

Parent Handbook

Welcome to Clarke

Welcome to the Clarke community. We recognize that the experience of your son or daughter with us is also your experience. You very likely have more, or at least different, questions than does your student. Thus, the *Parent Handbook* is designed to help you.

The education of your student will take place in the residence halls, dining room, and athletic fields just as it does in the classroom, library and laboratory. Our goal in Student Life is to contribute to that “whole person” education. We see you the parent, as our partner in this endeavor. That is why your questions, and your suggestions, are so important to us.

If you do not find your question or concern addressed in these pages, please do not hesitate to call the appropriate office, person..., or me, directly at (563) 588-6517 or at: kate.zanger@clarke.edu.

Sincerely,



Kate Zanger
Vice President for Student Life

Table of Contents

I.	Mission, History, BVM Presence, Campus and Facilities	2
II.	Parents as Partners	4
III.	Survival Skills for Parents	5
IV.	Survival Skills for Students	6
V.	Adjustment	7
VI.	FERPA	8
VII.	Student Support Services	9
VIII.	Academic Information	11
IX.	Student Life Information	13
X.	Resident Students and Commuter Students	17
XI.	Money Issues	18
XIII.	Safety and Security	19
18	Frequently Asked Questions	20
XIV.	Clarke Resources and Contacts <i>(easy to print)</i>	21

I. Mission, History, BVM Presence, Campus and Facilities

Mission Statement

Clarke University is a Catholic academic community that believes learning is lifelong and life changing. We inspire intellectual curiosity, cultural engagement, professional preparedness, spiritual exploration, and a commitment to contributing to the common good in a global society.

Core Values Statement

Clarke University is a learning community that lives by four core values: Education, Charity, Justice, and Freedom. These values emanate from our founder Mary Frances Clarke, the Sisters of Charity of the Blessed Virgin Mary, and those who follow their example to provide learning experiences that are relevant and forward looking.

Education:

As a community seeking wisdom, we help all to appreciate learning opportunities that enable persons to reach their full potential.

Charity:

As a community seeking to welcome all, we contribute to the well-being of others and the common good.

Justice:

As a community standing with others, we strive to create a society that recognizes the dignity, equality and rights of all people and to respond faithfully to one another.

Freedom:

As a community seeking to live authentic lives, we invite all to be open to God's love and to be true to their best selves.

Clarke History

Clarke University has moved into the century with a long and impressive tradition of excellence in education. Established in 1843, the university is named for an Irish woman, Mary Frances Clarke, who founded a congregation of religious women, the Sisters of Charity of the Blessed Virgin Mary (BVMs). When the community arrived in the river town of Dubuque in 1833, it was pioneer territory; though the city has changed radically in succeeding years, its vibrancy and Mississippi River beauty continue.

The antecedent institution of Clarke University, St. Mary's Academy, was established in 1843 by BVM sisters, three years after Iowa became a state. After occupying several locations in its early years, the school was re-named Mount St. Joseph Academy and moved permanently in 1881 to its present location. The academy became St. Joseph College, a liberal arts institution, in 1901 and was chartered by the State of Iowa in 1910. First accredited by the North Central Association of Colleges and Secondary Schools in 1918, the institution was named Clarke College in 1928. Clarke changed its name to Clarke University on August 1, 2010.

In 1884, Mary Frances Clarke wrote to her community of sisters almost all of whom were teachers: "Let us...keep our schools progressive with the times in which we live... In teaching, we must...endeavor to make (students) think." These directives of over a century ago have continued to inspire a faculty and staff of dedicated women and men to offer a challenging and growth-producing education to all Clarke students.

Academic excellence has persisted as a goal in a variety of new programs and degrees that have been developed over the years. Graduate studies were added in 1964 and evening programs for non-traditional students began in 1968. In 1979, the university became a co-educational institution, admitting both women and men in full-time undergraduate programs.

On May 17, 1984, a devastating fire destroyed four historic campus buildings. Undaunted by the disaster, students hung a banner the next day proclaiming, "Clarke Lives!" This spirit sustained the university community through a period of vigorous rebuilding. In October 1986, a dedication was held for a new library, music performance hall, chapel, campus store, administrative offices, and central atrium, which now constitute the core of the campus. In more recent years additional buildings were added to accommodate a growing student population: a recreation and sports complex in 1994; a student apartment building in 1998; and the Student Activity Center in 2000; and the Center for Science Inquiry in 2013.

Throughout its growth and change, Clarke University has been "progressive with the times." As new programs have developed, faculty has continued to challenge and support students, who are the heart of the institution, in their intellectual and personal growth. In an institution known for its long tradition of excellence in education, students, faculty and staff work together to maintain and strengthen that heritage.

BVM Presence

Respected for conducting one of the most rigorous educational programs in the nation, the BVM Sisters remain an integral part of Clarke. The congregation is committed to lifelong learning and teaching. Their leadership and dedication as faculty, staff, administrators and trustees continue to shape the vision and future of the university. The BVMs' respect for education is manifested in the personal interest that they and their Clarke University colleagues take in their students' potential, progress and achievements.

Clarke is the only university in the United States founded by the Sisters of Charity of the Blessed Virgin Mary [<http://www.bvmcong.org/>] (BVMs). Clarke's core values strongly mirror those of the BVMs – freedom, education, charity and justice:

Clarke University Campus & Facilities

Clarke's 55-acre campus is situated in a quiet residential area in the city of Dubuque. Our unique blend of modern architecture and historic buildings symbolizes the university itself; a long history of educational excellence combined with a commitment to providing cutting-edge technology and innovative programs.

- ❖ **Catherine Dunn Apartments (APT)**
Named after Clarke's 14th president, the Catherine Dunn Apartments, completed in 1998, contain 16 apartment suites and can accommodate up to 96 students. Each unit contains six bedrooms, two bathrooms, and a common living/dining/kitchen area.
- ❖ **Catherine Byrne Hall (CBH)**
Catherine Byrne Hall is the main classroom building, which houses the Alumnae Lecture Hall, faculty offices, planetarium, language laboratory, science laboratories, nursing multimedia center, gross anatomy lab, and multimedia physical therapy classroom.
- ❖ **Eliza Kelly Hall (EKH)**
Eliza Kelly Hall was completed in 1908 and is named for a member of Clarke's founding community. Eliza Kelly Hall, originally called the Fine Arts Building, is the home to art studios, electronic graphic design studio, computerized drama set and scenery lab, music studios, music practice rooms, faculty offices, classrooms and a sculpture garden.
- ❖ **Jack & Rosemary Gantz Athletic Practice Facility**
The off-campus athletic practice complex on Cedar Cross Road has more than 14,400 square feet. It serves as an indoor practice area for athletics, offices for coaches, equipment and space for athletic camps.
- ❖ **Jansen Music Hall (JMH)**
Jansen Music Hall, which can seat 235, is an impressive performance hall that features state-of-the-art acoustics for music department productions, cultural events, lectures and music classes. The hall is named for long-time trustee and friend of Clarke, Evangeline K. Jansen.
- ❖ **Keller Computer Center (KCC)**
Keller Computer Center, named for Mary Kenneth Keller, BVM, who founded Clarke's computer science program in 1965, provides computing and telecommunications support to the students, faculty, and staff members of the Clarke University community.
- ❖ **Kehl Center (KEHL)**
The Robert and Ruth Kehl Center is Clarke's sports/recreation complex. The 54,000-square-foot facility houses three basketball/volleyball courts, 1/10th mile elevated running track, locker rooms, trainers room with whirlpool, weight room, athletic offices, conference room and the Allendorf Classroom. Adjacent to the Kehl Center is the Physical Activity Center (PAC), dance/aerobic area and fitness area, and the Nicklaus Fitness Center weight room.
- ❖ **Marie Miske Center for Science Inquiry**
The Marie Miske Center for Science Inquiry opened in the fall of 2013. The three-story building is located on Clarke Drive and is connected to Catherine Byrne Hall. It provides state-of-the-art lecture and laboratory space for the natural sciences programs.
- ❖ **Mary Benedict Hall (MBH)**
Mary Benedict Hall was built in 1965 and is named for Mary Benedict Phelan, BVM, who served as president of Clarke from 1957 to 1969. It was originally known as West Hall and houses approximately 230 female students. Mary Ben, as it is called, has five floors that include the formal lounge and the Lion's Den.
- ❖ **Mary Frances Hall (MFH)**
Mary Frances Hall was built in 1924 to house over 125 students and was named for foundress Mary Frances Clarke, BVM. Designed by a student of Frank Lloyd Wright, the hall has a character all its own. Today, it houses approximately 100 upper-class students. Located on the renovated first floor, the Stoltz Student Life

Wing houses the Clarke Activities Board (CAB), multicultural center, engagement and intercultural programs, and coach's offices.

❖ **Mary Josita Hall (MJH)**

Mary Josita Hall named in honor of Mary Josita Boschnagel, BVM, superior general and president of the Sisters of Charity of the Blessed Virgin Mary from 1943 to 1955. Originally built in 1955 to house 220 students, it now houses approximately 120 male students on three floors, graduate student housing. The hall's ground level includes the Student Dining Room, conference rooms, computer lab, safety and security, residence life offices, art studio, the drama department's costume shop and the Wellness Center including campus ministry, counseling services and health services.

❖ **Quigley Gallery**

Quigley Gallery features art exhibits throughout the academic year, including those by faculty, students and guest artists from around the world.

❖ **Sacred Heart Chapel**

Sacred Heart Chapel is the location for liturgy, ecumenical and spiritual events, or individual prayer and contemplation.

❖ **Nicholas J. Schrup Library**

The Nicholas J. Schrup Library houses the instructional services area, which includes the Instructional Resource Center (IRC), art slide collection, music materials collection, and the Margaret Mann Academic Resource Center (ACADEMIC SUPPORT), which includes the Learning Center and Writing Center. Archives and rare books/special collections are also located here. The library is also home to the Compass office, Career Services and the Lingen Technology Center, which has state of the art technology available for student use.

❖ **Student Activity Center (SAC)**

Clarke's Student Activity Center, completed in January 2000, contains Café 1843, Whitlow Campus Store, Campus Mail Center, Esports Center, Gallagher Movie Lounge and Kehl Terrace. The activity center is the location for a wide variety of activities such as dances, concerts, comedians and other student gatherings.

❖ **Terence Donaghoe Hall (TDH)**

Terence Donaghoe Hall, Clarke's 600-seat theatre, is the main venue for the drama department productions as well as numerous major university events, such as Arts at Clarke performances.

❖ **Wahlert Atrium**

The prominent Wahlert Atrium, a 56-foot high glass structure, is considered the main entrance to the university and is the scene for many campus activities, including special dinners, dances and cultural events. The Atrium complex contains the Haas Administrative Offices, including the admissions office, financial aid, registrar's office, student accounts, business office, Lott Board Room, president's office, marketing and communication, institutional advancement, and adult and graduate studies. The Schrup Library, Music Education Lab, Jansen Music Hall, the Electro-Acoustic Music Studio, Art Print Studio, Two-Dimensional Art Studio, Quigley Gallery, and Sacred Heart Chapel are also within the Atrium complex.

❖ **Wahlert Sports Complex**

The Wahlert Sports Complex consists of the football, soccer & lacrosse field, a practice field and a grass seating area.

II. Parents as Partners

Clarke views parents as our partners in supporting student success. We strive to help parents understand the student experience, support student learning, and empower students to take personal responsibility for their social and academic choices.

Parents contribute to student success by:

- Understanding the student experience and knowing about resources available at Clarke.
 - Be aware of the challenges and opportunities facing your student including the academic and non-academic expectations.
 - Learn about student support services and understand how your student can access services; encourage your student to seek support and assistance independently.
 - Supporting Clarke's goals for student learning outcomes.
 - Encourage your student to set and achieve personal goals and make responsible decisions related to academics, career planning, social interactions, and community engagement.
 - Understand and support Clarke's commitment to academic excellence and integrity, ethical behavior, diversity, and civility.

- Empower your student to examine personal values; encourage students to learn about and respect the values and beliefs of others.
 - Challenge your student to seek new experiences for personal and professional growth.
 - Support your student as he/she faces conditions of uncertainty and challenging situations.
 - Allow your student to accept consequences of his/her actions and accept responsibility for personal errors; urge your student to examine disappointments and unexpected experiences in order to assess what caused them, what can be done about them, and how to avoid them in the future.
- Knowing when to step-in to help and when to empower a student to take responsibility
 - Understand the role parents play as coach to their student.
 - Know and understand limitations to access student records, as delineated by federal requirements outlined in Family Educational Rights and Privacy Act (FERPA). Promote self-advocacy by encouraging your student to identify problems and work toward solutions independently.
 - Be alert to signs that your student is under significant stress, is taking unhealthy risks, or is ill; discuss concerns openly with your student and assist them in developing a plan to address the problem.
 - If student's physical or mental health is endangered, contact appropriate campus authorities including the Vice President for Student Life.

III. Survival Skills for Parents

As your son or daughter prepares for life at Clarke, there may be times of joy and pain, excitement and ambivalence, and times of discovery and disappointment. While not every student will have the same experiences, the one constant is that they are, along with college students across the country, and around the world, beginning a period of their life that will leave them different from the way they were before their journey began. Over the next few years, your son or daughter will be challenge and supported by everyone in the Clarke community... and that includes you! While your son or daughter is preparing for his or her college career, it is important that you are there for them, but it is also important to know that you may experience many of the same emotions he or she goes through. While you have been busy preparing your son or daughter for college life, we have put together some survival tips for you! We hope you find these words of wisdom helpful as you embark on a new adventure in your life!

Communication is Key

While many first-year students spend the first few weeks at school immersed in everything college has to offer, most are still anxious for family ties and the security those ties bring. It is helpful to discuss how often you will have contact. Some students wish that their parents would not call as often, and some parents' wish their student would call home more. It is important to discuss expectations about how often you will check-in with each other. Although email and cell phones have replaced letters, students are still very appreciative of periodic care packages or pictures and letters from home in their campus mailbox (MS#).

Ask Questions

While many college students enjoy their newfound lifestyle and may not keep in touch as much as you would like, most still desire the security of knowing someone is interested in what is going on in their lives. Too much parental curiosity can be alienating and as hard as it may be, realize your son or daughter needs to take responsibility for themselves as part of this growing process.

Do keep in mind, however, that honest inquiries and other discussions may be some of the best techniques in furthering the parent-student relationship.

Expect Change

It is natural for your son or daughter to go through social, academic, and personal behavior changes through his or her college years. Changes may occur drastically within the first few months of school or slowly over the years or somewhere in between. While changes may not always be fun and you may not understand them, it is important to keep it all in perspective and know that change is a natural process in your son or daughter's growth. Regardless of the changes, your son or daughter goes through, he or she should be the same individual you sent to Clarke. Maturation is not an instantaneous process, but it is important to remember that patience is a healthy part of the process. As a parent, is healthy for you to accept changes as a positive part of your son or daughter's college experience.

Finances

An increasing number of today's college students are taking financial responsibility for a portion of their college education. It is important to talk to your son or daughter up front and be realistic about what your contribution will be and what theirs' will be. Many parents have found it helpful to set up a plan with their student before they go to school. A good way to start thinking about what your son or daughter will spend is to look at what they spend now and add shampoo, soap, snacks, and all the other household items you buy now to the total. Also, do not be afraid to ask some sophomores and juniors how much they set aside for extras.

Visit

Visits by parents and family members (especially when they include shopping trips or meals out) are greatly appreciated even though your son or daughter may not want to admit it. While spur-of-the-moment surprises are usually not appreciated, Family Fun Days or any planned visits are great opportunities for you to spend time with your son or daughter. These visits give students a chance to introduce you to some of the important people and places that have become a part of their college experience and give you a chance to become familiar with their new activities, commitments, and friends. Messenger, WhatsApp and FaceTime provide families from around the country and the world to connect with each other!

Troubles and Tears

Because you have always been a security for your son or daughter, they will come to you when they are facing challenges in their life. Unfortunately, you may get phone calls about the challenging test or ended relationship rather than the "A" paper or the relationship triumph. Keep in mind that even though you may spend some time worrying after the phone call, your son or daughter will return to their routine, relieved and rejuvenated! If you need to be sure that everything is okay, please consider calling an appropriate Clarke staff member to discuss the situation. If you are not sure whom to call, you can always start with the Vice President for Student Life at 563-588-6517.

Trust

You have done a great job with your son or daughter and you should trust them to make the best decisions they can. Finding oneself is a difficult process but having your support as a coach (rather than someone to fix the problem) can make the process that much easier. A college graduate shared that one of the most important things her mom ever wrote her in her four years of college was this: "I love you and want for you all the things that make you the happiest, and I guess you, not I, are the one who knows best what those things are."

The process of letting go is not an easy one. The journey through college is as much of a transition for you as it is for your son or daughter. By celebrating this journey with your son or daughter, however, you will have a better understanding of what they are going through. You will be able to communicate with them more effectively and will play a significant role in helping them become themselves.

Empty Nest Syndrome

If this is your first and only or last student to leave home, you may experience the empty nest syndrome. Remember that it is normal to feel a sense of loss and experience change as you adjust in this time of transition. Experts recommend taking care of yourself. Consider volunteering, plan a trip, join a book club and make time for friends. There are also good articles and resources available on the internet on the topic.

IV. Survival Skills for Students

The college student has a tremendous amount of freedom. There are no set study times, no required mealtimes, no one to tell them when to sleep or get them up, an increase in their academic workload, a greater need to multi-task and balance and a myriad of new social opportunities and challenges. The following are skills that will help students be successful in college.

Time Management

The key to success in college is time management. It is important to prepare a weekly schedule that includes time in class, studying, activities, work, meals, study and time with friends. Being a college student is like having a full-time job. There are several hours of studying and preparation expected for each class.

Stress Management

Regular exercise, adequate rest, good nutrition, prayer and meditation are all suggested ways of engaging in self-care that reduces stress. Finding ways to increase coping resources will help students decrease the stressors that life will throw their way.

Study Skills

Even some of the best high school students have not always developed good study skills. Knowing how to read a textbook, take notes in class, use the library and take multiple-choice tests are all areas that will help students be more successful in the classroom.

Money Management

It is important that students have experience in independently handling money, balancing a checkbook, using an ATM machine, reading a bank statement and learn to make responsible decisions about living on a budget.

Laundry

Learning how to sort clothes into whites and darks, using the right detergent, what goes in the dryer and how to operate a washing machine are among the basics.

Assertiveness Skills

It is important that students be able to speak up for themselves in an assertive manner that is not aggressive or allows others to take advantage of them. Assertiveness skills are helpful in roommate communication, study groups and teams and in resolving conflicts.

Make Healthy Decisions about Food and Sleep

Students need to learn to develop bedtimes based on physical need and health instead of curfews. It is possible to live on a meal plan and make healthy food choices. Parents (and students) can access the menu in the dining hall through the Clarke web-site: <https://www.clarke.edu/campus-life/housing-dining/weekly-menu/> .

Keeping Safe and Avoiding Risky Behaviors

Students who know their parents trust and believe in them will feel more empowered, have more self-confidence to stand up for what they believe in and are better able to stand up to peer pressure and say “no” when the situation warrants. This will help students to stay in control, avoid alcohol and other drugs and make responsible decisions about alcohol use when they turn 21 years of age. Please encourage your student to keep their room and car doors locked and report any problems or concerns to campus security staff at 588-563-6393.

Seeking Assistance When Needed

Students who know they have support from home are more likely to seek support from campus resources and recognize when this is needed. The Clarke culture encourages students to seek assistance and maintain well-being.

Respecting the Rules and Policies

Every community has rules and policies and a college campus is no different. Our rules and policies apply to safety and fostering a positive community where students are respectful of themselves, others and the environment. It is important that the student read the *Student Handbook*, and attend the CONNECT program of orientation to Clarke. Most Clarke students understand and live up to the high expectations we set for them. Students who violate policies will face the consequences. The staff will help them to understand what is expected and learn from their mistake. Accepting responsibility for mistakes will help students learn to be good future citizens and make our community and our world a better place.

Displays Honesty, Integrity and Persistence

Principles of academic honesty are universally recognized as fundamental to scholarship. Consistent with the traditions and policies of Clarke University, students are expected to be aware of and abide by these principles. Academic integrity specifically prohibits cheating, plagiarizing, and falsifying results of any work.

Cheating involves deception, as well as the provision or receipt of unauthorized assistance. Students are expected neither to receive nor to provide unauthorized assistance with academic work. This applies to, but is not limited to, written work, examinations, papers, reports, solutions to problems, computer programs, and art-work.

Plagiarism is the use of another person’s ideas, words or work without proper citation or acknowledgement. To avoid plagiarism, academic work should be produced by the student, giving credit for the help, words or ideas from other sources in the manner traditionally prescribed.

Academic integrity also prohibits the making of unauthorized copies of copyrighted material, including software and any other non-print media, as well as theft or defacement of print and non-print library materials. Any violation of this policy will be treated as a serious matter. Penalties ranging from failure of the assignment/exam to failure of the course will be enforced.

In cases of repeated or flagrant violations, a student may be dismissed from the university. Cases of academic dishonesty will be reported to the academic affairs office.

V. Adjustment

College life will present many new challenges for your student and he or she will likely make some adjustments in growing to meet these challenges. Although each student’s concerns may vary, the following is a list of the most common issues students face throughout their college career.

First Year

- Making it academically
- Peer group acceptance
- Living with others
- Learning about campus
- Parental pressure
- Homesickness
- Culture shock
- Money management

- Relationships
- Alcohol and other drugs
- Time management

Sophomore/Junior Year

- Sophomore slump
- Assuming leadership positions
- Clear focus and direction
- Commitment in relationships
- Choosing a major
- Clarification of values
- Sense of purpose
- Internship
- Study Abroad

Senior Year

- Closure
- Separation from friends
- Getting a job/career
- Fear of failure
- Setting goals
- Further education
- Preparing for boards and licensure

VI. FERPA (Family Educational Rights and Privacy Act)

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) passed in 1974, and still being interpreted by the Department of Education, is a law designed to protect the privacy interests of students, not institutions. Under this legislation, students enrolled in colleges and universities have the following fundamental rights:

1. The right to inspect and review their education records within 45 days of the day Clarke University receives a written request for access. Students can get the necessary form and submit a request at the Registrar's Office. The Registrar will make arrangements for access and notify a student of the time and place where the records may be inspected.
2. The right to request the amendment of their education records if they believe they are inaccurate or misleading. A student may ask Clarke University to amend a record that is believed to be inaccurate or misleading. This ability to amend a record does not apply to subjective types of information such as grades or evaluations unless it can be shown that a grade was recorded incorrectly. To request amendment of an education record, complete the form available in the Registrar's Office and submit it to the Registrar. If Clarke University decides not to amend the record as requested, the student will be notified of the decision in writing and advised of their right to a hearing regarding the request for amendment. A student will also be provided with information regarding the procedures for such a hearing.
3. The right to provide written consent to disclosures of personally identifiable information contained in education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Clarke University in an administrative, supervisory, academic or research, or support staff position (including security office personnel and health staff); a person or company with whom Clarke University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, employed in or voluntarily assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, Clarke University discloses education records without consent to officials of any other school in which a student seeks or intends to enroll.
4. The right to file a complaint with the Family Education Rights and Privacy Act Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901 regarding alleged failures by Clarke University to comply with the requirements of FERPA.

Student FERPA rights pertain to the education records Clarke maintains on a student, not to the student himself/herself.

Certain information from a student's education record can be designated by the institution as Directory Information and may be released. Directory Information is generally not considered harmful or an invasion of privacy if disclosed. An item of Directory Information may be disclosed by Clarke University for any purpose, without the prior consent of a student, unless the student has limited or forbidden its disclosure in writing.

Clarke has designated the following as Directory Information: 1) full name, 2) campus mailing address, 3) email address, 4) home address, city and state, 5) telephone number, 6) date of birth, 7) academic program, 8) participation in officially recognized activities and sports, 9) height/weight of members of athletic teams, 10) dates of attendance, including current classification and year, matriculation and withdrawal dates, 11) expected graduation date, 12) degrees and awards received, 13) schedule of courses, 14) parent/guardian or other family member's name and city/state of residence, 15) most recent previous educational institution attended, 16) photograph, 17) full or part-time status, and 18) class roster. Even though information is designated as Directory Information by Clarke University, this does not mean that Clarke will disclose this information, only that it may choose to disclose it.

A student may limit or forbid disclosure of Directory Information by filing a Non-Disclosure Order available in the Registrar's Office. This Non-Disclosure Order must be filed annually on or before the add/cancel date for the fall term. Students entering in terms other than the fall term must file a Non-Disclosure Order by the add/cancel date for the term in which they enter Clarke and each fall thereafter. If a student leaves Clarke with a Non-Disclosure Order in force, the order remains in force until a student withdraws it in writing. Students who enroll in terms other than the regular fall semester will be given FERPA notification and will need to file a Non-Disclosure Order by the add/cancel date for the term in which they are enrolling. Thereafter, as long as a student remains enrolled, annual notification will happen in the fall.

Addendum: Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent, PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

VII. Student Support Services

Academic Affairs

Yvonne Zimmerman, **Academic Dean**, Phone: ext. 6595 or 563-588-6595
Off. 206 Haas Administration

- Academic advisors and academic programs
- Monitors academic progress and standing
- Available to answer questions/concerns about academic programs and advising

Career Services

Ben Drury, **Director of Career Services**, Phone: ext. 6311 or 563-588-6311
Off. LL G11 Nicholas J. Schrup Library

Clarke University students have access to a wide variety of individual and group services that assist in career exploration, preparation and readiness experiences, many of which help meet the outcomes for Compass. These include:

- Career Exploration
 - Job Shadowing and Internships
 - Personality Inventories
 - Career Inventories
- Job Preparation
 - Resume/Cover Letter Assistance
 - Interview Preparation
 - Career Etiquette Events
 - Networking Opportunities
- Graduate School Application Assistance

Compass

The guiding principle of the Clarke Compass is to help students navigate their own personal and professional growth, leading toward success in the contemporary world. The student learning outcomes are grounded in a Catholic vision of education, particularly as we express it in the BVM Core Values of freedom, education, charity, and justice. The common good serves as an important unifying theme. The Compass outcomes integrate the liberal arts, essential academic and professional skills, experiential learning, and major courses of study in order to prepare students for whatever awaits them.

Life Coaching and Counseling Services

Ann Mulgrew, Director of Wellness, Life Coaching and Counseling, Phone: ext. 8140 or 563-588-8140
Mary Josita Hall, Off. G32

The Staff of Life Coaching and Counseling Services are here to assist students in their pursuit of balanced lives as they strive for academic, personal, and intellectual growth. For many students, this is a time of new challenges as they learn to balance academics, work, and athletics with leisure activities, relationships, and quiet time. Taking the time to address these issues in a comfortable and confidential setting can have a positive impact on your academic, athletic and relationship success at Clarke University.

One predictable aspect of life is change. The college years are often a time of transition and adjustment to all kinds of changes. Many students are away from home, meeting new people, and getting used to different social dynamics. New demands in time can challenge even the most organized students. Homesickness can be very upsetting for new students, while sadness over leaving friends and uncertainties about future plans can plague upper class students. Increased responsibilities and balancing new choices can create anxiety and confusion. It is important to remember that all of these things are a normal part of change and growth. Intermittently struggling through these issues, as well as making peace with old issues, is a very normal and healthy part of growing as a person.

Life Coaching and Counseling staff members are here to offer support to students during this time of new experiences and growth. We can help students better understand their individual patterns of interacting with others as well as time management styles to help them maximize their own resources. Addressing these kinds of concerns earlier in the academic career can help most students have a more satisfying college experience.

At Clarke University, seeking help when concerns have become overwhelming is a sign of strength and integrity, rather than an admission of failure. We commit to helping our students determine the best course to achieve their desired life. If the student's needs ever exceed the scope of the services we provide, we will do our best to assist in making a referral to appropriate mental health, substance abuse, or other off-campus resources as needed.

Health Services

Director of Health Services, Phone ext. 6374 or 563-588-6374
Lower Level of Mary Josita Hall

Health Services promote health in body and mind while assisting students to be successful at Clarke University. By maintaining good health, students are better able to succeed academically and learn balanced independent life skills. Students are served through direct services, referral, and health education.

A Student health form should be completed and can be found online. A copy or record of immunizations is requested from each student and kept on file in the health services office. We function under HIPPA guidelines, and all health services are completely confidential. No medical information will be released without student written permission. If a student has any chronic health issues, be sure to have those supports in place before beginning class in the fall. Some students continue treatment with physicians from home, while others transfer their care to professionals in Dubuque. We do not give allergy shots. If you need assistance, please call Health Service directly (563-588-6374).

Please bring and carry with you an Insurance Card. Contact your insurance plan before you arrive to check for providers that are covered in the Dubuque area. Not all Insurance carriers have a network of providers in Dubuque, so plan for this. If you need assistance, please call Health Services directly.

Wellness Center

The Wellness Center at Clarke University was created to enhance the student's educational experience by promoting wellness of mind-body-spirit and empowering students to make informed and intentional choices regarding their overall health and well-being. The Wellness Center includes the offices of Campus Ministry, Life Coaching & Counseling Services, Health Services and Residence Life.

The Wellness Center is located at the ground floor level of Mary Josita Hall and contains the following:

- Massage Chairs,
- Happy Lights,
- Soothing Music with nature scenes.

- The Foley Lounge with board games, tables to meet and study. The room is used for programs, meetings and activities.
- The Fitness Studio is a large room with a flat screen TV and sound system. This space is the host to our yoga program and dance. It can be reserved for a group fitness activity
- The Cardio Room offers fitness machines including two rowing machines
- Prayer and Meditation Room

Library

Sue Leibold, Director, Phone ext. 6580 or 563-588-6580

The Nicholas J. Schrup Library is located in the Wahlert Atrium. It contains a wide variety of materials and resources for the use of Clarke students. Print as well as electronic resources including books, journals, and databases are available for student use. Library staff are always available for consultation and help. See the library Web page (www.clarke.edu/library) <https://www.clarke.edu/academics/library/> for full information on the library. The library staff may be reached at any time via e-mail at library@clarke.edu or by calling the Circulation Desk at 563-588-6320

Library Services

- A collection of over 250,000 items including 160,000 online electronic books and 90,000 online electronic full text journals.
- 24/7 access to all on-line databases, books, journals, and the Clarke online catalog to any Clarke student with a valid ID card.
- Interlibrary loan, reference and term paper consulting services are available from the staff.
- Leisure reading collection based on New York Times bestsellers as well as an assortment of DVD's for your viewing pleasure.
- Study areas.
- Reserve materials are located at the Circulation Desk.

Facilities Housed in the Schrup Library

- Archives and The Rare Book Room
- Academic Resource Center (ACADEMIC SUPPORT)
- Writing Center/Tutoring Services
- Open computer lab with computers, flat bed scanning, and printing
- The Instructional Resource Center (IRC) containing curriculum materials available to education majors.
- The Lingen Technology Commons (LTC) is located in the lower level with two classrooms, a conference room, a commons area, laptop computers, voice recorders, video cameras, and a color printer.
- The Music Library
- A/V Services
- Compass Office
- Career Services

Library Hours

- Normal Operating Hours: Monday-Thursday, 7:30 a.m. - 11:00 p.m.; Friday, 7:30 a.m.-5:30 p.m.; Saturday, 1:00 p.m.-6:00 p.m.; Sunday, 11:00 a.m. – 11:00 p.m.
- Hours and holiday schedules are posted at the entrance to the library. Hours vary during holidays and breaks.

VIII. Academic Information

Academic Advising

Mission: Academic Advising is an intentional, educational relationship between advisors and student advisees, and is consistent with the institution's mission that believes learning is lifelong and life changing.

Goals & Outcomes: Advisors create a supportive and empowering learning environment as they provide tailored, holistic guidance toward the advisee's academic, professional, and life goals.

Advising Roles: A staff member on the Academic Advising Team will serve as a student's academic advisor from new student registration through their first year at Clarke. At the start of their second year, students will transition from First-Year/Open

Advisor to Major/Minor Advisors. A faculty member within the student's intended major will serve as their academic advisor from second year through degree completion. A faculty member within the student's intended minor will serve as a student's academic advising support. At any point, students without an intended major (open) will be advised by the Academic Advising Team

Academic Affairs

The Academic Affairs office oversees the administration of academic programs, instruction, academic support services, and faculty. The office monitors students' academic progress and standing and is available to answer questions or address concerns about academic programs.

Academic Load

An average academic load for a student to carry is 15 credits per semester. The fall semester begins in August and ends in December and the spring semester begins in January and ends in May. Summer classes are available. It is important to remember that a student must stay enrolled for at least 12 credits per semester to be considered full-time.

Academic Credit

To graduate from Clarke, students must earn 124 semester hours' credit with a minimum 2.00 GPA. Students earn points for each credit hour according to the value of the grades received. Course grades are based on achievement measured by examinations, class participation, papers, projects, performance, or other criteria set by the instructor at the beginning of the semester in the syllabus.

Academic Calendar

The academic calendar is available on-line at: https://clarke.edu/wp-content/uploads/2024/06/Academic-Calendar-2024-25_FINAL.pdf?_ga=2.86034648.17653144.1719246408-416071416.1716491762

The calendar provides the start and end dates of the semester as well as holidays, break times and graduation.

Class Attendance

Class attendance is usually a matter handled between the individual student and the faculty member. Expectations about attendance are outlined in the course syllabi and are announced to the class. Students who are absent from class for reasons of serious illness or a death in the family need to communicate with each faculty member and notify the academic dean's office.

Clarke Compass

The Clarke Compass is outcome-based, designed so that students are exposed to and can demonstrate competency of the Compass outcomes in a variety of ways. Compass outcomes may be fulfilled with approved experiences, as well as coursework from across the university, including approved major courses.

Learning begins in and continues throughout Compass core courses, which provide the foundation for Compass. Students begin in their first year at Clarke exploring their options within Compass, as well as learning college-level communication skills. In the junior or senior year, students demonstrate the growth they have made throughout their time at Clarke and experience with Compass.

In addition to Compass core courses, students take approved courses or participate in approved experiences which meet the Compass outcomes. Students taking a course to partially fulfill a Compass outcome must complete a majority of the required coursework associated with that outcome. Students interested in completing experiences to partially fulfill a Compass outcome should see the Department Chair of First Year Studies.

Compass Outcomes

Upon graduation, students will demonstrate competency of the Compass outcomes in a variety of ways, including coursework and experiences.

- Spirituality: Students will demonstrate an ability to engage in a process of spiritual growth in a dialogue which includes the Catholic tradition.
- Communication: Students will demonstrate and articulate appropriate communication of thoughts and ideas in a variety of contexts.
- Thinking: Students will demonstrate critical and creative thinking skills informed by knowledge, experience and reflection.
- Knowledge: Students will develop a depth and breadth of knowledge integrated across the curriculum and experiences.
- Global Awareness and Social Responsibility: Students will develop awareness of others' lived experiences and diverse perspectives in order to take an active role in local, national, and global concerns and issues.
- Professional Preparedness: Students will acquire knowledge, skills, and experiences applicable to a professional context.

Additional information about Compass can be found in the Academic Catalog and on the Clarke University website.

The Registration Process

At the scheduled time each semester, students, in consultation with their professional or academic advisors, schedule courses for the next academic semester. Registration assures students a place in the courses for which they would like to enroll. Incoming new students meet one-on-one with a professional advising staff member to register for classes and answer student questions or discuss specific student situations.

The Clarke University portal (my.clarke.edu) provides students with access to a number of resources, including videos, FAQs, and registration directions to help prepare for registration. Each Clarke University student has a CU HUB account where the class schedules, unofficial transcripts, grades, and progress evaluations are available.

Registration may not be completed until registration holds are resolved. Review the Student Planning Registration Procedure found on my.clarke.edu, CU hub, Student Resources. Students who register during the priority registration days have the greatest number of course options.

To maintain places in the courses in which they have registered, students must attend class within the first five days of the semester (or day three for intersession and summer terms). Students may add or drop courses at the beginning of each term in accordance with the deadlines published in the academic calendar. Adding and dropping take place via CU hub until the Late Registration Deadline on the academic calendar. After that time, students may submit the Add/Drop Form found on the Registrar Forms page of my.clarke.edu until the Add/Drop deadline. While this option is designed to give students adequate opportunity to make needed changes in their course selection, students are responsible for all assignments, including those required prior to their admission to the course.

At the end of the course drop deadline, tuition is adjusted to reflect the number of credit hours for which students have enrolled. If a deferred payment plan has been arranged, it may be necessary to adjust the billing to reflect the changes in charges.

Grades

Grades are recorded by the registrar at the end of each semester. Grades at Clarke indicate the following:

A	(4.00 pts.)	Outstanding performance
A -	(3.67 pts.)	
B+	(3.33 pts.)	
B	(3.00 pts.)	Above average performance
B -	(2.67 pts.)	
C+	(2.33 pts.)	
C	(2.00 pts.)	Average performance
C -	(1.67 pts.)	
D+	(1.33 pts.)	
D	(1.00 pts.)	
D -	(0.67 pts.)	Passing but less than satisfactory performance
F	(0.00 pts.)	Failure — Minimal achievement level not met
FA	(0.00 pts.)	Failure due to non-attendance
S		Satisfactory: C- or higher grade
U		Unsatisfactory: D+ or lower grade
WP		Student withdrew passing
WF		Student withdrew failing
W		Administrative Withdrawal
I		Incomplete
AU		Audit

Grades of W, WP, WF, S and U are not computed into a student's GPA.

Examinations/Assessments

The final week of each semester is scheduled for two-hour examination or assessment periods. Final evaluations are given at the time indicated on the Final Examination Schedule. Students should expect to be present for a final exam unless specific information from the course instructor indicates otherwise.

Students must be present for final examination/assessments at the scheduled time period. When more than three exams are scheduled on the same day, students may request a special permit to take one exam at a different time. Such requests should be made to the instructor two weeks before the scheduled exam. Early travel arrangements are not considered a reasonable excuse for requesting a change of examination/assessment schedule.

IX. Student Life Information

In alignment with the Clarke University mission, and in the spirit of the BVM Core Values, the division of student life partners with the academic community to facilitate the growth of the whole student.

Student Life departments strive to provide learning opportunities, role models, services, and facilities that challenge and support students in reaching their fullest potential, resulting in the development of skills that are transferrable to future career, social, and civic responsibilities.

Vice President for Student Life

The vice president for student life is the university official charged with supervising and coordinating the offices and programs within student life areas, including athletics, campus ministry, commuter life, health services, intercultural programs, life coaching and counseling services, orientation, residence life and student engagement. The vice president for student life serves as the contact with parents, spouses and families in emergencies, and is available for consultation and referrals.

Athletics

Clarke University believes that the purpose of intercollegiate athletics is to provide each student the opportunity to develop as a whole person in the pursuit of fulfilling individual and team potential. The university strives to promote an environment that fosters academic success, discipline, and leadership in a spirit of sportsmanship.

The Clarke athletic program is nationally affiliated with the National Association of Intercollegiate Athletics (NAIA) and competes in the Heart of America Athletic Conference and the United States Bowling Congress (Clarke fields teams in baseball, basketball, bowling, cross-country, cheer and dance, esports, football, golf, lacrosse, soccer, softball, track and field, and volleyball.)

The intramural program offers structured sports competitions, aerobic, recreational and outdoor activities for all members of the Clarke community.

Athletic Facilities

Robert and Ruth Kehl Center

Named in honor of Robert and Ruth Kehl, the Kehl Center is the heart of Clarke's recreational facilities. The center contains 54,000 square feet of space housing three basketball/volleyball courts, a cardio room, an elevated jogging track, offices, a training room, and a classroom. The lower level of the Kehl Center houses an athletic weight room, athletic taping room, and locker rooms. The cardio room features stair climbers, a recumbent bicycle, treadmills and various machines. The Nicklaus Fitness Center weight room is located adjacent to the Kehl Center. It provides a circuit of Matrix and Life Fitness equipment in addition to leg press, multi-hip, leg extension, leg curl, lat row, and lat pull-down machines as well as a bench press station, adjustable incline, power rack, and various free weights. Hours are posted and published in the building's bulletin.

Clarke University Burrows Athletic Fields

To the north of the Robert and Ruth Kehl Center are two artificially turfed fields for competition and practice, primarily for soccer, lacrosse and football. The fields are also used for others sports and recreational activities.

Jack and Rosemary Gantz Athletic Practice Center

Located on Cedar Cross Road in Dubuque, the Jack and Rosemary Gantz Athletic Practice Center houses 14,400 square feet of indoor space for indoor athletic practices primarily for baseball, softball, track, and lacrosse.

Off Campus

Clarke University practices and competes at venues located off campus including A.J Spiegel Park (baseball), Veteran's Memorial Park (softball), Diamond Jo Casino Cherry Lanes (bowling) and Dalzell Field (football and track).

Physical Activities Center (PAC)

The PAC is located adjacent to the Kehl Center. It is an auxiliary gymnasium and provides areas for basketball, dance and aerobic activities.

Wellness Center

The Wellness Center at Clarke University was created to enhance the student's educational experience by promoting wellness of mind-body-spirit and empowering students to make informed and intentional choices regarding their overall health and well-being. The Wellness Center includes the offices of Campus Ministry, Life Coaching and Counseling Services, and Health Services. The Wellness Center is located at the ground floor level of Mary Josita Hall and contains the following:

- ❖ The Self-Center is a relaxation room with massage chairs, happy lights, soothing music with nature scenes.
- ❖ The Foley Lounge is a faith-centered lounge area used for programs, meetings and activities, with board games, study tables, and a television.
- ❖ The Fitness Studio and Cardio Room offer spaces for physical wellness, including a large fitness activity room with television and sound system, and cardio fitness machines.
- ❖ Silent Prayer and Meditation Room and is open from 7am -- 9pm. It is not for programs or group use; seating is limited to 4 people

Campus Ministry

The Office of Campus Ministry's mission is to embody the school's Catholic faith and BVM core values by walking with students, faculty, and staff in their personal journey of faith. We welcome people of all faiths to deepen their faith experiences through our programs and activities, when appropriate. We provide contacts for those seeking worship services and experiences within their own faith traditions that are not available on a Catholic campus.

Campus Ministry staff are available during normal business hours Monday through Friday and by appointment outside of normal business hours. You contact them by phone, email, or on Teams to meet and talk about life - such faith or spiritual questions, grief or loss, or life celebrations to name a few. Campus Ministry is also present in the spaces it provides on campus for spiritual and physical renewal.

The Sacred Heart Chapel

This Chapel is available for silent prayer or meditation to the campus community. Catholic Mass is held here on Sundays at 5pm and on Thursdays at 12:25 pm during the academic year. It is located next to the Atrium and across from the Art Gallery and it is open whenever the Atrium is open. Please check the Campus Ministry site ministry.clarke.edu and Source pages for on and off campus worship opportunities. If you need help finding a place to worship, please contact Campus Ministry.

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Office of Student Engagement

The Office of Student Engagement promotes personal and intellectual growth, global awareness and cultural competency through social, cultural, recreational and leadership programs. The office coordinates new student orientation, leadership development, commuter life, campus-wide programming, student organization involvement, and Peer Mentor program. The office oversees the Student Activity Center, Multicultural Center, and advises the student government (Clarke Student Association) and campus activities board (Clarke Activities Board).

CONNECT

A four-day program designed to welcome new traditional-aged freshman and transfer students precedes the first day of classes in the fall semester. New students learn about Clarke's services and programs, meet with academic departments, and have fun through a variety of social activities. Parents are invited to join us on Thursday to learn about services and programs and have opportunities to meet faculty, administrators and staff. Upper-class students are selected each year to serve as Tuckpointers to assist new students and parents as they transition to life at Clarke. More details can be found online: www.clarke.edu/connect.

Commuter Life

The office of student engagement is charged with developing and maintaining supportive programs and events for the development and advancement of commuter students. If in need of assistance, or have a concern or suggestion, please see the Dean of Student Engagement or the Office of Student Life.

Intercultural Programs

In an increasingly diverse American society and in the midst of a growing sense of global awareness, students and graduates will be called upon to interact with people of many abilities, races, cultures, and backgrounds. Clarke University strives to foster an environment which encourages the development of cultural appreciation, social responsibility, and the acceptance of diversity. This office advocates for students with marginalized identities and international students, and supports advisement of identity-based and cultural student organizations. The Black Men's Leadership Society is coordinated by this office.

Involvement Opportunities and Student Organizations

Clarke students are encouraged to be involved in co-curricular activities, student organizations and events that are social, cultural, intellectual, spiritual and recreational. There are a variety of groups and organizations that provide leadership opportunities for students.

Music/Performing Arts

Clarke Cantabile Singers
Clarke Collegiate Singers
Clarke Melos
Drama Productions
Brass Ensemble
Jazz Ensemble
Woodwind Ensemble
New Music Ensemble
Clarke-Loras Chamber Orchestra

Leadership Opportunities

Campus Ministry Interns
Clarke Admissions Student Team (CAST)
Clarke Student Association (CSA)
 Class Senators
 • Senior Class (2025)
 • Junior Class (2026)
 • Sophomore Class (2027)
 • First Year Class (2028)
Peer Mentors
Resident Assistants (RAs)
Tuckpointers (Orientation leaders)

Student Organizations

Africa and the Diaspora Student Union (ASU)
Biology Club
BSU B.L.A.C.K. Student Union (Building Love Amongst Cultures for Knowledge)
Ceramics Club
Clarke Activities Board (CAB)
Clarke Association of Nursing Students (CANS)
Clarke Association of Student Athletes (CASA)
Clarke Bible Club
Clarke Inclusive Games
Clarke Organization of Student Physical Therapists (COSPT)
Clarke Student Association
Clarke University Dance Marathon (CUDM)
Future Young Professionals (FYP)
Hispanic Student Union (HSU)
LGBTQIA+ Alliance
Makers Pride Sew Club
Math Club
Military and Veterans Organization
Psychology Club
Queen In You
Sport Management Club
Teachers for Tomorrow
The Clarke Cast & Crew

Student Government

Every student who pays a student activities fee is a member of the Clarke Student Association (CSA). The leadership of CSA is the Senate. The Senate is comprised of elected positions including four executive board officers and four class officers per undergraduate class. The Senate meets regularly during the academic year. Students serve on various campus committees. A copy of the CSA Constitution is available on the Clarke Student Association website.

Student Publications

The opportunity to work on campus publications is open to all students. Media serving the university community include the *Tenth Muse*, an annual literary publication and the Clarke Crux, interactive media for students by students.

Traditions

Annual activities and traditions include Convocation and Tree Planting, Family Fun Days, Homecoming, Christmas Dinner, Holiday Tree Lighting, Clarke Fest, and the Honors Banquet.

Convocation and Tree Planting

Convocation is an assembly, which introduces the new school year for all students. This is a formal academic event with full academic procession of administration and faculty. New students are presented with a tassel and plant a class tree. The graduating students name their tree.

Cultural Events

Each year, the Arts at Clarke Series brings internationally known performers to the Dubuque community. Performers from across the country and around the world are guests of the university. The series also includes outstanding performances and exhibits by Clarke's art, drama and music departments. The Mackin-Mailander Lecture Series brings distinguished speakers to campus for presentations on current issues.

Fine Arts Events

The art department sponsors art exhibits in Quigley Gallery 1550 by faculty, students and visiting artists from around the world. The music department presents several concerts each season. Faculty and student performances and recitals are an important part of the season. The music department invites all interested Clarke students regardless of major to audition for its vocal and instrumental ensembles. Ensembles include Clarke Collegiate Singers, the Clarke Cantabile Singers, the Clarke Wind Ensemble and other instrumental chamber groups. For additional information about any of these ensembles contact the music department.

X. Residence Life and Commuter Life

One of the most important parts of the college experience is the feeling of belonging that comes with sharing a campus with others in pursuit of the same goal yet experiencing it in their own way. Clarke believes strongly in experiencing a full college experience. For this purpose, students who are under the age of 21 years will live on campus. Those who wish to commute may live at home with their parents.

Few better opportunities for personal growth and developing a network exist than with the opportunity to live in a residence hall. Mary Josita Hall and Mary Benedict Hall are the traditional halls where most of our new students are housed. There are professional assistant directors who live on-campus and a team of peer resident assistants who all work under the direction of the Director of Residence Life to provide a positive living and learning environment. A few tips for the parents of resident students include:

- Many students have fears about having a roommate and sharing space. Encourage your student to work on communicating with their roommate as soon as they receive their housing assignment. Planning what to bring to the room is a good first connection.
- Plan for your student to check into their residence hall at the assigned time. New students will receive help for move-in from upper-class students called Tuckpointers. Remember that whatever a student takes into the room over the course of the year needs to be taken out at the end of the year.
- Residence halls provide students with wireless Internet, cable, study rooms/lounges and laundry facilities.
- Policies and procedures exist in all communities. Encourage your student to know what is expected of them. Most students show respect for themselves, others and the building they live in. Failure to do so will result in disciplinary action which can be educational as well as punitive.
- Students will be assigned a campus mailbox located in the Student Activities Center where they will receive their mail.
- Please encourage your student to stay on campus for weekends and attend campus events.
- Meal plans allow students to eat in the dining hall (all you can eat) or the Café 1843 (selected items per meal). The plan's Funds allow students to purchase additional food, convenience store items, or can be used anywhere on campus.
- In the spring of each year, students will have the opportunity to sign-up for rooms for the next academic year according to a lottery system.

- Students have an opportunity to live on campus during the summer months and are charged a weekly fee.

Life at Clarke is enhanced by many students who commute from their Dubuque area homes to class. Students contribute significantly to every aspect of student life and are encouraged to become as involved as their schedule and family responsibilities allow. All students are welcome at campus events. A few tips for the parents of commuter students include:

- The Office of Engagement is the place for commuter students to go with questions or help in connecting with the campus. The office is on the Stoltz Student Life Wing of Mary Frances Hall.
- Students have designated parking areas on-campus. Parking permits are reserved on-line at the start of each semester through the Campus Safety & Security Office or the Student Accounts Office during normal business hours. Go to the Clarke home page, click on Quicklinks and navigate to the Current Students section. Scroll to Campus Safety & Security below the Campus Life section. Click on the “Register Now” button to register your vehicle information. If registered by August 1st, residential students will receive their permit at residence hall check-in and commuter students at CONNECT. Returning students that do not live on campus, or any student registering after August 1st, can pick up their permit at the Student Accounts Office.
- Commuter students can request a campus mail station located in the Student Activity Center by speaking to staff in the Student Life Office, room 19, Mary Josita Hall.
- Lockers are available through the Student Life Office, Mary Josita Hall, on a first come basis. Lockers are located in Catherine Byrne Hall or the Student Activity Center.
- Commuter students can purchase any of the meal plans available or can add money to their Clarke ID Card on-line or in the Student Accounts Office, second floor, Atrium, which acts as a declining balance card in the dining hall, Café 1843, campus store and vending machines on campus.

XI. Money Issues

We know that you are helping your student invest in their Clarke education. The Clarke Financial Aid Office staff is always available for questions about how to finance expenses and navigate the world of financial aid.

Helping Your Student Become Financially Savvy

Most first-year students are paying their own bills for the first time. Knowing how difficult it is for many students to stick to an allotted budget, here are a few money management myths and how you might counter them:

Myth: Credit cards are friends

Reality: Students are nearly three times as likely to be 90 days delinquent on their credit card payments as older adults.

Tip: If your student needs a credit card, suggest he/she shop around for the best rates and have a low maximum amount. Have him/her pay off the balance each month and charge no more than can be paid off monthly. Remind him/her this is the beginning of one’s adult credit history and is not something to fool around with. Clarke does not allow banks to market credit cards to students. Students also need to be wary of special offers from stores to open a credit card.

Myth: My money comes from an ATM.

Reality: Money really only comes from three places – parents, jobs and savings.

Tip: Never let the conveniences of depositing money in your student’s banking account outweigh its overuse. Suggest he/she keep you informed about ongoing expenses so you’ll know in advance if there’s an impending emergency. There are two ATM machines on campus that do not charge fees for use. They are located in Mary Josita Hall and the Student Activity Center.

Myth: I can’t live without that \$1,000 stereo system.

Reality: Many students buy into advertisers’ siren song and purchase items they can’t afford and/or don’t need.

Tip: Help your student practice being a good consumer by thinking twice before making a major purchase. Remind him/her of the difference between want and need and suggest he/she check out local thrift stores or online auctions for real bargains.

Myth: I need a lot of spending money.

Reality: Campus activities are free and students do not need a lot of extra money to enjoy themselves.

Tip: Help students plan and live with a budget during the summer before entering college to get in the practice of living with a budget. Spending too much money should be a red flag that there is a problem.

FAFSA: Is it that Time Again?

The Free Application for Federal Student Aid (FAFSA) needs to be completed each year. You can complete your renewal FAFSA online at <http://www.fafsa.ed.gov>. When completing the FAFSA it is best practice to utilize the Data Retrieval Tool that will be available to you to transfer your tax information into the FAFSA. State of Iowa residents must file the FAFSA by July 1 in order to be considered for the Iowa Tuition Grant.

Scholarships

Almost 99% of our students receive financial assistance through Clarke-funded scholarships and/or other financial aid programs. Your student is strongly encouraged to apply for external scholarships and grants. Surfing the Web is a great way to search for funds but be wary of sites that require a registration fee for information. Following are a few can't-miss sites:

- Fast web.com [<http://www.fastweb.com>]
- Scholarships.com [<http://www.scholarships.com>]

XII. Safety and Security

As a parent you'll always be concerned for your student's safety. At Clarke, we're proud that our safety record includes not just physical safety but emotional safety as well. Clarke's campus was designed to keep faculty, staff and students connected. In fact, many students don't even have to walk outside to get to their classes. We do everything possible to ensure a crime-free environment for our students and keeping parents in the loop is part of that commitment.

On Campus Security

Clarke's Safety and Security Office <https://www.clarke.edu/faculty-and-staff/intranet-safety-and-security/> provides 24/7 protection for students, faculty, staff and visitors. The uniformed security staff is on hand for routine assistance such as walking someone to his/her car, replacing a lost key and investigating incidents and accidents. The security staff also carries out regular campus patrols. Your student can reach the security office directly by dialing ext. 6393 from any campus phone or 563-588-6393.

The office also issues parking tickets and handles lost keys and chips. If your student has a car on campus, you'll probably want to make sure he/she understands the ins and outs of parking regulations to avoid tickets.

Helping Your Student Stay Safe

Clarke is an extremely safe campus. However, statistically speaking, most campus crimes take place in or near residence halls. To protect students and their belongings, we encourage students to keep their rooms locked when they are not in them (even when it is just for a few minutes) and not to prop open outside doors. Following are several other steps Clarke takes to ensure the safety of our students:

Security is provided 24/7, even on holidays and when the university is closed due to inclement weather.

All guests must be accompanied into residence halls by a resident and escorted through the residence hall.

Clarke faculty and staff members actively engage with students to ensure they are aware of all safety and security procedures. At least once per semester they review all procedures with students and discuss ways of preventing criminal activity.

We strongly recommend students with cars keep doors, trunks, etc. locked at all times. While our safety and security staff routinely check campus parking lots, unlocked cars are an open invitation for thieves.

Students with bicycles are urged to invest in strong, solid locks and use them whenever their bikes are left anywhere, even for a few minutes.

At Clarke, familiarity with the people on campus is an advantage and suspicious-looking people or activities tend to be noticed. Students witnessing anything unusual are encouraged to notify the safety and security office immediately.

In the event that students do witness or are involved in an incident or accident, two forms need to be filled out. The forms, which are available online and in the safety and security office, should be completed and returned within 24 hours of the incident or accident.

XIII. Frequently Asked Questions

What can my student expect in the first six weeks?

The first six weeks at Clarke will be exciting, challenging and at times overwhelming. Everything and everyone will be new. The student will feel welcomed and will want to make a good first impression. The new student orientation program, CONNECT, is designed to help students understand expectations and learn about the resources that are available to help them be successful. Students will interact with other new students, upper class students, faculty and staff.

The academic side of life begins at a fast pace. Classes start. Professors are met, and syllabi that explain what is expected during the semester are distributed. Students are confronted with high expectations and sometimes feelings of self-doubt about their abilities. Students sometimes drop and add a class during the first week of the semester. Students will learn that faculty post office hours and are available for questions outside of class. Each first-year student is assigned to a section of Navigator Class that begins during CONNECT. Their academic advisor is a key support person during the first semester and the Navigator class will provide opportunities to make a smooth transition to Clarke.

Beyond the classroom, students will find a schedule with a lot more “free” time. It is important for students to use this time to complete assignments, prepare for class and study. Students will attend Convocation to introduce the new school year. This is a formal academic event with full academic procession of administration and faculty. New students are presented with a tassel and plant a class tree which they will name as seniors. The tassel will remind students of their graduation goals.

Your student will be searching for the right niche and wonder about how to fit in. There are many campus activities planned both during the week and on weekends. Some students will thrive on all the choices and activities available to them and some will withdraw and feel homesick. Homesickness is not uncommon and will rarely last long. Students will very quickly learn to look out for each other and alert staff if they are worried about a new friend. The start of the year is a time when student organizations actively try to attract new members, and there are a variety of athletic events, as well as good weather in which to explore Dubuque and its attractions. Students who are homesick need to be encouraged to get out, be active and talk to their peers. Chances are they are not alone with these feelings. If feelings of homesickness continues and interferes with a student’s success it will be helpful to suggest that they talk to a staff member in the Life Coaching and Counseling office.

It is hoped that during these first six weeks Clarke will have met the expectations of your student. As parents, you can help by listening and encouraging your student to make their own choices. Sometimes in a new situation, students will want someone else to make decisions for them, but much of the learning during the next four years will take place working through difficult situations. Encourage your student to discover and use all the resources available on campus.

XIV. Clarke Resources and Contacts (563-588-campus extension)

Academic Affairs Office

Yvonne Zimmerman, Academic Dean, 563-588-6595, yvonne.zimmerman@clarke.edu
Becky Bruxvoort, Assistant Dean, 563-588- 6476, becky.bruxvoort@clarke.edu

Athletics Office

Curt Long, Director, 563-588-6462, curt.long@clarke.edu

Campus Ministry Office

Rick Rupprecht, Director, 563-588-8192, rickrupprecht@clarke.edu

Campus Safety and Security Office

Steve Kirschbaum, Executive Director of Facilities & Security, 563-588-6326, steven.kirschbaum@clarke.edu

Career Services

Ben Drury, Director of Career Services, 563-588-6311. ben.drury@clarke.edu

Compass

Deann Petitgout, Director of Compass and Instructor of Athletic Training, 563-588-6415, deann.petitgout@clarke.edu

Engagement Office

Callie Clark, Dean of Student Engagement, 563-588-8165, callie.clark@clarke.edu

Financial Aid Office

Robert Hoover, Director, 563-588-6338, robert.hoover@clarke.edu

Health Services Office

Hope Hess, Director of Health Services, 563-588-6374, hope.hess@clarke.edu

Intercultural Programs

Will Hudson, Director, 563-588-6685, william.hudson@clarke.edu

Coordinator for Campus Activities and Leadership

Anthony King, Coordinator, 563-588-6438, anthony.king@clarke.edu

Life Coaching and Counseling Services Office

Ann Mulgrew, Director of Wellness Life Coaching and Counseling, x8140, 563-588-8140, ann.mulgrew@clarke.edu

Margaret Mann Academic Resource Center (ACADEMIC SUPPORT)

Marianne Mauss, Coordinator, 563-588-8107 marianne.mauss@clarke.edu

Registrar Office

Kristi Bagstad-Schultz, Registrar and Director of Registration Services, 563-588-6392 kristi.bagstad@clarke.edu

Residence Life Office

Catherine Smith, Director, 563-588-6622, catherine.smith@clarke.edu

Student Accounts Office

Kathy Vaughn, Director, 563-588-6342, kathy.vaughn@clarke.edu

Student Life Office

Kate Zanger, Vice President, 563-588-6517, kate.zanger@clarke.edu
Annette Doerr, Administrative Assistant, 563-588-6466, annette.doerr@clarke.edu

Welcome Desk Mary Ellen Herbst, Receptionist, 563-588-6300, maryellen.herbst@clarke.edu