PURGE RE-REGISTRATION" fee for students whose schedules are purged. Courses are *not* guaranteed to be available during the Post-Purge Re-Registration Period.

Step-By-Step Procedure for Summer 2010 Priority Registration

Instructions for IQ Web Online Registration

Beginning the Online Registration Process

- 1) Log-in to IQ Web. (If you do not have an IQ Web account, or are having problems with your account, please contact the IT Help Desk at 398-2106).
- 2) Choose the **ONLINE REGISTRATION** link located under the "Navigation" heading on the left of the screen.
- 3) Choose **GO** next to the preferred "Year/Term." This will bring you to the "Course Search" screen.

Searching for Courses

- 1) To search for all course offerings, leave all fields blank or on the default settings. Choose **SEARCH**.
- 2) To search for a course by department, type in the department abbreviation (ex., ENG for English courses, BIO for biology courses, PHI for philosophy, etc.). This search will show all course offerings in the specified department.
- 3) To search for a specific course, type in the department and course abbreviation (ex., ENG 101, BIO 351, PHI 101, etc.). This search will show **ONLY** the course requested in the search.
- 4) You may search for courses by a keyword from a course title (ex., math, anatomy, etc.). This search will show all course offerings related to the keyword.
- 5) You may also search for a course by using the department pull-down menu. This search will show all course offerings in that department

Choosing Courses

- 1) Check the **ADD TO CART** box to add each course to your requested schedule. As you choose a course, a pop-up window will appear with all chosen courses.
- 2) If a course is full, it will indicate that it is **CLOSED**. You will *not* be able to add this course to your cart.
- 3) Once you have chosen all of your courses, choose **BACK TO REGISTRATION**.

Registering Your Courses

- 1) All of the courses you have chosen will appear in the screen.
- 2) Check the box next to each course you would like to schedule.
- 3) Choose **SUBMIT FOR APPROVAL**. The online registration system will not allow you to schedule courses with time conflicts or those for which you have not met the requirements (ex., you have not yet completed the prerequisite(s)). Please closely review your schedule prior to submitting it for approval.
- 4) At this point, your schedule will be sent electronically to your advisor for approval. Please check your email and IQ Web accounts frequently for a response.
- 5) Once you have received a response, advisor approved courses will appear under "Current Schedule." Advisor declined courses will appear under "Shopping Cart." Your advisor may decline courses for a variety of reasons. If courses have been declined, choose **VIEW ADVISOR APPROVAL DETAILS** to view advisor comments. If your advisor is requesting to meet with you, please make those arrangements as soon as possible.

Dropping & Adding Courses Online

- 1) To add a class online, simply follow the registration process outlined above.
- 2) Currently, dropping a course via IQ Web is not available.

Special Note

Online Priority Registration will take place for a limited time. Please check 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 online priority registration or if there are any issues with your schedule, you may be required to complete your registration in person and on-campus with your advisor. If you are unable to resolve these issues by the designated date, you will be required to complete your registration during the on-campus regular registration period.

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, to accept your aid or pay your bill by 4:30 pm on May 27, 2010.**

For information about the summer Archdiocese Teachers Institute program, contact Mrs. Elizabeth English at (504) 398-2211 or Dr. Becky Maloney at rmaloney@olhcc.edu.

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 a grade of "F" being applied to each registered course and the billing of the appropriate tuition and fees.

Important Dates

Please view the following link for important dates:

http://www.olhcc.edu/Documents/academics/2010_Academic_Calendar_3_9_10.pdf

SUMMER TERM SECTIONS
June 1, 2010 - July 30, 2010

Quick Fact: If you no longer wish to be enrolled in a class.....

Visit the Registrar's Office to complete a Change of Schedule Form.
FAILURE TO ATTEND CLASSES DOES NOT CONSTITUTE A WITHDRAWAL.

No refunds will be issued for 3 week courses after the class has started.

LAST DATE TO....

| | |
|--|-------------|
| Priority Registration for Summer and Fall 2010 semesters | April 29 |
| Regular Registration | May 25 – 26 |
| Pay tuition and fees for Summer 2010 semester..... | May 27 |
| Drop a course in Section 13 | June 2 |
| Receive a 100% Refund for Section 16 | |
| Withdraw from a course in Section 13 with a W or change from Credit to Audit | June 4 |
| Drop a course in Section 16 with 50% refund | |
| Withdraw from a course in Section 16 with a W or change from Credit to Audit | June 12 |
| Last day for 100% refund in Section 26 | June 23 |
| Receive a 50% refund for a course in Section 26 | June 25 |
| Withdraw from a course in Section 23 with a W or change from Credit to Audit | |
| Withdraw from a course in Section 26 with a W or change from Credit to Audit | July 1 |
| Withdraw from a course in Section 33 with a W or change from Credit or Audit..... | July 14 |

| | June 1 | June 18 | June 21 | July 5 | July 9 | July 12 | July 30 |
|-------------------|--------|---------|---------|--------|--------|---------|---------|
| Section 13 | START | END | | | | | |
| Section 16 | START | → | → | OFF | END | | |
| Section 19 | START | → | → | OFF | → | → | END |
| Section 23 | | | START | OFF | END | | |
| Section 26 | | | START | OFF | → | → | END |
| Section 29 | START | → | → | OFF | → | → | END |
| Section 33 | | | | | | START | END |

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY

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 situation, 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) 398-2235 FAX: (504) 392-9460

Email: registrar@lhcc.edu

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 Office of the Registrar. Failure to complete the necessary paperwork will result in the assigning of the 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 unconditionally admitted, currently enrolled students are permitted to Priority Register. For those students wishing to meet with an advisor, appointments can be made by signing up on the advisors' posted appointment sheets. Please do not telephone for an appointment. The registration period extends for several weeks; however, due to the advisor's assigned responsibilities, they may define within this time period, their own advising schedule. It is expected that students 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 they 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, May 25 - 26, 2010 from 9:00 am - 12 noon and 3:00 - 6:00 pm in the Basil Moreau Center.
3. Priority Registered students can obtain I.D. cards during the published hours of registration.
4. Priority Registered students requesting financial aid for the first time, who meet the priority deadline, will be mailed an award letter. Failure to e-mail the Bursar at ndesoto@olhcc.edu with confirmation of accepted aid will result in the cancellation of pre-registration unless full tuition charges have been paid by May 27, 2010. There will be a \$50.00 non-refundable "post-purge re-registration fee" for students whose registrations were canceled. If your schedule was cancelled, your original registration is not guaranteed to be available.
5. The maximum course load for the summer term is 3 courses. To schedule more than the 3 courses, the student must obtain written permission from the Vice President and Dean of Academic Affairs. Under no circumstance will a student be given permission to schedule concurrently courses which each meet for 3 hours or more for 5 days a week.
6. Currently enrolled students requesting financial aid information for the first time must complete the Free Application for Financial Aid at www.FAFSA.ed.gov. 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 as soon as possible. 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 email the Bursar at ndesoto@olhcc.edu to confirm their accepted aid and finalize their registration.

Summer 2010 Registration Hours Bursar's Office

May 25, 2010 – Office Closed. Staff in Basil Moreau Center

May 26, 2010 – Office Closed. Staff in Basil Moreau Center

May 27, 2010 – 7:30 am – 4:30 pm

May 28, 2010 – Office Closed

Note: Except for the aforementioned dates, the Bursar's Office is open daily, Monday through Friday, from 7:30 am until 4:30 pm

7. Bills for summer tuition will be mailed on or about April 27, 2010, and they must be paid by May 27, 2010. This is the only bill Priority Registered students will receive and all financial arrangements must be finalized by 4:30 pm on May 27, 2010. Failure to do so will result in the cancellation of the pre-registration. Priority Registered students must email the Bursar at ndesoto@olhcc.edu to accept your aid and/or pay your bill by May 27, 2010 at 4:30 pm.
8. Permission to register at times other than those specified on the academic calendar can be given only by the Vice President and Dean of Academic Affairs. The decision of the Vice President and Dean of Academic Affairs in relation to permission to register at times other than those specified in this bulletin is final. A \$50.00 late registration fee will be assessed for all registrations processed at times other than the times indicated in this bulletin.

Summer 2010 Section Description

The section numbers are important when scheduling courses. In the summer, each course has a two digit section number.

THE FIRST DIGIT INDICATES THE PERIOD IN WHICH THE COURSE BEGINS.

Section 13 – June 1 to June 18

Section 23 - June 21 to July 9

Section 33 - July 12 to July 30

Section 16 – June 1 to July 9

Section 26 - June 21 to July 30

THE SECOND DIGIT INDICATES THE NUMBER OF WEEKS THE COURSE WILL LAST.

ART 101 13 Art for Elementary Teachers

BIO 370 26 Microbiology

ART 101 begins in Period 1 and lasts for 3 weeks (begins on June 1 and ends on June 18)

BIO 370 begins in Period 2 and lasts for 6 weeks (begins on June 21 and ends on July 30)

BILLING

1. Priority Registered students will be mailed an itemized bill on or about April 27, 2010.
2. Students registering on May 25 or 26, 2010, will receive a printed statement and payment is due at the time of registration.
3. All payments for pre-registration and regular registration are due on May 27, 2010, by 4:30 pm.

REFUND SCHEDULE

The following 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.

REFUNDS ONLY ON 6 WEEK COURSES. 3 WEEK COURSES ARE NOT REFUNDABLE AFTER THE FIRST DAY OF THE SESSION.

| Class Section 16 | | Class Section 26 | |
|--------------------------|--------------|--------------------------|---------------|
| Last day for 100% refund | June 2, 2010 | Last day for 100% refund | June 23, 2010 |
| Last day for 50% refund | June 4, 2010 | Last day for 50% refund | June 25, 2010 |

Note: A copy of the Pro-Rata Refund Policy for Title IV recipients is available in the online *College Catalog*.

PARKING

1. Student parking is permitted only in designated areas marked by signs indicating student parking.
2. Complete parking regulations are available online at www.olhcc.edu.

FINANCIAL INFORMATION

Please view the following link for tuition and fee information: <http://www.olhcc.edu/x1842.xml>

FINANCIAL AID

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 then complete the Free Application for Federal Student Aid at www.fafsa.ed.gov. Application information may be obtained from the Admissions Office or www.olhcc.edu. Applicants must be enrolled for at least 6 semester hours. The 6 hour minimum is for both undergraduate and graduate students.

Priority Deadline: Financial aid is awarded on the availability of funds and according to the needs of the individual. New students who meet the priority deadline of April 1, 2010 for the summer semester can expect to have their aid available for registration. All financial obligations must be met on the day of registration; students who do not complete the financial aid process and/or pay their outstanding balances will have their registration canceled. Priority Registered students must email the Bursar at ndesoto@olhcc.edu to confirm their accepted aid and finalize their registration.

Students Not Meeting The Priority Deadline: Students applying for financial aid after the priority deadline may not expect to have their aid available on the day of registration. These students will need to meet all financial obligations with the College in order to complete registration.

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 freshman 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 Developmental Algebra within the current year at another regionally accredited institution may be placed in freshman English and freshman mathematics.

Maximum Course Load During Summer 2010 Term

The maximum course load for students in the summer term is 3 courses. At no time may a student be enrolled in more than 1 three week course simultaneously. To receive financial aid in the summer term, the student must enroll and complete a minimum of six semester hours. During the 2010 Summer Term, several scheduling options are provided. **The maximum course load for the summer term is 3 courses, but only 2 courses may be taken concurrently.** To schedule more than 3 courses, the student must obtain written permission from the Vice President and Dean of Academic Affairs. Under no circumstance will a student be given permission to schedule concurrently courses which each meet for 3 hours or more for 5 days a week. 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.

PREREQUISITES

A complete listing of prerequisites are available in the 2009-2010 *Our Lady of Holy Cross College Catalog* available online. Prerequisites are not applicable to all courses offered during the summer term. Courses for which prerequisites have not been met successfully cannot be scheduled. Questions about prerequisites should be directed to the student's Academic Advisor prior to scheduling.

FINAL EXAMINATIONS

All final examinations will be administered during the last class of the regular class periods.

TRANSCRIPTS

Official transcripts showing the status of course work for the 2010 Summer semester will be issued, upon request, after the end of the semester. Transcripts may be requested prior to the end of the semester with instructions that the transcript be held for summer grades and/or degree notation. Please contact the Registrar's Office for more information.

Class Scheduler

| | MON | TUE | WED | THUR | FRI |
|------------|-----|-----|-----|------|-----|
| 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. | | | | | |
| 4:00 p.m. | | | | | |
| 4:30 p.m. | | | | | |
| 5:00 p.m. | | | | | |
| 5:30 p.m. | | | | | |
| 6:00 p.m. | | | | | |
| 6:30 p.m. | | | | | |
| 7:00 p.m. | | | | | |
| 7:30 p.m. | | | | | |
| 8:00 p.m. | | | | | |
| 8:30 p.m. | | | | | |
| 9:00 p.m. | | | | | |



Our Lady of Holy Cross College
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(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.
(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 Avenue NW, Suite 500, Washington, DC 20036, 202-466-7496)