

# *Graduate Student Orientation Handbook*

THE UNIVERSITY OF LOUISVILLE SCHOOL OF INTERDISCIPLINARY AND GRADUATE STUDIES



**The Will to Achieve Greatness.**



UNIVERSITY OF  
**LOUISVILLE**<sup>®</sup>  
It's Happening Here.

## Welcome From Interim Dean Boehm

Welcome to the University of Louisville's School of Interdisciplinary and Graduate Studies. As a graduate student at the University of Louisville, you will face many exciting and rewarding challenges. You are about to discover that graduate study is quite different from your undergraduate experience. Instead of taking coursework from a broad range of disciplines, you will have a much narrower—and much deeper—focus. Classes tend to be relatively smaller in graduate school, and opportunities to work with faculty members one-on-one are considerably greater than generally found in undergraduate programs. Graduate programs also usually require much greater individual initiative than undergraduate courses of study, and you will be responsible for your own progress toward the degree. Be sure to consult the Graduate Catalog (online at the School of Interdisciplinary and Graduate Studies' website) as you make decisions about your academic career in order to comply with the policies and regulations governing graduate education at the University. There are some policies that are unique to graduate education, so don't rely on your experiences as an undergraduate to guide your decisions, and when in doubt, consult the director of your program.

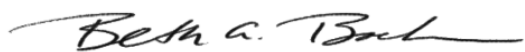
Your intellectual life will revolve around the curriculum and the faculty of the program that you have selected. You will have a faculty mentor who serves as an advisor and who will help guide you through your program of study. The relationship that you develop with your mentor will be of the utmost importance to your successful pursuit of a graduate degree. Good mentoring is critical to your success in graduate school, and the School of Interdisciplinary and Graduate Studies is making every effort to ensure that the highest quality level of guidance is provided to you. The University of Louisville has a strong faculty dedicated to graduate education and research. As you learn from them, you will find yourself breaking new intellectual ground and contributing to the academic conversations in your field. You will join a community of scholars composed of distinguished faculty and talented students. Each member of this learning community shares common interests in scholarship and yet individually pursues new knowledge about a particular area of science, social science, humanities, engineering, medicine or business.

Although there is a great deal to learn within the discipline that you have chosen to study, take the time to interact with faculty and students from this larger community of scholars.

Success in graduate school depends on careful planning, and the School of Interdisciplinary and Graduate Studies is committed to helping you plan your academic and professional future. We have initiated a professional development program for graduate students with the acronym of PLAN, and during your time at the University of Louisville, we will facilitate your Professional growth, your development of Life skills, your Academic success, and your ability to successfully Network. Take advantage of the many workshops and professional development opportunities offered by the School of Interdisciplinary and Graduate Studies and your own program.

Finally, you have chosen to attend graduate school at a university in a terrific, vibrant city. Louisville offers many educational, cultural, recreational, and entertainment opportunities. Make the most of your time here as you advance your career goals.

I wish you the best of luck in your graduate studies.



Beth A. Boehm, Ph.D.  
Interim Dean of the School of Interdisciplinary and Graduate Studies



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# School of Interdisciplinary and Graduate Studies

The School of Interdisciplinary and Graduate Studies staff is here to guide you during your journey through graduate school, beginning with the moment you apply for admission until graduation day. Graduate services include admissions, student records, graduation and commencement, thesis and dissertation assistance, fellowship opportunities and much more.

## *Graduate Admissions*

Houchens Building, Rm. 105

Belknap Campus

Phone: 502.852.3101

E-mail: [gradadm@louisville.edu](mailto:gradadm@louisville.edu)

Website: [graduate.louisville.edu/apply](http://graduate.louisville.edu/apply)

Graduate Admissions coordinates all applications for graduate studies. If you decide to change departments or programs, this office will assist you. If you wish to discuss or check on your admission status, please contact this office.

## *Graduate Catalog*

Website: [louisville.edu/graduatecatalog](http://louisville.edu/graduatecatalog)

The Graduate Catalog is your definitive source for all things related to graduate study. The Graduate Catalog is the official resource regarding all graduate policies and procedures, and degree and certificate programs for the published academic year. It is available in PDF version online. The online version is the best resource for the most current information as it is updated regularly.

## *Graduate Student Professional Development – PLAN*

Website: [graduate.louisville.edu/sigs/plan](http://graduate.louisville.edu/sigs/plan)

Success in graduate school and your future career depends on careful planning, so the School of Interdisciplinary and Graduate Studies has worked with individual academic programs to create a professional development program for graduate students with the acronym of **PLAN**. At orientation, you will learn more about the many workshops offered during the course of the year to help you develop Professional skills, Life skills, Academic skills, and Networking opportunities. The PLAN link on the School

of Interdisciplinary and Graduate Studies' website will have the most current information regarding upcoming workshops and events geared toward your professional development. Make sure you take advantage of this opportunity to PLAN for your academic and professional success.

## *Graduate Fellowships*

Website: [graduate.louisville.edu/sigs/financial-support.html](http://graduate.louisville.edu/sigs/financial-support.html)

Each year the UofL School of Interdisciplinary and Graduate Studies offers university fellowships to newly admitted graduate students. Most graduate fellowships are offered to new graduate students during the award period of January–April each year. A limited number of other fellowships, scholarships and assistantships also are supported by the School of Interdisciplinary and Graduate Studies, based on departmental nominations. Check with your department regarding the nomination process.

## *Graduate Assistantships*

Research and service assistantships are awarded on an individual basis according to the needs of the department, professor or project. Some departments reserve these positions for doctoral candidates, while others use graduate students at both the master's and doctoral levels. The number of years or semesters for which these appointments are renewable depends on the department. The university-wide official maximums for this type of university-sponsored financial support are six years for doctoral students, three for master's students and four for master of fine arts students.

Many departments provide their own orientation sessions and materials for graduate assistants, especially printed matter regarding policies and procedures. If these are not supplied as a matter of course, ask for them. If you will be working with students as a graduate teaching assistant (GTA), one of your first tasks should be to familiarize yourself with the Code of Student Rights and Responsibilities, the Code of Student Conduct, the university's policy on sexual harassment and the Faculty Code of Responsibilities. Consult the University of Louisville's Handbook for Graduate Teaching Assistants, available from the School of Interdisciplinary and Graduate Studies. GTAs are also required to attend graduate orientation held by the School of Interdisciplinary and Graduate Studies.

## *Graduate Travel Awards*

Website: [louisville.edu/rso/gsc/travel-funding](http://louisville.edu/rso/gsc/travel-funding)

Degree-seeking graduate students in good academic standing are eligible to apply for a Graduate Travel Award. This award program provides travel funding for graduate students who are presenting their research at professional meetings and conferences or attending such events. The Graduate Travel Award program is administered by the Graduate Student Council. Check the website for additional information on the amounts awarded for travel to attend conferences and to present at conferences.

## *Thesis/Dissertation*

Thesis and dissertation information is available online at: [graduate.louisville.edu/sigs/programs/theses-dissertations](http://graduate.louisville.edu/sigs/programs/theses-dissertations) or call 502.852.6495 for information on formatting guidelines, deadlines, etc.

## **Graduate Student Council**

Phone: 502.852.6495

Website: [louisville.edu/rso/gsc](http://louisville.edu/rso/gsc)

The Graduate Student Council (GSC) represents the interests of graduate students in the Student Government Association, in university administration and at local, state and national levels. The GSC also provides a forum for discussion of relevant campus issues and organizes, promotes and conducts activities to benefit UofL graduate students. In addition, the GSC informs graduate students of pertinent developments in the UofL community and recommends graduate students for appointments to faculty and university committees. Through funds made available by the UofL Student Government Association and the School of Interdisciplinary and Graduate Studies, honoraria for outside speakers, funds for special programs and funds for travel to conferences and seminars are available. If you are interested in becoming active in the GSC, visit its website or call the office.

## **Student Financial Responsibilities and Information**

Understanding your financial responsibilities and what financial aid is available will help you stay focused on your graduate studies and spend less time on your financial details.

### *Student Financial Aid Office*

Houchens Building, Rm. 110

Belknap Campus

Phone: 502.852.5511

Fax: 502.852.0182

E-mail: [finaid@louisville.edu](mailto:finaid@louisville.edu)

Website: [louisville.edu/financialaid](http://louisville.edu/financialaid)

Mailing address:

Student Financial Aid Office

University of Louisville

Louisville, KY 40292

The primary purpose of the Student Financial Aid Office (SFAO) is to provide monetary assistance to students who can benefit from further education but need resources to help pay the costs. The office is also responsible for coordinating many federal and state funding sources and facilitating university awards based on academic performance. The SFAO strives to improve services and utilize automated systems for timely and accurate results within applicable program guidelines. In all activities of the SFAO, professional judgment is applied to individual students' circumstances.

### *Title IV Code*

When completing the Free Application for Federal Student Aid (FAFSA), the university's Title IV code number is 001999.

### *Financial Records*

Remember to keep originals or copies of all important student financial papers (e.g., financial aid documents, residency or other student record documents, your admission letter, and scholarship, fellowship and assistantship tuition support offers).

## *Cost of Attendance*

Each June the university publishes its tuition and fees schedule for the coming academic year. These new rates apply beginning in the fall semester and are published on the Bursar's Office website: [louisville.edu/finance/bursar/tuition](http://louisville.edu/finance/bursar/tuition).

## *Responsibility to Pay*

Students are responsible for paying their semester bill in full on or before the published payment deadline. Payment may be made by cash, check, money order or charge card (MasterCard or Visa). Payments sent by mail must be accompanied by the top portion of the summary of account. Students not requiring a receipt may use the night deposit box located at the front entrance of the Houchens Building; this box is not to be used for the deposit of currency or coin. See [louisville.edu/finance/bursar/studentinfo/payoptions](http://louisville.edu/finance/bursar/studentinfo/payoptions) for additional information about payment options and procedures. Please include your student ID number on all correspondence.

## *Residency*

Houchens Building, Rm. 160  
Phone: 502.852.6528  
E-mail: [restuit@louisville.edu](mailto:restuit@louisville.edu)  
Website: [louisville.edu/residency](http://louisville.edu/residency)

Residency policy and guidelines are available in the Graduate Catalog. Residency is determined at the time of admission. To appeal a residency classification contact the Office of Enrollment Management.

## *Bursar's Office*

Houchens Building, Rm. 101  
Belknap Campus  
Tuition: 502.852.6503  
Loans: 502.852.6505  
E-mail: [bursar@louisville.edu](mailto:bursar@louisville.edu)  
Website: [louisville.edu/finance/bursar](http://louisville.edu/finance/bursar)

The goal of the Bursar's Office is to provide quality service to students, parents and alumni in a professional and courteous manner and to maintain the highest standards of accuracy for handling the student financials for the University of Louisville. Please visit the office website for information on tuition, payment options, hours of operation and other pertinent information.

## **Advising**

The first step to being academically advised is to make an appointment for a planning meeting with your program's director of graduate studies. While there, be sure to check on the frequency with which required courses are available as some courses are offered every second or third year only.

After being advised, you can then register for courses via ULink (<http://ulink.louisville.edu>).

The course load of a full-time graduate student is defined as nine hours in the fall and spring semesters and six hours in the summer term. However, to qualify for some financial aid, you may need to carry nine hours in the summer.

Thesis hours or dissertation hours may be used to supplement required course hours in order to make students eligible for certain types of financial aid according to federal, state and/or UofL guidelines. Students who are working on a thesis or dissertation and have completed all required hours may enter candidacy and be registered as a full-time student by paying the candidacy fee.

If you are a part-time graduate student, learn exactly what kinds of funding you are qualified to receive based on the number of hours you are required to take per semester. Part-time or non-degree students may not be eligible for certain types of financial aid.

## **Mentoring and Faculty-Student Relations**

Your graduate student years can go much more easily if you have a trusted person or group of people you can rely on to share the wisdom of their experience. Another graduate student a year or so ahead of you, for example, will likely be ready and willing to explain his or her schemes for time management or what to expect from a course (or professor) for which you have just registered. Other graduate students also will be able to provide information about faculty-student relations and mentoring, which is a tremendously important part of your graduate experience.

Perhaps the most important person to your degree program is your faculty adviser. Your faculty adviser will answer your questions, help guide your course of study and direct your thesis or dissertation. He or she will also support you in special projects or research associated with your degree program. Many students find that their faculty adviser often becomes their mentor as well.

## Apprentice Researchers

Research is an important aspect of most graduate student programs. As such, you will need to become familiar with the important scholarly journals in your field. Your professors, many of whom have published extensively in these journals, are great resources for which journals are most significant to your course of study, as well as who are the most influential theorists of your discipline.

In your research, you will be performing (perhaps to differing degrees) what is known as “secondary research,” meaning that you are searching and finding information that others have published. But you also will need to know the research methodologies of your field in order to do what is known as “primary research” in which you are performing studies yourself by gathering data and then interpreting those data and publishing your results.

Before beginning a study, you must seek the advice of a professor familiar with the research methods you intend to use. After that, you must submit your proposed study for review by the appropriate University of Louisville administrative bodies—perhaps the most important of which is the Institutional Review Board, more commonly known as the Human Studies Committee (502.852.5188).

Research methods differ widely among and between various disciplines, but the following advice should work in all instances:

- Walk very slowly through the steps of the procedures needed to perform your study.
- Make sure you have an excellent guide who can help you avoid possible pitfalls.
- Learn as much as you can about these procedures.
- Be careful to follow the appropriate federal, state and university guidelines and procedures.

## Plagiarism

When performing secondary research, you will need to avoid plagiarism, broadly defined as academic dishonesty or theft of ideas or words. Specific definitions of plagiarism vary, but most people define it as using other people’s words or ideas without giving them credit. Although this definition seems clear-cut, plagiarism is not a simple issue. Many cases result not from a student’s intent to deceive but rather from the student’s lack of knowledge about academic writing.

Unfortunately, educators often do not distinguish between intentional and unintentional plagiarism but

punish all cases equally. The best way to avoid conflicts over unintentional plagiarism is to learn and practice academically acceptable ways of documenting sources. For this reason, even conscientious students who never download a paper or a part of a paper from the Internet can benefit from learning more about preventing plagiarism.

Learning the definitions of plagiarism and strategies for avoiding it is especially important in today’s technologically advanced environment. Many educators believe that plagiarism cases are on the rise, attributable to advances in computer technology. They argue that word processing software and the Internet make copying someone else’s words or ideas easier than ever.

Although it’s difficult to know the exact effect technology has on plagiarism, technological advances have clearly raised educators’ awareness of plagiarism and have prompted many to find new ways to combat it. Many academic departments (including some at the University of Louisville) now subscribe to electronic services that check student papers for plagiarized passages. The same technology that facilitates plagiarism also helps professors detect it.

Certain university-wide guidelines and procedures should be posted in your department or unit. If they are not, ask your faculty adviser for this information well before starting to plan the logistics of any research project.

## Registration

Website: [ulink.louisville.edu](http://ulink.louisville.edu)

All continuing students are expected to register during priority registration for continuing students. Register via ULink on the web.

If you have difficulty, e-mail the Registrar’s Office at [regoff@louisville.edu](mailto:regoff@louisville.edu) or call 502.852.6522. The pre-registration period for each semester will be listed on ULink—be sure to check regularly for updates on academic deadlines and events, as well as the registration rotation schedule.

Please note that students are not automatically dropped or withdrawn from courses due to lack of attendance. It is the student’s responsibility to use ULink to drop or withdraw from courses within the deadlines published on the semester calendars found on ULink.

## *Family Educational Rights and Privacy Act (FERPA)*

Website: [louisville.edu/registrar](http://louisville.edu/registrar)

The Family Educational Rights and Privacy Act of 1974,

known generally as FERPA or the Buckley Amendment, is the federal law that protects student records, privacy review and disclosure rights. The law guarantees these rights for current and former UofL students. Educational records are considered confidential. Under most circumstances, records will not be released without a student's written consent. However directory information may be released to third parties without the student's consent, unless the student files a written statement.

## Grades

Graduate students are required to maintain a 3.0 GPA in both overall graduate work and in the degree program (see definitions of these in the Graduate Catalog: [louisville.edu/graduatecatalog](http://louisville.edu/graduatecatalog)). All University of Louisville students have the option of filing academic grievances, which are used if and when a student believes he or she has been treated unfairly concerning grades. For details on how to proceed, see the Academic Grievances section on page 7.

## Student Services

### *Student Affairs*

Student Activities Center, Rm. W302  
Belknap Campus  
Phone: 502.852.6933  
Website: [louisville.edu/student](http://louisville.edu/student)

### *Dean of Students Office*

Student Activities Center, W301  
Belknap Campus  
Phone: 502.852.5787  
Website: [louisville.edu/dos](http://louisville.edu/dos)

The Dean of Students Office provides a variety of services in support of students, including student non-academic grievance services, RSO funding, student conduct, crisis assistance, extended absence notifications, advising SGA and other programs designed to help create and promote a vibrant campus community. The office promotes a positive learning experience and makes available opportunities for students to achieve their full academic and personal potential.

### *Student Advocate*

131 Strickler Hall, East  
Belknap Campus

Phone: 852.8113  
E-mail: [advocate@louisville.edu](mailto:advocate@louisville.edu)  
Website: [louisville.edu/studentadvocate](http://louisville.edu/studentadvocate)

The Student Advocate provides a "one-stop" confidential contact for students who need help in navigating through university systems policies and procedures and provides alternative means to resolve student complaints. The Student Advocate makes sure the student concerns and complaints get to the appropriate academic and student affairs units and follows up to make sure they are addressed in a timely fashion. The informal service is free and confidential.

### *Registrar's Office*

Houchens Building, Rm. 31  
Belknap Campus  
Phone: 502.852.6522  
Fax: 502.852.7088  
E-mail: [regoff@louisville.edu](mailto:regoff@louisville.edu)  
Web registration: [ulink.louisville.edu](http://ulink.louisville.edu)  
Website: [louisville.edu/registrar](http://louisville.edu/registrar)

The Registrar's Office is responsible for the academic calendar, official transcripts, schedule of classes, issuing diplomas, etc. Online services are available through its website. Additionally, be sure to check its website for important dates such as:

- Registration dates/deadlines
- Last day to withdraw
- Exam schedules
- University holidays and special events

### *School of Interdisciplinary and Graduate Studies Student Services Office*

Houchens 105  
Belknap Campus  
Phone: 502.852.6495  
Fax: 502.852.2365  
E-mail: [graduate@louisville.edu](mailto:graduate@louisville.edu)  
Website: [graduate.louisville.edu](http://graduate.louisville.edu)

The School of Interdisciplinary and Graduate Studies Student Services Office is responsible for administering university academic policies pertaining to:

- Academic record changes (withdrawal and reinstatement)
- Curriculum management and academic policies
- Degree audits and graduation requirements
- Leave of absence policies

- Grievance procedures
- Thesis and dissertation information

(Please note that a student completing a thesis or dissertation who has finished all required coursework may enter candidacy and be registered as a full-time student by paying the candidacy fee.)

## Academic Grievances

All University of Louisville students have the option of filing academic grievances, which are used when a student believes he or she has been treated unfairly. Most of these problems are resolved at the departmental level. You must begin the process by speaking directly with the person whose actions have precipitated what you believe to be unfair treatment. If the outcome of that conference is unsatisfactory, the department has outlined a series of steps that you may take. Seek assistance from your graduate adviser or department chair.

Issues not resolved at the departmental level can be brought to the attention of the Student Grievance Officer at [brenda@louisville.edu](mailto:brenda@louisville.edu) or 502.852.6102.

**Please note:** You may not omit any of these steps or procedures, which have been designed to protect the legal rights of both students and faculty.

## Information Technology (IT)

### *ULink*

Website: [ulink.louisville.edu](http://ulink.louisville.edu)

ULink is a very valuable resource for students. This web portal is a secure site where you can:

- Read breaking campus news
- View and update personal contact information
- View and update FERPA
- Link to federal student aid and national student loan websites
- View and accept/decline financial aid awards
- View class schedule/withdraw from a class
- View tuition account summary and make payments
- View grades, course schedules and catalog
- Request official transcripts and view unofficial transcript
- View tax credit account summary

### *CardMail E-mail*

CardMail accounts are provided to all students and serve as the student's official university e-mail account. Regular use of CardMail is expected for all students. Students may also set up CardMail to work with other email clients such as Gmail, AOL or Yahoo.

### *Computing Centers*

Website: [louisville.edu/it](http://louisville.edu/it)

The computing centers' mission is to support the technology needs of the students of the University of Louisville. For details on services provided and hours of operation, visit their website.

### *Copy Centers*

In support of the university's faculty, staff and students, IT manages the traditional computing and communications infrastructure for the university. This office also supports the instruction and research missions of the university by providing imaging and television services, graphic design, reproduction and printing services. Classroom materials and research posters can also be produced at the copy centers.

### *Access to Software*

The IT Computing Centers provide access to and full support for the latest communications and desktop productivity applications including Host Explorer, GroupWise, Microsoft Office, Netscape Navigator and WS\_FTP. Additionally they provide access to faculty courseware, such as PASW or SAS.

### *Password Changes and Resets*

Did you forget the password to your CardMail or ULink account? The IT Computing Centers will be able to reset it for you quickly with a photo ID.

### *IT HelpDesk*

Phone: 502.852.7997

E-mail: [helpdesk@louisville.edu](mailto:helpdesk@louisville.edu)

The IT HelpDesk is available to provide information and assistance to all members of the University of Louisville community 24 hours a day, seven days a week, 365 days a year.

## Services for Those With Disabilities

All IT Computing Centers are ADA-compliant with regard to physical accessibility. Anyone needing physical accommodations, such as having a monitor moved, should ask a staff member for assistance. For those with hand/eye coordination or mobility disabilities, IntelliKey computer keyboards are provided (check website for availability at the various computing centers). For those with visual disabilities, a Kurzweil reader, CCTV/reverse-image readers and ZoomText Xtra Level 2 software are available (check website for availability of these services at the various computing centers).

## Parking

Website: [louisville.edu/parking](http://louisville.edu/parking)

### Floyd Street Parking Garage

2126 S. Floyd St., Ste. 100  
 Belknap Campus  
 Phone: 502.852.PARK (7275)  
 Fax: 502.852.6680

### Health Sciences Center

414 E. Chestnut St.  
 Health Sciences Campus  
 Phone: 502.852.5112  
 Fax: 502.852.1622

The cost of UofL parking permits varies, depending upon the type of permit purchased. Details on permit fees and and types of permits can be found at the office website.

A parking permit will not be issued to anyone with an unpaid parking citation. Additionally, unpaid citations will result in being unable to register for classes.

## Cardinal Card

### Belknap Campus

Houchens Building, Rm. 08K  
 Phone: 502.852.7520

### HSC Satellite Office

Abell Building First Floor Security Station  
 Website: [louisville.edu/campuscard](http://louisville.edu/campuscard)

It is important that you get your Cardinal Card right away as it serves many purposes, including:

- Identification card
- Library card

- Facilities access
- Meal plan card
- Cardinal Cash purchases for vending, copiers, laundry, and select food service locations.
- Free TARC service

## Libraries

<b>Ekstrom Library (general)</b> . . . . .	502.852.6757
<b>Kornhauser Library (health sciences)</b> . . . . .	502.852.5775
<b>Music Library</b> . . . . .	502.852.5659
<b>Law Library</b> . . . . .	502.852.6058
<b>Art Library</b> . . . . .	502.852.6741

Website: [louisville.edu/library](http://louisville.edu/library)

University Libraries currently holds more than 2 million volumes and approximately 16,000 journal subscriptions, as well as access to more than 20,000 full-text electronic journals, various special collections, media and microforms. Important services offered by the Libraries include reference (including e-reference), state-of-the-art delivery of documents and intensive information skills training.

The UofL community also has access to the University Libraries' website, through which students can view millions of print volumes from throughout the United States as well as other countries; electronic books and databases; thousands of electronic journals; reference materials; and other library resources, guides and services. Especially noteworthy is that you will gain access to Minerva, the Libraries' online catalog and gateway to our collections.

Additionally, through the University of Louisville's membership in the Metroversity Libraries Program, you can borrow books from the following area libraries by showing your UofL student ID:

- Bellarmino University
- Southern Baptist Theological Seminary
- Indiana University Southeast
- Spalding University
- Jefferson Community & Technical College
- Louisville Presbyterian Theological Seminary
- Louisville Free Public Library
- Jeffersonville Township Public Library
- New Albany-Floyd County Public Library

## Swain Student Activities Center

Website: [louisville.edu/studentactivities/student-activities-center](http://louisville.edu/studentactivities/student-activities-center)

The Swain Student Activities Center (SAC) is the hub of campus activities for the UofL Belknap Campus. The SAC is home to meeting rooms and conference facilities, a movie theater, game room, recreational facilities, television lounge, food services and the bookstore. Various offices and facilities housed there include:

- Athletic Administration
- Athletic Ticket Office
- Cardinal Arena
- Cardinal Corner Game Room
- Floyd Theater
- Greek Life & RSOs
- Intramural and Recreational Sports
- Multipurpose Rooms
- SAC Cafeteria and Food Court
- Student Activities
- Student Government Association
- University Bookstore
- Varsity Sports
- WLCV student radio

## Dining Services

Website: [www.uofldiningservices.com](http://www.uofldiningservices.com)

The goal of Dining Services is to make your campus dining experiences the best they can be by providing a variety of fresh, nutritious dining options in a relaxed atmosphere. Dining Services offers locations with operating hours that fit your needs—please check its website for details on hours, locations and menus.

## UofL Bookstore

**Student Activities Center**

Belknap Campus

Phone: 502.852.6679

Website: [louisville.bkstore.com](http://louisville.bkstore.com)

**Health Sciences Campus**

1st Floor K Building

555 South Floyd Sreet

Phone: 502.852.5824

There are two University Bookstores at the University of Louisville, located on the Belknap and Health Sciences Center campuses. The University Bookstores offer the university community bookstore services, including textbooks, trade books, school supplies, novelties, and clothing.

## International Center

Brodski Hall, Rm. 101

Belknap Campus

Phone: 502-852-6602

E-mail: [intcent@louisville.edu](mailto:intcent@louisville.edu)

Website: [louisville.edu/internationalcenter/](http://louisville.edu/internationalcenter/)

The International Center provides services for international students and scholars including admission information, immigration advising, orientation for new arrivals, personal counseling, housing assistance, a limited number of scholarships, and advising. It also supports the American International Relations Club. The center offers a variety of programming activities including the annual AIRC International Banquet, seasonal activities, the Contact Family Program, Kansai Gaidai December home stay and monthly International Teas.

The International Center is your primary liaison with the University and the U.S. Immigration and Naturalization Service (INS). International Center staff members are well informed about general INS regulations and can advise you on proper compliance with INS procedures. Make an appointment with an international student adviser to discuss specific questions or concerns. Consult with the International Center before you do anything that might jeopardize your right to remain in the United States including:

- before you begin a new degree objective
- before you change marital status or sponsors
- before you transfer schools
- before you travel outside the United States
- before you secure any employment

## Disability Resource Center

Stevenson Hall, Rm. 119

Belknap Campus

Phone: 502.852.6938

Fax: 502.852.0924

Website: [louisville.edu/disability](http://louisville.edu/disability)

The University of Louisville is committed to equal opportunity for all academically qualified students and does not discriminate based on disability. The mission of the Disability Resource Center (DRC) is to coordinate services that ensure that individuals with disabilities have equal access to take full advantage of the university's educational, social and cultural opportunities.

The primary goal of the DRC is to provide and coordinate accommodations for enrolled students with disabilities. Services are tailored to meet the needs of individual students based on specific disabilities. The services provided by the DRC include, but are not limited to: testing accommodations, supplemental note-takers, readers, scribes, interpreters, access to assistive technology, books on tape and e-text.

## Housing and Residence Life

West Hall

Belknap Campus

Phone: 502.852.6636

Website: [louisville.edu/housing](http://louisville.edu/housing)

Graduate students have at least two choices of on-campus apartments: the University Tower Apartments, adjacent to Belknap Campus, and the Medical/Dental Apartments, located on the Health Sciences Center. The Office of Housing and Residence Life can advise you of your options and may be able to find you on-campus rooms or apartments in other residence halls or apartment complexes.

There are many more housing possibilities near Belknap and the HSC campuses, as well as other locations in the greater Louisville area. Visit <http://offcampushousing.louisville.edu> for housing options in the Louisville area.

## Career Development Center

Houchens Building LL03

Belknap Campus

Phone: 502.852.6701

Website: [louisville.edu/career/](http://louisville.edu/career/)

Career services at the University of Louisville include:

- e-recruiting—comprehensive on-the-job listings, recruitment and candidates' self-referred resume service
- job and career fairs—events that put students and employers in the job seeking/career process
- resume formatting and critique—assisting in the preparation and critique of the resumes and other employment documents
- outreach career seminars and workshops
- individualized career counseling
- experiential education through internships and cooperative education opportunities
- on-campus interviews with nationally ranked employers

## Campus Health

Website: [louisville.edu/campushealth](http://louisville.edu/campushealth)

**Health Sciences Center Office**

UL HealthCare Outpatient Center

401 E. Chestnut St. Suite 110

Louisville, KY 40202

Phone: 502.852.6446

Fax: 502.852.6649

**Cardinal Station Office**

215 Central Ave., Suite 110

Louisville, KY 40208

Phone: 502.852.6479

Fax: 502.852.0660

General questions or comments: [hlthoff@louisville.edu](mailto:hlthoff@louisville.edu)

Insurance-related questions: [stuins@louisville.edu](mailto:stuins@louisville.edu)

Your personal health and well-being are critical components of academic success. Whether a cold or something more serious, illnesses happen; however, they can be less stressful if a student is prepared. The Student Health Centers are a wonderful resource for students, but students must be prepared to pay for some services. For additional information visit the website.

## *Student Health Insurance*

The University of Louisville-sponsored insurance plan provides our students with an affordable student health insurance plan tailored to the particular needs of our campuses. Information on rates, family coverage, etc. can be found at [louisville.edu/campushealth/insurance](http://louisville.edu/campushealth/insurance).

## *Counseling Center*

Student Health and Counseling Building

Belknap Campus

Phone: 502.852.6585

Website: [louisville.edu/counseling](http://louisville.edu/counseling)

All currently enrolled University of Louisville students may use the Counseling Center's services. Time-limited individual counseling and referral services are provided at no charge for a full range of issues including developing study skills and learning effective time management.

You can make an appointment by calling the Counseling Center or visiting the office. For more information on services provided, visit its website or stop by the center and speak with the receptionist.

## **UofL Alert System**

During an emergency or when campus conditions affect class/work schedules, the UofL Alert System will allow students who have signed up to receive up-to-date information via text message and CardMail e-mail. Text messages generally will follow a template that includes: what happened, when and where it happened and what action you should take. Sometimes, full information is not available in the first notification. However, in the case of an unfolding emergency, updated information will be posted on the university homepage and sent via CardMail. Students can sign-up for the alert system by going to [www.getrave.com/login/louisville](http://www.getrave.com/login/louisville).

## **Delayed Class Schedule for Bad Weather**

If the university is on a delayed class schedule due to bad weather, classes will be cancelled up until a certain time.

Official announcements will be released via the UofL Alert System, UofL's website, CardMail e-mail, through local media and through the UofL telephone operators, 502.852.5555.

## **Student Escort Service**

Department of Public Safety

Phone: 502.852.6111

Website: [louisville.edu/police/services/escorts.html](http://louisville.edu/police/services/escorts.html)

When walking on campus during the evening hours we encourage you to walk with another person and use well-lighted, well-traveled routes. The escort service is available seven days a week from dusk until dawn. This service is provided free of charge to members of the university community and may be obtained by calling 502.852.6111. Be prepared to state your name and location, and an officer will be dispatched to meet you. Check the office website or call for information on escort service boundaries.

## **Motorist Assistance Program**

Phone: 502.852.7275

Website: [louisville.edu/parking/motorist\\_assistance](http://louisville.edu/parking/motorist_assistance)

The Motorist Assistance Program (MAP) is a service of University Parking, a division of the Department of Public Safety. MAP is designed to assist student, faculty, staff and visitors experiencing minor vehicle problems while at the university. To request the Motorist Assistance Program, contact University Parking at 852.PARK, 24 hours a day, 7 days a week. Services provided include jump starting a battery, unlocking a car door, providing fix-a-flat for a flat tire or loaning a gas can.

# Summary of Key Contact Information

<b>General Information</b> (24 hours per day) . . . . .	852.5555	<b>Housing &amp; Residence Life</b> . . . . .	852.6636
<b>Emergencies</b> (Fire, Police or Medical) . . . . .	852.6111	louisville.edu/housing	
<b>Public Safety</b>		<b>Human Studies Protection Program</b> . . . . .	852.5188
Belknap Campus . . . . .	852.6111	louisville.edu/research/humansubjects	
Health Sciences Center . . . . .	852.2402	<b>International Center</b> . . . . .	852.6602
louisville.edu/police		louisville.edu/internationalcenter	
<b>Academic Calendar</b>		<b>IT HelpDesk</b> . . . . .	852.7997
louisville.edu/calendars/academic/undergrad-grad.html		helpdesk@louisville.edu	
<b>Academic Grievances</b> . . . . .	852.6495	<b>Libraries</b> . . . . .	852.6757
<b>Alert System</b>		louisville.edu/library	
getrave.com/login/louisville		<b>Motorist Assistance Program</b> . . . . .	852.7275
<b>Bursar's Office</b>		louisville.edu/parking/motorist_assistance	
Tuition . . . . .	852.6503	<b>Parking</b>	
Loans . . . . .	852.6505	Belknap Campus . . . . .	852.7275
louisville.edu/finance/bursar		Health Sciences Center . . . . .	852.5112
<b>Cardinal Card Office</b> . . . . .	852.7520	louisville.edu/parking	
louisville.edu/campuscard		<b>Registrar's Office</b> . . . . .	852.6522
<b>Career Development Center</b> . . . . .	852.6701	louisville.edu/registrar	
louisville.edu/career		<b>Residency</b> . . . . .	852.6528
<b>Counseling Center</b> . . . . .	852.6585	louisville.edu/residency	
louisville.edu/counseling		<b>Schedule of Classes</b>	
<b>Dean of Students Office</b> . . . . .	852.5787	hal.louisville.edu	
louisville.edu/dos		<b>Student Advocate</b> . . . . .	852.8113
<b>Delayed Class Schedule for Bad Weather</b> . . . . .	852.5555	louisville.edu/studentadvocate	
louisville.edu		<b>Student Affairs</b> . . . . .	852.6933
<b>Disability Resource Center</b> . . . . .	852.6938	louisville.edu/student	
louisville.edu/disability		<b>Student Health</b>	
<b>Escort Service</b> (Public Safety) . . . . .	852.6111	Cardinal Station . . . . .	852.6479
louisville.edu/police/services/escorts.html		Health Sciences Center . . . . .	852.6446
<b>Financial Aid</b> . . . . .	852.5511	louisville.edu/campushealth	
louisville.edu/financialaid		<b>University Bookstore</b>	
<b>Graduate Admissions</b> . . . . .	852.3101	Belknap Campus . . . . .	852.6679
graduate.louisville.edu/apply		Health Sciences Center . . . . .	852.5284
<b>Graduate Student Council</b> . . . . .	852.6495	louisville.bkstore.com	
louisville.edu/rso/gsc			
<b>Graduate Student Services</b> . . . . .	852.6495		
graduate.louisville.edu			



University of Louisville  
School of Interdisciplinary and Graduate Studies  
Houchens Building, Room 105  
[graduate.louisville.edu](http://graduate.louisville.edu)  
502.852.3101