Welcome Class of 2019!
You are joining more than 125 years of tradition and excellence in education.

Important Dates for Registering Students

Financial Aid 101
Parents and students are invited to learn about our financial aid process and how to finance a college education.
Saturday, February 7, 2015 • 10:00 a.m.-12:00 p.m. • Krasa Student Center
RSVP at ben.edu/FA101

Admitted Student Day
Admitted Student Days are for students who are either ready to take their next steps or who are still deciding if Benedictine is the right fit for them. You will have the opportunity to talk with current students, learn about the transition from high school to college from New Student Advisors, and have the option to observe a class. This day also gives you a chance to connect with your future classmates.

Monday, February 16, 2015  9:00 a.m.-3:00 p.m.
Thursday, March 26, 2015  9:00 a.m.-3:00 p.m.
Thursday, April 23, 2015  9:00 a.m.-3:00 p.m.
Tuesday, June 23, 2015  9:00 a.m.-3:00 p.m.
RSVP at ben.edu/admitted.

Benedictine Welcomes You!
Watch a special welcome for you at ben.edu/AdmitVideo.
Dear future Benedictine University student,

Congratulations on being accepted to Benedictine University. Choosing the right university is one of the most important decisions you will make.

The enclosed information will help guide you as you make your college decision and take you through the steps to becoming a Benedictine student. Please read everything carefully and do not hesitate to contact us directly if you have any questions. We look forward to welcoming you into the Class of 2019.

Packet Contents:

3 ...... Steps to Become Benedictine
4 ...... Placement Testing
5 ...... Paying for Your Education
6 ...... Student Accounts Information
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8 ...... Life Lived in Balance Awards
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11 ...... Promoting Student Success
12 ...... Bridge to Success Program and Emerging Scholars Learning Community
13 ...... Housing Information
14 ...... Student Health Services
16 ...... Understanding FERPA (Family Educational Rights and Privacy Act)
18 ...... Authorization of Release of Confidential Information to Parents Form
19 ...... Parent Programs
20 ...... Key Contacts at Benedictine

Please note: Once you have decided to attend Benedictine University, you can secure your spot in the Class of 2019 by paying the required $200 tuition deposit. This can be done online using your personal student ID number or by mailing a check in the enclosed white envelope. Your student ID number can be found on your official acceptance letter.

The admissions process can be both exciting and a little confusing. The Benedictine University staff is here to help make the process easy. If you have any questions about the material included in this packet, please contact us at (630) 829-6300.

We look forward to welcoming you into the Benedictine community.

Sincerely,

Kari Gibbons
Vice President of Enrollment Services
Now that you’ve been accepted, you may be wondering about a few things. What’s campus life like? What might my course load be like? How far away is the dining room from my 8:00 a.m. class? There’s no need to wait to get answers to these and many other questions.

Join the Class of 2019 facebook group and get connected today!

facebook.com/BenUClassof2019

Get connected by joining a club.
For a full list of clubs, go to ben.edu/studentclubs.
Once you have decided to become a part of the Benedictine University Class of 2019, you must complete the following checklist in order to secure your place:

- **Attend an Admitted Student Day** that is specially designed to introduce you to Benedictine and ease your transition to college. Dates for these events include:
  - Monday, February 16, 2015
  - Thursday, March 26, 2015
  - Thursday, April 23, 2015
  - Tuesday, June 23, 2015

  RSVP at ben.edu/admitted.

- **Complete necessary enrollment steps** to commit to Benedictine and begin in Fall 2015:
  1. Complete online placement testing (see Page 4 for more information).
  2. Pay a $200 tuition deposit to secure your registration at Benedictine University. Please submit your payment in the enclosed envelope or online. If you plan to pay online (ben.edu/deposit), you will need your Benedictine University personalized student ID number, which can be found on your official acceptance letter enclosed with this packet. You can also pay by credit card by calling the Office of Student Accounts at (630) 829-6503.

    **Note:** This deposit is nonrefundable.

  3. After you complete your placement tests and submit your tuition deposit, you will be able to register for fall classes beginning on March 2, 2015. Your academic advisor will contact you to set up an appointment. All students are required to bring one form of photo identification to register.

- **Complete the 2015-2016 Free Application for Federal Student Aid (FAFSA)** beginning on January 1, 2015. We encourage you to complete this before February 2015 to ensure you receive all the financial aid for which you may be eligible. Remember to include our school code 001767.

- **Attend the Financial Aid 101 Seminar** to learn about the financial aid process on Saturday, February 7, 2015.

  RSVP at ben.edu/FA101.

- **Submit a Housing Application Form** and pay the $125 housing deposit to reserve your campus living space by June 30, 2015. Housing assignments will be emailed at the end of July. See Page 13 for instructions on completing the online housing application.

- **May 1—Enrollment Decision Deadline.** Ensure your space for the Fall 2015 Semester by submitting your tuition deposit and committing to Benedictine by this date.

- **Submit a completed Health Form** with a copy of your immunization records to Student Health Services by August 1, 2015. See Page 14.

- **Apply for the Life Lived in Balance Awards** by May 1, 2015 (application enclosed). A limited number of awards are available. See Page 8.

- **Complete the enclosed Authorization of Release of Confidential Information to Parents Form** on Page 18.

- **Submit your Advanced Placement test scores** to Benedictine University or official transcripts for any college level coursework previously completed.

- **Submit your official final high school transcripts** with graduation date to Benedictine University’s Enrollment Center by September 1, 2015 to complete your admission file.

- **Attend Welcome Weekend festivities August 27-29, 2015.**

- **Go to class!** The first day of school is Monday, August 31, 2015.
Placement Testing

What are placement tests?

All incoming freshmen are required to take placement tests in math, writing and foreign language. Placement testing at Benedictine University is done entirely online. Watch online tutorials about placement testing at ben.edu/Placement.

Mathematics

Every incoming freshman is required to take the mathematics placement exam. The purpose is to place a student into the appropriate math course and to help ensure the student has the skills required to be successful in that particular course.

Before taking this exam, you are advised to prepare. We recommend that you review the list of topics and select the highest test with which you feel comfortable only when you feel rested, not under stress and have sufficient time to complete the test.

To review for the math test, please visit our mathematics placement test information page at ben.edu/placement.

Writing

All incoming freshmen are required to complete a writing placement test. The purpose of the test is two-fold: to place students with the greatest needs into our Structured Learning Assistance (SLA) sections, and to obtain a baseline on students’ writing skills in order to track progress throughout their Benedictine careers and thereby assess the quality of our Writing Program. Our faculty is interested in developing students’ writing skills throughout their education because they consider the ability to write well to be one of the key attributes of educated persons no matter what career students choose to pursue.

Foreign Language

The foreign language placement exam is required of all new students. Placement exams are available in Spanish, French, Chinese and Arabic. The exam is necessary because a large number of majors include a language requirement that exceeds the entrance requirement, and the exam ensures that students register for a language class at the appropriate level.

Signing up for Testing

RSVP for online placement testing at ben.edu/placement. You will need to sign up at least three business days before you take your placement tests. The placement tests can be taken at any time and will take approximately three hours to complete. Please select your date accordingly. After completing your testing RSVP, please print the confirmation page which contains detailed instructions for your testing day. If you have a documented individualized education plan (IEP), testing accommodations are available. Please refer to Page 11 for more information on the Student Success Center.

If you have any questions regarding placement testing, please email us at placementquestions@ben.edu.


Paying for Your Education

Paying for School
How are you going to pay for college? We are here to help. Below you will find some information about financing your Benedictine education. Shortly after your acceptance letter arrives, you will receive a letter from your admissions counselor detailing any institutional awards for which you qualify. Students who complete the Free Application for Federal Student Aid (FAFSA) will receive a formal financial aid award letter that will detail eligibility for all institutional, federal and state aid programs.

Free Application for Federal Student Aid (FAFSA)
You may be eligible for more institutional, state and/or federal funds, but that information cannot be determined without filing your FAFSA. You should complete the FAFSA application as soon as possible after January 1 to determine what federal and state funds you are eligible to receive. The application can be completed with estimated information and updated later. Applications can be found online at fafsa.gov. Use Benedictine University’s school code 001767 to release your information to the Office of Financial Aid. Representatives from Benedictine University’s Office of Financial Aid are available at (630) 829-6100 or financialaid@ben.edu.

Student Accounts Information
It is your responsibility to organize your finances to cover your educational expenses. Because we recognize each student has different needs and unique financial aid circumstances, we have staff available to provide tuition counseling for students and their families.

Tuition and fees are incurred at the time of registration. Tuition, fees, and room and board must be paid in full seven days after the first day of classes to avoid a late fee and financial hold. Payment is considered paid in full when covered by financial aid or if students set up a payment plan by the deadline.

Tuition Payment Plan from Higher One
Tuition Payment Plan is the interest-free way to spread tuition payments over a number of months. The Tuition Payment Plan from Higher One is not a loan, so there are no interest payments. There is a nonrefundable application fee to enroll in the plan. The plan allows you to break down your education expenses into easy-to-manage installments, rather than one lump-sum payment. It is simple and convenient.

How to Get Started
Just visit tuitionpaymentplan.com/ben, click “Enroll in a plan for the first time” and in a few easy steps your enrollment will be complete. If you have questions regarding which plan to select or the amount to budget, please contact Student Accounts at (630) 829-6503 or sar@ben.edu.

Fast, Easy Payment Options
Tuition Payment Plan is all about convenience. That is why we offer you the option to make your payments online* by eCheck or credit card, or by mail with your monthly statement. Or, if you prefer the worry-free simplicity of automatic deductions from your checking or savings account, you can sign up for recurring payments.

*No check processing fees when you pay online on or before the due date.

Financial Aid 101
Learn to maneuver through the maze of college financing options at “Financial Aid 101.” Parents and students can attend this event to better understand our financial aid process and how to finance a college education.

Saturday, February 7, 2015
10:00 a.m.–12:00 p.m.
RSVP at ben.edu/FA101.

Manage Your Account Online
Once you have enrolled and created your account login information, you can check the status of your account and make payments anytime.

Making payments using the Tuition Payment Plan is simple and convenient. Enroll today!
Student Accounts is responsible for the collection of tuition and fees not covered by financial aid.

Tuition and fees are incurred at the time of registration. A “Statement of Account” is generated and mailed to your billing or home address once each month. This statement reflects only that activity which has taken place on your student account in the last billing cycle (similar to your checking/savings/credit card account statements). Students are encouraged to view their account information online using MyBenU.

Because we recognize each student has different needs and a unique financial circumstance, we have administrators and staff available to provide tuition counseling for students and families on an individual basis. In general, we have found that individuals who have taken advantage of our staff’s expertise have been able to readily meet their financial obligations to the University. Our goal is to help guide you through the rights and responsibilities of financial aid disbursement and help you to manage your tuition balance.

Student Account View and Payment Navigation

1. Log on to MyBenU. Go to ben.edu/mybenu from any on-campus computer or access MyBenU via BenUConnect, ben.edu/BenUConnect, from off-campus. When you log on to MyBenU, the MyBenU homepage appears.
2. Click on “Self Service”-a page will appear with options for self-service.
3. Click on “Student Center”-a page will appear with options for student center.
5. Click on “Charges Due”-this will give you a summary of charges and the due dates.
6. To make a payment from this page, click on “Make Payment” button. You will automatically be taken to “Make a Payment” page.
7. Select payment method by clicking on drop down arrow and selecting “Credit Card” or “Electronic Check.” Click “Next”-“Specify Payment Details” page appears.
8. Specify Payment Details-please fill out appropriate information for payment method chosen. Click “Next”- “Specify Payment Amount” page appears.
9. Specify Payment Amount-you may click on “Pay Charges” and it will automatically fill in all charges to be paid, OR you may fill in the amount(s) you would like to pay under “Payment Amount” and then click on “Calculate Grand Total” to verify the TOTAL AMOUNT TO BE PAID. Click “Next” when completed. “Confirm Payment” page will appear.
10. Confirm Payment-please confirm all information and make any necessary changes. Click “SUBMIT” when verification is complete.
11. Please print “Payment Result” page as your receipt.
12. Log out of MyBenU-for security reasons, logout of the system by clicking the “Signout” icon in the upper right-hand corner of the page.

Contact Student Accounts

Student Accounts
Benedictine University
5700 College Rd.
Lisle, IL 60532
Email: sar@ben.edu
Phone: (630) 829-6503
Fax: (630) 829-6501
Monday-Friday: 8:30 a.m.-5:00 p.m.
Krasa Center, Room 169
Registering For Classes

Once you complete your placement tests and submit your tuition deposit, you will be able to register for classes.

The New Student Advising Center will contact you to schedule an advising appointment at which you will register for your first semester of courses. Registration appointments will begin March 2, 2015. All students are required to bring one form of photo identification to register.

Responsibilities of Student Advisees

• Provide your academic advisor with specific information on college level coursework or Advanced Placement (AP) tests you have or will be completing. This information will greatly impact your fall course selection.
• Clarify personal values and goals.
• Become knowledgeable about college programs, policies and procedures.
• Participate fully in the advising experience which includes attending scheduled advising appointments.
• Ask questions and address concerns.
• Accept responsibility for decisions.
• Monitor and be proactive with one’s own academic progress.
• Become familiar with BenU’s electronic resources such as MyBenU, D2L and your University email account.

Responsibilities of Academic Advisors

• Communicate University policies and procedures.
• Help students define and develop realistic goals.
• Match students’ needs with available resources and make appropriate referrals.
• Assist students with planning schedules consistent with their abilities and interests.
• Monitor student progress.

Get a Jump-start at Benedictine this Summer

Take a class at Benedictine before you begin your first full-time semester this fall. Benedictine offers incoming freshmen select courses to take at a reduced tuition rate. Interested students should speak with their academic advisor about course offerings and registration which begins March 2, 2015 and continues until the start of class or the class is filled. Students are limited to only one class section at the reduced tuition rate.

Helpful Reminders

• If you are undecided on a major, we recommend that you schedule an appointment with the Career Development Center after you have been accepted/registered for classes. Career Development staff can assist you as you explore various majors and careers. For more information or to schedule an appointment, please call (630) 829-6040.
• Be sure to request that all your AP test scores be sent to Benedictine University. This will help your advisors select the appropriate courses for you during your advising appointment. Benedictine University’s school code is 1707.
• If you are unable to come to campus for your fall registration and advising session, we can schedule a phone appointment with you as well. Please let us know what is most convenient for you.

Contact Information:
Benedictine University
New Student Advising Center
Lownik Hall, Room 105
Email: newstudentadvising@ben.edu
Phone: (630) 829-1120
Website: ben.edu/advising

For more information, visit ben.edu/packet.
Award Details and Deadlines

Students may apply for all awards for which they are eligible and may do so on one application. All awards are reviewed by the scholarship committee on a monthly basis. Completed applications must be submitted to the Enrollment Center by the 20th day of each month. Applicants will be notified when their completed application is received. Your admissions counselor will notify you once a decision has been made by the scholarship committee. There are a limited number of scholarships available. We encourage students to apply early to have the best chance at receiving the award(s).

Candidates will be evaluated on an individual basis. Applications will not be accepted after May 1. Due to limited funds, the Life Lived in Balance Awards will not be guaranteed until the student is registered for classes. Once registered, award(s) will be added to the student’s financial aid account.

If you have any questions about the awards, please contact your admissions counselor or the Enrollment Center at (630) 829-6300.

Leadership Award

Awarded to students who have a concern for their development through their participation in leadership positions.

Eligibility: Students who maintained leadership roles in a club or organization during high school. Athletic involvement cannot be accepted.*

Requirements: Applicants must be accepted to Benedictine University, complete and return the award application and provide a detailed 1-2 page essay answering the following:

• Explain in detail your leadership experience.
• What did you learn from your leadership position?
• How will you continue to be a leader at Benedictine University?

Award: $2,000 per year.

Renewability: Full-time student and completion of application with Student Life at the end of each year.

Spirit Award

Awarded to students who display the Benedictine value of an appreciation for living and working in community.

Eligibility: Students who have played an active role within their community by volunteering their time for others.*

Requirements: Applicants must be accepted to Benedictine University, complete and return the award application and provide a 1-2 page essay answering the following:

• Explain in detail your volunteer/service involvement.
• What did you learn from your service?
• How will you continue your service involvement at Benedictine University?

Award: $2,000 per year.

Renewability: Full-time student and completion of application with Student Life at the end of each year.

*In accordance with NCAA bylaw 15.2.3.4, athletic participation is not considered for the Leadership Award or Spirit Award.

Note: You are not guaranteed to receive any or all awards for which you apply.
Benedictine University

Life Lived in Balance Awards Application
2015-2016

Personal Information

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High School Academic Data

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In order of importance, list the activities in which you have been most involved. Include service activities in your community and school.

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<th>Years Participated (please check)</th>
<th>Approximate Time Spent</th>
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Please indicate for which award(s) you wish to apply:

- [ ] Leadership Award
- [ ] Spirit Award

"I certify that the information submitted on this application is complete and accurate to the best of my knowledge, and I understand that knowingly submitting inaccurate and false information may result in the denial of awards."

Signature of Student

WAIT! Check that all materials required for the awards for which you are applying have been included:

- [ ] Completed application, including your name (a student may submit one application for all awards in which they wish to apply)
- [ ] Essay for Leadership Award (if applicable)
- [ ] Essay for Spirit Award (if applicable)

REMINDER: Deadline is May 1, 2015.
This form can also be found online at ben.edu/_________
Get Involved!
**Promoting Student Success**

**Student Success Center**

The Student Success Center engages students by providing support for academic work as well as cocurricular activities and professional goals. The center's services include:

- Academic support and tutoring functions
- Comprehensive career development services
- Accommodation services for students with disabilities
- Advising and related support for undecided majors and students in academic difficulty after the first year at Benedictine
- Leadership and student development programs

**Learning Specialists**

Students may arrange for individual appointments with our Learning Specialists. The Math Learning Specialist assists students with all levels of math through Calculus II, as well as statistics and biostatistics. The Writing Skills Learning Specialist confers with students about writing assignments, including topic development, organization, writing style, citation and revisions.

**Study Zone**

Located on the lower level of the Krasa Center, the Study Zone is a quiet study area designed to support student learning and achievement. Within the Study Zone, the Student Success Center offers peer tutoring sessions for a variety of classes each semester in science, business and social science, as well as regularly scheduled assistance for writing and math. Peer tutors, upper-level students who have been recommended by faculty, help students clarify difficult concepts, prepare for quizzes and exams and complete written assignments. These sessions are available to students on a “drop-in” basis free of charge. A schedule of tutoring sessions is available at ben.edu/tutoring.

In addition to study sessions, the Study Zone provides students with 24/7 access to computers and quiet space for individual or small group study.

**Career Development**

The Career Development Center offers comprehensive services to assist students and alumni in developing, implementing and evaluating career and life plans.

Career Development services include:

- Career assessment
- A computerized career guidance program designed to help students discover career options
- A career development library
- Assistance with locating internships and preparing students for internship experiences
- Seminars on resume and cover letter writing
- Resume referral
- On-campus recruiting and job fairs
- Development of networking and interviewing skills
- Guidance on transitioning from school to work

In addition to these services, the AlumNet Program and Alumni Career Seminar Series provide useful career development information as well as networking opportunities for graduates to connect with local employers.

**Services for Students with Disabilities**

Students with documented physical or mental disabilities may be eligible for academic accommodations through the Americans with Disabilities Act. The accommodations available to students are related directly to the student’s diagnosis, as supported by professional recommendations in the documentation provided. Commonly granted accommodations include:

- Extended time for testing in a distraction-reduced test environment
- Designated note-taker in class
- Modified or enlarged classroom/reading materials
- Books on tape and/or tape recorded lectures
- Preferential classroom seating

It is the legal responsibility of each eligible student seeking accommodations and services from Benedictine University to provide a written, comprehensive psycho-educational and/or medical evaluation verifying the condition. This documentation must be current and submitted to the Student Success Center.

**Early Alert Team (EAT)**

Faculty, staff members, students and/or parents should consider a referral to the Early Alert Team (EAT) if there is a concern about a student. Possible reasons for referral may include mental health concerns, academic or personal difficulties that interfere with a student's success, behaviors that warrant concern, and/or knowledge of personal or family concerns that may be interfering with their success. Consider a referral if, after speaking to a student about the concern, no improvement occurs.

For more information, visit ben.edu/packet.
The “Bridge to Success” program is designed to help students who may need additional academic support or opportunities to build confidence and prepare for the challenges of college learning.

The program combines instruction and hands-on learning activities in writing, math and study skills with career exploration and personal leadership development activities to help students prepare academically, encourage them to get involved in campus life and allow them to get a jump-start on finding campus employment.

There are two one-week sessions offered in August. Eligible registered students will be contacted by the Student Success Center during the summer with more information.

There is no cost to students for participation in the program. Lunch and instructional materials will be provided.

Emerging Scholars Learning Community

Students may be invited by the Office of Admissions to apply to the Emerging Scholars Learning Community. Those students who are encouraged to apply are selected based on their application and other documents submitted during the application process. Applications are by invitation only. The program is designed to support the success of first-generation students and enhance their college experience.

To support and enhance your learning, as a member of the Emerging Scholars Learning Community you will:

• Receive all books required for the learning community courses at no cost.
• Participate in a pre-class orientation program designed to give your college career a head start.
• Receive intensive tutoring that is individualized to meet your needs and to help you develop stronger writing skills.
• Work with a mentor to enhance your college preparedness and increase your level of academic success.
• Participate in unique, off-campus learning experiences, including site visits to local cultural institutions and businesses, with all costs covered by the program.
Residence halls provide an opportunity for students to combine academic life with social development.

Students must establish and test their own values, develop social skills, determine priorities and learn to organize their time. Daily living with others encourages the development of a cooperative attitude, respect for individual rights and a sense of group responsibility. As a result, the residence halls develop diverse communities which meet the needs of its members both individually and collectively. It is the realization of these conditions that foster a healthy, scholarly community.

The all-female Jaeger and all-male Ondrak halls offer twin-size bunkable beds, double-drawer wood wardrobes, maple desks and upholstered two-position chairs. The coed Neuzil Hall features twin-size bunkable beds, two four-drawer wood chests that can be unstacked and used as two-drawer chests, maple desks and upholstered two-position chairs. The residence halls also feature free Internet access, laundry facilities and cable television.

Resident hall assignments and SimpleCampus accounts

- The housing priority deadline is June 30.
- Housing assignments are emailed in late July.
- Submit your housing deposit at ben.edu/deposit.
- Sign up for a SimpleCampus account at housing.ben.edu.
- After you fill out the information, click “Create Account,” and click “Apply.”
- Fill out the requested general information.
- Read and click the acknowledgement for the agreement.
- Click “Confirm” and “Submit Application.”

If you have any questions or issues with the application, contact the Office of Residence Life staff:

- Monica Miller at mmiller@ben.edu or (630) 829-6603
- Luba Baranivsky at lbaranvisky@ben.edu or (630) 829-6124
- Karl Constant at kconstant@ben.edu or (630) 829-6604
- Jon Miller at jmiller@ben.edu or (630) 829-6515

For more information, visit ben.edu/packet.
All incoming students must complete a health form and provide a verified immunization history.

Student Health Form

Every incoming student must complete and submit the health form and a copy of immunization records to comply with Illinois law. The health form provides information in the event of a medical emergency and indicates conditions for which you may need care or assistance from Student Health Services.

- Complete the health form at ben.edu/healthform. No handwritten forms will be accepted.
- Obtain a copy of your high school immunization record or request a copy from your physician’s office.
- No physical is needed.
- The typed, completed Student Health Form and the immunization record should only be submitted to the Office of Student Health Services.

Counseling Services by Appointment:

- Initial consultation and assessment.
- Focused individual psychotherapy.
- Referral to outside services.
- Emergency services and hotline information.
- Consultation and outreach.
- Workshops and presentations.

Health Care Services:

- Walk-in clinic for evaluation and treatment of simple and acute illnesses at no charge for Benedictine University undergraduate students; graduate students pay $20 per visit.
- Rapid strep screening for strep throat.
- Quick view mono screening.
- Dipstick Urinalysis.
- Tetanus booster vaccines for a fee.
- Tuberculosis Screening-PPD skin test for a fee.
- Annual flu vaccine for a fee.
- A list of local hospitals and ambulatory clinics is available in Student Health Services and on the University website: ben.edu/healthservices.

Reminder! Student Health Form deadline is August 1, 2015

You can also fax your form to Student Health Services at (630) 829-6035. Please verify that your name appears on both pages before sending. We recommend that you save a copy for your own records. All information must be completed and on file with Student Health Services by August 1, 2015. A $25 late fee will be assessed after the first two weeks of classes if you fail to meet this requirement. A hold will also be placed on your registration. For additional information, contact (630) 829-6046 or studenthealth@ben.edu.

Athletic Health Form

Student Health Services does not have access to records sent to the Athletic department, therefore completion of your sports physical does not satisfy your Student Health Services requirements. You will be required to complete the Student Health Form and submit your immunization records to Student Health Services. In addition, you will need to submit the Athletic Health Form along with a record of a sports physical to the Athletic department.

Student-athletes must login to the “Athletic Trainer System,” which can be accessed at bunueagles.com under the “Sports Medicine” tab.

The goal of Student Health Services is to assist students in maintaining an optimal level of good health and well-being. The staff wants to see students achieve their academic, social and personal goals, and get the most out of their college experience.

Office Hours:
9:00 a.m. to 4:30 p.m.
Monday through Friday.

Mail
Student Health Services, Krasa 116,
5700 College Rd., Lisle, IL 60532

Fax
(630) 829-6035

Complete your health form online at ben.edu/healthform.
Get Connected.

During the spring semester, the Office of Alumni Development will host a “Get Connected” series with each college to connect current students, prospective students and parents of prospective students with alumni.

These events offer a platform for alumni to share stories of life on campus and various classroom and other experiences when they were students at Benedictine. Alumni speak to students and parents about the impact the Benedictine values have made in their personal and professional lives, and how it has set them apart from other graduates.

At the end of each session, we encourage dialogue between alumni, students and parents. Our alumni are always excited to come back, share their experiences and encourage current students to persevere. In the past, students have made great connections with our alumni panel and continue to interact with them beyond the event. Please visit ben.edu/alumni for the dates and times of each Get Connected event.

We hope you will make time to attend and learn more about the value of a Benedictine education.

Pick up your BenU gear, books and school supplies in one place!

The right book, from the right place.

Barnes & Noble at Benedictine University is located in the Krasa Student Center or shop online.

- Thousands of e-textbooks now available
- We have the right books on our shelves for all your courses
- Textbook rentals are available

ben.edu/bookstore

For more information, visit ben.edu/packet.
What is FERPA?
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy and integrity of a student’s education records by generally prohibiting the disclosure of personally identifiable information from education records maintained by the institution, and by granting the student the right to review their education records and to request the addition, correction or deletion of information in their education records. FERPA provides that each student has the right to:

- Inspect and review their education records.
- Request that their education records be amended if they believe that the records are inaccurate, misleading or otherwise in violation of their privacy.
- Provide written consent to disclosures of personally identifiable information contained in the student’s education records prior to the University’s disclosure of the information, unless the disclosure is to be made in a situation where FERPA does not require such consent.
- Obtain a copy of the University’s procedures regarding student records in compliance with FERPA.
- File a complaint with the Family Policy Compliance Office of the U.S. Department of Education if they believe that the University has failed to comply with the requirements of FERPA.

Who is protected under FERPA?
FERPA applies to students who are attending or have attended Benedictine University and whose education records are maintained by the University. Attendance may be in person or by paper correspondence, video conference, satellite, Internet or other electronic information and telecommunications technologies for students who are not physically present in the classroom, and includes the period during which a person is working under a work-study program. FERPA does not apply to persons who are admitted but have not yet attended class, or to those who have applied for but are denied admission to the University.

How do I access and amend my education records?
Students and former students wishing to inspect their records should make a written request to the registrar specifying what records are to be reviewed. The student will be notified when the records are available. If a student believes that any of the education records relating to him or her contain information that is inaccurate, misleading or in violation of his or her rights of privacy, he or she may submit a written request to the registrar clearly identifying the part of the record the student wants changed and specifically why it is inaccurate or misleading. The University, however, is under no obligation to grant such a request.

What are considered education records?
Education records generally include all records, files, documents and other materials that contain information directly related to the student and are maintained by Benedictine University. However, certain records maintained by the University, including certain student employment records and records created or maintained by the Benedictine University Police Department, are not education records.
Who has access to education records?

University officials who have a legitimate educational interest in a student’s education records may have access to those records. This includes any University faculty or staff employee (including the University Police Department) acting within the scope of their University employment and with appropriate supervisory authority; any individual or entity with whom the University has contracted as its agent to provide a service to the University when acting within the scope of the contract or agency and who is subject to appropriate confidentiality requirements; any member of the University’s Board of Trustees; any student serving on an official committee, such as a disciplinary or grievance committee; and any student assisting a University official in performing tasks for which the University official may have access.

• The University may disclose information from the student’s education records to the student’s parents if the student provides a written consent to the disclosure by completing Section A of the Authorization For Release of Confidential Information to Parents, or if the parent requests the information in writing, completes the Parent Certification section of the Authorization For Release of Confidential Information to Parents and provides evidence that the student is their dependent for federal income tax purposes, or if there is a health or safety emergency involving their son or daughter, or if their son or daughter is under the age of 21 and has violated a federal, state or local law or any University rule or policy concerning the use or possession of alcohol or a controlled substance.

• The University also discloses education records without consent upon request from officials of another school in which a student seeks or intends to enroll.

What is directory information?

FERPA permits the release of directory information to third parties outside the institution without written consent of the student, provided that the student has been given the opportunity to withhold such disclosure. Benedictine University defines directory information as follows:

• Student’s name, address and phone number.
• Major and minor fields of study.
• Participation in officially recognized activities and sports.
• Dates of attendance, degrees and awards received.
• Most recent education institution attended.
• Full-time/part-time enrollment status.
• Photo.

Benedictine University’s policy is to not release directory information to outside entities, such as vendors who request student directories with address information. In compliance with the Solomon Amendment, directory information is provided to the United States Department of Defense upon request.

How do I withhold disclosure of directory information?

Currently enrolled students may withhold disclosure of their directory information by completing the FERPA Non-Disclosure of Designated Directory Information form available in the Office of the Registrar, within 10 calendar days of the first scheduled class day of each fall term. A request to withhold disclosure of directory information is effective for one academic year only and must be renewed each year.

What is a third party release authorization?

A student may authorize the release of confidential information (including personally identifiable information from education records protected by FERPA and other types of confidential information as well) to a third party by signing an Authorization for Release of Confidential Information to a Third Party form. The form is available in Enrollment Services, the New Student Advising Center (NSAC) or under “Student Forms” at ben.edu/advising.

How do I obtain further information on FERPA?

For further information on FERPA, you may contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW
Washington D.C., 20202-4605

You may also access FERPA regulations online at ed.gov.
Authorization Form

Release of Confidential Information to Parents

<table>
<thead>
<tr>
<th>PRINT Student's Name</th>
<th>Student ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Street Address</td>
<td>State</td>
</tr>
</tbody>
</table>

Under the Family Educational Rights and Privacy Act (FERPA), Benedictine University is permitted to disclose information from a student's education records to parent(s) if student consents to the disclosure.

**Student Consent**
(To be completed annually)

A. I consent to the disclosure of any personally identifiable information from my education records to my parent(s) named below for reasons determined by Benedictine University as appropriate. This authorization will remain in effect for the current academic year only, or until I revoke it in writing.

Signed: ___________________________ Date: ___________________________

Please print

Parent Name ___________________________ Parent Name ___________________________

Address ___________________________ Address ___________________________

City, State, ZIP ___________________________ City, State, ZIP ___________________________

Telephone ___________________________ Telephone ___________________________

B. I wish to revoke my consent to the disclosure of information from my Education Records to my parent(s) effective immediately.

Signed: ___________________________ Date: ___________________________

**Parent Certification**
(To be completed annually if the parent requests student account and/or financial aid information)

If the student whose name appears above does not consent to the disclosure, but parent(s) claim student as a dependent for federal income tax purposes (and complete the Parent Certification below), Benedictine University may disclose Student Account and Financial Aid information to parent(s).

C. I certify that the student whose name appears above is my dependent for federal income tax purposes. I have attached a copy of my most recent Tax Return (Form 1040), as evidence of dependent status, having first removed or blocked out all financial information and all Social Security numbers except my own and that of the student. I understand that Benedictine University is not required to disclose student account and/or financial aid information from my dependent's records to me but may do so if I request the information in writing, and provide this certification and a copy of my tax return. This certification remains in effect for the current school year.

Print Parent(s) Name ___________________________ Signature ___________________________ Date: ___________________________

State of ___________________________ County of ___________________________

Signed and sworn to (or affirmed) before me on this __________ day of __________, 20________ (SEAL)

Notary Public ___________________________ My commission expires:

For more information, visit ben.edu/packet.

COPIES: Permanent File, Student, Advisor, Financial Aid, Student Accounts and Vice President of Student Life.
Welcome Parents

Your student is not the only new member of the Benedictine community. We believe that parents and siblings are an integral part of the Benedictine family. As such, there may be times when you will need support or assistance from the University. There are a number of resources the University can offer. Hope Keber is the parent liaison with Student Life. She is a full-time staff member dedicated to providing support and assistance to the parents of Benedictine students from the college selection process through graduation. Please see the listing of family events and volunteer opportunities below.

Parent and Family Events 2015-16

<table>
<thead>
<tr>
<th>Month</th>
<th>Event</th>
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<tbody>
<tr>
<td>August</td>
<td>Parent Orientation</td>
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<tr>
<td>October</td>
<td>Parent Phonathon</td>
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<tr>
<td>October</td>
<td>Annual Parent Association Meeting</td>
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<tr>
<td>October</td>
<td>Family Weekend</td>
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<tr>
<td>November</td>
<td>Family Thanksgiving Dinner with Benedictine Community</td>
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<tr>
<td>April</td>
<td>Annual Parent Brunch</td>
</tr>
</tbody>
</table>

Parent Volunteer Opportunities

- Parent Phonathon—Parents of current students call new Benedictine parents to see how they are doing.
- Benedictine Parent Reference—Be an ambassador for the University and communicate with prospective families whose students are interested in enrolling at Benedictine University.
- Hooding and Honors Ceremony—Welcome families and hand out programs.
- Commencement Ceremony—Welcome families and hand out programs.
- Adopt an International Student—Host an international student during holidays and school breaks or to simply join your family at the Benedictine University Family Thanksgiving Dinner.
- Event Planning—Help plan upcoming events.
- Family Weekend—Parent Programs and Student Activities plan a weekend of fun fall activities. An extra set of hands are always welcome for this two-day family event.
- Fundraising—Fundraising ideas and volunteers are always welcome to help us grow the Parent Fund. A silent auction is being considered and we hope to recruit new parent volunteers along with their exciting ideas.
- Welcome Weekend—Parent volunteers join the Parent Council in welcoming all new members to the Parent Association. All Benedictine parents become members when their freshman or transfer student enrolls.

For additional information, contact:
Hope Keber
Parent Liaison
Parent Programs
Benedictine University
(630) 829-1127
ben.edu/parents

Watch the Welcome Weekend “Parent Goodbye” video at ben.edu/parentgoodbyes.
<table>
<thead>
<tr>
<th>Department</th>
<th>Location</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Alumni Development</td>
<td>Krasa Center, Room 175</td>
<td>(630) 829-6077</td>
</tr>
<tr>
<td>Ben Central (Enrollment Services)</td>
<td>Krasa Center, Room 169</td>
<td>(630) 829-6500</td>
</tr>
<tr>
<td>Biochemistry/Molecular Biology</td>
<td>Birck Hall, Room 348</td>
<td>(630) 829-6565</td>
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<tr>
<td>Biology/Health Science</td>
<td>Birck Hall, Room 348</td>
<td>(630) 829-6563</td>
</tr>
<tr>
<td>Barnes &amp; Noble at Benedictine University (Bookstore)</td>
<td>Krasa Center, First Floor</td>
<td>(630) 829-6010</td>
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<tr>
<td>Business</td>
<td>Scholl Hall, Room 158</td>
<td>(630) 829-6224</td>
</tr>
<tr>
<td>Career Development Center</td>
<td>Krasa Center, Room 010</td>
<td>(630) 829-6040</td>
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<tr>
<td>Campus Services</td>
<td>Parking Garage, First Floor</td>
<td>(630) 829-6420</td>
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<tr>
<td>Chemistry/Physics/Engineering</td>
<td>Birck Hall, Room 348</td>
<td>(630) 829-6565</td>
</tr>
<tr>
<td>Communication Arts/Fine Arts</td>
<td>Kindlon Hall, Room 270</td>
<td>(630) 829-6274</td>
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<tr>
<td>Computer Science and Information Systems</td>
<td>Birck Hall, Room 015</td>
<td>(630) 829-6550</td>
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<td>Dining Services (Sodexo)</td>
<td>Krasa Center, Room 204</td>
<td>(630) 829-6383</td>
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<tr>
<td>Education</td>
<td>Kindlon Hall, Room 263</td>
<td>(630) 829-6280</td>
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<tr>
<td>Enrollment Center</td>
<td>Lownik Hall, Main Level</td>
<td>(630) 829-6300</td>
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<tr>
<td>Financial Aid</td>
<td>Lownik Hall, Main Level</td>
<td>(630) 829-6100</td>
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<tr>
<td>Language and Literature</td>
<td>Kindlon Hall, Room 270</td>
<td>(630) 829-6274</td>
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<td>Student Health Services</td>
<td>Krasa Center, Room 116</td>
<td>(630) 829-6046</td>
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<tr>
<td>History, Philosophy and Religious Studies</td>
<td>Kindlon Hall, Room 158</td>
<td>(630) 829-6250</td>
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<tr>
<td>Information Technology</td>
<td>Kindlon Hall, Room 306</td>
<td>(630) 829-6684</td>
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<tr>
<td>Athletics</td>
<td>Rice Center</td>
<td>(630) 829-6140</td>
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<tr>
<td>International Business and Economics</td>
<td>Scholl Hall, Room 158</td>
<td>(630) 829-6224</td>
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<tr>
<td>International Programs and Services</td>
<td>Scholl Hall, First Floor</td>
<td>(630) 829-6342</td>
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<tr>
<td>Library</td>
<td>Kindlon Hall, Lower Level</td>
<td>(630) 829-6050</td>
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<tr>
<td>Mathematics</td>
<td>Birck Hall, Room 135</td>
<td>(630) 829-6550</td>
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<tr>
<td>Music/Studio Art</td>
<td>Scholl Hall, Room 105</td>
<td>(630) 829-6320</td>
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<tr>
<td>New Student Advising Center</td>
<td>Lownik Hall, Room 105</td>
<td>(630) 829-1120</td>
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<tr>
<td>Nutrition</td>
<td>Kindlon Hall, Room 224</td>
<td>(630) 829-6534</td>
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<tr>
<td>Personnel Resources</td>
<td>Lownik Hall, Room 025</td>
<td>(630) 829-6020</td>
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<tr>
<td>Political Science</td>
<td>Scholl Hall, Room 228</td>
<td>(630) 829-6460</td>
</tr>
<tr>
<td>Pre-Professional Programs</td>
<td>Birck Hall, Room 348</td>
<td>(630) 829-6232</td>
</tr>
<tr>
<td>Registrar</td>
<td>Krasa Center, Room 030</td>
<td>(630) 829-6349</td>
</tr>
<tr>
<td>Residence Life</td>
<td>Krasa Center, Room 107</td>
<td>(630) 829-6660</td>
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<tr>
<td>Student Accounts</td>
<td>Krasa Center, Room 169</td>
<td>(630) 829-6503</td>
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<tr>
<td>Student Activities</td>
<td>Krasa Center, Room 115</td>
<td>(630) 829-6128</td>
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<tr>
<td>Student Life</td>
<td>Krasa Center, Room 107</td>
<td>(630) 829-6006</td>
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<tr>
<td>Student Success Center</td>
<td>Krasa Center, Room 012</td>
<td>(630) 829-6340</td>
</tr>
<tr>
<td>University Ministry</td>
<td>Kindlon Hall, Room 419</td>
<td>(630) 829-1310</td>
</tr>
<tr>
<td>University Police</td>
<td>Parking Garage, First Floor</td>
<td>(630) 829-6666 (Emergency)</td>
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<tr>
<td></td>
<td></td>
<td>(630) 829-6122 (Non-Emergency)</td>
</tr>
</tbody>
</table>

Writing Program                                                             | Kindlon Hall, Room 270        | (630) 829-6274              |

For more information, visit ben.edu/packet.
Welcome Weekend
Welcome Weekend is when your life as a Benedictine student begins. It is a time when you can define your academic expectations, build confidence, reaffirm your beliefs and share good times with other students. You will also meet the people who will help make Benedictine “home.”
Thursday, August 27-Saturday, August 29, 2015

Student Life Leadership Conference
This conference is designed to inform incoming students about the many ways they can become involved in the Benedictine community. You can meet with current student leaders and other new students while identifying your own leadership skills.

New Student Leadership Conference Dates:
Saturday, August 8, 2015 9:00 a.m.-3:00 p.m.
Saturday, August 15, 2015 9:00 a.m.-3:00 p.m.

Continuing Leadership Conference
Students who are interested in enhancing their leadership skills and learning the art of networking, communication and more can attend the Introduction to Leadership Series in the fall and spring. Each participant who completes the four-week series will receive a certificate and will be invited to attend the Leadership Dinner in the spring.

For more information or to RSVP, contact Joan Henehan at (630) 829-6617 or jhenehan@ben.edu.

Roommate Meet and Greet
Students can meet with their roommates and view residence hall rooms. Career Development and activities for parents will also be available.

Ondrak Hall
Friday, July 24, 2015
Check in - 12:30 p.m.
Event - 1:00-4:00 p.m.

Jaeger Hall
Friday, July 31, 2015
Check in - 12:30 p.m.
Event - 1:00-4:00 p.m.

RSVP at ben.edu/roommate.

First Day of Classes
Monday, August 31, 2015

Check out what everyone is talking about!
Watch the “Something to Talk About” video at ben.edu/SomethingToTalkAbout.
Welcome Class of 2019!