



**NAZARETH  
COLLEGE**

# Graduate Student Orientation Guide

# Welcome to Nazareth

## Academic Affairs Welcome



Andrea K. Talentino, PhD  
Vice President for Academic Affairs

Dear Graduate Students,

Congratulations on your acceptance to Nazareth. On behalf of the faculty and administration I would like to welcome you to the campus community and offer our best wishes as you embark on your graduate career.

Nazareth is committed to pairing rigorous academic study with research and scholarly opportunities, and to developing in all our students the skills to pursue and advance in meaningful careers. Whether you are returning to academic study after time away or coming right from your undergraduate life, you will find a supportive learning environment dedicated to your success.

In addition to your graduate study, I hope you will engage with the vibrant cultural and academic resources on campus. Our faculty and staff are tireless in creating opportunities to enrich the student experience and I hope you will find them both enriching and fulfilling.

Once again, welcome, and I wish you great success on your graduate journey.



*In accepting admission to a graduate program of study at Nazareth College, students assume responsibility for becoming aware of, knowing, staying abreast of, and complying with the academic policies and procedures, departmental policies and Nazareth College policies, set forth in this catalog and subsequent ones as appropriate. **It is the responsibility of each student to know, understand and complete the requirements for his/her degree program.** Please consult the Academic Policies and Procedures section of the Graduate Catalog in addition to individual program/department handbooks for such information. Thank you and welcome to the Nazareth community.*

## 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. **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.

Nazareth email accounts are created once graduate students have been accepted. Prior to this, applicants will only have access to the Applicant portal ([applicants.naz.edu](http://applicants.naz.edu)) to track application materials.

2. **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 Self-Service, NazApp, and Moodle.

Once you pay your deposit, submit your intent to enroll form or register for classes, whichever comes first, Nazareth will send a MyNaz account activation email **to the email address you listed on your application**. 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 (585) 389-2111.

## Accessing Nazareth Systems

### NazNet Self-Service

NazNet Self-Service is the gateway to your personal record at the college. Using this system, students can register for courses, print a billing statement and pay their bill, view their schedule, and retrieve their grades; faculty and staff can access class rosters, student records for their advisees, and view employment-related information. To access NazNet Self-Service, use the QUICKLINKS menu on [naz.edu](http://naz.edu).”

### NazApp

NazApp is Nazareth’s 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 iOS and Android devices, as well as Kindle Fire. For more information, including how to download the app, please visit [naz.edu/app](http://naz.edu/app).

### Moodle

Moodle is Nazareth’s course 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](http://naz.edu).

### Google Mail

Google Mail is the official email system at Nazareth. All college email communications will be sent to this account so you should be checking it regularly. To access Google Mail, use the QUICKLINKS menu on [naz.edu](http://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 at [www.fafsa.gov](http://www.fafsa.gov)
2. Complete Direct Loan Entrance Counseling
3. Electronically sign your Direct Loan 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 - \$ 8,500

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?

- 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/tuition-aid/forms](http://naz.edu/tuition-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, complete your Plus Master Promissory Note and Entrance Counseling.
- 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/tuition-aid/additional-financing-options](http://naz.edu/tuition-aid/additional-financing-options)
- TEACH Grant – students in a high need subject area serving low income students may be eligible. [naz.edu/tuition-aid/types-aid/scholarships-grants](http://naz.edu/tuition-aid/types-aid/scholarships-grants)

## Student Accounts

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

### BILLING AND DUE DATES

Billing is exclusively online through your NazNet Self-Service account; you will not receive a paper bill in the mail. You will be notified by Student Accounts through e-mail when your bill is available. This notification will prompt you to log into NazNet Self-Service to view your current billing statement. Please refer to the Billing Dates link found on the Student Accounts' website for all upcoming billing and due dates. Bills that are not satisfied by the due date are in jeopardy of a late payment fee.

### 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!
- *Nelnet Payment Plans* – Please refer to the Payment Options link found on the Student Accounts' website for information about Nelnet Business Solutions.

### 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?

- Please refer to the Student Accounts' website for additional information: [naz.edu/student-accounts](http://naz.edu/student-accounts)

## Health and Counseling

(585) 389-2500  
health@naz.edu

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

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

1. Obtain a paper copy of your immunization record from your doctor's office, previously attended college, the military, or your high school.
2. Access the Nazareth Student Health Portal ([patient.naz.medicatconnect.com](http://patient.naz.medicatconnect.com)). This can be accessed **48 hours after your deposit is paid** to Nazareth College. Log in using your MyNaz username and password.
3. Enter your immunization dates, health history, and health insurance information into the portal. You will also need to **upload a copy of your official immunization record directly into the portal**. Instructions are located in the portal.

### 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 three licensed clinical social workers, one whose specialty is substance abuse. 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

Operational 24/7, Year-Round  
(585) 389-2850

### NAZARETH ID CARD

- Use your NazCard ID to add dining dollars, access buildings and computer labs, and more. For more information, visit [naz.edu/campus-safety/department-services/naz-card](http://naz.edu/campus-safety/department-services/naz-card).
- Stop by Campus Safety to have your ID picture taken, or email a picture to [NAZID@naz.edu](mailto:NAZID@naz.edu).

### PARKING PERMIT

- A parking permit is required at all times to park on campus, and parking policies are in effect 24/7, year-round.
- To register your vehicle with Campus Safety, stop by the office or apply for your permit online. For more details, visit [naz.edu/campus-safety/parking-and-transportation/](http://naz.edu/campus-safety/parking-and-transportation/)

### EMERGENCY NOTIFICATIONS AND COMMUNICATIONS

- **NazAlert:** Be ready – Be safe! The College's emergency mass notification system (via email, voicemail, and text messaging) for simultaneous notification of an emergency on campus, the nature of the situation, and precautionary actions to take. Sign up at [getrave.com/login/naz](http://getrave.com/login/naz).
- **Emergency Readiness & Response Guide:** Information on the College's Crisis Action Plan, emergency communications, notifications, and safety/security measures for responding to a variety of emergency conditions ranging from weather to active intruder. Download this quick reaction guide from [naz.edu/campus-safety/emergency-preparedness/](http://naz.edu/campus-safety/emergency-preparedness/).

### SECURITY ESCORT ALARM

- A key-chain device that once activated allows Campus Safety officers to locate and assist you quickly, anywhere on campus. Free to all students, faculty, and staff. To register, visit [naz.edu/campus-safety/department-services/security-escort-transponder/](http://naz.edu/campus-safety/department-services/security-escort-transponder/).

### CAMPUS SHUTTLE SERVICE

- Service is provided throughout the campus from 7 am-10 pm (Monday-Thursday) and 7 am-8 pm Friday during the fall and spring semesters. Visit the Campus Safety website for the shuttle schedule: [naz.edu/campus-safety/parking-and-transportation/](http://naz.edu/campus-safety/parking-and-transportation/)

## 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 "Handshake" ([naz.joinhandshake.com/login](http://naz.joinhandshake.com/login)). See instructions on right for setting up an account.

## Handshake Account

*Required to apply for GA positions*

### YOUR HANDSHAKE ACCOUNT

- Go to: [naz.joinhandshake.com/login](http://naz.joinhandshake.com/login)
- Select the box that says **Students Click Here for My Naz Login** (do **not** enter your e-mail address)
- Your username is your MyNaz username
- Your password is the same as your MyNaz password

### UPLOAD RESUME AND COVER LETTER/COMPLETE YOUR PROFILE

- Once logged in to your account, you will need to *upload a resume* (and, if required, a cover letter) in order to apply online for GA positions.
- Select "Manage Documents" under **View Profile**

### SEARCHING FOR GA POSITIONS

- Select **Jobs** from the main menu  
Type "Graduate Assistantships" into the search box at the top of the page
- Open any opportunity that interests you. You can apply for the position from within the notice itself.
- Questions? Problems? Call the Center for Life's Work at (585) 389-2878

### TIMELINE FOR POSITION POSTINGS

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

### QUESTIONS ABOUT GRADUATE ASSISTANTSHIPS?

- Call or text (585) 531-1154
- Email [gainfo@naz.edu](mailto:gainfo@naz.edu)

## Center for Life's Work

**Includes:** Career Coaching, Internship Program, and Center for Civic Engagement

- Located in Golisano Academic Center, 1<sup>st</sup> floor
- More information available at [naz.edu/center-lifes-work](http://naz.edu/center-lifes-work)
- Contact: (585) 389-2878 or [cflw@naz.edu](mailto:cflw@naz.edu)

### Career Coaching

#### **Individual Appointments with Specialized Career Coach:**

- Resume & Cover Letters
- Job and Internship Search
- Career Counseling
- Practice Interviews

#### **Online Support:**

- Handshake (Job Postings)
- Web-Based Job and Internship Search
- Career Assessments
- Sample Resumes & Cover Letters
- Credential File Forms
- Job Fair Information
- Big Interview
- CareerShift

#### **Credential Files:**

- Establish a credential file into which you can store letters of recommendation.
- There is a \$10 fee to establish a file (first five submissions are free), with a cost of \$2 for each subsequent submission.

#### **Job and Internship Fairs (On- and Off-Campus):**

- Teacher Recruitment Day
- Nazareth Spring Job and Internship Fair

## Center for Life's Work

### Center for Civic Engagement

The Center for Civic Engagement engages students in service, leadership, community involvement, and civic engagement in partnership with local and international schools and organizations. The Nazareth College commitment to service isn't just something we talk about – our involvement is far reaching, locally, nationally and internationally. See below for some of the ways in which our students are making a difference.

Recent Trips & Projects (sites subject to change year-to-year):

- ***Ndakinna Education Center***  
Fonda, NY: Fall Break, 2015: Learn about Mohawk culture, history and wilderness survival skills at the Ndakinna Education Center.
- ***Appalachia Service Project***  
Guyan Valley, WV: Spring Break, 2016: With the assistance of volunteers throughout the year, the Appalachia Service Project repairs and constructs homes in low-income communities.
- ***Steinbruck Center at Luther Place***  
Washington, DC: Spring Break, 2016: The Steinbruck Center at Luther Place allows student volunteers to better understand service and homelessness through direct service and educational programs.
- ***Nazareth College Connection***  
Tutor students from the Rochester City School District on the Nazareth campus.
- ***Disaster Relief Trips*** ...and so much more!

Contact: (585) 389-2307 or [civicengagement@naz.edu](mailto:civicengagement@naz.edu)  
For more information, please visit: [naz.edu/civic-engagement](http://naz.edu/civic-engagement)

## Lorette Wilmot Library

(585) 389-2129  
library@naz.edu

The Library offers a variety of services for graduate students in order to support their academic and research needs, including:

- Access to print and electronic books, journal articles, media, and other resources
- Access to scholarly resources from both on- and off-campus
- Dedicated research help from librarian staff via the Reference Desk, phone, email and [answers.naz.edu](http://answers.naz.edu)
- In-depth research help via our Literature Review Service: a Reference Librarian will research and create a bibliography on your selected topic, using library resources and databases
- Outstanding interlibrary loan service, which will borrow articles and books from around the world

Your Nazareth ID and password enables you to have full access to all library services. For more information, please visit: [naz.edu/library](http://naz.edu/library).



## Student Accessibility Services

Golisano, 61  
(585) 389-2498

Student Accessibility Services serves students who have been identified as a student with a disability and provided our office with appropriate documentation. SAS encourages an inclusive campus community by collaborating with departments and assisting in accessibility efforts across campus.

### WE ASSIST WITH:

Classroom Accommodations • Testing Accommodations • Housing & Dining Accommodations • Assistive Technology • Disability Community Resources • Student Support & Advocacy • Campus Accessibility

For more information, please visit: [naz.edu/student-accessibility-services](http://naz.edu/student-accessibility-services)

## Housing Information

There may be **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, please visit: [naz.edu/graduate-students/housing](http://naz.edu/graduate-students/housing)



## Center for Spirituality

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

Nazareth College has long recognized the importance of spiritual growth in the development of the whole person. The Nazareth community is committed to fostering an environment in which individuals are encouraged to explore their own spirituality, dialogue with others, and engage the world around them. Center for Spirituality (CFS) chaplains and student leaders offer a variety of opportunities to meet the spiritual needs of individuals from a variety of faiths and beliefs.

- Communities on campus include: ASH (Alternative Spiritual Humanists), Catholic Community, Hillel (for Jewish students), MSA (for Muslim Students), Nazareth Christian Fellowship, Protestant Community and Quaker Community.
- For students of all beliefs, CFS offers programs that foster spiritual development, such as retreats, educational experiences, interfaith dialogue, and one-on-one spiritual direction. CFS also offers a great variety of community service opportunities throughout the academic year, as well as Service Retreats during school breaks.
- Center for Spirituality Offices, Community Room, Linehan Chapel and Universal Meditation Room are located on the first floor of the Golisano Academic Center. A Muslim-Jewish Prayer Space is located in George Hall across from Colie's Cafe. An outdoor labyrinth and meditation garden are located on the grounds behind the chapel.

For more information, please visit: [naz.edu/center-for-spirituality](http://naz.edu/center-for-spirituality)

