



Clarke
UNIVERSITY

welcome guide

FOR SPRING SEMESTER

ACADEMIC CHECKLIST

- Ensure that final official transcripts are sent to Clarke University Admissions Office at **admissions@clarke.edu** or by mail to 1550 Clarke Dr., Dubuque, Iowa 52001 by the first day of class. (High school and any colleges or universities from which college credit is received or had credits in process when applied). Send final AP or CLEP test results from College Board if applicable.
- If personalized academic or housing accommodations are needed because of a disability impacting living or learning, please contact accommodationservices@clarke.edu.
- Students will need a laptop computer. See FAQs and recommendations from the IT Help Desk at **clarke.edu/laptops**. Microsoft Office is free for students.
- Books can be purchased online at **clarke.edu/textbooks** starting in December. Books can be paid for at time of purchase, or up to \$500 can be charged to the student's account to be paid back. Deadline for books to be charged to a student's account is two weeks before classes start.

CONNECT – NEW STUDENT ORIENTATION

- All new students must participate in CONNECT, new student orientation on Friday, January 10.

RESIDENTIAL STUDENTS

- Move-in Day for resident students is Friday, January 10, from 9 a.m. – Noon prior to the start of CONNECT programming. Students will need to select a move-in time as we get closer to the date. Additional information regarding move-in times and process will be communicated.
 - Men's and Women's basketball: December 26.
 - Baseball, Men's Volleyball, & Track and Field: January 5
- Be sure to chat with your future roommate to decide who is bringing shared items, such as television, refrigerator, or futon/small furniture.
- Complete a change of address form at **usps.com** to forward magazines or mail to campus. Students will be provided a Mail Stop (MS) number, found next to their housing information in CU hub.
- Students are allowed to bring a vehicle to campus. Parking permits are available free of charge, but students **must** register their vehicle at **clarke.edu/parkingpermit**. Students will need to know the vehicle's color, year, make, model, state, and license plate number.
- Check your family's homeowner's policy to see if personal belongings are covered while living in a residence hall.



COMMUTER STUDENTS

- ❑ Commuter students can stay on campus for free during CONNECT. Arrangements can be made with the Engagement and Intercultural Programs staff, at engagement@clarke.edu or (563)588-6313.
- ❑ Meals during CONNECT are free of charge. Meal plans can be purchased to eat in Clarke Dining facilities during the academic year. Contact Student Life at studentlife@clarke.edu or (563)588-6313 for more info. Students do not need to have a meal plan to eat in the Dining Hall or Café 1843, as credit is accepted.
- ❑ Students may move on campus any time if plans change! Contact Residence Life at residencelife@clarke.edu or (563)588-6313 to make alternate arrangements.
- ❑ The Commuter Lounge in Catherine Byrne Hall is a great spot to study or relax between classes. It offers seating, computer and printing access, as well as a refrigerator, microwave, and sink for meals and snacks on the go.

STUDENT HEALTH INFORMATION

- ❑ All students need to submit health records as soon as possible. Submit the online form at clarke.edu/healthservices, and a copy of immunization records must be sent to healthservices@clarke.edu.
- ❑ Review health insurance policies.
 - Students should have an insurance card of their own and understand how to use the insurance, co-pays, and restrictions.
 - Check health insurance plans regarding out-of-area coverage if applicable.
 - Find local doctors, hospitals, and pharmacies. Health Services can assist with area referrals.
- ❑ Discuss any mental health needs. Talk to a counselor or psychiatrist for referrals and ensure medications continue.

STUDENT ATHLETES

- ❑ Please visit clarkepride.com/student-athlete_forms/home to complete all tasks BEFORE you get to campus. You will not be allowed to participate, practice, or compete until all four areas are completed.
 - Play NAIA Registration
 - Acknowledgment
 - Athletic Training System (Note: Physicals must be dated after June 1)
 - Financial Clearance

NEW STUDENT PORTAL

Exciting adventures await you on your academic journey, and we're thrilled to introduce our New Student Portal designed with you in mind. This hub is your go-to resource for everything you'll need during your transition to campus!

SCAN THE QR CODE TO ACCESS



FINANCIAL AID & LOANS

- ❑ Stay on track with the comprehensive financial aid checklist included in your financial aid award packet. You can also find this checklist in the New Student Portal under Financial Aid and Billing.
- ❑ If verification paperwork has been requested, please complete and submit all forms to the Financial Aid Office.
- ❑ Once the student receives an award letter listing grants, scholarships, and loan eligibility:
 - Start planning how you will pay your remaining balance. Campus employment, payment plans, applying for scholarships over the summer and additional loans are options that current Clarke students utilize.
 - If planning to accept a Federal Direct Loan, the student must sign a Loan Agreement (MPN) online at studentaid.gov/mpn and complete Entrance Counseling online at studentaid.gov/entrance-counseling before classes start. The Department of Education will not disburse the loan funds to Clarke unless both of these are completed.
 - Students may choose not to use all or part of the Federal Direct Subsidized or Unsubsidized loans listed on their award letter. To decline a portion or all of the aid, students should visit clarke.edu/financialaid/loanadjustment24.
- ❑ As a new student, you may need to grant permission for your parents or guardians to have access to information such as bills and financial aid by listing them on a signed Federal Education Rights and Privacy Act (FERPA) Form. If they are not listed on your completed FERPA form, Clarke will not be able to release any information about you while you are a student.
- ❑ Students who are interested in working on campus can view available positions online at clarke.edu/oncampusjobs. The postings will be continually updated throughout the summer and the academic year.
- ❑ For the next academic year, students and parents should complete the Free Application for Federal Student Aid (FAFSA) online at studentaid.gov and use the IRS data retrieval tool if possible. Clarke's school code is 001852. The FAFSA needs to be completed each year.

PAYMENT PLANS

PLAN	TERMS	SEMESTER FEE	FALL DATES	SPRING DATES	SUMMER DATES
2-payment plan	2-payment plan with two payments due from your checking, savings, or credit card. Payments must be made by each due date to avoid a late fee.	\$10	August 20 November 5	January 20 April 5	May 15 July 15
4-payment plan	4-payment plan with four payments due from your checking, savings, or credit card. Payments must be made by each due date to avoid a late fee.	\$15	August 20 September 20 October 20 November 20	January 20 February 20 March 20 April 20	May 15 June 15 July 15 August 15
5-payment plan	5-payment plan with five payments due from your checking, savings, or credit card. Payments must be made by each due date to avoid a late fee.	\$20	August 20 September 20 October 20 November 20 December 20	January 20 February 20 March 20 April 20 May 20	N/A

CREDIT CARD PAYMENTS

We accept Mastercard, Visa, and Discover cards. Please note there is a service fee on all credit card payments, with a minimum of \$3.00 fee when using either a debit or credit card.

STUDENT ACCOUNTS & BILLING

- ❑ Students can access their billing statement through CU hub. To view bills or select a payment plan option, log into CU hub on the Clarke website, and click on financial information to access the online portal.
- ❑ Bills are available through CU hub only and will not be mailed. Students will receive a billing notification via their Clarke email.
- ❑ In order for parents or guardians to have access to student's bills, students must grant parent(s)/guardian(s) their own access to the online billing by authorizing them as a user via CU hub. Contact Student Accounts if you have trouble setting up a parent account.
 - Billing questions can be directed to Student Accounts: (563)588-6342 or **student.accounts@clarke.edu**.
- ❑ After comparing the bill with the student's financial aid award letter, determine how payments will be made for the remaining balance due.
 - If awarded, endowed scholarships may not show on the student's account if the donor *Thank You Form* hasn't been completed. Visit **clarke.edu/endowedthankyou** to complete the form.
 - Any federal direct loans will not be disbursed to the student's account until a week before classes with completed agreements. Federal grants will disburse on the first day of classes.
- ❑ Bills are to be paid in full or a payment arrangement plan must be selected prior to January 20. Standard payment plans are included on the next page. If the payment date falls on a weekend, the payment will be deducted on the following Monday. Payment arrangements are to be set up each semester.
- ❑ In addition to payment plans, options for paying the remaining balance include:
 - Cash, credit card, or automatic withdrawal payments — **clarke.edu/studentaccounts**
 - Campus employment — **clarke.edu/oncampusjobs**
 - Federal Parent PLUS Loan (loan in parent's name) — **clarke.edu/parentplus**
 - Private education loan in the student's name (Typically will require a credit-worthy co-signer) — **clarke.edu/privateloans**
 - Student 529 Plan — (provide information to Student Accounts at the beginning of each semester)
- ❑ Review bank accounts. Students can cash checks up to \$100 on campus. The ATMs on campus are from Dubuque Bank & Trust.
 - Money can be added to the student's ID card account at **clarke.edu/clarkecard**. Money on the card can be used in the Whitlow Campus Store, Café 1843, Mary Jo Marketplace and campus vending machines. Students will receive their IDs at CONNECT Orientation.

Scan here to
access CU hub!



Can't access your Clarke accounts?
Contact the Help Desk at
(563) 588-6390 or help@clarke.edu

FEDERAL DIRECT LOANS ACCEPTANCE

Students who plan to utilize their Federal Direct Loans need to complete a Student Direct Loan Agreement (MPN) at **studentaid.gov/mpn** and Entrance Counseling at **studentaid.gov/entrance-counseling**.

For additional loan options for parents and students please visit **clarke.edu/loans**.

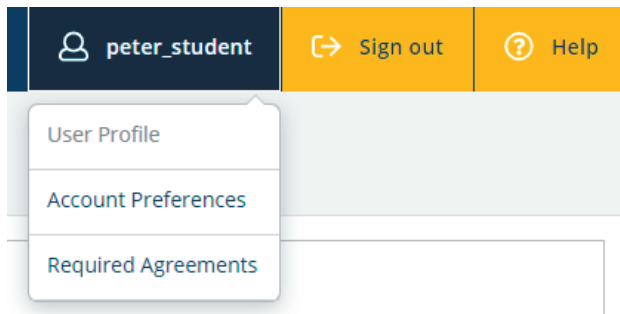
CAMPUS ALERT NOTIFICATION SYSTEM

Clarke University operates a Campus Alert Notification System to notify you of campus emergencies or closings via e-mail, phone call, and text message.

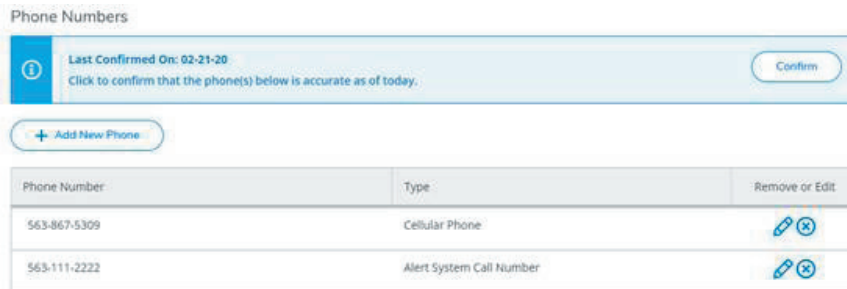
It is very important to update information to ensure alerts are received on mobile phones. By default, alert messages will always be sent to the student's Clarke email account.

To sign up for notifications, please complete the following:

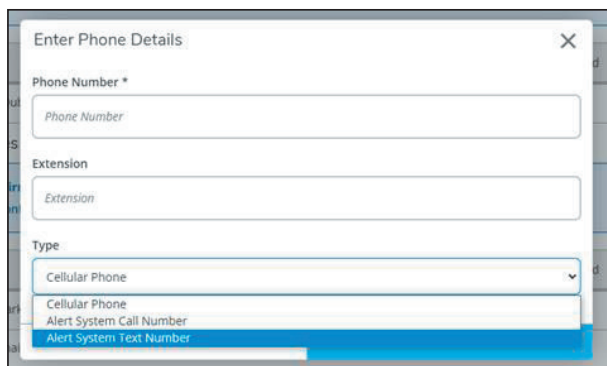
1. Log into your CU hub account at **cuhub.clarke.edu:8173/Student/Account/Login** using your Clarke credentials (firstname_lastname@clarke.edu). Once you are logged in, click on your name in the upper right menu, then click on **User Profile**.



2. Once you are in your user profile, scroll to the bottom, where you will see an area for **Phone Numbers**. Students should edit or add the appropriate phone numbers to ensure they receive notifications through the Campus Alert System.



3. Click **Add New Phone**, then enter your phone number, leave the extension blank, and decide how you would like to receive the alerts under **Type**.
 - If you prefer to only receive text notifications, please choose **Alert System Text Number**.
 - If you prefer to only receive voice notifications, please choose **Alert System Phone Call**.
 - If you prefer to receive both a phone call AND a text message, you will need to enter them individually and select the appropriate **Type** for each phone number added regardless of whether it's the same phone number.



CLARKE UNIVERSITY ACADEMIC CALENDAR 2024-2025

JUNE

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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30						

JULY

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28	29	30	31			

AUGUST

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SEPTEMBER

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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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FEBRUARY

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MARCH

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APRIL

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MAY

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31						

JUNE

1 – Physicals must be dated on or after June 1, 2024 for students participating in varsity athletics in 2024-25.
Week of the 12th – Check CU hub for roommate and housing information

JULY

Week of the 10th – Check CU hub for first semester bills; Enroll in a payment plan

AUGUST

9 - Athlete Move-In
10 - Athlete Move-In
Week of the 17th – Books able to be purchased in the bookstore/online
20 – Deadline to enroll in a payment plan without penalty
22-25 – Move-in & CONNECT Orientation
26 – All classes begin

SEPTEMBER

2 – Labor Day; No classes
13 – Convocation (required)
27-29 – Homecoming Weekend

OCTOBER

1 – Focused Learn and Engage Day/ FLED - (required)
1 – FAFSA opens for 2025-2026
18 – Autumn Free Day; No classes
18-19 – Family Weekend

NOVEMBER

18 – Spring Registration begins (see campus calendar for designated dates)
27-29 – Thanksgiving Break

DECEMBER

9-12 – Finals Week
Dec 13-Jan 11 – Holiday Break
Third week of December – Check CU hub for second semester bills

JANUARY

13 – All classes begin
20 – Martin Luther King Jr. Day (no classes)
20 – Deadline to enroll in a payment plan without penalty

MARCH

17-21 – Spring Break
Week of the 25th – Watch Clarke email for notification that the 2025-2026 Financial Aid Award Letter is available

APRIL

1 – Focused Learn and Engage Day/ FLED (required)
10 – Fall Registration begins (see campus calendar for designated dates)
17-21 – Easter Break (no classes)

MAY

5-8 – Finals Week
10 – Commencement



Important!



No classes

Break



First day of classes



QUESTIONS?

Admissions Office
1550 Clarke Drive, MS 1752
Dubuque, Iowa 52001

(563)588-6316
(563)584-8666 (fax)

admissions@clarke.edu
clarke.edu

