ACCESS STUDENT HANDBOOK
2010-2011

The information contained in this handbook is subject to change. This handbook only attempts to answer frequently asked questions and is by no means a comprehensive listing of all of the policies and procedures that exist at DeSales University. This handbook is a summarization and compilation of a portion of information outlined in the DeSales University Undergraduate Catalog (http://www.desales.edu/default.aspx?pageid=418) and Student Handbook.
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DeSales University Mission Statement

It is the mission of DeSales University to provide men and women with quality higher education according to the philosophy of Christian Humanism developed by Saint Francis de Sales and his spiritual heirs. The University imparts knowledge about, and develops talents for, personal, familial, and societal living. DeSales University enriches the human community and enhances the dignity of the individual through its educational endeavors. In its work, the University fosters a vital and respectful dialogue between Roman Catholic faith and human culture.

ACCESS Mission Statement

The mission of the ACCESS program is to provide lifelong learners with a liberal arts education and professional training in the Christian Humanist tradition emphasizing excellence, individual attention and program flexibility.
## Campus Directory

<table>
<thead>
<tr>
<th>Center Valley Campus</th>
<th>Phone</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS Office</td>
<td>(610) 282-4361</td>
<td>Dooling Hall</td>
</tr>
<tr>
<td></td>
<td>(610) 282-2850 (FAX)</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>(610) 282-1100, x1325</td>
<td>DeSales University Center</td>
</tr>
<tr>
<td></td>
<td><a href="http://www.dsucampusstore.com">http://www.dsucampusstore.com</a></td>
<td></td>
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<tr>
<td>Business Office</td>
<td>(610) 282-1100, x1376</td>
<td>Dooling Hall</td>
</tr>
<tr>
<td>Computer Center</td>
<td>(610) 282-3029</td>
<td>Dooling Hall</td>
</tr>
<tr>
<td>Emergency Aid</td>
<td>(610) 282-1100, x1250 Ext. 911 (On Campus)</td>
<td>Dooling Hall</td>
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<tr>
<td>Financial Aid</td>
<td>(877) 4-Desales (toll free)</td>
<td>Dooling Hall</td>
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<td></td>
<td>(610) 282-1100, x1287</td>
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<tr>
<td>Library Main Desk</td>
<td>(610) 282-1100, x1266</td>
<td>Trexler Library</td>
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<tr>
<td>Receptionist</td>
<td>(610) 282-1100</td>
<td>Dooling Hall</td>
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<tr>
<td>Registrar</td>
<td>(610) 282-1100, x1212</td>
<td>Dooling Hall</td>
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<tr>
<td>Food Services</td>
<td>(610) 282-1100, x1322</td>
<td>DeSales University Center</td>
</tr>
<tr>
<td>Technology Center</td>
<td>(610) 282-1100, x1362</td>
<td>Trexler Library</td>
</tr>
<tr>
<td>Theater Box Office</td>
<td>(610) 282-3192</td>
<td>Labuda Center</td>
</tr>
<tr>
<td>DSU Help Desk</td>
<td>(610) 282-1100, x4357 (HELP)</td>
<td></td>
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<table>
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<tr>
<th>Easton Area Campus</th>
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<th>Location</th>
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<tr>
<td>ACCESS Office</td>
<td>(610) 814-3026</td>
<td>Penn Corporate Center</td>
</tr>
<tr>
<td></td>
<td>(610) 814-5900 (FAX)</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Online</th>
<th>Websites</th>
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</thead>
<tbody>
<tr>
<td>DSU ANGEL</td>
<td><a href="https://desales.angellearning.com/">https://desales.angellearning.com/</a></td>
</tr>
<tr>
<td>DSU Technology</td>
<td><a href="http://www.desales.edu/technology">http://www.desales.edu/technology</a></td>
</tr>
<tr>
<td>DSU Web Advisor</td>
<td><a href="http://www.webadvisor.desales.edu">http://www.webadvisor.desales.edu</a></td>
</tr>
<tr>
<td>DSU Webmail</td>
<td><a href="http://webmail.desales.edu">http://webmail.desales.edu</a></td>
</tr>
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ACADEMIC INFORMATION

Advising
When you enrolled in the ACCESS Program at DeSales University, you were assigned an ACCESS academic advisor. The advisors in ACCESS are here to help you achieve your educational goals. In order to make your relationship with your advisor as productive as possible, it is important to know what to expect from your advisor and what your advisor expects from you. Below are some guidelines to help you.

Responsibilities of Academic Advisors:
- Provide knowledgeable information regarding the General Core curriculum and major requirements
- Provide knowledgeable information about University policies and procedures or refer to the appropriate resource
- Provide information about various on-campus services available to ACCESS students
- Track each advisee’s progress toward completion of degree requirements
- Review proposed course registrations and make appropriate suggestions
- Review and sign administrative forms (withdrawal, change of major, pass/fail, audit)
- Provide appropriate guidance to those advisees experiencing academic difficulties

Responsibilities of Advisees:
- Meet with your advisor as frequently as necessary (a minimum of twice a year is recommended)
- Prepare for meetings with your advisor (i.e. review degree requirements, be aware of prerequisites, plan a tentative schedule)
- Initiate contact with your advisor when confronted with problems that may affect academic performance
- Keep conscientious records of academic progress
- Recognize and accept ultimate responsibility for academic decisions

Please do not hesitate to contact your advisor with any questions or concerns that you may have with regard to your educational experience. An academic advisor is available in the ACCESS Office until 8:30 pm Monday through Thursday and until 4:30 pm on Fridays. If you are not sure who your academic advisor is, contact the ACCESS Office at 610-282-4361.

Changing your Major
If you choose to change your major while enrolled in the ACCESS Program, you and your advisor must complete an ACCESS approval form, as well as obtain approval from the Division Heads or Division Heads or Department Chairs of the new Major. Please be aware that you must fulfill both the General Education Core and Major requirements of the current year for your new major.

Adding a Second Major
You may add a second major while a student in the ACCESS Program. You and your advisor must complete an Application for a Dual Major. You are responsible for the General Education Core and
Major requirements of your primary major and the Major requirements for your second major. Degrees are awarded in only one major. Your transcripts, however, will reflect both majors.

**Graduation Requirements**
You follow the graduation requirements that were in effect when you enrolled in the ACCESS Program at DeSales. Even if requirements for graduation change, you should continue to follow the original degree requirements sheet you were provided with upon your enrollment. Exceptions apply when you change your major or add a dual major. Additional exceptions may apply to Education and Nursing Programs.

**Graduation**
As you approach the conclusion of your academic program in ACCESS, you will receive information about graduation procedures. DeSales University awards degrees to students three times a year: in January, May, and September (no Commencement Ceremony in September). Students completing their degree requirements by the end of Session 2 can graduate in January. Students completing their degree requirements by the end of Session 4 can graduate in May. Students completing their degree requirements by the end of Session 6 can receive their degree in September. Your progress toward graduation should be discussed periodically with your academic advisor. Your application for graduation cannot be processed unless all financial obligations to DeSales University are satisfied.

**Grade Point Average (GPA)**
Your grade point average is calculated using all courses for which you receive a letter grade at DeSales University. You must maintain a minimum grade point average in order to achieve acceptable academic standing at DeSales University. Your academic standing affects your ability to complete your education and your eligibility for financial aid. GPA requirements for acceptable academic standing are as follows:

- For 4 or more courses (12 credits) attempted, the minimum GPA is 1.5.
- For 8 or more courses (24 credits) attempted, the minimum GPA is 1.6.
- For 16 or more courses (48 credits) attempted, the minimum GPA is 1.8.
- For 21 or more courses (63 credits) attempted, the minimum GPA is 2.0.

A Cumulative and Major GPA of 2.0 is required for graduation from DeSales University. Education majors must maintain a 3.0 GPA. Nursing majors must maintain a 2.50 GPA.

**Academic Probation**
If you fail to achieve acceptable academic standing as defined above, you will be placed on Academic Probation. This will be stamped on your grade reports and academic transcripts at the end of the Fall and Spring Semesters. ACCESS students who fail to achieve acceptable academic standing for 2 consecutive semesters (Fall, Spring) are subject to review by the Academic Regulations Committee.

**Satisfactory Academic Progress**
In order to retain eligibility for federal and institutional financial aid, students must maintain satisfactory academic progress in their academic program, and they must be in good academic standing. Students are required to complete 40-3 credit courses and are expected to average 5-3 credit courses per semester.
Satisfactory academic progress is reviewed at the end of each fall and spring term for ACCESS students. Students will be ineligible for federal and institutional financial aid when their academic progress fails to meet the following requirements:

### Qualitative Assessment

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>12-23</th>
<th>24-53</th>
<th>54-62</th>
<th>63+</th>
</tr>
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<tbody>
<tr>
<td>Minimum Cum GPA needed</td>
<td>1.5</td>
<td>1.6</td>
<td>1.8</td>
<td>2.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attempted Credits</th>
<th>12-23</th>
<th>24-53</th>
<th>54-62</th>
<th>63+</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completion Rate</td>
<td>50%</td>
<td>54%</td>
<td>58%</td>
<td>67%</td>
</tr>
</tbody>
</table>

### Dean’s List

ACCESS evening students are recognized on an ACCESS Dean’s list when they have earned 9 credits and attained a grade point average of 3.25 in Sessions 1 and 2(Fall); 3 and 4(Spring); or 5 and 6(Summer).

ACCESS-By-Day students, please refer to the [Undergraduate Catalog](#) for more information.

### Commencement Honors

The GPA requirements for Commencement Honors are as follows:

- *Cum laude* for a cumulative GPA of 3.25 to 3.49
- *Magna cum laude* for a cumulative GPA of 3.5 to 3.74
- *Summa cum laude* for a cumulative GPA of 3.75 to 4.0

### Tutoring

If you are experiencing difficulty with an ACCESS course, please contact your Academic Advisor to inquire if tutoring is available for that particular course. Tutors are provided free of charge for group sessions in certain academic areas.

### Students with Disabilities

DeSales University is committed to full compliance with the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA). While the University does not have a program especially dedicated to students with disabilities, it does provide academic support services to all traditional students and reasonable accommodations to students with documented disabilities.

If there are any questions about appropriate documentation or policies, please refer to the website: [www.desales.edu/disability](http://www.desales.edu/disability).

### Plagiarism

Plagiarism describes the act of copying the ideas, and/or speculations, and/or language of any other person or persons, without acknowledgement, and presenting this material as one’s own original work in order to satisfy any academic requirement or complete any academic project. DeSales University regards plagiarism as a very serious breach of academic integrity. Plagiarism will have occurred regardless of the
person’s intent to deceive. An act of plagiarism is punishable by a failing grade on the assignment in question, a grade penalty for the course, or a failure in the course. A second offense may result in the student’s expulsion from the University. Examples of plagiarism, cheating, and other inappropriate behaviors are discussed in more detail in the *Undergraduate Catalog*.

**Withdrawing from the ACCESS Program**

We realize that ACCESS students have busy lives juggling work, family, and other obligations. If, for some reason, you must stop taking courses at DeSales, we ask that you notify the ACCESS Office of your plans. Withdrawing from the ACCESS Program does not release you from your financial obligations to DeSales University. You are still responsible for any tuition, fees, or outstanding balance on your account.

**Academic Due Process**

The undergraduate student who feels that he or she has an academic grievance should follow the procedure outlined below:

The student should first discuss the problem or grievance with the faculty/staff member. If, following discussion with the faculty/staff member, the student is not satisfied and continues to believe that he/she has not been dealt with fairly, he/she may discuss the grievance with the chair of the department involved or with the coordinator of the program in which the student is enrolled. If the matter is not resolved at this level, the student has recourse to the Dean of Lifelong Learning. As a final appeal, the student may request the Academic Affairs Committee to evaluate the situation and make a recommendation to the Provost/Vice President for Academic Affairs. This request should be presented in writing and include the pertinent information regarding the situation. The Academic Affairs Committee will normally act upon such an appeal within one month of its receipt. The Provost's decision is final.

- The maximum time limit for a change of grade, other than an Incomplete, is six months from the end date of the previous session/semester in which the grade was given.

**WEB ADVISOR AND COURSE INFORMATION**

**Web Advisor**

Web Advisor is a secure web interface that allows guests, students, faculty and staff of DeSales University to access and/or update information on a shared integrated database. This information includes grades, transcripts, class schedules, financial aid and account profiles.

Web Advisor is available by visiting [www.desales.edu/webadvisor](http://www.desales.edu/webadvisor).

Web Advisor is the main tool for Course Schedules, Course Registration, Dropping a Course, Grade Reports, Classroom Assignments, Paper Grade Requests, Financial Aid Info and Changing/Updating personal information.

Be sure to watch your email in regard to the opening of course registration for each Semester.

**Withdrawing from a Course**

Once the add/drop deadline has passed, you may withdraw from a course during the withdrawal period. A “W”, “WP”, or “WF” will appear on grade reports and transcripts for the course from which you withdraw. Withdrawals have no effect on your grade point average. In order to withdraw from a course,
you must complete an ACCESS Course Withdrawal Form, which is available in the ACCESS Office or online at www.desales.edu/access.

If you stop attending class but DO NOT complete an ACCESS Course Withdrawal Form by the proper deadline, you will receive an “F” as your grade in the course. Withdrawal deadlines and refund schedules for each session can be found in the ACCESS Course Schedule. The withdrawal deadlines for traditional day courses are indicated on the academic calendar in the Undergraduate Catalog.

Prerequisites
Many of the courses you will take at DeSales University have recommended or required prerequisite courses. Prerequisite information can be found in the course description for a particular course. The information and skills that you gain from these prerequisite courses are necessary for you to succeed in subsequent courses. You should be aware of prerequisites when planning your schedule.

Cross-Registration
As a DeSales student, you may cross-register for classes at the 5 other members of the Lehigh Valley Association of Independent Colleges (Cedar Crest College, Lafayette College, Lehigh University, Moravian College, and Muhlenberg College). ACCESS students are limited to taking a total of 6 cross-registered courses (2 at the sophomore level, 2 at the junior level, and 2 at the senior level) while enrolled at DeSales. Courses for which you cross-register are not considered transfer credits and the grades you receive are computed in your grade point average. Payment for these courses is made to the host institution and will reflect their tuition costs, not those of DeSales. Necessary approvals must be obtained prior to cross registering for courses. Specific details about cross-registration should be discussed with your academic advisor.

If you need to drop a course that you are cross-registered for, complete the Cross-Registration form and check the “Drop” box on the form.

Course Audit/Cultural Enrichment
Auditing and Cultural Enrichment of a course can be completed at a reduced tuition cost. Students will be permitted to attend classes on a space available basis and will not be required to take exams or complete other assignments. Auditing a course will be reflected on a transcript. There is no permanent record kept for students who choose to take a course for Cultural Enrichment. Anyone who is interested in these options should contact an academic advisor.

Pass/Fail Option
You may elect to accept a pass ("P") or fail ("F") instead of a letter grade for a course. The Pass/Fail Option may only be used for courses that qualify as free electives under the requirements for graduation of your chosen major(s). Students are permitted to Pass/Fail one course in Fall, one course in Spring and one course in Summer. Deadlines for applying for the pass/fail option are indicated in the ACCESS Course Schedule. Approval by the instructor and your academic advisor is necessary as indicated on the ACCESS Approval Form, which is available in the ACCESS Office. Please be aware that some Graduate School prerequisites require a grade to be received for a course.

Students receiving Tuition Reimbursement are advised to confirm with their employer that Pass/Fail is eligible for reimbursement.
Attendance
Because the ACCESS Program follows an accelerated schedule, attendance at all classes is very important. If you cannot avoid being absent, it is your responsibility to make up any missed work. Instructors are not required to make special arrangements for students who are absent. If you miss an exam or quiz and the instructor approves a make-up, you must arrange an appointment to take the exam or quiz in the ACCESS Office. For courses that meet over an eight-week period, students who miss more than one class may be dropped from the course. For courses meeting over a 16-week period, students who miss more than three classes may be dropped from the class. Students who are dropped from courses due to lack of attendance will be refunded according to the course withdrawal refund schedule (please see section on Withdrawing from a Course).

COURSE OPTIONS

There are a variety of ways to complete your requirements for graduation once you are enrolled in the ACCESS Program at DeSales University. All classes are listed in the ACCESS Course Schedule or online through Web Advisor. Traditional day schedules are also available online through Web Advisor.

Accelerated Courses
All Accelerated courses, including weekend courses, are offered in a hybrid format. These courses will meet once a week for 3 hours and also include a 2 hour online/offline component. This format pertains to evening and weekend courses only.

16-Week Courses
Some courses, due to the amount of information and work involved, are offered over a 16-week period. These courses meet once a week for 16 weeks and each meeting is 2 hours and 20 minutes long.

Online Courses
Online courses are conducted, as the term implies, entirely online using A New Global Environment for Learning (ANGEL), a web-based instructional platform. Therefore, these courses offer students considerable flexibility and convenience.

Workshops
ACCESS offers a number of one-credit workshops. While offered as part of the Human Resource Management discipline, many workshops are suitable for students in other majors. These workshops meet for a total of 12 hours: 4 hours on a Friday evening and 8 hours a week later on Saturday. Three of these workshops can be combined to fulfill a Human Resource Management elective for any Business Major except Accounting or a free elective for students majoring in other disciplines. Workshops are listed in the ACCESS Course Schedule under the sessions in which they are offered. If you need to withdraw from a Workshop that you are registered for, you must withdraw before the second meeting; however no refund of tuition will be given.

Traditional Day Courses
ACCESS students may take some or all of their courses in the traditional day program at DeSales University. These courses run 15 weeks and meet 2 or 3 times a week. The Academic Calendar for day courses is located in the Undergraduate Catalog. Registration for day courses follows a different
timetable than that followed for courses offered through the ACCESS Program. You should consult with your academic advisor if you are interested in attending courses in the traditional day program.

Graduate Courses
ACCESS students who have at least a 3.0 and senior status may enroll in graduate courses while fulfilling the requirements for an undergraduate degree. Students may register for no more than one course at a time and accumulate no more than six credits. Students must also obtain permission from the appropriate Division Heads or Division Heads or Department Chairs, the Dean of Lifelong Learning, and the Dean of Graduate Education, have fulfilled all prerequisites and pay the applicable graduate tuition. Please see your advisor for more information.

OTHER CREDIT OPTIONS

College Level Examination Program (CLEP)
You can obtain credit toward your degree requirements through the College Level Examination Program (CLEP). The CLEP Exams are standardized tests designed to assess your knowledge in a particular area. Credits earned through CLEP are considered transfer credits and are bound by the limitations of the transfer policy under which you entered DeSales University. A listing of the DeSales University equivalents to the CLEP exams is available in the ACCESS Office. CLEP exams are administered at the Easton Area Campus on set dates throughout the year (reservation required). You may take a CLEP Exam at another institution designated as a CLEP testing center, but please be sure to code DeSales as the recipient of your score report in order to receive any credit. It is recommended that you consult with your advisor before taking any CLEP Tests. The CLEP code for DeSales University is 2021.

Challenge Examinations
You can receive credit for a course by successfully completing a challenge examination for that course. The specific nature of the exam and any other requirements for credit are up to the discretion of the faculty member administering the exam. No formal instruction is offered in preparation for the exam. Credit gained from a challenge examination is considered DeSales University, not transfer, credit. If you are interested in pursuing a challenge examination for a particular course, you should consult with your academic advisor. Your advisor can provide specific information about the application procedures, grading, and cost associated with these examinations.

Credit for Prior Learning
DeSales University does award credit for prior learning in the form of work experience, life experience, training, etc. Credit awarded for prior learning is considered transfer credit and will be bound by the limitations of the transfer policy under which you entered DeSales University. If you are interested in pursuing credit for your prior learning, you should contact your academic advisor. Your advisor can give you specific information about the application procedures, grading, and cost associated with credit for prior learning.

For more information on Credit for Prior Learning, please visit: http://admissions.desales.edu/lifelong-learning/prior-learning-assessment
FINANCIAL INFORMATION

Tuition Payments
Tuition payments can be made on Web Advisor. They are also accepted at the Bursar's Office, located on the second floor of Dooling Hall, during regular business hours, and in the ACCESS Office when the Bursar's Office is closed. Payment of tuition expenses can be made by cash, check, MasterCard, Visa, American Express, and Discover. Payment of tuition and fees must be made prior to the start of the session in which you are registered unless you are receiving financial aid or employer reimbursement. If payment is not made prior to the first day of classes for a given session, a Financial Hold will be placed on the student’s record which will prohibit the student from receiving a transcript or registering for future classes and/or sessions.

Tuition Deferment
Tuition deferment is available for students in the ACCESS program who have provided the Bursar’s Office with a copy of their employer’s reimbursement policy. You will only be eligible for deferment once we have received your employer’s policy. Upon completion of a session, you will have 8 weeks to make payment for the deferred tuition expenses. Please note that even though you are using employer reimbursement, you are still responsible for payment of the deferred amount by the end of the 8 week grace period.

Tuition deferment is also available for students who have applied for financial aid. To be eligible for deferment of your expenses, you will need to have filed all the necessary paperwork with the Office of Financial Aid. If you have been selected for verification, you will again need to make sure that you have complied with all the paperwork requirements. Please note that if your financial aid information is incomplete, you are responsible for payment of the outstanding balance.

Financial Aid
ACCESS students, depending on enrollment status, may be eligible for federal and state grants and/or loan programs. Procedures for applying for financial aid are available online. Specific questions about the Free Application for Federal Student Aid (FAFSA) and/or aid awarded should be directed to the Office of Financial Aid at 610-282-1100 ext. 1287 or 1449 or by email finaid@desales.edu. Enrollment requirements for receiving financial aid exist. Therefore, you should always inform your Financial Aid Administrator that you are applying for financial aid if you are a new student or a student returning after taking at least one semester off. Each semester is based on the number of credits a student takes per session. The DeSales University FAFSA Code is: 003986.

Payment Plans
Payment plans are available to ACCESS students. If you are interested in a payment plan, please contact the Bursar's Office at 610-282-1100 ext. 1376 for additional information.

Outstanding Financial Obligations
Students who separate from the University, voluntarily or involuntarily, with an outstanding balance due are subject to being turned over to a third-party collection agency. If this action is taken, the University
has the right to collect the associated collection fees charged to the University by the collection agency which range from 25-50%. Transcripts and/or diplomas will not be issued until the total financial obligation and associated collection fees have been met.

Please note that non-payment of the graduation fee constitutes an outstanding financial obligation as well. In addition, the student’s diploma and transcripts will not be released and a Financial Hold will be placed on the student’s record. The Financial Hold will be removed when the outstanding financial obligation has been resolved.

**TECHNOLOGY**

**Logins**
New and returning students are sent logins to their Webmail, ANGEL and Web Advisor accounts through the mail. If you have any problems using your logins on any of these systems, please contact the Help Desk at 610-282-1100 ext. 4357(HELP).

**A New Global Environment for Learning (ANGEL)**
ANGEL is the on-line course delivery system used by DeSales University for distance learning, hybrid, and traditional courses. ANGEL can be accessed [https://desales.angellearning.com/](https://desales.angellearning.com/). For *first-time logon*, use your Web Advisor ID and initial password. If you forget your password, click the "I forgot my password" link on the ANGEL page.

An orientation to online and hybrid learning with ANGEL is available upon logon. Search for the Distance Education Student Orientation. A guide to using ANGEL is available to students online at [https://desales.angellearning.com/Help/Public/](https://desales.angellearning.com/Help/Public/). Please contact the Help Desk for ANGEL if you are having problems with ANGEL at 610-282-1100 ext. 4357.

**Webmail**
DeSales University provides students with a DeSales email address to enable faculty, staff and administrators to communicate more effectively and efficiently with students. Your email login and password information will be mailed to your home address. Once you receive your login information, you should log in to Webmail at [https://webmail.desales.edu](https://webmail.desales.edu) to personalize your settings. At this time, you can set up your DeSales email to forward to a personal email account of your choice. Appropriate use of email is essential to the success of this mode for contacting students. All communication between you and the faculty, staff, and administration of the University will occur through your DeSales University email address. For more information on the University's email policy, please visit [www.desales.edu/emailpolicy](http://www.desales.edu/emailpolicy). If you need your login information or have problems using email, please contact the Help Desk at 610-282-1100 ext. 4357(HELP).

**Student Technology Workshops**
Students can get professional development help with many Web and software tools needed to complete assignments, stay organized, or keep them up to date with campus technologies. Students can register for these no-cost workshops at [www.desales.edu/studentworkshops](http://www.desales.edu/studentworkshops)
Academic Computing Center (Dooling Hall)
The Academic Computing Center (ACC), located in Dooling Hall, houses approximately 70 stations. All systems are fully network compliant, with access to public-software served from a Novell Netware server. Other resources available include access to the University's Central Mail Server, a variety of UNIX and VMS systems, and the Trexler Library On-line catalog. All stations are configured with a variety of Internet access tools. A number of stations are equipped with multimedia capacity. The ACC provides limited access to Email facilities and Web resources from remote locations through high-speed modem use. Regular hours (please note hours are subject to change) are:
Monday to Thursday 8:00 am to 11:00 pm  
Friday 8:00 am to 9:00 pm  
Saturday 9:00 am to 5:00 pm  
Sunday 12:00 pm to 12:00 am

Wireless Campus
Certain areas of the DeSales campus have wireless service available. Currently the lounge in the center of Dooling Hall, the first and second floor classrooms in the west wing of Dooling, Trexler Library and the University Center are all equipped for wireless. Students need a wireless enabled laptop and a valid DeSales email account. Questions about connecting to the wireless service should be directed to the DSU Helpdesk at (610)282-1100 ext 4357(HELP).

Trexler Technology Center
The Trexler Technology Center (TCC), located in the Trexler Library, houses a 33 workstation computer lab equipped with high-speed laser printers and scanning hardware. The PCII lab, also housed on the second floor of the library hosts 15 PC workstations and 5 Mac workstations. Both labs close 15 minutes prior to the closing of the Library.

CAMPUS OFFICES AND FACILITIES

Campus Store (610) 282-1100 ext. 1325
Textbooks for your courses, as well as supplies and DeSales University merchandise, are available for purchase from the DeSales University Campus Store. Regular store hours (September to Graduation in May only) are:

Monday, Wednesday, and Thursday 9:00 am to 5:30 pm  
Tuesday 9:00 am to 7:00 pm  
Friday 9:00 am to 4:00 pm  
Saturday 11:00 am to 3:00 pm

The Campus Store has extended evening and weekend hours the first week of each ACCESS session. Summer hours are limited and will be posted. The store is located in the University Center. A satellite store is located at the Easton Area Campus during the first week of a new session. Textbooks can be pre-ordered and shipped to you for an additional fee; please see our web-site for shipping information, www.dsucampusstore.com. In addition to cash and personal checks, the Campus Store accepts American Express, Discover, MasterCard, and Visa credit cards for your convenience.
Fitness Center
The Compardo Fitness Center is located in Billera Hall and is available to ACCESS students currently taking classes. In order to use the fitness center, you must present your University Card and sign a liability waiver that will be kept on file. The normal hours of operation are:

- Monday through Thursday: 7:00 am to 11:00 pm
- Friday: 7:00 am to 9:00 pm
- Saturday: 10:00 am to 6:00 pm
- Sunday: 2:00 pm to 10:00 pm

Hours are limited during breaks, holidays, and summer and will be posted at the fitness center.

Trexler Library
The Trexler Library provides you with access to a vast number of resources for use in your educational program at DeSales University. Librarians are available and happy to assist you with your research needs in person, on the phone or via email. Call the circulation desk at 610.282.1100 x1266.

The library has books, DVDs and other paper resources that are listed in the catalog at www.desales.edu/library, and there are over 8,000 full text journals available online. To access these materials you will need a University Card or a library card issued at the circulation desk. You will need the 14 digit bar code on the back of your card. This 14 digit bar code number is also available in your Web Advisor profile area.

If you need help with your research, you can make an appointment for a one-on-one session with a Trexler librarian. Call 610.282.1100 x1266.

Your card also gives you borrowing privileges at the libraries of Cedar Crest, Lafayette, Moravian, and Muhlenberg Colleges and Lehigh University.

Regular operating hours for the Trexler Library are:
- Monday to Thursday: 8:30 am to Midnight
- Friday: 8:30 am to 9:00 pm
- Saturday: 9:00 am to 5:00 pm
- Sunday: Noon to Midnight

Safety and Security  (610) 282-1100 ext. 1250
The DeSales University Police are available 24 hours a day, 7 days a week to insure your safety and security on our Main Campus. Emergency phones are located around campus for your convenience and safety. In case of an emergency where the assistance of campus police is required, dial 911 or 1250 from any campus phone or 610-282-1100 ext. 1250 from any off-campus, pay, or cell phone.

Crime statistics for the campus are published yearly and are available to all members of the DeSales University community. The Annual Security Report is available in the Access Office or from the University Police.
Bursar’s Office  (610) 282-1100 ext. 1376
The Bursar’s Office bills for each session in which you are registered for courses. You will receive a statement for the session even if you are receiving tuition deferment for financial aid or employer reimbursement. Any questions regarding your tuition bills, tuition deferment and/or payment plans should be directed to the Bursar’s Office. The Bursar’s Office is open Monday through Thursday from 8:00 a.m. to 5:30 p.m. and Friday, 8:00 a.m. to 5:00 p.m.

University Center
The University Center is the state-of-the-art dining facility at DeSales University. You can purchase food with cash or charge it against a pre-paid account using your University Card. The University Center has hours of operation that are: 7:00am-7:30pm Monday-Friday and 9:30am-7:30pm on Saturday and Sunday.
The Skylight Lounge (located in Dooling Hall), has hours of operation that are: 7:30am-8:00pm Monday-Thursday and 7:30am-1:00pm on Friday. The Skylight Lounge is closed on the weekend.
McShea Student Union hours of operation are: 7:30pm-1:00am-Seven days a week.

Education Department
Instructional Media Room (Dooling Room 127)
The Instructional Media Room is available to all Education majors for use in preparing instructional materials. Supplies are funded through course fees. Hours are posted on the door. Questions can be directed to Alice Debus at ext. 1465.

OTHER IMPORTANT INFORMATION

Transcripts  (610) 282-1100 x 1354
In compliance with the Family Educational Rights and Privacy Act of 1974 as amended: We must have your written permission to release your transcript. Unofficial transcripts are complimentary. Please send a letter, or visit the Registrar’s Office, to fill out a transcript request form. A transcript request form is also available at the Registrar's website: www.desales.edu/registrar. Regrettably, we cannot process transcripts on demand; however, requests are processed within 3-5 working days for a fee of $5.00. Same day service is also available for $10.00. Payment must accompany requests for official transcripts. DSU accepts American Express, Discover Card, Visa or MasterCard or personal checks payable to "DeSales University". If you submit a letter, please include:
- Your name as it was when you attended the University, (ex. birth name)
- Your signature
- The year you graduated or the last year/semester you attended
- The complete address to where the transcript is to be sent
- A contact phone number should we have questions
The Registrar’s Office is located in Dooling Hall and is open Monday through Friday 8:30 am to 4:45pm.

DeSales University Card
ACCESS Students are encouraged to apply for a University Card. This card is the official identification card for DeSales University. Your University Card will be a tool you use daily for a multitude of functions. It provides easy access to University resources such as the library and the fitness center. Access students are also encouraged to open a 3D account. A 3D account is a prepaid debit account,
accessed with your University Card, which provides a safe and convenient method of making purchases on campus. The University Card Office will schedule evening hours during ACCESS Sessions so that you can conveniently apply for and have your photo taken for your University Card within your normal class schedule.

**Alcohol**
Alcoholic beverages are prohibited outdoors and in public areas of the campus. Responsibility for obeying public laws and University regulations regarding the use of alcoholic beverages rests directly on each individual. Those who violate these laws and regulations may be subject to civil and criminal action as well as to University disciplinary procedures.

**Illegal Drugs**
With the legal and medical welfare of the student in mind, the University cannot approve the medically unsupervised use, possession or distribution of drugs. In any instance where a violation of the laws concerning drugs occurs on the DeSales University campus or in connection with the activities of DeSales University's students, the disciplinary policy of the university will permit taking action beyond or separate from any which may be taken by civil authorities.

**Smoking**
Smoking is controlled and limited at DeSales University. Smoking is not permitted in University buildings.

**Sexual Harassment**
It is the policy of DeSales University that no member of the University community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy.

Sexual harassment is illegal under both state and federal law. In some cases, it may be susceptible to prosecution under the criminal sexual conduct law. Any student having a complaint of sexual harassment should notify the Dean of Lifelong Learning. At any time, a student or employee may contact the Director of Human Resources for advice.

**Non-Discrimination Policy**
DeSales University does not discriminate on the basis of age, sex, race, color, handicap, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school administered programs.

**Parking**
Parking at DeSales University is FREE but requires that your vehicle be registered and display an appropriate DeSales University Parking Permit. Parking Permits must be renewed each year. Vehicles that are not registered and do not have a permit will be ticketed. Your blue parking permit allows you to park in the lots adjacent to Dooling Hall, the University Center, Trexler Library, the Labuda Center, the McShea Student Center, and Billera Hall. Permits and parking regulations can be obtained by completing a registration form which is available at the University Police Department located in the Lawless Center. Again, please remember that your permit must be renewed each year.
If you happen to receive a parking ticket, it must be paid within 72 hours. The fine is doubled after 72 hours and tripled after 10 days. If you feel you receive a ticket in error, you can submit an appeal. Appeal forms are available from University Police, located in the Lawless Center, and must be submitted within five days of receiving the ticket. If your vehicle becomes disabled and cannot be removed from a parking lot, please contact the University Police at (610) 282-1100 ext. 1250.

**Photocopies**  
Photocopies are available for student use in the Trexler Library at the Center Valley Campus. You can use your DeSales ID and 3D Account to pay for copies. Cards are also available in either $3.00 or $5.00 amounts which may be purchased at the Trexler Library. A photocopy machine is also available for student use in the vending area of the Easton area campus. The cost for copies at both locations is $.10 per copy.

**Weather Emergencies**  
Because ACCESS courses are accelerated, cancellation of classes due to weather is avoided if possible. When severe weather makes canceling classes necessary, notification will be made at www.desales.edu, 610-282-1100 and www.WFMZ.com.

The decision to cancel classes is made by 3:00 pm for evening classes and by 6:00 am for Saturday classes. Classes canceled due to weather must be made up. Your instructor will discuss the details of make-up dates with the class.

**e2Campus**  
DeSales University has a state-of-the-art notification system that is capable of sending emergency notifications instantly and simultaneously to:

- All registered mobile phones, Blackberry’s, wireless PDA’s, Smart or Satellite phones.
- Everyone’s official DeSales University e-mail address.

In the event of a school closing or emergency situation, DeSales University will send text messages and e-mails to all registered members of our community. By registering with e2Campus, you will always be notified when classes are cancelled or delayed due to inclement weather. Registration can be completed by going to: [www.e2campus.com/my/desales/signup.htm](http://www.e2campus.com/my/desales/signup.htm). If you need assistance with registering, please call the DeSales Emergency Management Office (DEMO) at extension 2242 or University Police at extension 1740.
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