

# GETTING STARTED AT URSULINE COLLEGE

*Ursuline College*  
*School of Graduate and Professional Studies*

- Mail back your Enrollment Intent Form** with the postage paid envelope or fax it to 440 684 6138
- Review Financial Aid sheet** (enclosed)
  - Visit or call Student Services with questions regarding financial aid, tuition deferent and/or tuition reimbursement, payment plans, etc.
  - Submit FAFSA if not previously completed ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))
  - Financial Aid is located in Student Services in Mullen 203, Phone number: 440 646 8309, Hours: Monday and Tuesday 8:30 AM to 6:00 PM, Wednesday – Friday 8:30 AM to 5:00 PM
- Check your Ursuline email network account** following the directions provided in the enclosed handout
  - Computer login is used for network accounts including Email, Desire to Learn (D2L) and My Ursuline (quick-links box located on the top of the website or use links at the bottom of the website)
  - Make sure to read the Acceptable Use Policy
- Pick up ID card and register your vehicle at the Student Service Center**
  - Make sure to bring your license plate number to register your vehicle (parking passes no longer required)
  - Student Services is located in Mullen 203, Phone number: 440 646 8309, Hours: Monday and Tuesday 8:30 AM to 6:00 PM, Wednesday – Friday 8:30 AM to 5:00 PM
- Check out the Besse Library**
  - Familiarize yourself with the library, Phone number: 440 449 4202, Hours: Monday – Thursday 8:00 AM to 11:00 PM, Saturday 8:00 AM to 7:00 PM, Sunday 1:00 PM to 11:00 PM, hours vary during holidays and final exam weeks
- Purchase/Rent/Borrow books for classes**
  - Books are shelved two weeks prior to the start of classes
  - To order textbooks online through the bookstore, visit [ursuline.bkstr.com](http://ursuline.bkstr.com) (fee for shipping)
  - Bookstore located on the first floor of Pilla, Phone number: 440 449 5368, Hours: check website
- Look up the location of your classes**
  - Log into My Ursuline, click on the “Student” tab, view “Schedule” link
- Register for URS alert**
  - URS Alert is a mass notification system that enables College students, faculty and staff to receive alerts and updates as text messages on cell phones. Participation by the College community is voluntary. It is powered by Omnilert Network e2Campus. URS Alert will be activated for the following situations: closings or delays, campus emergencies, crime alerts and other emergencies.



**Contact Academic Support and Disabilities Services**

- Ursuline Resources for Success in Academics (URSA) is located in Mullen 312 and provides a variety of services and programs to help make your education experience at Ursuline College a successful one, Phone number: 440 449 2049, Hours: Monday – Friday 8:30 AM to 5:00 PM
- Disability Accommodations: Students with documented disabilities are entitled to reasonable accommodations. If you have a documented disability and need accommodations, please notify the course facilitator as early as possible during the course. If you would like to request testing or other accommodations because of a documented disability, please make an appointment with Ursuline College’s Office of Academic Support and Disabilities Services as soon as possible to discuss your situation and possible needs. Effective and timely communication will allow us to work with the Academic Support Office and the course facilitator in advance of your class.
- FOCUS Program: Ursuline College is committed to helping students with learning disabilities (LD) and Attention Deficit Hyperactivity Disorder (ADHD) succeed in their courses and become independent learners. To help these students achieve success, the College has developed the FOCUS Program, a voluntary, comprehensive, fee–paid program for students with learning disabilities and ADHD. The FOCUS Program is aimed at providing a smooth transition into college life, helping students learn to apply the most appropriate learning strategies in college courses and teaching students self–advocacy skills; all through intensive on–on–one coaching with a disability specialist. The FOCUS Program is offered in two phases to better meet the needs of students. Call 440 449 2046 for more information.

**Submit remaining application materials to the Office of Graduate Admission** if you were provisionally admitted to your program, Phone Number: 440 646 8119, Hours: Monday – Friday 8:30 AM to 5:00 PM, Email: [graduateadmissions@ursuline.edu](mailto:graduateadmissions@ursuline.edu)

**Contact your program director if you have questions** regarding your program, class or registration

<b>Program</b>	<b>Contact</b>	<b>Email</b>	<b>Phone</b>
Counseling and Art Therapy	Gail Rule–Hoffman	<a href="mailto:grulehoffman@ursuline.edu">grulehoffman@ursuline.edu</a>	440 646 8138
Historic Preservation	Dr. Bari Stith	<a href="mailto:bstith@ursuline.edu">bstith@ursuline.edu</a>	440 646 8135
Educational Administration	Dr. Jim Connell	<a href="mailto:jconnell@ursuline.edu">jconnell@ursuline.edu</a>	440 646 8148
MAP	Dr. Jane Hayman	<a href="mailto:jhayman@ursuline.edu">jhayman@ursuline.edu</a>	440 684 6034
Liberal Studies (MALS)	Dr. Tim Kinsella	<a href="mailto:tkinsella@ursuline.edu">tkinsella@ursuline.edu</a>	440 449 3413
Theological and Pastoral Studies	Dr. Linda Martin	<a href="mailto:lmartin@ursuline.edu">lmartin@ursuline.edu</a>	440 646 8191
MBA	Dr. Nurete Brenner	<a href="mailto:nurete.brenner@ursuline.edu">nurete.brenner@ursuline.edu</a>	440 684 6038
Graduate Nursing	Dr. Janet Baker	<a href="mailto:jbaker@ursuline.edu">jbaker@ursuline.edu</a>	440 646 8172

