

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	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	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 and handles all fundraising, grant writing, public relations, marketing, and alumni relations.

#### **Services**

- Endowed Scholarship recipients receive notifications regarding scholarship requirements and should report to the Advancement Office.
- The Student Ambassador program is coordinated 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, contact the QUEST Center for more information.

#### **Contact Us**





advancement@quincy.edu



(217) 228-5226



@QUalumni

## **Advising**

#### **My Information**

My Advisor:	
	_

#### Why & When to Meet

Why you visit your advisor:

- · To Obtain Registration Clearance
- Choose Classes
- Discuss Degree Checklist
- · Plan goals after graduation

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



## **Bonaventure Program**

The Bonaventure Program is built upon the pursuit of knowledge and a desire to know Christ as demonstrated in the work of Saint Bonaventure, a 13th century Franciscan scholar. The Bonaventure Program represents a list of 14 learning outcomes (skills) that we hope students develop during their time at QU. Regardless of your major, you will take classes that will provide opportunities for you to engage in these 14 learning outcomes which include skills such as written communication, oral communication, problem-solving, and critical thinking.

#### Why is the Bonaventure Program important?

As part of your graduation requirements, you will need to create an eportfolio comprised of significant assignments that demonstrate engagement in the Bonaventure Program.

# What should you be doing now to prepare for the Bonaventure Program ePortfolio?

Be sure to save all your assignments, preferably on Google drive so that you will have easy access to them during your senior year.

## Are you enrolled in BPP 110 or 310?

All freshmen are automatically enrolled in BPP 110, and all transfer students are automatically enrolled in BPP 310. These courses will show up on your schedule and in Moodle; however, they are not classes you need to attend. Instead, they are course shells that you can click on in Moodle to obtain more information about the Bonaventure Program.

#### Information about the Bonaventure Program:









## **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 <u>marked spot</u>.
   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



## 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**





bookstore@quincy.edu



## **Hawks Dining**

#### **Guidelines**

- Have your QU ID card with you to enter the Cafe.
- Swipe for a meal every time you enter the Cafe during all-you-care-to-eat periods.
- Wait for the Cashier for any of the following: togo 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 Sunday - Thursday.

#### **To-Go Meals**

- QU's dining program is designed for dining inside the Cafe.
- There is an additional \$2 charge for all to-go meals.
- To-go meals are limited to once per day for all meal plan participants.
- All to-go meals must be checked out from the cashier. You are never allowed to bring in your own carryout containers.

#### 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



#### **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**

Mon/Wed/Thurs 9:00am - 2:00pm

6:30pm - 8:30pm

Tues/Fri 9:00am - 2:00pm

Sat/Sun Noon -3:00pm

\*closed on home swim meet days

## Follow Us



#### Stay updated with our:

- Hours
- Athletic Events
- Special Events

#### **Contact Us**





joneska@quincy.edu



## 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



## **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.



## **Navigate**

# Get connected with the support and resources you need from admission to graduation!

QU Navigate is our student success management system designed to help proactively manage student success. It links faculty, advisors, professors, staff, and students in a coordinated network designed to help students navigate their way from admission to graduation. The QU Navigate mobile app is a powerful tool that students use to contact and make appointments with members of their success team, stay on top of important deadlines and todo's, find and create study groups, and locate important campus resources.

#### **Download the App**

Be sure to save all your assignments, preferably on Google drive so that you will have easy access to them during your senior year.

- Go to Google Play or the Apple App Store
- Search "Navigate Student"
- Install and then open the app
- Search for Quincy University
- Use your QU username and password to login
- Don't have a smart mobile device? No problem.
   You can use the desktop link on the QU Navigate tab in the portal!

#### What Can Students Do in the App?

- Appointments: Schedule appointments with the people who will help you meet your academic goals!
- Class Schedule: Conveniently view your course schedule.
- Holds: View any active holds on your account...and how to resolve them!
- Academic Alerts: Receive alerts about holds on your account or academic issues before they become a problem!
- To-Dos and Events: Stay organized by syncing your class schedule and other important events directly to your phone. Manage your schedule from your palm with customized reminders about daily tasks, deadlines, events, and more!
- Study Buddies: Find or start a study group to get the academic edge in your most challenging classes.
- Resources: Find the resources you need in one place-from tutoring help to how to get involved in student organizations. Contact info, locations, and details about QU services are available at your fingertips.
- Engage with the Campus Community: Receive tips from peers, learn about QU's history and accomplishments, answer polls about your student experience and more!



## **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
- 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 university-based program where students apply for funds to offset the costs associated with experiential learning activities that complement academics and service learning. The amount of funding is based on the number of credit hours the student has earned at Quincy University. Examples of qualifying activities include academic conferences, academic research, internships, mission trips, and study abroad. Applications for funding are submitted to the QUEST Cash Committee.

#### 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 CA\$H 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 not accepted unless 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 Maintenance
- FERPA Permissions

#### **Contact Us**





registrar@quincy.edu



#### **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**



finleko@quincy.edu



## **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



d.shoemaker26@quincy.edu



#### **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 Mv 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



#### **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@guincy.edu • (217) 228-5370 ext. 3361

Lauren Daniels: last names O-Z

I.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 <u>not</u> 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

## **Tutoring**

#### Make an appointment with a tutor:

- Download mobile app "Navigate Student" from Google Play or Apple Store
- Select Quincy University
- Use QU username and password to login
- Select Peer Tutor icon on homepage
- · Choose subject needed for tutoring
- Set appointment by choosing from peer tutor availability
- Become smarter and more successful!

Contact Success Coach/Peer Tutoring Supervisor, Emily Cook with any questions or concerns.

#### **Contact Us**





e.cook36@quincy.edu

"We have a tutor for that."

#### **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





#### 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

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

#### 2 Brenner Library

- Grav Gallery

Memorial Gym

- Pepsi Arena

Center

- Computer Labs
- Rare Books Archive

- Hall of Fame Room

4 Health & Fitness

- Athletic Offices

- Academic Classrooms
- J. Kenneth Nesbit Student Success Center lower level
- 12 Windows to the Future
- 13 Campus Ministry House
- Willer Hall
- 15 Helein Hall
- 16 Garner Hall
- Woods Hall
- 18 Student Living **Facilities Management** Center
- 6 Tennis Courts

- Academic Classrooms

- (7) Hawk's Hangout
- 8 Padua Hall 9 Student Union

- Hawk's Nest

House 20 QU Stadium

19 President's

- Baseball Field
  - Football Field
  - Lacrosse Field
- 21 Holy Cross Friary
- 22 Tennis Locker Rooms

- **Emergency**

- Hawk Shop (Bookstore)

- Main Dining Room (Cafe) - Private Dining Room - Student Lounge

- Scholten Bell
- St. Francis of Assisi Statue
- (り Conover











Entrance

Handicap The Student 'Beach'

St. Clare of Assisi Statue Trouv Garden

Fr. Lucien

QU Sign

#### NORTH CAMPUS

- Center for Science
  - Academic Classrooms
  - Auditorium
  - Science Labs - Music Department
- 2 Franciscan **Retreat Center**
- Connie Niemann Center for Music
- Quincy Media Inc. Broadcast Studio & QUTV
- 5 Science Faculty Offices
- 6 Music Department
- 7 Baseball & Softball Practice Complex
- Stations of the 8 Cross Garden/ Prairie Rain Garden
- Mart Heinen Softball Complex
- Legends Stadium/ Jack Mackenzie Field



## Follow QU



