



QUICK Book



*QU's anything and everything
guide to campus life.*

Acronym & Location References

CAF Cafeteria
FH Friars' Hall
Friars' Field Open field area, east of Francis Hall
FRH Francis Hall
Greek Row 3 Houses on 18th street that house the sororities and fraternities
HFC Health & Fitness Center
HOF Hall of Fame Room
NCA North Campus Building A
NCB North Campus Building B
NCD North Campus Building D
Pad Padua Hall
Pad Beach Concrete area outside Padua residence hall where events are held
PDR Private Dining Room
Pepsi Main court arena
SLC Student Living Center
SSC Student Success Center

Academic Calendar

Stay up to date with important dates throughout the academic semester and year.



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Dean of Students

Christine Tracy

*Vice President of
Student Development,
Dean of Students*



tracych@quincy.edu



(217) 228-5432, Ext. 3353

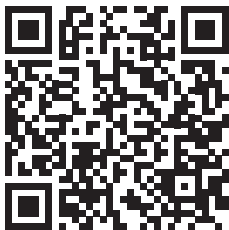
Advancement

The Advancement Office is located on the lower level of Francis Hall, adjacent to the Business Office.

Services

- Endowed Scholarship recipients receive notifications regarding scholarship requirements and should report to the Advancement Office.
- The **Student Ambassador program** is coordinated by the Alumni Director in the Advancement Office. Student Ambassadors attend and help coordinate alumni events, attend press conferences and donor functions, and promote and support QU in a variety of ways.
- QU students can access QU Alumni mentors and request a mentor as a resource and connection to gain knowledge and experience from alumni. Contact the QUEST Center director for more information.

Contact Us



advancement@quincy.edu



(217) 228-5226



[@QUalumni](https://www.facebook.com/QUalumni)

Advising

My Information

My Advisor:



Why & When to Meet

Why you visit your advisor:

- To Obtain Registration Clearance
- Choose Classes
- Discuss Degree Checklist

When to visit your advisor:

- Recommended to meet at least twice per semester to ensure that progress and planning is on track.

What next?

After meeting with your advisor, register for your courses through the QU portal. (Check out the Moodle & Portal page for more information.)

Athletics



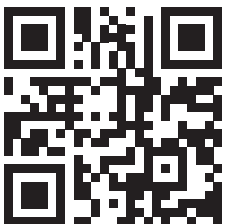
NCAA Compliance



Learn about:

- Continuing Eligibility
- NIL
- Social Media

QU Hawks Athletics



- Athletic Schedules
- Athletic Rosters
- Athletic Facilities
- Athletic Media

Athletic Trainers



- Contact Trainers
- Athletic Training Paperwork
- Sports Medicine Information

Contact Us

Josh Rabe, *Athletic Director*

 rabejo@quincy.edu

 (217) 228-5432, Ext. 3501

Carla Passini Kielsmeier, *Associate AD of External Operations and Senior Woman Administrator*

 passica@quincy.edu

 (217) 228-5432, Ext. 3517

Taylor Zerbe, *Assistant Athletic Director for NCAA Compliance / Deputy Title IX Investigator*

 zerbeta@quincy.edu

 (217) 228-5432, Ext. 3508

Follow Us



Brenner Library

Check out physical materials with your QU ID card. Books & magazines are checked out for 28 days. DVDs, CDs, & IMC materials are checked out for 14 days.

Hours

Monday - Thursday 8:30am — 11:00pm

Friday 8:30am — 4:30pm

Sunday 5:00pm — 11:00pm

Access with ID card ONLY 8:00pm — 11:00pm

Computers, Laptops, Printing, & Library use

Sign into computers using your @quincy.edu email address & password.

Print from Library computers for 10¢/page black & white or 15¢/page in color. Student accounts are loaded with \$25/ semester for printing.

Library Helpers

Librarians & student workers are available to guide all library users. The best part of our job is helping you succeed!

Ask questions, be curious, and dig into the knowledge available at Brenner Library.

Find Materials in the Library



Search for:

- Books
- E-Books
- Videos
- Articles
- Digital Media & More

Follow Us



Stay up to date with:

- Monthly Calendars
- Hours & Schedule Changes
- Gray Gallery Exhibits

Contact Us



library@quincy.edu



(217) 228-5345

Campus Ministry

Our Mission

Quincy University Campus Ministry, with the Catholic-Christian and Franciscan traditions as our guides, seeks to reach out to all community members, wherever they may be in their journey of faith.

Intentional Catholic Communities



Learn about:

- St. Clare's Living Community
- St. Junipero Serra Living Community

Faith Formation Opportunities



Learn about:

- Rite of Christian Initiation for Adults (RCIA)
- Scripture-Based Groups
- Spiritual Direction
- Retreats
- Ignite: Praise and Worship

Worship Opportunities



See our schedules for:

- Mass
- Sacrament of Reconciliation
- Prayer
- Personal Prayer

Follow Us



howelje@quincy.edu



(217) 228-5432 ext. 3617

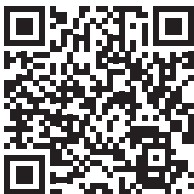


Campus Security

Helpful Security Tips

- **SECURITY PHONE NUMBER** First and foremost, put the QU Security contact number in your phone. The 24/7/365 contact number is **(217) 228-5600**.
- **SECURITY LOCATION** Security is located in the first floor of Friars Hall - immediately to the north of the main campus building, Francis Hall.
- **QU ID CARDS** Your QU ID card is designed to be a multi-functional card. Lost ID cards can also be replaced at the main Security office. There is a \$25 ID replacement fee for lost ID's, so find a way to keep it with you!
- **PARKING**
 - Rule #1- The spot you park in must be a marked spot. This rule is the root of many of our parking issues. Please make sure you are in a marked spot and don't squeeze an extra space at the end of a row.
 - Rule #2 - Do not park in spots designated with a sign (Handicap, admissions guest, etc.). Violators will be fined.
- **IF YOU SEE SOMETHING- SAY SOMETHING!** If you observe suspicious persons, vehicles, or activity around campus, please give the Security officer on duty a shout. If you see something or someone that strikes you as odd, please call Security and let us check it out.

Contact Us



qusafe@quincy.edu



(217) 228-5600

Hawk Shop: QU Bookstore

The bookstore is located in the lower level of the Student Union (below the cafeteria).

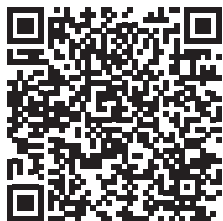
QU BookED



View Your Course Items

Log in with your school account to view a personalized page of your courses and corresponding course materials.

Hawk Shop Online



Order apparel and merchandise online and view our popular items.

Have old textbooks?

Earn up to 2 times more when selling your books back on our marketplace. Sell your books at any time – you name the price.

Contact Us



m.hughes56@quincy.edu



(217) 228-5305

Hawks Dining

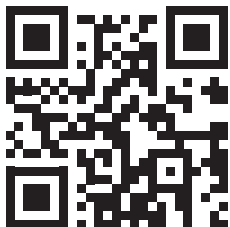
Guidelines

- Have your QU ID card with you to enter the Cafe during all-you-care-to-eat periods.
- Swipe for a meal every time you enter the Cafe.
- You must wait for the Cashier for any of the following: to-go meal, guest meal, flex transaction, cash/credit transaction, balance inquiry, red light or no light on Lightpole Reader.
- All-Access ends at 7:30pm daily. After 7:30pm, food/drink can be purchased from the store or late night grill only.

To-Go Meals

- Meal plan participants can sign up with the Cafe Cashier for 1 free to-go container per academic year.
- **All** to-go meals must be checked out from the cashier.
- Cafe All-Access plan participants are limited to **1 to-go meal per day**
- You must declare your to-go meal when you enter the Cafe. Students on meal plans other than All-Access must pay for 2 meals if they eat in the Cafe AND also take food to-go.

Website/App



Dine on Campus (Web & Mobile):

- Menus
- Hours of service
- Specials

Follow Us



Contact Us

Text a dining director with questions, comments, or concerns



(217) 885-4335



HAWKS DINING

Health & Fitness Center

The Health & Fitness Center (HFC) provides for a wide variety of recreational and intramural activities. Students, faculty, and staff must present their ID to enter and equipment is available for checkout at the front desk.

Features

- 3 Multi-Purpose Gymnasium Courts
- 3,600-Square-Foot Fitness Room
- 17 Cardio Machines
- Aerobics Room
- Indoor Walking/Running Track
- Racquetball Court
- 6-Lane Intercollegiate Pool with Whirlpool

Hours - Main Building

Monday - Thursday	6:00am — 10:00pm
Friday	6:00am — 9:00pm
Saturday	8:00am — 4:00pm
Sunday	Noon — 6:00pm

Hours may be extended due to sporting events



Hours - Pool

Monday & Wednesday 9:30am — 1:00pm
6:00pm — 8:00pm

Tuesday & Thursday 8:00am — 1:00pm
6:00pm — 8:00pm

Saturday & Sunday Noon — 3:00pm

***Hours may be extended due to swim meets and
visiting team locker room usage***

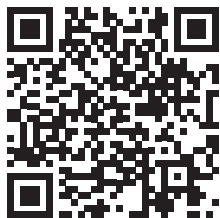
Follow Us



Stay updated with our:

- Hours
- Athletic Events
- Special Events

Contact Us



joneska@quincy.edu



(217) 228-5032

Information Technology (IT)

Campus Wifi

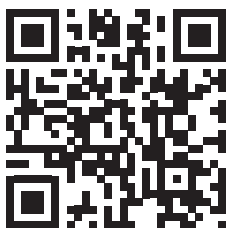
Sign into campus wifi, "QUINCY", using your QU account username & password.

Computers, laptops, printing, & library use

Sign into computers using your @quincy.edu email address & password.

Print from campus computers for 10¢/page black & white or 15¢/page in color. Student accounts are loaded with \$25/ semester for printing.

IT Help Desk



Sign in with your QU account username & password to submit a ticket if you need to request something from IT or Maintenance.

**Link may not be compatible with the Safari browser. If login does not work, try opening the link with Google Chrome or another browser.*

Mailroom

The University Mailroom is located in the lower level of Francis Hall in room B11. Residential students, faculty, and departments are assigned campus mailboxes. These mailboxes are available to you during the hours of Francis Hall 6am – 9pm.

Mailroom Information



Learn more about:

- Our Participating Postal Services
- Student Mailboxes
- Claiming Large Packages
- Mailing Packages
- Other Services

Fall/Spring Semester Office Hours

Monday - Thursday 8:00am – 5:00pm

Friday 8:00am – 4:00pm

Saturday-Sunday CLOSED

(Closed daily from 12 - 1:00pm)

CLOSED ON FEDERAL HOLIDAYS

Contact Us



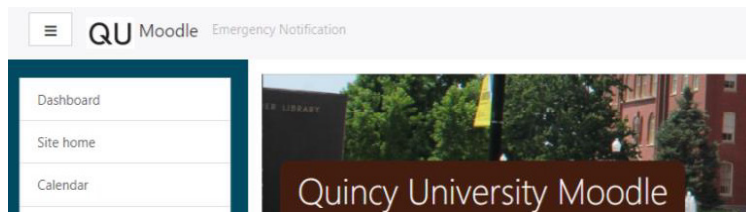
mailroom@quincy.edu



(217) 228-5267

Moodle & Portal

Moodle



Moodle is the online platform for instructors to place everyday class content; like assignments, tests, and discussions.

Moodle Help



There is a course on Moodle “Student How To” under the Help tab. You will need to login to Moodle, and then enroll yourself in the course.

Portal



Quincy University



Home Academics Admissions Students Success Resource



The portal gives you access to your student account info, online class registration, your class schedule, advisors names, student forms, final grades, unofficial transcript, and tax forms. The portal allows you to set up your parent FERPA permissions.

my.quincy.edu

Portal Overview Video



This video will help you learn how to navigate the portal and find the resources you need.



QUEST Center

Apply for an Internship/Practicum

Field experiences are an essential element of the Quincy University Experience and usually occur in the Junior/Senior year, depending on the student's course track. Exploratory internships are available to freshman/sophomore students. Each internship/practicum credit is equivalent to 50 hours at the site.

Internship/Practicum Registration Instructions

- my.quincy.edu
- Click STUDENTS (at the top)
- Click Student Forms (on the left)
- Scroll down to APPLICATION FOR INTERNSHIP/PRACTICUM
- Complete the form. Click SAVE FOR LATER on each screen before you click NEXT
- Once you click submit, please wait several seconds, and a thank you screen will pop up. You will also receive a copy of the application in your email to know if it went through.

You will need a copy of the following:

1. Insurance card
2. Course number and # of credits (make sure this is correct with your academic advisor)
3. 3-5 points of what you will learn, observe, and participate in for the description section
4. The site supervisor's name, email, and phone number

QUEST Cash

What is QUEST Cash?

QUEST Cash is a program through the QUEST Center. Students qualify for QUEST Cash as they complete university courses. Students may use the cash toward university-approved mission trips, study abroad, undergraduate research, internships, and student teaching travel expenses. Students apply through the university portal. Students must complete one successful semester before using QUEST Cash.

How to apply for QUEST Cash

Registration Instructions

- www.my.quincy.edu
- Click STUDENTS (at the top)
- Click Student Forms (on the left)
- Scroll down to QUEST CASH Application



A committee will review your application and will let you know if you are approved for QUEST Cash.

Service Learning

Service Learning Hours are volunteer hours with a reflection component. Service Learning is a program requirement of all undergraduate students where students volunteer at an approved site or project, log their hours on a tracking application, and reflect on their time. We hope that students will learn from their experience and apply what they learned to their actions in the future.

Service Learning Requirements

Service learning hours required based on transferred credits:

- 0-23.9 credit hours: 30 service learning hours at 3 locations or more
- 24-47.9 credit hours: 20 service learning hours at 2 locations or more
- 48 or more credit hours: 10 service learning hours at 1 location or more

Blessing Rieman College of Nursing (BRCN) students (nursing, radiology, respiratory therapy): 10 service learning hours



servicelearning@quincy.edu

Mobileserve

Mobileserve is used to track service learning hours. It is an app you can download from the App Store or Google Play. At check in, accounts are created using a Quincy University email address and a password. Hours are accepted if not logged on Mobileserve.

All accounts are connected to the university using an organization code:

- QU Student: **107662**
- QU Student Athlete: **0833F3**



Registrar

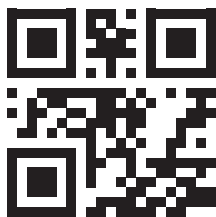
Course Schedule and Registration

The Registrar's Office maintains the course schedule. While students are cleared for registration by their Academic Advisor and register themselves through the portal (my.quincy.edu), the Registrar's Office can help with questions about registration.

Student Records

The Registrar's Office maintains official academic documents - including grades and transcripts.

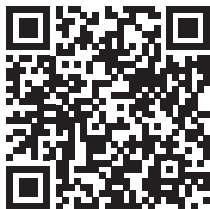
QU Portal



Resources:

- Add/Drop/Withdrawal Courses
- Transcript Request
- Degree Audit Request

Contact Us



registrar@quincy.edu



(217) 228-5280

Residence Life

About Us

Residence Life is committed to providing opportunities that further enhance your university experience and contribute to your learning and development.

Resources



Learn more about:

- Meal Plans
- Residence Halls
- Housing Selection
- Student Leadership Opportunities

Frequently Asked Questions



Find Answers to Questions Like:

- Can I move in early?
- What should I bring?
- Can I hang things on the wall?
- What furniture is provided?

Contact Us



jacobwi@quincy.edu



(217) 228-5320

Student Engagement

Clubs & Organizations

QU offers a wide variety of clubs and organizations in which students are encouraged to become involved. Joining a club or an organization allows students to connect with each other as well as the Quincy University community.



Learn more about:

- Clubs & Organizations
- Fraternity & Sorority Organizations
- Academic Clubs & Organizations
- Intramural Sports

Start or Renew a Club or Organization

Looking to renew or start a new club? It's easy! Just contact the Student Success Center for details.

Contact Us



t.henderson39@quincy.edu



(217) 228-5320

Student Financial Services

Complete your FAFSA



Manage your:

- Grants
- Loans
- Work-study

Student Account



studentaccounts@quincy.edu



(217) 228-5311

Payment/Payment Plans

Need to make a payment or set up a payment plan?

- Log into the student portal at my.quincy.edu
- Select the Student tab across the top and then select My Student Account on the left hand side.
- Follow the link to TransAct to make a payment or to view your payment plan options and set up a payment plan.

Contact Us



sfs@quincy.edu



(217) 228-5260

Success Coaches

Coaches

You may see any one of the success coaches, but generally, you are designated to a coach based on your last name:

Saadia Aschemann: *last names A-G*

s.aschemann84@quincy.edu • (217) 228-5370 ext. 3363

Emily Cook: *last names H-N*

e.cook36@quincy.edu • (217) 228-5370 ext. 3361

Lauren Daniels: *last names O-Z*

l.daniels49@quincy.edu • (217) 228-5370 ext. 3364

Reasons to see your Success Coach

- Personal/Social issues
- Academic Accountability/Exploration
- Tutoring
- Stress management
- Academic advising **ONLY** if you are in a BRCN program (Nursing, Radiology, or Respiratory)

*And also just to check in and say “Hi!”

Reasons not to see your Success Coach

- Success Coaches do NOT register you for classes.
*unless student is BRCN (majoring in nursing, respiratory, or radiology)
- Questions specifically relating to your major should always be directed first to the academic advisor.
- To do your laundry :)

Wellness Center

Health & Well-Being Clinic

The walk-in clinic is in partnership with Quincy Medical Group and located in Friars' Hall room 11.

The walk-in clinic is free for all students.

Located in Friars' Hall room 11

Monday 12:30pm — 4:30pm

Thursday 12:00pm — 4:00pm

Types of Visits Available: *On Campus / Telehealth*



(217) 228-5432, ext. 3790

Counseling

QU students are offered **free** counseling during the school year. Whether you're going through a tough time, battling bigger issues, or just want someone to talk to, we're here to help. **Your mental health is important!**

Monday - Friday 7:00am — 6:00pm



(217) 222-6550 ext. 3418

Learn More



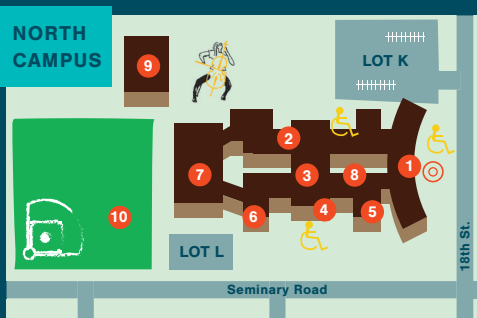
- Walk-In Clinic
- Counseling Center
- Emergency Contacts

In Case of Emergency

- Call **911** Emergency Services
- Call the Quincy Police Department: **(217) 228-4470**
- Call Quincy University Campus Security:
(217) 228-5600
- Call the National Suicide Hotline: **1-800-273-8255**
- Crisis Text Line: Text “HELLO” to **741741**
- Contact your Resident Director or Resident Assistant
- Call Transitions of Western Illinois 24-hour Crisis Line: **(217) 222-1166**
- Call Local Emergency Room: Blessing Hospital, 11th & Broadway, Quincy, IL **(217) 223-1200**
- Call QMG's Local Urgent or Emergency Care: **(217) 222-6550 ext. #3433**

CAMPUS MAP

NORTH CAMPUS



MAIN CAMPUS



MAIN CAMPUS MAP KEY

1 Francis Hall

- Administrative Offices
- Academic Classrooms
- MacHugh Theater lower level
- Campus Ministry 1st floor
- Commuter Lounge 2nd floor
- Computer Labs 2nd/4th floor
- Reading Center 3rd floor
- Mail/Copy Center lower level
- St. Francis Solanus Chapel

2 Brenner Library

- Gray Gallery
- Computer Labs
- Rare Books Archive
- Academic Classrooms
- J. Kenneth Nesbit Student Success Center lower level

3 Memorial Gym

- Pepsi Arena
- Hall of Fame Room

4 Health & Fitness Center

- Athletic Offices
- Academic Classrooms

5 Facilities Management

6 Tennis Courts

7 Hawk's Hangout

8 Padua Hall

9 Student Union

- Main Dining Room (Cafe)
- Private Dining Room
- Student Lounge
- Hawk's Nest
- Hawk Shop (Bookstore)

10 Friars' Field

11 Friars' Hall

- Student Residence
- Campus Safety & Security
- Wellness & Counseling Center
- Academic Classrooms
- John 'Pete' Brown Mock Trial Courtroom

12 Windows to the Future

13 Campus Ministry House

14 Willer Hall

15 Helein Hall

16 Garner Hall

17 Woods Hall

18 Student Living Center

19 President's House

20 QU Stadium

- Baseball Field
- Football Field
- Lacrosse Field

21 Holy Cross Friary

22 Tennis Locker Rooms



Shuttle Stop



Emergency Call Box



Scholten Bell



St. Francis of Assisi Statue



Conover Clock



Handicap Entrance



The Student 'Beach'



St. Clare of Assisi Statue



Fr. Lucien Trouy Garden



QU Sign

NORTH CAMPUS

1 Center for Science

- Academic Classrooms
- Auditorium
- Science Labs
- Music Department

2 Franciscan Retreat Center

3 Connie Niemann Center for Music

4 Quincy Media Inc. Broadcast Studio & QUTV

5 Science Faculty Offices

6 Music Department

7 Baseball & Softball Practice Complex

8 Stations of the Cross Garden/ Prairie Rain Garden

9 Mart Heinen Softball Complex

10 Legends Stadium/ Jack Mackenzie Field



Follow QU

