
**QUICK
START
GUIDE**

– UNIVERSITY *of* DUBUQUE –

Quick Start Guide

Welcome to the University of Dubuque! We're glad to have you as part of our campus community. This Quick Start Guide is designed to help you learn more about the University and its departments, services, culture, and history.

Right from the start, we want you to feel empowered to learn, and part of that is knowing about your campus and how it works. Think of this guide as your instruction manual for walking you through your first days and weeks as a Spartan. It is a handy reference to keep close by so that when you have a question, you know where to turn for a quick answer. While this guide may not contain everything you need to know about UD, it's a start to the basics and will get you on your way to operating smoothly!



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IN CASE OF EMERGENCY

Emergency..... 911

Office of Safety and Security..... 563.589.3333

In addition to these numbers, if you feel unsafe or are faced with an emergency, you can use one of the six emergency call boxes that are located around campus. The call boxes have blue lights on top and are labeled "Emergency." To use a call box, simply press the red button. The phone will automatically dial the Office of Safety and Security and they will immediately know your location. Please stay on the line to speak to an officer if possible.

The University of Dubuque uses the Spartan Alert Emergency System to inform students, faculty, and staff of Spartan Warnings or UD Alerts. A Spartan Warning is an event that has occurred on campus that posed no immediate risk to the campus community. A UD Alert is a situation that could pose an immediate health risk to the campus community (weather warnings, health warnings, active shooters, etc.). As a new student, you are automatically added to the Spartan Alert Emergency System. Alert notifications are sent via phone calls, emails, and text messages.

Mission and Values

The University of Dubuque is a private university offering undergraduate, graduate, and theological seminary degrees, and other educational opportunities with the intention of educating and forming the whole person. The University is comprised of individuals from the region, our nation, and the world.

As a community, the University practices its Christian commitments by educating students, pursuing excellence in scholarship, challenging students to live lives of worth and purpose, and preparing students for service to the church and the world.

THEREFORE, THE UNIVERSITY OF DUBUQUE IS COMMITTED TO:

- A hospitable Christian environment which respects other faith traditions
- Relationships which encourage intellectual, spiritual, and moral development
- Excellence in academic inquiry and professional preparation
- A diverse and equitable community where Christian love is practiced
- Stewardship of all God's human and natural resources
- Zeal for lifelong learning and service

CONVICTIONS ABOUT DIVERSITY, INCLUSION, AND HOSPITALITY

Our University's historic Christian identity provides the basis for respecting a diversity of people and ideas, and our *Mission* commits us to be "a diverse and equitable community where Christian love is practiced." We believe that this fundamental approach to living in community is in sharp contrast to cultural ideologies that value humans based on social standing, gender, race, orientation, ethnicity, nationality, or religion.

We believe that hospitality is genuine attention and openness to "otherness" in a variety of forms. Therefore, we maintain our identities in an atmosphere of mutual respect and welcome. Acts that degrade others separate us from each other and from God. As a faith-based community of teaching and learning, we practice mutual respect, love of one another, and forbearance amid disagreements.

We are a complex educational community that intentionally seeks people with diverse political, social, religious, and economic commitments, as we believe that is the best environment in which to form leaders. With an attitude of humility and by working together, we seek flourishing for all humanity.

Student Success Commitment

Adapted from the Gallup-Purdue Index research on the impact of college experiences and a meaningful life, the Student Success Commitment represents UD's commitment to being your partner in success during your time on campus and beyond graduation. This is a shared commitment that is grounded in your experiences both inside and outside the classroom. Incoming students that attend fall Spartan Start will meet with University of Dubuque President Travis Frampton to discuss this commitment and sign off on doing their respective parts to ensure success.

Important UD Information

UD Student ID

Your student ID is an important tool that you will need throughout your time at UD. It identifies you as a member of the Spartan community and allows you access to several spaces and services on and off campus. It is wise to get into the habit of carrying it with you at all times.

Some of the uses for your student ID include:

- Access to restricted residence halls, buildings, or classrooms that use card readers
- Eating on campus with your meal plan
- Admission into UD home athletic games and meets
- Access to services at Smeltzer-Kelly Student Health Center
- Student discounts at some local businesses



Please take care of your student ID and keep it in good condition. If your student ID is damaged, lost, or stolen, please notify the Office of Safety and Security as soon as possible at Security@dbq.edu.

University Policies and Procedures

All students at the University of Dubuque are responsible for following University policies and procedures governing academics, campus life, conduct, housing, safety and security, student services, and technology. Lack of familiarity with policies does not excuse violations. To review full policies and procedures, please access the 2024-2025 Student Handbook online at www.dbq.edu/media/CampusLife/2024-2025-Student-Handbook.pdf.

The University of Dubuque reserves the right to make changes to policies, rules, and regulations published in the 2024-2025 Student Handbook without obligation or prior notice.

For complete details on academic policies and requirements, please visit the Academic Catalog at www.dbq.edu/Academics/Registrar/AcademicCatalogs.

Campus Departments and Offices

As a student at the University of Dubuque, you have access to a lot of great resources, most of which are available at no cost to you. Keep reading to learn a bit more about each one!

Academic Success Center

Location: Room 213, Charles C. Myers Library
Email: ASC@dbq.edu | **Phone:** 563.589.3262

The Academic Success Center (ASC) provides a positive learning environment with many free resources and services for all UD students. Professional and peer staff are available to help you find answers to your questions for a successful college experience. Resources include a computer lab, calculators, headphones, tools for time management and organization, guides for writing and formatting papers, and more.

FREE LEARNING SUPPORT SERVICES PROVIDED BY THE ACADEMIC SUCCESS CENTER INCLUDE:

- Tutoring - Course-specific assistance with understanding concepts, homework assignments, or preparing for exams
- Writing Consulting - Guidance with writing assignments for any course including brainstorming, content development, organization, formatting, citations, etc.–not merely proofreading papers
- Academic Mentoring - Assistance developing the skills and habits for success in college, choosing the right general learning strategies for your learning style, getting organized, developing time management skills, staying accountable, and more
- Accessibility Services - Support for students who are eligible for accommodations
- Testing Services - Alternative testing for eligible students and FAA Airman Knowledge Tests

Army ROTC - Eagle Company

Location: Room 212, Severance Hall
Email: udrotc@dbq.edu | **Phone:** 563.589.3804 | **Instagram:** [UDROTC1](https://www.instagram.com/UDROTC1)

Are you looking for scholarships that will cover 100 percent of your tuition costs? For those who qualify, scholarships provide:

- Room and board allowance equal to 100 percent of actual cost
- \$600 book allowance each semester
- \$420 tax-free monthly stipend for 10 months of the year

The Army Reserve Officers' Training Corps (ROTC) detachment at the University of Dubuque is actively producing leaders and professionals through their opportunities. Army ROTC courses teach you how to succeed in a competitive world, both in college and beyond. Consider enrolling in Army ROTC while you study here at the University of Dubuque.

If you are interested, please see your academic advisor and register for the MIL 103: Introduction to the Army and Critical Thinking course.

Athletics Department

Location: Room 311, Stoltz Sports Center

Phone: 563.589.3227 | www.UDSpartans.com | Facebook: [DubuqueAthletics](#), Instagram: [udubuqueathletics](#), Twitter: [UDubuqueSports](#)

Whether you are a student-athlete or a fan, the Athletics Department is your home for Spartan sports!

For student-athletes, the University of Dubuque's Department of Athletics, a Division III member of the NCAA's American Rivers Conference, is committed to supporting the University's philosophy of educating and forming the whole person. In alignment with the *Mission* of the University of Dubuque, and in full support of the NCAA Division III Philosophy Statement, UD's athletic department strives to develop:

- Individuals of excellence in the classroom as well as on and off the field of competition
- Champions of character, integrity, and grit
- Individuals who serve a diverse community and seek to practice Christian love
- Student-athletes who will positively influence their communities throughout their lifetimes
- Teammates who work selflessly and tirelessly towards a common goal of winning, on and off the field, with grace

UNIVERSITY OF DUBUQUE SUPPORTS 22 TEAMS:

Women's Teams

Basketball
Cross Country
Golf
Hockey
Soccer
Softball
Tennis
Track and Field
Volleyball
Wrestling

Men's Teams

Baseball
Basketball
Cross Country
Football
Golf
Hockey
Lacrosse
Soccer
Tennis
Track and Field
Wrestling

Co-Ed Teams

Cheer and Stunt

UD students get in free to all home games and matches, so you'll definitely want to experience the energy and excitement of cheering on your fellow Spartans!

Campus Ministry

Location: Room 203, Blades Hall

Email: UDministry@dbq.edu | Phone: 563.589.3557 | Facebook: [CampusMinistryatUD](#) | Instagram: [spartanministry](#) | Twitter: [spartanministry](#)

Because of what we believe about God, we know you have value and purpose to your life. We are made to be in fellowship with God and with one another, so we strive to nurture a community where people experience all that God offers us in Jesus Christ. Our faith grows when in vibrant community together. Experiencing community requires getting involved, so we invite you to join us in the available worship opportunities, ways to know God more, and to grow in faith, including:

- Chapel on Mondays, Wednesdays, and Fridays from 11:00 to 11:20 a.m. in Blades Hall when classes are in session fall and spring semesters
- The Salt Company worship service on Thursdays at 8:00 p.m. in Blades Hall
- Small Groups
- Campus Ministry Retreats
- Christian Leadership Council
- Fellowship of Christian Athletes
- Worship Team

Campus Post Office and Print Room

Location: Second Floor, Heritage Center | Phone: 563.589.3141

Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.; breaks and summer hours may vary

The Campus Post Office and Print Room is where you'll go to send and receive mail and packages on campus. Students may obtain a mailbox on campus by putting down a \$5.00 refundable deposit for a mailbox key. You can also purchase envelopes, boxes, stamps, and postage there.

If you are expecting mail, please have the sender address it in the following format to ensure prompt and proper delivery:

Your Name

CPO# _____ [Your Campus Mailbox Number]

2000 University Avenue

Dubuque, IA 52001

You should use this same address format if you are ordering items online and having them sent to campus. When ordering, if there is no space to include your campus mailbox number, you may put it behind your name; for example:

Your name, CPO# _____ [Your Campus Mailbox Number]

Please note that you will need to have your key with you to check your mailbox. You will receive an orange slip in your mailbox notifying you when you have a package to pick up. You will need to bring the orange slip and your ID to the pickup window to get your package.

Campus Stores

The University of Dubuque operates four retail locations on campus for the community's convenience. In addition to providing a quick way to get what you need without ever leaving campus, the stores also employ a lot of student staff. The stores are:

BABKA BOOKSTORE | Location: Main Level and Lower Level, Peters Commons

Babka Bookstore features all of your favorite officially licensed Spartan apparel, accessories, and unique gifts at great prices. The lower level is where you'll go to purchase school supplies and all of the textbooks you'll need for your classes. Bring your class schedule so they can help you find the correct books!

Email: bookstore@dbq.edu | Main Level Phone: 563.589.3131 | Lower Level Phone: 563.589.3195

MIKE AND BETTY'S ICE CREAM SHOPPE | Location: Second Floor, Heritage Center

Mike and Betty's Ice Cream Shoppe has 16 different hand-scooped ice cream flavors plus soft serve. Open late for those late-night cravings!

SPARTY'S CONVENIENCE STORE | Location: Second Floor, Heritage Center

Sparty's Convenience Store is your one-stop shop for snacks, convenience meals, groceries, toiletries, and other necessities. You can even pick up basic school supplies and school spirit items here.

SYLVIA'S COMMON GROUND | Location: First Floor, Charles C. Myers Library

UD's very own coffee shop, Sylvia's, is a popular spot on campus. Enjoy a quick breakfast with a variety of grab and go items and baked goods, as well as beverages such as brewed coffee, flavored tea, and any flavor Energy Infusion. Stay awhile and visit with friends or carry your items into the library with you to study!

Center for Advising

Location: Room 226, Severance Hall

Morgan Gieseemann, Director of Advising

Phone: 563.589.3106

The University of Dubuque provides professional staff and faculty advisors to mentor and assist students with their course planning and academic success. Traditional first-year students attending UD directly out of high school and transfer students with less than 24 credits are assigned to a professional advisor within the Center for Advising. Toward the end of the student's first year, the student will be assigned to a faculty advisor. Transfer students with college experience outside of high school and 24 or more credits accepted to UD are directly assigned to a faculty advisor.

The Center for Advising offers support for Exploring students and assists with their exploration of major and career interests. The Center for Advising also offers academic coaching services and health professions advising. The academic success coach works with students who may be struggling academically. In meeting with the academic success coach, students can identify barriers that may be affecting their academic performance and work on strategies for improvement. The health professions advisor works with all UD undergraduate students interested in pursuing careers in healthcare.

Charles C. Myers Library

Email: reference@dbq.edu | **Phone:** 563.589.3100 | **Website:** www.dbq.edu/library | **Twitter:** [myerslibrary](https://twitter.com/myerslibrary)

The Charles C. Myers Library staff is here to help answer your questions and find what you need to be successful. Librarians will assist with research projects in your classes and are available outside of class to answer other questions you have. The library building has spaces to study, classrooms, technology, and resources for your academic studies and downtime. These include streaming documentaries, scholarly journals, academic books, magazines, graphic novels, board games, movies, TV shows, and more. Most of these services and resources are available online as well.

Need computers, printers, or scanners? The library has those and they're all connected to your student account and log in. Need help figuring out what a professor is asking for in an assignment or how to find a book on the shelf? Library staff can help. The Reference Desk is staffed physically and virtually by professional staff. No question is too big or too small. Check out the Online Reference Help page to learn more about those options at libguides.dbq.edu/help.

Dining Services

Email: amettert@dbq.edu | Phone: 563.589.3137

The University of Dubuque operates three Dining Service locations on campus with a variety of dining options and menu alternatives. All three locations accept meal plans, cash, and credit cards. In addition to providing nutritious and convenient meals and snacks, Dining Services also employs a lot of student staff. The three locations are:

BARBARA AND JACK SMELTZER DINING HALL | Location: Main Level, Peters Commons

Academic Semester Hours (Note: hours may be limited during school breaks):

Breakfast: Monday – Friday, 7:00 a.m. – 9:00 a.m.

Lunch: Monday – Friday, 11:00 a.m. – 1:00 p.m.

Dinner: Monday – Friday, 4:00 p.m. – 8:00 p.m.

Brunch: Saturday and Sunday, 11:30 a.m. – 1:00 p.m.

Smeltzer Dining Hall is UD's traditional all-you-care-to-eat buffet-style food option. Choose from classics like pizza, pasta, burgers, deli sandwiches, salads, and rotating specials and features.

CRWC HEALTH BAR | Location: Upper Level, Chlapaty Recreation and Wellness Center

Hours (Note: hours may be limited during school breaks): Monday – Friday, 7:00 a.m. – 10:00 a.m.; 11:00 a.m. – 3:00 p.m.

Saturday - Sunday, 1:00 p.m. - 9:00 p.m.

Whether you are building muscle, trying to lose weight, or just trying to maintain a healthy lifestyle, the CRWC Health Bar will fit your needs. Friendly staff provide a variety of salads, sandwiches, smoothies, healthy snacks, and drinks.

CYBERCAFÉ | Location: Lower Level, Heritage Center

Hours (Note: hours may be limited during school breaks): Monday – Friday, 11:00 a.m. – 2:00 p.m.; 3:00 p.m. – 9:00 p.m.

The CyberCafé features a variety of made-to-order items, daily specials, pizzas, sandwiches, a Mexican grill, and an Asian grill.

Food Share Co-op

Location: Lower Level, Peters Commons

Email: nedmonds@dbq.edu | Phone: 563.589.3867

Out of meal swipes? Can't get to the grocery store? Need a pick-me-up snack between classes? Waiting on your next paycheck? The Food Share Co-Op is for you! Located on the lower level of Peters Commons, the Food Share Co-Op is a free grocery source for UD students, staff, and faculty in need.

A stable, nutritious diet is important to brain health and helps keep you functioning at your best for learning. Don't put yourself at a disadvantage by being hungry. There is no screening process or proof of income required to use this service. The Food Share Co-Op is open Monday – Friday from 9:00 a.m. – 5:00 p.m. when the campus is open, so please stop by to check it out.

Heritage Center

Location: 2255 Bennett Street, Room 302

Email: heritagectr@dbq.edu | **Phone:** 563.589.3325 | **Facebook:** [UDHeritageCTR](#) | **Instagram:** [heritagectr](#)

Heritage Center is central to the University of Dubuque campus, providing a multitude of performance and event venues to serve students, faculty, staff, and the public. Heritage Center's mission is to inspire a lifelong appreciation of live arts experiences and to ignite a passion for participation in the arts among young people. Each school year, Live at Heritage Center presents world-class music and arts programming for the campus and wider community. Shows at Heritage Center are entertaining, unforgettable, enlightening, and culturally rich experiences that are easily accessible to all students. Students can get involved in a number of ways with Heritage Center, such as with Heritage Performing Arts Advisory Committee (H-PAAC), through student employment, and ushering. For more information, visit www.udhcstudenthub.com.

Information Technology/Help Desk

Location: Room 105, Van Vliet Hall

Email: helpdesk@dbq.edu | **Phone:** 563.589.3737

The IT Help Desk is the first point of contact for any student, staff, or faculty member requesting IT services from the Office of Technology.

Their duties are to help set up students with wireless connection to UD WiFi, manage student's UD computer accounts, and handle UD's network printers, computer software, and hardware. The Help Desk can assist you with password resets or trouble logging in to UD applications. They can often help provide expert advice as it pertains to personal computers. Please note that they are unable to provide repair services for personally owned equipment, and they may recommend you contact your PC manufacturer or an outside vendor.

In some cases, you may need to drop off your laptop or desktop to get your computer authorized on the network. There may be malware that is preventing you from accessing the UD network. Just stop by, call, or email for assistance.

International Student Services and Study Abroad

Location: Room 306F, Susan Magill Smith Student Engagement Suite, Heritage Center

Email: mappel@dbq.edu | **Phone:** 563.589.3398 | **Facebook:** [internationalstudiesud](#) | **Instagram:** [udbqstudyabroad](#)

The Office of International Student Services and Study Abroad supports all international students with immigration resources and serves as a welcoming place to learn about student life at UD, the surrounding community, and the United States. For students interested in education abroad, visit this office to learn more about opportunities to study around the world. They can find an international experience to fit your needs.

Sergeant Jeffrey B. Dodge Veterans Center

Location: Lower Level, Blades Hall

Email: rerntst@dbq.edu | **Phone:** 563.589.3366 | **Facebook:** [UDVets](#)

The University of Dubuque serves its student veterans with one of the largest veteran centers in the region. The Sergeant Jeffrey B. Dodge Veterans Center, named for a 1968 UD alumnus who gave the ultimate sacrifice in Vietnam, features study rooms, computers, WiFi, a media hub, gaming systems, a lounge, and a kitchen. While the veterans center was established for student veterans to assist them in their transition from combat to the classroom, they welcome and encourage all students to utilize the veterans center resources. Veterans make up less than one percent of the population, so interactions with other students on campus provide insights into different world views.

This space is just one example of UD's unparalleled support for student veterans. Other veterans' services include:

- A retired veteran on staff to assist student veterans with ensuring they are receiving the education benefits they are entitled to
- Grants and scholarships to support student veterans
- Academic credit for military service

Multicultural Student Engagement

Location: Judge James L. Martin (C'67) Multicultural Student Center, Peter and Susan Smith Welcome Center

Email: osa@dbq.edu | **Facebook:** [UDMSE](#) | **Instagram:** [UDMSE](#) | **Snapchat:** [UDMSE](#) | **Twitter:** [UDMSE1](#)

The Office of Multicultural Student Engagement provides programming and events to facilitate intercultural education and awareness, promotes cultural engagement, and serves as a resource to ensure equity and access for all members of the UD community.

They accomplish these goals by:

- Offering workshops, trainings, classroom visits, and team visits
- Celebrating cultural heritage and history through annual programming around heritage month events and national/international holidays
- Providing support to any student that feels they are being treated unfairly or discriminated against in our campus community because of their background, experiences, or identities
- Maintaining relationships with community organizations and promoting student engagement within the greater Dubuque community

They work directly with the following student organizations:

- Asian Student Union
- Latinos Unidos
- Melanin Association
- Minorities in Aviation
- ProUD
- Women in Aviation

The Judge James L. Martin (C'67) Multicultural Student Center provides:

- Meeting and event space for student organizations
- Campus heritage month programming
- A place to do homework or study
- Campus and community programming
- A space to relax and socialize
- A place to engage in conversation and learning

Recreation Department

Location: Room 207, Chlapaty Recreation and Wellness Center

Email: jreinoso@dbq.edu | Phone: 563.589.3845 | Instagram: [theudrec](#)

The Department of Recreation offers wellness programming to keep you healthy and active. Their intramural sports program provides many sports and activities. The most popular activities are volleyball, flag football, and basketball, serving approximately 1,000 students a year. Another area is fitness programming with one-time events such as ski/snowboard night to fitness classes that include yoga, Pilates, spin/cycling, and HIIT (high intensity interval training). Lastly, you will find their offices in the Chlapaty Recreation and Wellness Center along with a two-level fitness center, 200-meter indoor track, and four courts for basketball, pickleball, badminton, tennis, and more.

Registrar

Location: Third Floor, Charles and Romona Myers Center

Email: registrar@dbq.edu | Phone: 563.589.3748

Wanting to order an official transcript? Wondering whether courses you took at a different institution will fulfill degree requirements at the University of Dubuque? The Office of the Registrar can help!

The Office of the Registrar is responsible for maintaining official academic records. This involves processing transfer credits, managing courses and registrations, processing veterans' benefits, posting grades and degrees, and providing official transcripts. Across everything they do, the Office of the Registrar enforces the institutional academic policies created by the faculty and the University.

Many academic policy and program-related questions can be found in the UD catalog, including:

- What is the University of Dubuque's grading system?
- How does academic standing, probation, and dismissal work?
- What is general education all about, and how does it work?
- What are the specific degree requirements for the program I am interested in?
- How many different majors does the University of Dubuque offer?
- Are any dual degree options available?
- What are my rights as a student under the Federal Rights and Privacy Act (FERPA)?

Note that if you have questions about academic policies or processes after consulting the catalog, it can be helpful to consult your academic advisor.

Please visit the Office of the Registrar website at www.dbq.edu/Registrar for information about catalogs, ordering transcripts, online forms, academic dates, deadlines, transferring credits, and more.

Residence Life

Location: Second Floor, Peters Commons

Email: dwagner@dbq.edu | Phone: 563.589.3438

The Office of Residence Life staff of professionals and student resident assistants are excited to have you as part of their on-campus community. They know the residence halls are more than just a place to sleep; the halls are where students live, learn, play, and grow.

Informed by the University's *Mission* statement, the Office of Residence Life is committed to establishing an educational environment that engages students in ways that form the whole person. They are committed to partnerships with students, faculty, and staff to nurture our campus-wide Culture of Character. They hope all students will be active participants and embrace the many opportunities and blessings of housing communities.

Safety and Security

Location: Room 112, Smith Hall

Email: security@dbq.edu | **Phone:** 563.589.3333

The Office of Safety and Security provides for the safety and security of students, staff, faculty, visitors, and University property 24 hours per day, 365 days per year. The office is fully committed to maintaining a safe campus where students, faculty, and staff can live, work, and study in a secure and pleasant environment. Safety is a shared responsibility, and a truly safe campus can only be achieved through the cooperation, vigilance, and proactive attitudes of all students, faculty, and staff. The Office of Safety and Security encourages all University community members to take responsibility by reporting crimes, suspicious activity, accidents, abuse, harassing calls, unsafe conditions, or other emergencies immediately.

Since the opportunity for crime exists everywhere, the Office of Safety and Security advises you to take precautions to avoid dangerous or risky situations. The following are safety and security tips:

- Use the "buddy" system when walking, especially after dark.
- Park vehicles and/or walk in well-lit areas.
- Use the Safety and Security escort service on campus, which is available 24 hours per day.
- Lock and double-check residence hall doors as well as vehicle doors and windows before leaving, even if only for a short time.
- Be sure to report lost keys, fobs, or ID cards immediately.
- Don't leave your possessions unattended.
- Don't leave large amounts of money in your room and keep valuables out of sight. If you can't keep your valuables with you, keep them locked in a drawer or closet.
- Make a list of your valuables and mark them, including books, with an ID that can help in their recovery. Record serial numbers of valuables such as gaming systems, stereos, computers, etc., and take photos, if possible.
- Report any broken or flickering lights, dimly lit corridors, broken locks/windows, or other items of concern.

Smeltzer-Kelly Student Health Center

Location: 1994 Grace Street

Email: StudentHealthCenter@dbq.edu | **Phone:** 563.589.3360 | **Facebook:** [udskshc](https://www.facebook.com/udskshc) | **Instagram:** [udskshc](https://www.instagram.com/udskshc)

Office Hours: Monday – Thursday 8:30 a.m. – 4:30 p.m. and Friday 8:30 a.m. – 3:00 p.m.

The Smeltzer-Kelly Student Health Center is a valuable resource for students and is staffed with professionals who can provide personalized, quality care for all currently registered UD students. All services provided at the student health center are covered by your student fees. Any labs that need to be sent out, X-rays, or referrals to a specialist would be the responsibility of the student.

The following services are offered at the student health center:

MEDICAL

- Physicals (well-women/men including pap smears, sports, and employment)
- Evaluation and treatment of acute illness or injury
- Chronic disease management (thyroid, asthma)
- On-site testing for strep, mononucleosis, influenza, blood sugar, urinalysis, pregnancy, and COVID-19

Students needing medical treatment after hours can obtain health services through Unity Point Urgent Care Clinics, Medical Associates Acute Care, or Emergency Departments.

BRAIN HEALTH

- Individual or Group Counseling
- Animal Assisted Therapy
- Crisis Intervention
- ADHD Evaluations
- Walk-in Appointments

Students experiencing a crisis after hours are encouraged to call Your Life Iowa Hotline at 1.855.581.8111.

To schedule an appointment, call 563.589.3360 or email StudentHealthCenter@dbq.edu.

Student Activities

Location: Room 201, Peters Commons

Email: osa@dbq.edu | Phone: 563.589.3867 | Instagram: [dbq.osa](https://www.instagram.com/dbq.osa)

Participating in campus activities, attending events, and getting involved in student organizations are all great ways to get the most out of your college experience. The Office of Student Activities offers opportunities to expand on your classroom learning by giving you the chance to practice your leadership skills, time management, and life/school balance while having fun and building friendships.

The Office of Student Activities is the campus home for:

- Student Organizations - UD has lots of active student organizations and clubs spanning many different interests. For more information, flip to the Student Organizations section of this Quick Start Guide.
- Student Government Association - Students who serve in SGA get the opportunity to represent the student body and act as the student voice on campus. SGA promotes the exchange of ideas, student leadership, cooperation, and representation. They also provide funding support for student organizations and host events on campus.

Keep an eye on your email inbox for the weekly Spartan Scoop and download the UD CampusGroups app to stay up to date on all of the great events and activities happening on campus!

Student Financial Planning

Location: Third Floor, Charles and Romona Myers Center

Email: FinAid@dbq.edu | Phone: 563.589.3170

The University of Dubuque is committed to providing students with information and resources to help make informed decisions about paying for college, managing their finances while enrolled, and successfully repaying their loans. The Office of Student Financial Planning helps with scholarships and grants and applying for federal student aid through the FAFSA. In addition, they also provide loan counseling, manage the campus work study program, and offer education and personal assistance related to budgeting and saving.

TRIO – Student Support Services

Location: Rooms 222-224, Severance Hall

Email: trioss@dbq.edu | Phone: 563.589.3422 | Instagram: [udtrioss](https://www.instagram.com/udtrioss)

TRIO – Student Support Services (SSS) is a federally funded program that offers academic, personal, financial, and career support to eligible students. The University of Dubuque's TRIO – SSS program seeks to empower students to take ownership of their future through holistic advising, tutoring services, and career and financial development sessions. Their goal is to help students find their own personal success during their time at UD. They meet students where they are and provide them with the tools and support to overcome obstacles, seek opportunity, and become well-rounded individuals. The program also offers opportunities for participants to enrich their college experience with additional educational, cultural, and career-readiness activities. Students are encouraged to apply for consideration to join the TRIO – SSS program through the online application found within Academics on UD's website or by stopping by the office.

Vocation, Career Services, and Community Engagement

Location: Lower Level, Peters Commons

Email: career@dbq.edu | Phone: 563.589.3867 | Facebook: [UDVocationCareerServicesCommunityEngagement](https://www.facebook.com/UDVocationCareerServicesCommunityEngagement)

The Office of Vocation, Career Services, and Community Engagement is here to help you utilize resources and services to prepare for future endeavors. Whether you are exploring careers, looking for engagement opportunities, applying for an internship, or considering graduate school, they provide support for whatever stage you are at in your vocational journey. Through consultations, virtual resources, and meaningful community connections, you will feel prepared for your next step. Your journey starts today!

The Office of Vocation, Career Services, and Community Engagement provides the following services and programs for students:

- Handshake
 - Activate your UD student account at dbq.joinhandshake.com to find jobs (work study, part-time, internships, careers), access career resources, and schedule appointments with professional staff
- Shop for free professional clothing from the UD Success Shop
- Resume building and cover letter reviews through appointments with staff so your documents are application-ready
- Job and internship search assistance
- Career fairs, networking events, free professional headshot photographs, and other recruitment opportunities
- Service learning and volunteer projects, including Spartans Make a Difference Day
- Mock Interview Program with employer representatives for valuable feedback to improve your interview skills
- Graduate/professional school consultation
- Off-Campus Work Study Program

Wendt Character Initiative

Location: Third Floor, Charles and Romona Myers Center

Email: wendt@dbq.edu | **Phone:** 563.589.3440 | **Facebook:** [WendtCenterUD](#) | **Instagram:** [WendtCenterUD](#) | **Twitter:** [WendtCenterUD](#)

The Wendt Character Initiative promotes excellent moral character and lives of purpose throughout campus through specific programs and campus-wide integration. Character is about excellence as a whole human being in every aspect of one's life. It's about being the best person one can be—being all God created us to be. Wendt Character Initiative's goals are to be:

- People of integrity whose lives are characterized by truthfulness, honesty, and stewardship
- People of justice who treat all people fairly, respect diversity, and practice Christian love
- People of compassion who live by the Golden Rule in service of others

The initiative's student-focused programs include:

- Wendt Character Scholars—scholarship students committed to Wendt programming, community service, and practicing excellent character
- Wendt Character Lectures
- Character and ethics library collection
- Character Athlete Awards
- Core curriculum assignments on integrity, justice, and compassion
- Senior Seminar ethics and vocational exploration

Through these programs, they seek to spread character on campus and to encourage integrity, justice, and compassion in dialogue and practice within the campus community.



Get Involved!

Engage

Looking for ways to get involved? The Office of Student Activities aims to foster development by providing opportunities for students to enhance their leadership skills, meet new people, and contribute to and make a difference in the community!

Student Organizations

As a Spartan, you can join many different student organizations. Don't miss out on an unforgettable opportunity to build relationships and make an impact in the campus community! Please contact the Office of Student Activities for a complete list of campus student organizations or visit dbq.campusgroups.com.

Student Government Association

Have an idea to effect change on campus? Make it happen! The Student Government Association (SGA) exists to enable all undergraduate students to take part in making positive contributions to the University of Dubuque and local communities. SGA claims its existence in the formulation of ideas; Student leadership, cooperation, teamwork, and equal representation. Join us for a meeting to see what we are all about.

Email sga@dbq.edu with any questions.

Events

The Office of Student Activities partners and collaborates with multiple departments across campus to bring students fun and engaging entertainment and involvement opportunities. Discover events and stay connected with the campus community on campus groups!

[Click here to access CampusGroups and stay connected!](#)

FINE AND PERFORMING ARTS ORGANIZATIONS

- Heritage Performing Arts Advisory Committee
- UD Bands
- UD Choir
- UD Musical Theatre
- UD Orchestra
- UD Theatre

ACADEMIC ORGANIZATIONS

- Accounting Club
- Astronomy Club
- Chemistry Club
- Lambda Pi Eta Honor Society
- Math Club
- National Society of Leadership and Success
- NextUp Young Professionals
- Pre-Law Club
- University Of Dubuque Student Nursing Association
- Web of Life

CULTURAL ORGANIZATIONS

- Asian Student Union
- Black Student Union
- Latinos Unidos
- Melanin Association
- ProUD
- Saudi Student Association

ATHLETIC ORGANIZATIONS

- Disc Golf
- Sport Marketing and Management Club
- Student Athletic Advisory Committee

AVIATION ORGANIZATIONS

- Alpha Eta Rho
- Flight Team
- Minorities in Aviation
- Women in Aviation

SPECIAL INTEREST ORGANIZATIONS

- Chess Club
- Spartan Nation Liberation Foundation
- Student Government Association
- UD Photography Club

Majors and Minors

UNDERGRADUATE ACADEMIC MAJORS

- Accounting
- Applied Aviation Technology
- Aviation Management
- Biology
- Business
- Chemistry
- Communication
- Computer Information Systems
- Computer Information Technology
- Criminal Justice
- Cybersecurity
- Digital Art and Design
- Economics
- Elementary Education
- English
- Environmental Science
- Flight Operations
- Health Education Teaching, K-12
- Human Health Science
- Human Resource Management
- Liberal Studies
- Marketing
- Mathematics
- Music
- Music Education, K-12
- Nursing
- Philosophy and Ethics
- Physical Education Teaching, K-12
- Politics
- Pre-Health Professions
- Pre-Law
- Psychology
- Secondary Education, K-12
- Sociology
- Sport Marketing and Management
- Theatre
- Theology
- Wellness and Exercise Science
- Exploring (Undecided)

UNDERGRADUATE ACADEMIC MINORS

- Accounting
- African American Studies
- Applied Aviation Technology
- Aviation Management
- Biology
- Business
- Chemistry
- Communication
- Computer Information Systems
- Computer Information Technology
- Computer Security
- Criminal Justice
- Data Analytics
- Digital Art and Design
- Economics
- Elementary Education
- English
- Environmental Science
- Flight Operations
- Gender Studies
- Health, Wellness, and Sport
- History
- Human Resource Management
- Marketing
- Mathematics
- Military Science
- Music
- Natural Resource Management
- Philosophy and Ethics
- Politics
- Pre-Health Professions
- Pre-Law
- Psychology
- Sociology
- Theatre
- Theology
- Web Design and Development

Glossary

As you get acclimated to campus, you may hear some words and phrases that are new to you. Colleges and universities have their own unique jargon and lingo, and on top of that, each school has its own abbreviations and acronyms. It can take a while to figure it all out. Check this glossary for help!

Academic Advisor: an academic advisor is a faculty member or staff person on campus who will be assigned to work with you to provide guidance on academic matters such as course selection. Your academic advisor will assist you each semester as you register for classes, and they are also a great resource for other academic policy-related questions.

Academic Standing: to remain on good academic standing, students at UD must maintain a minimum grade point average (GPA) of 2.00. If a student falls below a 2.00, their standing will change to either academic alert, academic probation, or suspension.

Accredited/Accreditation: the official recognition that a college or university meets the standards of an external regional or national organization. Accreditation helps to ensure that students receive a quality education. The University of Dubuque is accredited by the Higher Learning Commission.

Add/Drop: a process that allows students to change their course schedules by adding or dropping courses. There is typically a period of time at the beginning of each semester when students may make these adjustments to their schedules themselves. After a certain number of days, changes to schedules will require signatures from professors and/or academic advisors.

Audit: to audit a course means to take it for the purpose of gaining knowledge about a subject, without receiving a grade or credit toward a degree.

Bachelor's Degree: a general term for a degree that requires 120+ specified credits, broken down into approximately four years of study. The University of Dubuque awards bachelor of arts, bachelor of science, and bachelor of business administration degrees.

Class Standing: first-year, sophomore, junior, or senior. Typically determined by the number of credits a student has earned. May or may not align with the number of years they have been enrolled. At UD, students are classified in the following way:

0-23.99 credit hours – first-year

24-57.99 credit hours – sophomore

58-89.99 credit hours – junior

90 or more credit hours – senior

Commencement: another word for graduation. At the University of Dubuque, commencement ceremonies are held in the winter and spring.

Course Catalog: sometimes referred to as academic catalog, undergraduate catalog, or just catalog. The course catalog is an online listing that contains a description of each major and course that is offered at the University of Dubuque. It also includes the academic calendar and academic policies.

Course Load: refers to the number of courses/credit hours a student takes during a specific semester.

Course Number: each course has an identification number that distinguishes it from other courses in a particular subject. Course numbers typically begin with letters indicating the subject. The numbers that follow the subject letters generally increase as the difficulty of the courses increase. Course numbers are organized in levels – 100-level, 200-level, and 300-level. For example, at UD, PSY 110 is an introductory psychology course and PSY 351 is a more specialized, higher level psychology course.

Discipline: another word for major. An area of academic study.

Electives: courses students can take for credit toward their degree, but are not part of the required course list for general education or their major or minor.

Exploring: being an Exploring student means that you have not yet selected a major.

Faculty: also called professors or instructors. The instructional staff of an educational institution.

FAFSA (Free Application for Federal Student Aid): the application used by the U.S. government to determine the amount of financial aid a student will receive in a given year. Students must reapply every year.

FERPA (Federal Education Rights and Privacy Act): a federal law which protects the privacy of student educational records.

Final Exams or Finals: an exam or assessment taken at the end of a semester or term. Typically cumulative, covering information from the entire course.

First-Generation: sometimes abbreviated first-gen. A first-generation college student is one whose parents did not earn a four-year degree. Sometimes the first member of their family to attend college.

Full-Time Student: at UD, the designation of full-time is used for students who are enrolled in 12 to 17 credit hours per semester.

General Education: sometimes abbreviated as gen eds, sometimes called core curriculum. General education is a set of courses required for all students at an institution, regardless of major. These courses are part of a traditional bachelor's degree program and are designed to teach diverse information and skills that all knowledgeable, educated citizens should have.

GPA (Grade Point Average): a system of recording a student's overall academic performance as a numerical average. GPA is on a 4.0 scale and is calculated at the end of each term/semester for that individual term/semester and cumulatively.

Handshake: an online resource with internship and employment resources updated weekly through the Office of Vocation, Career Services, and Community Engagement.

Major: your field of study. An area of specialization, consisting of a number of courses in a specific discipline.

Midterm: the middle or halfway point of an academic semester. Exams may be given at midterm, or grades may be given to indicate a student's progress so far in the course.

Minor: a secondary field of study or area of specialization.

Moodle: also referred to as UDOonline, this is an online course management tool that many of your professors will use for your classes. It typically contains resources such as the course calendars, assignments, syllabi, contact information, discussions, etc. You can find your Moodle course pages at moodle.dbq.edu.

MTWRF: abbreviations used, most often on your class schedule, to mean Monday, Tuesday, Wednesday, Thursday, Friday.

MyUD: your personal online account where you may review an unofficial transcript, financial information, grades, and your class schedule. It can be accessed at my.dbq.edu.

Office Hours: designated times professors have selected to be available in their offices to provide help to students. Most professors post their office hours on their office door. You can also check your class syllabus to see when your professors are available.

Prerequisite: a required course that must be completed successfully before a student is permitted to enroll in a more advanced course.

Resident Assistant (RA): a trained peer leader who coordinates activities in residence halls. RAs build community through programming, serve as a mentor for the students who live on their wing or floor, and are a good resource for general questions about campus life.

Residence Hall Director (RHD): a professional staff person who lives in the residence hall with students. They are responsible for the management and daily operations of the hall and provide support for the students who live there.

Registration: the process during which students choose and enroll in courses for an academic term.

Semester: an academic term that lasts approximately 15 weeks.

Syllabus/Syllabi: a document distributed by professors at the beginning of each new course. Think of it like a class plan. Syllabi typically outline material a course will cover, class expectations, grading information, assignments, required textbooks for the course, and instructor contact information.

Transcript: an official document with a record of your attempted and completed courses and your grades. You may request your transcript from the Office of the Registrar or you can view an unofficial transcript online through MyUD.

Undergraduate: a post-secondary education program leading to a bachelor's degree. The term also refers to a student attending such a program.

Vault: an online future career resources library updated weekly by the Office of Vocation, Career Services, and Community Engagement.

Work Study: a type of part-time on-campus job that you may be eligible for through your federal financial aid award. There are many different job options across campus. For more information, visit the Office of Financial Planning.

Abbreviations and Acronyms

You may see some of these abbreviations and acronyms on your schedule or on event announcements, or you may hear others use them in conversation. Here is a listing of what they stand for.

AIR: Airport

AITCH: Aitchison Residence Hall

ALUM: Alumni Chapel, formerly known as Alumni Hall

ASC: Academic Success Center

BLADE: Blades Hall

CASS: Cassat Residence Hall

CRWC: Chlapaty Recreation and Wellness Center

DART: Digital Art and Design

DNAS: Department of Natural and Applied Sciences

DONN: Donnell Residence Hall

FLCTR: Babka Aviation Learning Center, also known as the Flight Operations Center

GOLD: Goldthorp Hall, located in the University Science Center

HRTG: Heritage Center

HWS: Health, Wellness, and Sport

LIB: Charles C. Myers Library

MBIR: Mercer-Birmingham Hall

MCCOR: McCormick Gymnasium, connected to the Stoltz Sports Center

MTAC: Charles and Romona Myers Center, formerly known as the Charles and Romona Myers Teaching Center

OSA: Office of Student Activities

PC: Peters Commons

PV: Park Village Apartments

SKSCH: Smeltzer-Kelly Student Health Center

SWC: Peter and Susan Smith Welcome Center

TECH: Jackaline Baldwin Dunlap Technology Center

USC: University Science Center

VANV: Van Vliet Hall

Spartan History



Founded in 1852

The University of Dubuque was founded in 1852 by Rev. Adrian Van Vliet. His vision was to educate men who could minister to German-speaking immigrants in Dubuque. The school started in his home with two students.



Alumni Common, formerly known as the Quad

In the early 1900s, the buildings that surround the Quad were developed. The William C. Laube Memorial Bell Tower, constructed in 1975, honored William C. Laube, PhD, a University of Dubuque Theological Seminary professor, and his wife, Lydia Arns Laube. In summer 2018, the bell tower was disassembled as part of a renovation to the Quad that was completed fall 2018.

First Women Admitted

Women were admitted to the school in 1912. Of the first five female students, Frieda Grieder was the only one to enter the college that year. The other four women were enrolled in college preparatory classes in the academy and entered college the following academic year.



Spartan Traditions





UD Spartans

In the early 1930s, the UD sports teams known as "Blue and White" gained the name Spartans - for engaging in struggles but never surrendering.

Community Service Events

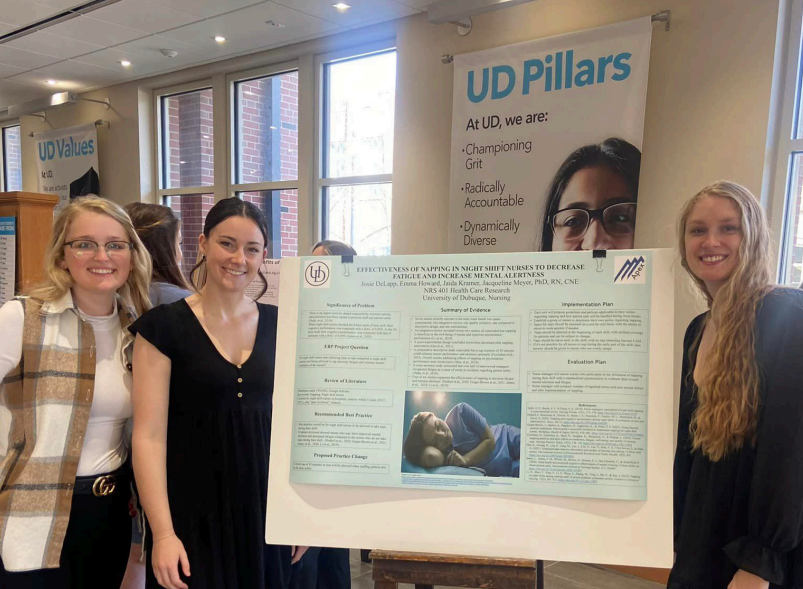
With many student organizations, annual fundraisers are a common philanthropic activity by student groups for organizations ranging from the American Cancer Society to Toys for Tots Foundation.



Homecoming Festivities

Including Spartan football and many other activities, Homecoming week is celebrated by students, faculty, staff, and alumni.





Involvement Fair

Every Spartan knows that being involved on campus makes a college experience amazing. Build leadership skills, meet new people, and be part of something greater than you can imagine.



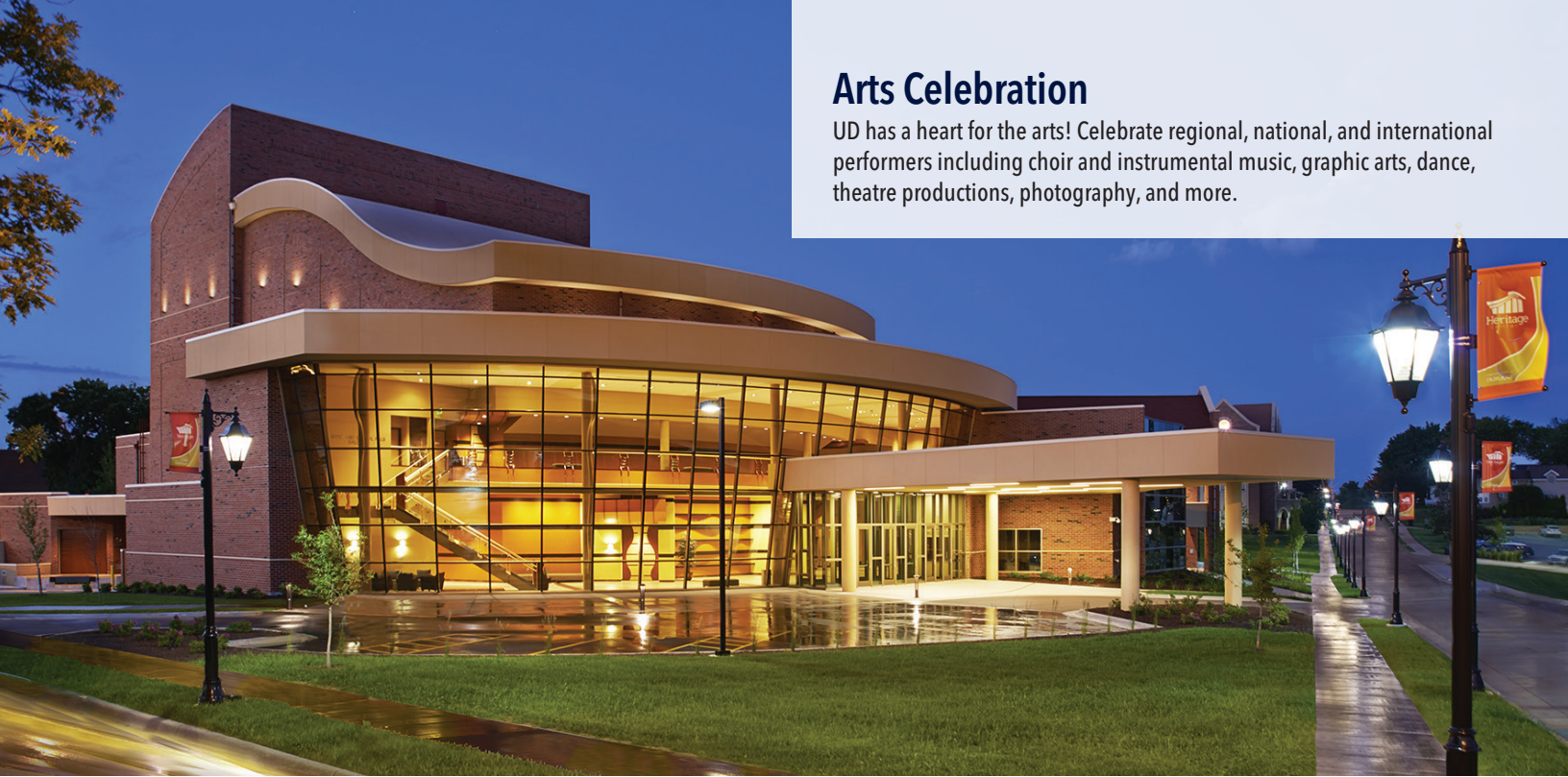
Apex

Each year, UD recognizes top student research, service, and scholarship through poster presentations and keynote addresses across all academic disciplines.



Finals Feast

Faculty flipping pancakes and deans and vice presidents serving up omelets are what you'll find late at night during finals week each semester. Let the community reward all of your hard work with free food!



Arts Celebration

UD has a heart for the arts! Celebrate regional, national, and international performers including choir and instrumental music, graphic arts, dance, theatre productions, photography, and more.



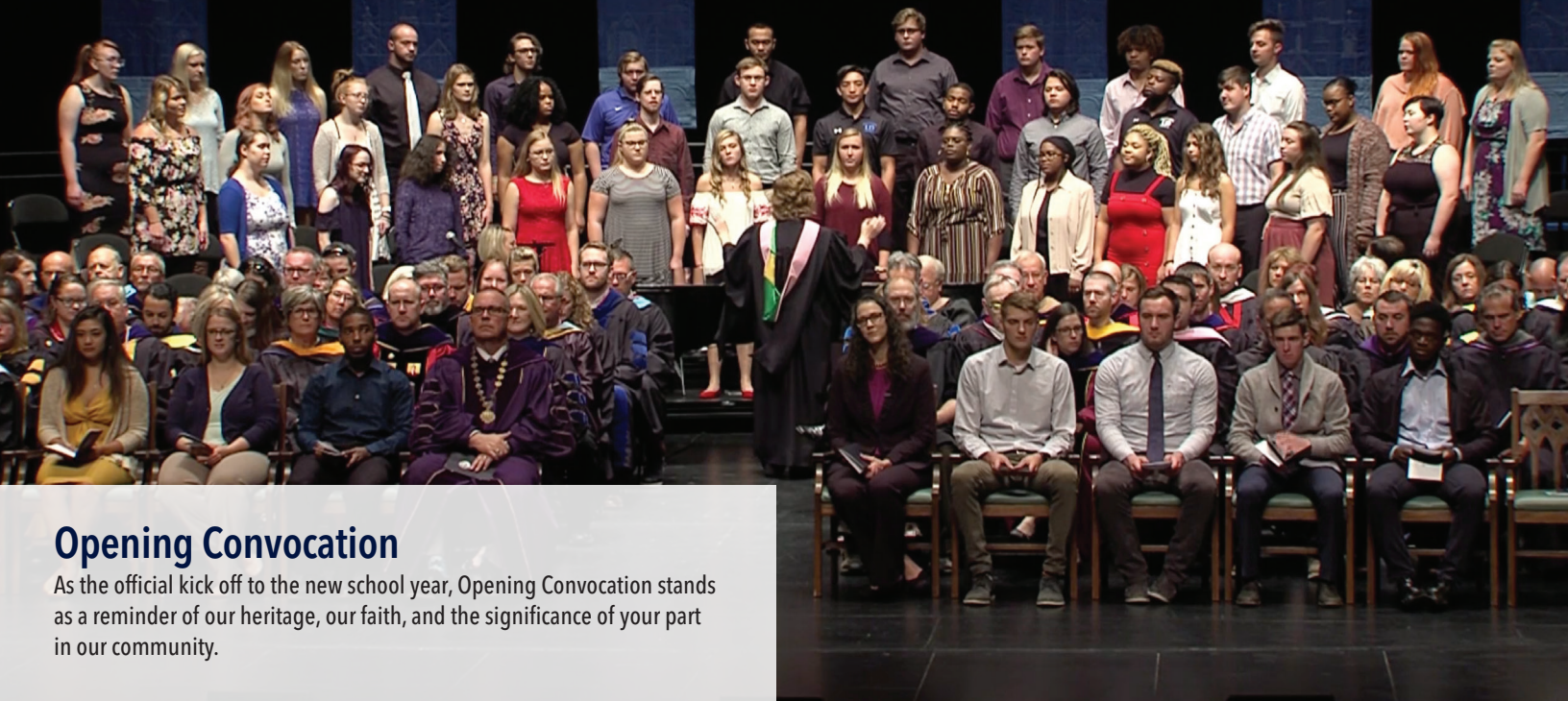
Late Night Entertainment

Students have many options for free entertainment and laughs—from comedians to magicians, everyone is sure to leave with a smile on their face!

Christmas at Heritage Center

Celebrate the true reason for the season by joining faculty, staff, and students for an evening of beautiful music, twinkling lights, and trees trimmed with holiday decorations.





Opening Convocation

As the official kick off to the new school year, Opening Convocation stands as a reminder of our heritage, our faith, and the significance of your part in our community.



Commencement

Congratulate the graduating seniors with well wishes and hope for the future by attending the Commencement ceremony with family and friends.

– UNIVERSITY *of* DUBUQUE –