

MPH Student Orientation Checklist

Important Contact Information I.T./Help Desk: (630) 829-6684, <https://www.ben.edu/IT/home.cfm>
University Police: (630) 829-6122 (non-emergency) and (630) 829-6666 (emergencies); Open 24/7
Joyce Cecchi, Administrative Assistant: (630) 829-6215; jcecchi@ben.edu, Kindlon Hall 249
Dr. W. Susan Cheng, Department Chair: (630) 829-6181; scheng@ben.edu, Kindlon Hall 250
Dr. Jude-Marie Alexis Smalec, Assistant Professor: 630-829-2275 ; jalexissmalec@ben.edu, Kindlon Hall 249
Professor Beth Bormann, Instructor: (630) 829-6249; ebormann@ben.edu, Kindlon Hall 254
Dr. Alan Gorr, Professor: (630) 829-6566; agorr@ben.edu, Scholl Hall 241
Dr. David Milen, Assistant Professor: (630)829-2274; dmilen@ben.edu, Kindlon Hall 249
Dr. Georgeen Polyak, Associate Professor: (630) 829-6217; gpolyak@ben.edu, Kindlon Hall 253

MPH Program Website <http://www.ben.edu/coehs/public-health/index.cfm>

BenID Your unique identification (ID) number begins with the letter "b" followed by a combination of eight numbers. This will also be your username for all login required access (email, MyBenU, Desire2Learn, etc.). You are also assigned a default password. The default password is the last four digits of your Social Security Number twice or the month and day of your birthday twice. You can reset your password here: <http://www.ben.edu/setpswd/student.cfm>

Academic Calendar http://www.ben.edu/academic_programs/calendar.cfm

Click on Doctoral and Graduate Quarter (QTR) and Online Programs
The MPH Program is on quarters. Lisle campus courses are 10 weeks. Online courses are 8 weeks. Please refer to the Academic Calendar for specific start and end dates.

Accommodation Services <http://www.ben.edu/studentlife/success/accommodation/accommodation.cfm>

This office is for students needing accommodations due to physical or psychological disabilities.

APA Style <http://libguides.ben.edu/apa>; <http://www.apastyle.org/>; <https://owl.english.purdue.edu/owl/section/2/10/>

The APA Style is required to be followed for all written assignments in the MPH Program. Please refer to the above links for guidance as well as your instructor.

Ben Alert <http://www.ben.edu/emergency/benalert.cfm>

This is the University's emergency alert system. Please ensure that you update your contact information as needed in order to receive alerts.

Ben Card <http://www.ben.edu/about/bencard.cfm>

Please follow the instructions on how to obtain your Ben Card on the above website. The University Police Office is located in the northeast corner on the first floor of the parking garage.

BenCentral <http://www.ben.edu/registrar/bencentral/>

This office is the "one-stop" center for students seeking assistance with class registration, transcript requests and updating contact information. BenCentral is located on the first floor of Krasa Center.

Bookstore <http://ben.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=43556&catalogId=10001&langId=-1>
Click on "Textbooks" to look up any required textbooks for your courses. Rental and e-books are offered as available.
The Bookstore is located on the first floor of Krasa Center.

Campus Map <http://www.ben.edu/about/location.cfm>
MPH courses are held in either Kindlon or Birck Halls. The MPH Program Office is located on the second floor of Kindlon Hall in Suite 249.

Career Development <http://www.ben.edu/studentlife/careers/index.cfm>
For specific questions on a career in Public Health, talk with your advisor. Job opportunities are included in the Weekly Newsletter emailed to current students.

Commencement <http://www.ben.edu/commencement/>
Commencement ceremonies are held in May and December. Click on "Steps for Graduation" to look up the process to sign up to attend Commencement. Upcoming deadlines are included in the Weekly Newsletter.

Desire2Learn <https://ben.desire2learn.com/>
Online learning platform for on-ground courses at the Lisle campus.

Dining Services <https://ben.sodexomyway.com/?>
There are three locations on the Lisle campus: Kindlon Hall - first floor, Coal Ben and Krasa Center - second floor

E-mail <http://www.ben.edu/IT/outlook365.cfm>
Check your University email on a regular basis to receive important information from the University. The University uses Office 365 for student email accounts.

Engage <https://ben.engagemms.com/learn/>
Online learning platform for all online courses.

English for Academic Purposes <http://www.ben.edu/college-of-liberal-arts/language-and-literature/eap-courses.cfm>
The above website details information about language support courses for students where English is not their first language. All Academic Discourse courses required of some students are offered through this office.

Financial Aid <http://www.ben.edu/fa/grad.cfm>
The above link provides information on financial aid for graduate students at the University. Questions can be sent to financialaid@ben.edu. The Financial Aid Office is located in Lownik Hall.

Weekly Newsletter Each week, the Program emails a newsletter to all students with current internship opportunities, job opportunities, program updates and upcoming events. Please email Joyce Cecchi to be added to the distribution list.

Illinois Public Health Association <http://www.ipha.com/>

This is a great organization to join as a student for education and networking opportunities.

International Programs Office http://www.ben.edu/future_students/international/

International students should visit the above website for assistance with the application, admission, enrollment and orientation to the University as an international student. The International Student Services office is located in Lownik Hall.

Library <http://www.ben.edu/library/index.cfm>

The Circulation Desk is located in the basement of Kindlon Hall.

MPH Student Advisory Panel <http://benmphsap.wordpress.com/>

Students are encouraged to become a member of the Panel to help plan activities, events and service projects.

MyBenU http://www.ben.edu/current_students/index.cfm

Click on MyBenU to log in to register for classes, check final grades, make tuition payments, etc. Here is a link to video tutorials on how to register: http://www.ben.edu/campus_resources/registrar/course-schedule.cfm
If you are off-campus, you must login to a proxy server, BenUConnect, in order to access MyBenU. Instructions on BenUConnect can be found here: <http://www1.ben.edu/benuconnect/BenUConnect.pdf>

Scholarships http://www.ben.edu/current_students/scholarship.cfm

Applications for scholarships are accepted through November 1 - January 31. Access the above link for Frequently Asked Questions, the list of scholarships, and the application login. The Dr. Jon Colby Swanson Endowed M.P.H. Scholarship is specific to MPH students. It is recommended that students complete a search in the General Scholarships for other opportunities.

Parking Permits <https://www.ben.edu/police/departments-services.cfm>

Parking permits are required in order to park on the Lisle campus. Please be sure to park in student designated parking only. Permits may be obtained from the University Police office located in the northwest corner of the parking garage.

Writing Resources <http://www.ben.edu/college-of-liberal-arts/writing-program/writing-zone.cfm>

The Writing Zone offers free assistance to all students for help in writing. Drop-in hours with peer tutors are posted for each quarter. It is located in the basement of Krasa Center. Students may also contact Anne-Marie Smith, Writing Learning Specialist, at axsmith@ben.edu, (630) 829-6343, Krasa Center 020B for an individual appointment outside of drop-in hours.