



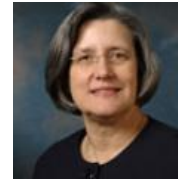
**NAZARETH  
COLLEGE**

# **Graduate Student Orientation Guide**



# Welcome to Nazareth

## Academic Affairs Welcome



Sara Varhus, Ph.D.  
Vice President  
Academic Affairs

Dear Graduate Students,

On behalf of President Daan Braveman and the Deans, I would like to extend a warm welcome as you begin graduate study at Nazareth College.

True to our mission, Nazareth engages students in rigorous academic study and fosters student participation in research and scholarly initiatives.

Whether you have just completed your undergraduate degree, or are returning to school after many years away, you will find a supportive learning environment designed to foster student success.

Nazareth is a vibrant community, and I hope that you will engage not only with your graduate program, but with the cultural and academic resources of the entire campus.

Again, welcome to Nazareth. I wish you great success through your graduate school journey.

*Sara B. Varhus*

## Accessing Nazareth Systems

### WHY IT MATTERS

The College is committed to fostering success for all of its constituencies. The ability to access your Nazareth accounts is a critical component to that success. For more information, go to [naz.edu/its](http://naz.edu/its). Each member of the College community has two accounts:

1. **MyNaz Account** - Your MyNaz account is a single account that follows you throughout your involvement with Nazareth and can be used to access several systems at the College, including NazNet, NazApp, and Moodle.

Once you've applied to the college or registered for classes, whichever comes first, Nazareth will send a MyNaz account activation email **to the email address you listed on your application or approval/registration form**. Using the link provided in the email, follow the instructions to set up your account.

If you are a returning student, you should use your prior username and password. If you do not remember your password, please contact the Technology and Media Service Desk at 389-2111.

2. **Nazareth Email Account\*** - This is the official email address the College uses to send critical reminders and information (e.g., important dates, course updates, news, etc.) to its constituencies. It does NOT use your MyNaz password.

\* Nazareth email accounts are created only after applicants have paid their enrollment deposit. Prior to this, applicants will only have access to NazNet to track application materials.

## Accessing Nazareth Systems

### NazNet

NazNet is the gateway to your personal record at the college. Using this software, applicants can view the status of their application and pay their deposit; students can register for courses and pay their bill, view their schedule, and retrieve their grades; faculty and staff can access class rosters, and view employment-related information. To access NazNet, use the QUICKLINKS menu on naz.edu.

### NazApp

NazApp is Nazareth's new mobile app that allows students to register for classes, view course schedules, check grades, view and pay their bill, and access several other helpful resources (e.g., Moodle, college directory, campus map, etc.). NazApp is available for both iOS and Android devices. To download, search for and download the "Ellucian Go" app in your mobile app store. Select "Nazareth College" when you launch the app. More information can be found at naz.edu/app.

### Moodle

Moodle is Nazareth's learning management system. All courses are automatically created in Moodle and many instructors use the system to post and grade assignments, deliver feedback, etc. To access Moodle, use the QUICKLINKS menu on naz.edu.

### Google Mail

Google Mail is the official email system at Nazareth. Once you've been given a Google account, all college email communications will be sent to this account. To access Google Mail, use the QUICKLINKS menu on naz.edu.

## Financial Aid

Smyth Hall, 43  
(585) 389-2310  
finaid@naz.edu

### SEEKING A STUDENT LOAN?

- Requires enrollment in at least **6 graduate credit hours**
- Students must be **matriculated** into a grad program (the policy below does NOT apply to students in non-degree graduate programs; see financial aid for an individualized review of eligibility)

### LOAN AWARD PROCESS – 3 EASY STEPS!

Go to [studentloans.gov](http://studentloans.gov)

1. Submit a FAFSA
2. Complete Direct Loan and Grad PLUS Loan Entrance Counseling
3. Electronically sign your Master Promissory Note

### STUDENTS ARE THEN AWARDED AUTOMATIC LOAN AMOUNTS

Upon receipt of a current FAFSA and actual registration information, the Financial Aid Office will award you the following Federal Direct Loan amounts if you are enrolled in one or two semesters per academic year:

6 CREDITS PER SEMESTER - \$ 6,000

9 CREDITS PER SEMESTER - \$ 8,000

12 CREDITS PER SEMESTER - \$ 10,250 (MAX PER TWO SEMESTER TERM)

Please note, if you are enrolled in three semesters per academic year (Summer, Fall and Spring) you will be awarded the maximum Federal Direct Unsubsidized Loan amounts of \$6,834 (Summer), \$6,833 (Fall), and \$6,833 (Spring). You may borrow a maximum of \$20,500 in Federal Direct Loans per academic year. If you require additional loans to cover your educational expenses, you may pursue a Federal Graduate PLUS loan, up to your cost of attendance, at [studentloans.gov](http://studentloans.gov).

### WHAT ELSE SHOULD YOU KNOW?

- **Primary Grad Contact: Jan Scheutzow, 389-2313**
- Know your financial aid status! Set up an account at [myfinaid.naz.edu](http://myfinaid.naz.edu)
- To request *additional loan \$\$ for living expenses*, complete the Supplemental Loan Request Form. [naz.edu/financial-aid/forms](http://naz.edu/financial-aid/forms)
- If Direct Loan eligibility is exhausted, grad students can borrow under the *Direct Grad PLUS* program, up to the cost of attendance. Go to [studentloans.gov](http://studentloans.gov) to apply.
- Want to *reduce your automatic loan amount*? Call Financial Aid at (585) 389-2310 or email [finaid@naz.edu](mailto:finaid@naz.edu).
- Private loans may be available for students registered in only 3 credits. Go to: [naz.edu/financial-aid/additional-financing-options](http://naz.edu/financial-aid/additional-financing-options)
- TEACH Grant – students in a high need subject area serving low income students may be eligible. [naz.edu/financial-aid/types-of-aid/scholarships-grants](http://naz.edu/financial-aid/types-of-aid/scholarships-grants)

## Student Accounts

Smyth Hall, 44  
(585) 389-2033  
stuacct@naz.edu

### IMPORTANT DATES

- Tuition bills are mailed – six weeks prior to term start
- Bills are due – two weeks prior to term start
- Late fee imposed (\$250) – end of the 1<sup>st</sup> week of semester

### PAYMENT OPTIONS

- *Deferred payment* – students can pay half their balance by the due date, then defer the remainder (with interest) until six weeks into the semester with a signed promissory note.
- *Employer Sponsored Tuition Plan* – eligibility to defer payment, based on their employer's planned tuition reimbursement. Approval forms are needed EACH term!
- *Monthly Payment Plans* – Please refer to the Payment Options link found on the Student Accounts' website for information about monthly payment plans.

### REIMBURSEMENT SCHEDULE (FOR COURSE DROPS)

- If a course is dropped, students are eligible to receive back a pre-determined percentage of their tuition based on the following schedule:
  - 1<sup>st</sup> week – 100%
  - 2<sup>nd</sup> week – 90%
  - 3<sup>rd</sup> week – 80%
  - 4<sup>th</sup> week – 50%
  - 5<sup>th</sup> and 6<sup>th</sup> weeks – 25%

### WHAT ELSE SHOULD YOU KNOW?

- See back of billing statement for critical information!
- Website: [naz.edu/student-accounts](http://naz.edu/student-accounts)

## Health and Counseling

(585) 389-2500  
health@naz.edu

Please visit [naz.edu/health-services](http://naz.edu/health-services) for a complete listing of services.

### REQUIRED HEALTH HISTORY AND IMMUNIZATION INFORMATION FOR ALL STUDENTS TAKING 6 CREDIT HOURS OR MORE:

1. Get a copy of your immunizations from your doctor's office, previously attended college, the military or your high school. One week after submitting your deposit, go to step 2.
2. Go to the Naz Student Health Portal ([patient-naz.medicatconnect.com](http://patient-naz.medicatconnect.com)) and input your immunizations, insurance information and your health history.
3. Then mail, scan & email ([smaster3@naz.edu](mailto:smaster3@naz.edu)) or fax (585)389-2503 the hard copy of your immunizations to us for verification. You are not fully cleared until **ALL** of the above is complete.

### HEALTH INSURANCE

We encourage all students to comply with health insurance regulations as federally mandated by the Affordable Care Act. Information regarding eligibility for various plans is available at [nystateofhealth.ny.gov](http://nystateofhealth.ny.gov).

### IS THERE A FEE TO BE SEEN?

- There is no charge to be seen by the health care provider on campus. All students are responsible for prescription costs, PPDs (\$10), off-site laboratory fees and for all costs incurred for medical care received in the community.

### COUNSELING SERVICES

- Counseling Services offers short term solution focused counseling in a safe, confidential atmosphere.
- Please see our **website** for a complete listing of services: [naz.edu/counseling-services](http://naz.edu/counseling-services)
- Substance Abuse services include education, prevention and confidential, brief interventions for individual students and student groups.
- **Staff:** We are staffed by two licensed clinical social workers and a licensed creative arts therapist/credentialed drug and alcohol counselor. Regular hours are 9-5 Monday through Friday during the academic year.
- **Fee:** There is no fee to be seen by a counselor.

## Campus Safety

Shults Center, Lower Level  
(585) 389-2850

### OBTAIN YOUR ID CARD (NAZCARD)

- Open 24/7, stop by to have your ID picture taken (or you can email a picture to [NAZID@naz.edu](mailto:NAZID@naz.edu)).
- Use your card to add dining dollars, access buildings and computer labs, and more! View details: [naz.edu/campus-safety/department-services/nazcard](http://naz.edu/campus-safety/department-services/nazcard)

### PARKING PERMITS

- Campus Safety issues parking permits, which are required. Visit their office or download the parking permit application from their website. Permits can be purchased by semester or by year. [naz.edu/campus-safety/parking-and-transportation](http://naz.edu/campus-safety/parking-and-transportation)

### SHUTTLE SERVICE

- A shuttle service is provided throughout the campus from 6am to 9pm during the fall and spring semesters.
- Leaving later in the evening? Concerned for your safety? Officers are available to escort you to your car.

### SECURITY ESCORT SYSTEM

- No charge for this service! Fill out an application in Campus Safety and receive your security escort device. When activated, officers can locate you immediately and send assistance.

### NAZALERT

- This system notifies students in the event of an emergency. Students can be notified by text, email, phone or instant messenger – you choose the method! See website to sign up: [naz.edu/campus-safety/department-services/nzalrt](http://naz.edu/campus-safety/department-services/nzalrt)

## Graduate Assistantships

### WHAT ARE GRADUATE ASSISTANTSHIPS?

- GA's provide a tuition waiver in exchange for work in a college office. It is applied to graduate study during the term in which the work of the assistantship is being completed. *Note: as compensation is received in exchange for the work performed, there are tax implications.*
- Typically, a student works 10 hours per week during a 15 week semester in exchange for the tuition equivalent of one three-credit hour course.

### WHO IS ELIGIBLE FOR A GA POSITION?

- GA's are awarded each semester to both full and part-time accepted or enrolled students. Unless otherwise indicated, students are eligible for all assistantships, regardless if the assistantship is sponsored through their particular graduate program's School/College.

### WHAT DEPARTMENTS OFFER GA POSITIONS?

- Assistantships can be found campus-wide, including in the Writing Center, School of Education, Center for Student Success, Admissions, Service Learning, and many more.

### CAN I APPLY FOR MORE THAN ONE POSITION?

- Yes, you may. To do so, submit a cover letter and resume specific to each position you would like to pursue. Please note, however, that in order to financially support as many graduate students as possible, each student is limited to no more than **4.5 credits of tuition waiver** in any given fall or spring term, unless otherwise specified.

### HOW DO I APPLY?

- All positions are posted through "Hire-A-Flyer." See instructions on right for setting up an account. More info: [www2.naz.edu/graduate-students/assistantships](http://www2.naz.edu/graduate-students/assistantships)

## Hire-A-Flyer Account

Required to apply for GA positions

### YOUR HIRE-A-FLYER ACCOUNT

- Open Firefox (not Internet Explorer or Chrome). Then go to: [myinterfase.com/naz/student](http://myinterfase.com/naz/student)
- Make sure to "allow pop-ups" if asked
- Your User Name is your Student ID #
- The default password is naz (please change this after you log in the first time)
- When you login for the first time, please complete all the required fields (those marked with an asterisk \*)
- \*Important: All students have had a Hire-A-Flyer account created for them. If you do not find an account when you attempt to login, please contact Career Services to determine if you are eligible. You are not able to create your own account.

### UPLOAD RESUME AND COVER LETTER

- Once you have logged in to your account, you will need to *upload a resume* (and if required, a cover letter) in order to apply on-line for GA positions. To add these, from the top toolbar, select "My Account" and then "My Documents."

### SEARCHING FOR GA POSITIONS

- From the top toolbar, select "**Job Search.**"
- This will bring up a drop down menu – simply select Graduate Assistantships from the list.
- If you find a position for which you would like to apply, select "apply to this job." Don't see that link? Make sure you have uploaded your cover letter/resume.
- Questions? Problems? Call Career Services at (585) 389-2878.

### TIMELINE FOR POSITION POSTINGS

- GA positions for summer and fall are posted MAY 1<sup>st</sup>
- GA positions for spring are posted OCTOBER 1<sup>st</sup>

## Career Services

Golisano, 1<sup>st</sup> Floor  
(585) 389-2878  
careers@naz.edu

### INDIVIDUAL APPOINTMENTS

- Resume and Cover Letters • Job Search
- Career Counseling • Mock Interviews

### ON-LINESUPPORT

- Hire-A-Flyer (Job Postings) • Internet Job Search
- Sample Resumes & Cover Letters • Credential File Forms
- Job Fair Information • On-Campus Recruitment

### FIND US ON-LINE

- Naz Website: [naz.edu/career-services](http://naz.edu/career-services)

### CREDENTIAL FILES

- In Career Services you can establish a credential file, into which you can place letters of recommendation that many of you will need as part of the job search process.
- There is a \$10 fee to establish a file (first five submissions are free), with a cost of \$2 for each subsequent submission.

### JOB FAIRS (ON AND OFF CAMPUS)

- Teacher Recruitment Day
- Nazareth Spring Job and Internship Fair

## Housing

There is **limited** on-campus housing available to graduate students. On-campus housing includes free laundry facilities, all utilities, cable, internet, and local phone service.

Please note the following restrictions for On-Campus housing:

- No housing available for spouses or families
- Students must vacate housing between semesters and during college breaks due to liability issues

For more information, including off-campus housing references, visit: [naz.edu/graduate-student-services/housing](http://naz.edu/graduate-student-services/housing).

## Lorette Wilmot Library

Library  
(585) 389-2129  
library@naz.edu

### STEP ONE

- Visit the library so they can add a barcode to your Nazareth ID card. This ensures full access to all services.

### LIBRARY SERVICES

- Connections to electronic resources off-campus
- In person, phone, and e-mail support
- Library offers a service that will perform on-line searches.
- Outstanding interlibrary loan service, which will borrow articles and books from around the world.

### MEDIA SERVICES

- Various hardware and software for your use.
- Printing posters for presentations.
- Loan of video and digital cameras. Staff can help you edit video and still photos in the editing lab.

## Office of Students with Disabilities

Golisano, 61  
(585) 389-2498

The Office for Students with Disabilities serves students who have been identified as a student with a disability and provided our office with appropriate documentation.

### SERVICES

- Student Accommodation Plans (based on student submitted documentation) • Extended time for exams • Separate location for exams • Sensitized paper for peer note takers • Readers • Scribes • Assistive Technology • Consultation • Student Counseling • Advocacy
- Visit [naz.edu/student-disabilities](http://naz.edu/student-disabilities) for more information.

## Community Service

Golisano, 1<sup>st</sup> Floor  
(585) 389-2307

### WHO WE ARE

- The Department of Community Service engages students in service, leadership, community involvement, and civic engagement in partnership with local and international schools and organizations.

### WHAT WE DO

- The Nazareth College commitment to service isn't just something we talk about – our involvement is far reaching, locally, nationally and internationally. See below some of the ways in which our students are making a difference.
- ✓ ***The Mountain Institute Spring Break Trip***  
Take a trip to the Appalachian Mountains in West Virginia and assist TMI staff in renovation and gardening projects supplemented by learning experiences such as orienteering, visiting a homestead on site, and more.
- ✓ ***Kanatsiohareke Mohawk Community Spring Break Trip***  
Work with Mohawk Community members in Fonda, NY on farm work, gardening and renovation projects during the day. Evenings consist of Native American story-telling, history, and culture workshops/lessons led by the Mohawk Community.
- ✓ ***Homework Help***  
Tutor students from the Rochester City School District on the Nazareth campus once a week.
- ✓ ***Hurricane Sandy Relief Trip ... and so much more!***

Visit [naz.edu/community-service](http://naz.edu/community-service)

## Center for Spirituality

Golisano, 1<sup>st</sup> Floor  
(585) 289-2303

### WHO WE ARE

- Led by a dynamic, progressive, and collaborative team, the CFS is committed to fostering an environment in which students are encouraged to explore their own spirituality, dialogue with others, and engage the world around them.

### WHAT WE DO

- The Center for Spirituality serves the Nazareth community by encouraging reflection on personal beliefs, values, purpose, and spiritual identity. We offer meditation/worship services from a variety of religious traditions, facilitate dialogue among people from different faiths and perspectives, and empower work for social justice locally, nationally, and internationally.

### COMMUNITIES ON CAMPUS

- AASH (Atheist, Agnostic, Secular Humanist)
- Catholic Community
- Hillel
- Muslim Student Association
- Nazareth Christian Fellowship
- Orthodox Christian Fellowship
- Protestant Community
- Zen Buddhist Community

### HIGHLIGHTS FOR GRAD STUDENTS

- *Yoga Classes* ~ several times per week
- *Service Retreats* ~ during each academic break
- *Coming out Spiritually* ~ a series of programs supporting the LGBT community on campus
- *The March for Hope and Remembrance* ~ A leadership trip to Germany and Poland to study the Holocaust