


2024



 LA ROCHE UNIVERSITY
**NEW STUDENT
GUIDEBOOK**

Dear Students and Parents:

On behalf of La Roche University, I want to welcome all new students to our campus community. There are many changes on the horizon for you, both academically and personally, and we recognize the mutual impact of both on your family.

I encourage all of our new students and their parents to peruse the enclosed guidebook. It is a helpful source for information on how to navigate the University, its offices and available student services. Parents will have a better understanding of how to support their student as they transition to college life. The transition can have its challenges, but with the right information and guidance, it can go smoothly for everyone.

Please know that the faculty and staff here at La Roche University are committed to providing a learning environment that fosters academic achievement, compassion and peace. Everyone here is committed to the success of our students, and we will do all that we can to create an exciting path forward for your future.

Sincerely,

A handwritten signature in black ink, appearing to read "Howard J. Ishiyama". The signature is fluid and cursive, with a long horizontal stroke at the end.

Howard J. Ishiyama, Ph.D.
Provost & Senior Vice President for Academic Affairs



FINANCIAL AID

IMPORTANT DEADLINE DATES

- **Dec. 31:** First date student can submit the 2024-2025 FAFSA.
- **May 1:** Priority deadline for La Roche financial aid and consideration for PA State Grant Program.

HOW TO APPLY FOR FINANCIAL AID

- Complete a Free Application for Federal Student Aid (FAFSA) online at studentaid.gov using your FSA ID as an electronic signature.
- Create an FSA ID for the parent and student and use to sign FAFSA electronically.
- Enter the following school code: **003987**.

THINGS TO REMEMBER

Satisfactory Academic Progress Requirement

- Students are to maintain satisfactory academic progress as established by La Roche in accordance with federal regulations.
- Read this policy at laroche.edu.

Adding and/or Dropping a Class

- Always check with the Financial Aid Office **before** adding or dropping a class or changing housing status to determine how it may affect your financial aid.

Withdrawing From a Class

- Financial aid will not be adjusted for students who withdraw from classes after the institution's refund period.
- Students are to maintain satisfactory academic progress according to federal guidelines for financial aid recipients.

Consequences of Total Withdrawal

- If a student completely withdraws from La Roche and they have Federal Title IV aid, including Direct Loans, they will have earned a portion of that aid, based on the date of the withdraw or the date they ceased to attend classes.
- The portion of unearned financial aid must be repaid according to regulations enacted for Federal Title IV aid recipients.
- If a student completely withdraws and has received a refund for textbooks and other expenses, they may have to repay some or all of that refund to be eligible for further Federal Title IV assistance.
- Students should notify the Financial Aid Office **before** withdrawing from classes so that they understand their responsibilities of repaying funds received. Funds will be returned in the following order:

Federal Unsubsidized Direct Loan, Federal Subsidized Direct Loan, Federal PLUS, Federal Pell Grant, Federal SEOG.

Special Considerations

- Notify the Financial Aid Office and request a Special Consideration form if the student or their family's financial situation changes negatively during 2023 or 2024 due to loss of employment, divorce/separation or loss of benefits.

NEXT STEPS

Review your financial aid offer and keep for your records

- Contact the Financial Aid Office if you have any questions regarding the types, amounts or conditions of your awards.
- If your aid package changes at any time, you will be notified by mail or email.

Complete, sign, date and return the Reply Form before the start of the semester only if you need to make a change.

- All aid listed is assumed to be accepted by the student.
- Do not complete a Reply Form until you have reviewed your award letter.
- A Reply Form is included with your award letter.

You should complete a Reply Form only if:

- You want to decline or reduce your aid.
- To indicate other aid not listed on your award offer that you expect to receive.
- Your housing status has changed.

Complete PA State Grant Status Notice (PA residents only)

- If you are a first-time PA State Grant-eligible recipient who did not complete this form when your FAFSA was filed, you will receive an email directing you to pheaa.org to create an account.

Complete Federal Direct Loan Entrance Counseling and a Federal Direct Loan Master Promissory Note (MPN)

- All first-year, first-time borrowers must complete online entrance counseling **one time**.
- All first-year, first-time borrowers must complete a Master Promissory Note (MPN) which is good for 10 years.
- Complete both at studentaid.gov. You will need your Social Security number, birthdate and FSA ID.
- These steps must be completed before loan funds will be credited to your student account.
- Your maximum loan eligibility for Federal Direct Loans is listed on your aid offer letter.
- If you want to decline or reduce the loans, you need to complete, sign, date and return a Reply Form.

Complete your Federal Work-Study information

- If you are eligible for a Federal Work-Study Award, it will be listed on your award letter.
- If you want to decline the Federal Work-Study Award, you need to complete, sign, date and return a Financial Aid Reply Form.
- All students accepting a work-study award must come to the Financial Aid Office in person to get a work-study contract and payroll forms **during the first week of classes**.
- It is the student's responsibility to secure an on-campus work-study position.



Complete the Balance Calculation Worksheet and keep for your records

- The Balance Calculation Worksheet has estimated direct costs.
- Use the Balance Calculation Worksheet to help anticipate how much you may still owe on your bill.
- **Do not** include Federal Work-Study Awards because they must be earned by the student and will not appear on your student bill.

STILL HAVE A BALANCE DUE?

If you cannot pay your balance in full, consider these options: a Federal Parent PLUS loan or a private loan. **Be sure to request enough funding to cover both the fall and spring semester.**

Apply for the Federal Parent PLUS Loan

- The Parent PLUS Loan is a federal loan for credit-worthy parents of dependent students.
- Parents may borrow up to the cost of education minus any other aid the student receives.
- Parents should visit studentaid.gov and log in using the parent's Social Security number, the parent's birthdate and the parent's FSA ID. If you need to create an FSA ID, there is a link under the Log In button.
- If the parent's credit is approved, the parent must also sign a Master Promissory Note (MPN) and complete an Annual Student Loan Acknowledgement.
- If a parent's credit is denied, the Financial Aid Office will process additional Unsubsidized Federal Direct Loan funds for the student.

Apply for a private education loan

- Private education loans are non-federal loans to be used for educational expenses.
- The student borrower must be credit-worthy as defined by the individual lender or apply for the loan with a credit-worthy cosigner.
- Students may borrow up to the cost of attendance minus any other aid the student is receiving.
- Visit laroche.edu to view a list of La Roche's most common lenders and information on how to apply for a private loan.
- Students are not required to use a lender on this list and are free to choose any lender they desire.

STUDENT ACCOUNTS

La Roche is committed to assisting students in formulating a complete financial plan for the payment of their educational experience.

E-BILLS

Student account information is available online. Log in to **My.LaRoche.edu** and go to the Billing and Aid tab. Select Cashnet/Transact. Please check your LRU email for information regarding E-Bill publication.

Paper statements will not be sent. Adjustments to charges and/or aid may occur throughout the semester; checking your student account regularly is important.

PAYMENT PLAN

La Roche offers a payment plan that allows you to divide tuition and other expenses not covered by financial aid into smaller monthly payments. Through this payment plan, you may set up a plan that allows you to spread your payments over four months for each semester.

Payment plans are due the 10th of each month, September to December for fall, and January to April for spring. There is a \$25 enrollment fee, and enrollment in the payment plan is necessary each semester.

If you need help calculating your budget, a representative from the Office of Student Accounts will help you.

Tuition is due Aug. 10 for fall and Dec. 10 for spring.

Contact us at studentaccounts@laroche.edu or 412-536-1030 with any questions.

CASH OR CHECK PAYMENTS

Make cash or check payments in person Monday through Friday, 9 a.m. to 3 p.m.

You also may drop off documents for Student Accounts, Registrar and Financial Aid at a secure lockbox located to the left of the doors of ZCC204. Please include your name, phone number and student ID on all documents.

Cashnet/Transact is always available. Receipts will be sent to the student's email within two business days. Make an electronic check payment through My.LaRoche.

CREDIT CARD PAYMENTS

Credit card payments are accepted and processed by CASHNet SmartPay. CASHNet SmartPay is a third-party processor, operating under agreement with La Roche to process electronic payments on your behalf.

Visa, Discover, MasterCard and American Express are accepted. Credit cards are not accepted in the office. A service fee applies.

CREDIT BALANCE

Financial aid, including loans, is credited to your student account after the last day to add/drop. Accounts in a credit balance will have refunds issued within 10-15 business days. Credits can be used in the La Roche Bookstore to purchase books and supplies. Students can enroll in E-Refunds to get refunds directly deposited into their checking accounts. Refer to the Student Billing Guide for enrollment directions.





THE REGISTRAR

The Registrar's Office publishes the schedule of classes each semester on My.LaRoche.edu, the student portal for registration, grades, financial aid and billing information. After meeting with an academic advisor, students register themselves via My.LaRoche. Any problems with online registration should be directed to the Registrar's Office.

ADVISING WORKSHEET

What is an Advising Worksheet?

An advising worksheet provides students and advisors an analysis of degree requirements for a particular degree, major, minor or concentration.

The advising worksheet matches your coursework against these requirements. It is a tool to assist you and your advisor in planning your schedule and monitoring your progress toward your degree.

As you prepare for your advising appointment for the next semester, we encourage you to print your advising worksheet and take it with you when you meet with your advisor.

What if I need help reading my Advising Worksheet?

The advising worksheet will show which requirements are met. For unmet requirements, you will see a list of courses available to satisfy those requirements. Once met, each section will be marked **with a green checkmark**. If you need assistance interpreting your report, please contact the Registrar's Office.

What if I see an error, or if my transfer credits are not appearing?

Contact the Registrar's Office. If possible, print your advising worksheet and stop by the Registrar's Office for assistance.

What if I have not yet declared a major?

The advising worksheet will track only your core course requirements until you declare a major.

The Advising Worksheet is an internal document for advising purposes only and **does not** replace your La Roche transcript as the official document of your academic record.



STUDENT ACADEMIC SUPPORT SERVICES



The primary mission of Student Academic Support Services (SASS) is to help students become active, independent and confident learners. SASS offers a variety of resources to promote student success through focused efforts in academic advising, career development, tutoring, Writers' Center support and study-skills development.

ACADEMIC & CAREER ADVISING

Academic and Career Advising is an extension of classroom learning and an ongoing process until the student graduates. This office is here to help students:

- Develop academic and career goals.
- Find or confirm the right major.
- Change their major, add a second major or declare a minor.
- Navigate the University's processes and policies.
- Find resources for success.

Course schedules are built for each student's first semester. Students then will be assigned an academic advisor, meet with that advisor each semester to build their own schedules, and register themselves online via [My.LaRoche.edu](https://my.laroche.edu).

- Expect schedules to include three to four core courses and one to two major courses.
- We strive to enroll students in 15-16 credit hours each semester to keep them on track to graduate within four years.
- Students must take 12 credits each semester to be considered full time. Taking fewer credits could extend the time to graduation.

CAREER & PROFESSIONAL DEVELOPMENT

The Office of Career & Professional Development provides students and alumni with guidance, access to tools, information and expertise in support of their professional journey. Our goal is to help each student be Redhawk Ready for life after La Roche. We do this through:

- One-on-one appointments with students
- Classroom presentations
- Professional development workshops
- Employer information and networking events
- Regional consortium career fairs and hiring events

We collaborate across campus with staff, faculty and advisors to deliver and promote professional development for all students. We cover topics such as:

- Career exploration
- Professional development and networking
- Resume and cover letter development
- Internship and job search strategies
- Interview preparation and practice
- Graduate school research and application support

We utilize and assist students to gain proficiency with the following tools:

- FOCUS2 online self-assessment and career planning program
- Handshake, the top online early career recruiting platform for students, employers and campus partners
- LinkedIn, the largest business and employment-focused social media platform for professional connections





TUTORING AND STUDENT SUCCESS

The office strives to help students achieve academic success, foster strong study skills and habits, and develop as active and empowered learners. The office supports students through a range of free services, including:

- **One-on-One Tutoring:** Students submit an online Tutoring request for a course and a Peer Tutor is assigned as available.
- **Drop-In Tutoring Labs:** A Peer Tutor assists students during regularly scheduled hours for specific disciplines. No appointment is needed.
- **One-on-One Student Success Meetings:** Students meet with the Coordinator to receive individualized assistance with determining their academic strengths and areas for improvement, honing their study skills and monitoring their GPA and course progress.
- **Regular Workshop Series:** Workshops are offered each semester on topics like time management and goal-setting to enhance students' development of skills that translate to both classroom and career.

WRITERS' CENTER

The Writers' Center offers free one-on-one, individualized consultations focused on the questions that students have about their writing, reading, research and presentations.

Consultants in the Center are trained instructors or peer consultants who help students in all majors and at all levels by providing objective analysis and advice on common writing concerns, including:

- Developing ideas.
- Finding, reading, and citing relevant and reputable sources.
- Structuring writing in ways appropriate to audience and purpose.
- Writing clear and direct prose.
- Identifying and correcting errors.
- Assessing writing based on assignment directions and the applicable conventions of a discipline.





STUDENT LIFE

The Office of Student Life oversees campus life and student support. Student Life includes several offices that encourage involvement, leadership and cultural knowledge to create a vibrant and global community.

HOUSING & RESIDENCE LIFE

- Rooms are equipped with high-speed wireless Internet and IPTV streaming services, micro-fridges, and landline phones.
- Parking is available for resident students at a cost of \$100.
- Student IDs are needed for residence hall access.
- Individual mailboxes are provided to all residents upon request.
- Residence Life staff and Public Safety are available 24 hours a day, seven days a week in case of emergencies occurring outside of office hours.
- Visit laroche.edu to learn more about living on campus and items to bring when you move into your residence hall.

DINING SERVICES

The Cantellops Dining Hall offers a wide variety of foods every day, including specialty made-to-order demo bars offered throughout the week. The Redhawk Café also is open for food, drinks and snacks.

- We require all resident students to be on a meal plan.
- All three meal plans provide options for different lifestyles and run on a Monday through Sunday week.
- You may use Hawk dollars for purchases in the Redhawk Café or additional meal purchases in the dining hall.
- Unused debit funds expire at the end of each semester. Any unused debit funds are forfeited.
- Commuter students may purchase a Redhawk Debit Plan to purchase meals in the dining hall or to use in the Redhawk Café.

Contact the Student Accounts Office to sign up for the debit plan.



COUNSELING & HEALTH SERVICES

Mental and emotional well-being affect every aspect of your life, including relationships with other people, academic performance and self-esteem. Sometimes, life is too overwhelming to handle alone. That's why La Roche offers free counseling services to students.

Professional counseling is available to all La Roche students. All appointments are private, confidential and free. Whether you're experiencing difficulty at home or school, we'll help you cope. Some common reasons students seek help:

- Relationship conflicts
- Depression
- Homesickness
- Self-esteem
- Addictions
- Eating disorders

Health Services

We strive to provide the best care while you are here. La Roche partners with Steel City Internal Medicine Walk-in Clinic to meet your medical needs. Steel City Internal Medicine provides the following services from 8 a.m. to 6 p.m. Monday-Friday and 8 a.m. to 1 p.m. on Saturday:

- All non-life threatening emergencies
- Laboratory services
- Flu shots

Services are provided under the terms of the La Roche agreement. In order to receive these services, you must have your student identification card and your health insurance card.



CENTER FOR STUDENT DEVELOPMENT

The Center for Student Development focuses on campus involvement and the growth of student leadership. The Center assists student organizations in achieving their mission and goals, and it also plans many campus events.

Serving as a central point of the campus, it houses the Student Government Association office and the club meeting room.





DIVERSITY, EQUITY & INCLUSION

The Center for Diversity, Equity & Inclusion is committed to creating and sustaining a welcoming and inclusive environment that embraces diversity and encourages dialogue across differences to increase individual intercultural competence.

The office is responsible for overseeing the development of a strategic diversity and inclusion plan that draws upon partnerships with various University departments to address areas of education, training, advocacy and policy.

The Center for Diversity, Equity & Inclusion also engages and supports students through transformative experiences that enhance student learning, positively impact retention, and promote peace and justice in a constantly changing global society.

Programs and Services

- Diversity training and workshops
- Leadership conferences and initiatives
- Student organization advising
- Social justice education series
- Cross-cultural and intergroup dialogues
- Inclusion Council

AFFINITY AND MULTICULTURAL ORGANIZATIONS

- African Cultures Club
- Asian Club
- Black Student Achievement
- Gay-Straight Alliance
- G.L.O.B.E.
- M.O.S.A.I.C.
- Saudi Club
- Spanish Club

BIAS INCIDENT REPORTING

Bias incident reporting allows for individuals to have an adequate means of reporting if directly or indirectly affected by bias-motivated incidents. The reporting protocol continues the work of ensuring that the campus environment is safe for all members and is free from discrimination and harassment on the basis of race, color, national or ethnic origin, religion, sex, age, disability, sexual orientation, gender identity, gender expression, military or veteran status or any other characteristic protected under applicable federal or state law.

ACCESSIBILITY SERVICES

The Office of Accessibility Services provides reasonable accommodations and appropriate support to students with diagnosed and documented disabilities and/or medical conditions.

- All services are provided in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, and deemed appropriate for the college setting.
- We determine accommodations on an individual, case-by-case basis and within the guidelines of the federal disability laws.
- After we determine a plan for reasonable accommodations, the student and their professors receive an accommodation letter outlining the necessary support.
- We encourage students to communicate with their professors about their specific needs as appropriate.
- Students must communicate with the Assistant Director of Accessibility and Equity **every semester** to receive an updated accommodation letter.

For copies of accommodation forms and for more information, visit the Accessibility Services section at laroche.edu.

PROVIDENCE CAMPUS MINISTRY

SERVICE LEARNING

Service learning at La Roche integrates academics and service to our community, both locally and globally. Our programming gives students valuable opportunities to develop useful skills, expand their perspectives on the needs of the marginalized in our society and make a difference.

Some ways we do this:

- Pursuing an antiracist attitude of diversity and inclusion
- Combating hunger through food drives, and supporting the campus food pantry and local food pantries
- Building rehab and neighborhood cleanup
- Planting and caring for trees throughout the community
- Planning and implementing spring break service trips
- Spreading awareness of human trafficking and supporting local organizations working to combat it
- Welcoming and celebrating immigrants
- Supporting health education for women and girls in developing countries

For more information, contact Steve Benson at steven.benson@laroche.edu or 412-536-1256.

PROVIDENCE FOOD PANTRY

An on-campus food pantry, located in Bold Hall, Room 257A, provides food items, toiletries, feminine hygiene products and other donated items to help students in need.

Providence Food Pantry is open Mondays and Thursdays from 2 to 6 p.m. For more information visit intranet.laroche.edu/pantry.



PROVIDENCE CAMPUS MINISTRY

Providence Campus Ministry prayer offerings include:

- Guided Meditation
- Evening prayer offered around the St John's Bible
- Bible Study
- LIFE Christian Fellowship
- Interfaith Prayer services and Racial Justice Prayer Vigils
- Daily Mass as well as Saturday and Sunday Masses
- Reconciliation Services and individual Sacrament of Reconciliation

For more information, contact Father Peter Horton at peter.horton@laroche.edu or 412-536-1050.





BOOKSTORE

Purchase your textbooks or browse the latest Redhawk gear right on campus. Conveniently located in the Huber Academic Center, the La Roche Bookstore has you covered from orientation to graduation.

The Best Place to Get Your Textbooks

We work directly with La Roche faculty to ensure we have the right materials every semester. The Bookstore has every book and supporting material you'll need.

Did you drop or add a class, or change your mind? No problem. Refunds are offered through the Drop/Add period. Please see bookstore for details.

Financial aid can be used to purchase your books.* Visit the bookstore for details. Limited time only for fall and spring terms.

Order online. Free pick-up in the store or have them shipped to your home for a fee.

You Have Textbook Options

Textbooks are available in rental, digital, used and new formats.* Choose the format that best suits your needs and budget.

Rental

Ideal if you want to save some money and don't want to keep the book after the class is over. Rentals not only save you money – you can highlight and write in them too.

Digital

Digital allows you access to your textbooks anytime, anywhere, on any device. This option is convenient and often saves you money.

Used

Same book, better price, previously owned.

New

When you just want a pristine textbook that is all your own.

**Not all textbook formats are available for all courses. Additional information about textbooks can be found at larocheshop.com*

Textbook Low-Price Guarantee

We price-match textbooks against Amazon and Barnes & Noble. Find a cheaper advertised price within seven days of purchase, and we'll give you the difference on a gift card. Restrictions apply. Full details available in-store.

Sell Us Your Books

We buy back your new and used textbooks year-round and give you cash back based on the book's current market value. Please bring a La Roche photo ID when you sell your books.

Huber Academic Center

412-536-1140

larocheshop.com

Check the Bookstore for hours.

CONTACT INFORMATION

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Engaging Minds. Embracing the World.

MISSION STATEMENT

La Roche University, a Catholic institution of higher learning, founded and sponsored by the Congregation of the Sisters of Divine Providence, fosters global citizenship and creates a community of scholars from the region, the nation and around the world. La Roche integrates liberal arts and professional education in creative ways, empowering all members of our community to become lifelong learners, achieve success in their chosen careers and promote justice and peace in a constantly changing global society.

NON-DISCRIMINATION POLICY La Roche does not discriminate on the basis of race, color, national origin, sex, disability, age, or religion in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies: *Vice President for Student Life & Dean of Students* - 412-536-1069 | *Assistant Director of Accessibility and Equity* - 412-536-1177 | *Associate Vice President for Human Resources* - 412-536-1115. For further information on notice of non-discrimination, call 1-800-421-3481.