



Welcome
to the

FAMILY



NEW STUDENT ORIENTATION INFORMATION PACKET

Office of Admissions
admissions@uhcno.edu
(504) 398-2175

August 2023

Welcome to UHC!

Located on the West Bank of the Mississippi River minutes from downtown New Orleans, the University of Holy Cross is one of the South's most unique educational experiences.

The University was founded in 1916 as Our Lady of Holy Cross College, a Ministry of the Marianites of Holy Cross, and was created to educate and prepare teachers for work in the many schools the Marianites were opening across South Louisiana. The University's continued unwavering connection to the beliefs of the Marianite Sisters and its roots in educating those who would eventually teach others are both part of the foundation that makes the UHC experience so special.

For our students, this means smaller classes and more personal attention from a generous, responsive team of professionals. It means collaborating in an exciting, entrepreneurial environment where the focus is always excellence. It means the support of a compassionate, caring faculty and staff all dedicated to making sure you get the most out of your educational experience.

Ultimately, it means you leave the University of Holy Cross prepared for life.

We're so thrilled that you chose UHC as your next destination, and we look forward to serving you!



Mission & Values

Our Mission

The University of Holy Cross, a Catholic institution of higher learning, is an inclusive student-centered learning community focused on academic excellence and innovative teaching. Rooted in the traditions of the Marianites of Holy Cross, the University is committed to educating the minds and hearts of its students through freedom of inquiry, the pursuit of truth, and compassionate care for all.

Core Values

The mission of the University of Holy Cross is supported and made visible through the following Core Values:

EXCELLENCE

The University of Holy Cross promotes excellence in all aspects of university life: developing character, fostering curiosity, and assimilating the knowledge essential to becoming servant leaders.

RESPECT

Animated in the Spirit of Jesus Christ, all members of the University strive to recognize the image of God in each person and honor all in their giftedness and limitations.

INTEGRITY

Concerned for the common good as individuals and as a community, we commit ourselves to honesty in relationships with all, and we pledge to be just and consistent in word and deed.

INCLUSION

In a spirit of unity and solidarity, the Holy Cross family nurtures an inclusive, diverse community that fosters new opportunities, partnerships, collaborations, and vigorous, yet respectful debate.

COMPASSIONATE SERVICE

Rooted in the joy of the Gospel and in Catholic social tradition, the University of Holy Cross serves all people and chooses to be a compassionate witness in service to a world in need.



UHC 101

Student ID Cards

All students must have a valid student ID card. This card is good for your duration at UHC, and can be obtained through the Office of Admissions. Use your ID to print in the computer labs, check out library books, and make purchases with Bayou Bucks in the café. If your ID is lost or stolen, contact the Office of Admissions for a replacement. **Replacement IDs are \$5, and the Office of Admissions can only accept cash.**

Parking

All vehicles parked on campus must display a current parking tag, usually displayed on the interior of your windshield. Parking passes can be picked up through Campus Police, following purchase of the parking pass in Self Service. Please be sure to bring receipt of purchase and your driver's license, vehicular registration, and insurance card in order to obtain the parking pass. Student parking is permitted only in designated areas marked by signs indicating student parking. If your parking pass is lost or misplaced, you can obtain a replacement through Campus Police.

Center for Teaching and Learning

The transition from high school to college, or from one career to another, can be challenging. Students may need extra help to ease the way. The CTL offers free tutoring, assistance in improving overall academic skills, guidance in choosing a major, placement testing, and more. Highly experienced faculty and staff with impressive credentials share a strong commitment to helping students succeed. Call (504) 398-2123 or visit the CTL on the first floor.

Disability Services

UHC provides disability accommodations for students with identified need. Students with disabilities are responsible for contacting and providing appropriate documentation to the Disability Services Coordinator prior to receiving accommodation. To learn more about how to complete this process, contact Kelly Fabre at (504) 398-2221.

Campus Police

UHC maintains a safe and secure campus. To reach Campus Police, call (504) 329-4430 during the day or (504) 247-3825 to reach the evening security patrol car. Campus Police Officers are always happy to help and will provide escorts to your car at any time. Alcohol and drugs are prohibited on campus at all times. Visit the Campus Police section at uhcno.edu for more information.



UHC 101

Student Health Services

Located in the Residence Hall, Student Health Services is staffed by a nurse and offers students a variety of health and wellness services. The office provides basic preventative care and health education information to the campus community. Students may see the nurse for treatment and over-the-counter medication for common ailments such as headaches or upset stomach, first aid, or blood pressure readings. Contact (504) 398-2127 for more information.

Textbooks

Textbooks may be purchased from our virtual bookstore by visiting <https://uhcno.textbookx.com/>.

Blaine S. Kern Library

Located on the first floor, the library provides resources and services to complement your educational and research activities. It is staffed by skilled and helpful librarians eager to assist you. Access library resources at any time by visiting <https://uhcno.libguides.com/>.

FERPA

FERPA stands for Family Education Rights & Privacy Act. In accordance with FERPA, UHC students may review any official records and data directly related to them that are on file in the administrative offices. FERPA allows students to designate how their records and data are used and disclosed to others, including parents. An information sheet with detailed FERPA guidelines can be found in the Registrar's Office on the first floor.



Higher Ed Dictionary

Academic Calendar: a comprehensive calendar available at uhcno.edu that includes all important dates—holidays, beginning and end of semesters, last day to drop a class, when fees are due, etc.

Academic Plan: a comprehensive view of courses taken, courses currently scheduled, and courses still needed to complete degree requirements.

Academic Skills Center: also known as the computer lab on campus; students may print utilizing their student ID for a small fee.

Advisor: a faculty member assigned to help students plan their course schedules to fit each student's degree and career plans.

Audit: a scheduled course for experience or interest, but not for a grade or credit.

Bayou Bucks: preloaded money on your student ID that can be used for food services.

Canvas: the online system used by students to monitor their class assignments and deadlines, communicate with the instructor and classmates, and post online assignments.

Catalog: includes campus policies and procedures, contact information, degree requirements, and course descriptions available at uhcno.edu.

Co-requisite: two courses that must be taken during the same semester.

Credit hour: a unit of academic credit; one hour a week for an academic semester.

Degree: title conferred on students by a college, university, or professional school on completion of a program of study. UHC offers Associate, Bachelor's, Master's, and Doctoral degrees.

FAFSA: the Free Application for Federal Student Aid, available online at fafsa.ed.gov. It must be filled out each year to receive financial aid. Our school code is 002023.

Hurricane Café: located on the first floor, the café is the sources of all your food service needs including coffee, pastries, salads, snacks, and hot meal selections.

Major: subject of academic study chosen as a field of specialization.



Higher Ed Dictionary

Marianites: an international Catholic congregation of women religiously serving God’s people since 1841, founded by Fr. Basil Moreau. Marianites of Holy Cross are apostolic, religious women of prayer and compassion. The mission, energized by their life in community, is to incarnate the love and compassion of Jesus Christ. Called to be a prophetic presence in an ever-changing world, they resolutely stand with those who are excluded.

Minor: an academic subject requiring fewer courses than a major, generally 18 credit hours.

Plagiarism: the unacknowledged inclusion of someone else’s words, ideas, or data as one’s own work submitted for credit.

Prerequisite: course(s) that must be completed prior to enrolling in a specific class.

Schedule: available each semester online with the list of course offerings.

Section: the specific number assigned to a course that identifies it based on the day and time of class meetings.

Self Service: the program used by currently enrolled students to register for classes, keep track of their degree requirements, and make online payments.

Semester: usually 15-week periods of instruction into which an academic year is often divided. UHC has Fall, Spring, and Summer semesters.

SGA: Student Government Association.

Spes Unica: Latin for “Only Hope.”

Student Handbook: an official statement of UHC’s policies and procedures governing the various areas of student life.

Syllabus: information about a specific course, generally given out by a professor during the first class meeting.

The Gazebo: considered to be a gathering place, and the only designated smoking area on campus.

Official School Colors: Maroon and Gray



UHC PRO TIPS

1. Check your UHC email daily

This will be how UHC communicates with you. Important announcements, approaching deadlines, and news about events will only be sent to your UHC email account. If you encounter problems with your email account, contact Information Technology at (504) 398-2106.

2. Never miss the first class meeting

During the first class meeting, the entire class is laid out. You'll review the course syllabus and learn about course requirements and deadlines.

3. Take your education seriously

Take your classes and grades seriously, especially if you are majoring in an area that requires a clinical component or if you are considering graduate or professional school (pharmacy school, law school, medical school, etc.)

4. Practice time management

Deadlines approach quicker than you'd expect. Be a wise manager of your time and get your assignments done early. You'll be less stressed!

5. Proofread your assignments

Double check all papers and assignments before turning them in, and always check the spelling of a professor's name before you send him/her an email.

6. Get involved on campus

Don't zoom off campus after class! Join a campus organization, run for a student government office, or attend a student life function. Check your UHC email for event announcements.

7. Use your resources

Never be afraid to step into any office to ask for assistance. Faculty and staff can assist you with finding your classes or other areas on campus. The Center for Teaching and Learning is also available to help you with test preparation, writing papers, tutoring, and disability services.

8. Stay organized

College can be a lot to handle, so be prepared: organize your assignments, use time management skills, study with a group, use a calendar/planner, and keep your notes in a binder or notebook.



Course Placement

UHC offers opportunities to receive course credit and placement based on work completed in high school.

Official ACT/SAT scores

- If you have taken the ACT/SAT more than once, please ensure that scores from all these tests have been received by UHC Admissions. We will superscore, meaning we will use the highest Math, English, and Reading subscore to determine course placement.

College Board, AP Exams, CLEP subject exams, and International Baccalaureate exams

First semester course placement is determined by your ACT/SAT English, Reading, and Math scores and/or your UHC Accuplacer scores using the chart below.

In the event that you have not taken the ACT/SAT, or are not satisfied with the placement assigned in accordance with your ACT/SAT scores, you may opt to take our Accuplacer Placement test instead.

- Our tests are untimed and FREE! To schedule your Accuplacer Placement test, please contact the Center for Teaching and Learning at (504) 398-2123. Don't forget to ask for study materials!

PLACEMENT MATRIX				
English (ENG)	ACT English	SAT Writing	ACCU Writing	PLACEMENT
	£17	280-480	200-249	ENG100
	18-23	490-580	250-262	ENG101
	24-26	590-620	263-275	ENG102, Credit for ENG101
	27-36	630-800	≥276	Credit for ENG101, ENG102
Mathematics (MAT)	ACT Math	SAT Math	ACCU QRA&S	PLACEMENT
	£17	£480	200-244	MAT099
	18-19	490-510	245-251	MAT100A
	20-21	520-530	252-261	MAT100B
	22-24	540-580	262-275	MAT105
	≥25	590-800	≥276	Credit for MAT105
Reading (REA)	ACT Reading	SAT Reading	ACCU Reading	PLACEMENT
	£17	280-540	£275	REA100
	22-36	550-800	≥276	REA100 not required



Directory

Frequently Called Offices

Academic Affairs (Room 2200)

(504) 398-2231

Located on the second floor in Moreau Hall. This office is home to academic administrators.

Admissions (Room 1000)

(504) 398-2175

Visit with your Admissions Counselor, turn in transcripts and other documentation, and obtain replacement student ID cards.

Alumni Affairs

(504) 398-2327

After graduation, join the Alumni Association and receive announcements about the university and events.

Bursar (Room 2204)

(504) 398-2151

Located on the second floor in Moreau Hall, visit this office to pay your tuition and fees, to ask about your bill, or to add money (Bayou Bucks) to your student ID.

Campus Ministry

(504) 398-2106

The Campus Ministry Office works to meet the spiritual needs of the university community by providing opportunities for prayer, service, and presence. Need a listening ear? Need encouragement? Need support? Want to be of service to others? Come to Campus Ministry.

Campus Police

Day: (504) 329-4430 Night: (504) 247-3825

Contact Campus Police to report an incident, suspicious behavior, or to get an escort to your vehicle.

Center for Teaching and Learning (Room 1026)

(504) 398-2123

Visit this office to sign up for free tutoring and ask questions about advising and changing your major. The Writing Lab and Academic Skills Lab can also assist you with tutoring or computer needs.

Counseling Center

(504) 398-2168

Located on the front side of the university facing Woodland Drive, the Counseling Center is available for students at no charge and to the community. It is also used as a training center for UHC programs in graduate counseling.



Directory

Financial Aid (Room 1020)

(504) 398-2233

Located on the first floor, this office is where you can go to ask questions about financial aid, loans, grants, and FAFSA. You can also visit with your financial aid counselor.

Hurricane Cafe

(504) 398-2155

Your one stop shop for all of your food service needs.

Information Technology

(504) 398-2106

As a new student at UHC, you will receive an email account. UHC will communicate with you using this account only, so check it daily! Also, you will have access to Self Service and Canvas to view your grades, communicate with classmates and professors, and register for future semesters. If you have trouble using your accounts, please contact the IT Help Desk.

Library (Room 1401)

(504) 398-2145

The library is available during published times in the fall, spring, and summer semesters. The library can also be accessed online at <https://uhcno.libguides.com/> 24 hours a day, 7 days a week.

Registrar (Room 1024)

(504) 398-2235

This office houses academic records. Visit if you have any questions concerning your academic major. You can also change your contact information, ask questions about courses, and apply for graduation.

Student Health Services

(504) 398-2168

The Office of Student Health Services provides a wide variety of information and programming. Visit the school nurse for first aid supplies and over-the-counter medication.

Student Life

(504) 398-2155

Visit this office if you'd like to get more involved on campus, such as joining a student organization, Student Government Association, or an intramural sport.

Student Lounge

The student lounge is available for use throughout the day and evening. It is an area where students can study, relax, work on group projects, or socialize. It has full WiFi capabilities, along with other fun amenities.



Academic Calendar

FALL 2023

Aug. 7	Tuition and Fees Due by 4:30 p.m.
Aug. 21	First Day of Classes
Aug. 21	Drop/Add and Late Registration Begins
Aug. 26	First Day of Saturday Classes
Aug. 28	Last Day of Drop/Add and Late Registration - Deadline 4:30 p.m.
Aug. 28	Last Day of 100% Tuition-only Refund - Deadline 4:30 p.m.
Aug. 28	(AFTER TODAY, A GRADE OF W WILL BE RECORDED FOR WITHDRAWN CLASSES.)
Sept. 4	Labor Day Holiday University Closed
Sept. 5	Last Day for 50% Tuition-only Refund - Deadline 4:30 p.m.
Sept. 7	Census (14th Class Day)
17-Sep	Constitution Day
Oct. 6	Last Day to Change "I" Grades for SU 23
Oct. 16	Mid-term Grades Due for all 099-299-Level Courses
Oct. 24	Last Day to Withdraw with a Grade of "W" - Deadline 4:30 p.m.
Oct. 27	Last Day to Apply for Spring 2024 Graduation - Deadline 4:30 p.m.
Nov. 1	All Saints Day Holiday University Closed
Nov. 22	Thanksgiving Holiday Begins University Closed
Nov. 27	Thanksgiving Holiday Ends University Reopens
Dec. 5	Final Exams Begin
Dec. 11	Final Exams End; End of Fall 23 Semester
Dec. 15	All Final Grades Due by 4:30 p.m.
Dec. 18	Christmas and Winter Holiday Begins University Closed
Jan. 3	University Reopens

SPRING 2024

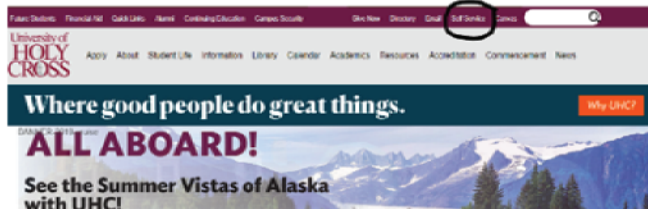
Jan. 8	Tuition and Fees Due by 4:30 p.m.
Jan. 15	Martin Luther King Holiday University Closed
Jan. 16	First Day of Classes
Jan. 16	Drop/Add and Late Registration Begins
Jan. 20	First Day of Saturday Classes
Jan. 23	Last Day of Drop/Add and Late Registration - Deadline 4:30 p.m.
Jan. 23	Last Day for 100% Tuition-only Refund - Deadline 4:30 p.m.
Jan. 23	(AFTER TODAY, A GRADE OF W WILL BE RECORDED FOR WITHDRAWN CLASSES.)
Jan. 30	Last Day for 50% Tuition-only Refund Deadline 4:30 p.m.
Feb. 2	Census (14th Day of Classes)
Feb. 10	First Day of Mardi Gras Holiday University Closed
Feb. 15	University Reopens after Mardi Gras Holiday
Feb. 16	Last Day to Change "I" Grades from Fall 23
Mar. 11	Midterm Grades Due by 4:30 p.m. for All 099 - 299-Level Courses
Mar. 12	Last Day to Apply for SU 24 Graduation - Deadline 4:30 p.m.
Mar. 13	Grad Fair
Mar. 14	Registration Opens for SU 24 and FA 24
Mar. 18	Last Day to Withdraw with "W" Deadline 4:30 p.m.
Mar. 25	Easter Holiday Begins University Closed
Apr. 1	University Reopens after Easter Holiday
Apr. 8	Last Day to Apply for Fall 24 Graduation - Deadline 4:30 p.m.
Apr. 23	Final Exams for May Graduation Candidates and DE Seniors Begin
Apr. 29	Final Exams for May Graduation Candidates and DE Seniors End
May 1	Final Grades Due by 4:30 p.m. for Graduation Candidates and DE Seniors
May 1	Final Exams Begin
May 8	Final Exams End
May 8	End of SP 24 Semester
May 10	Final Grades Due - Deadline 4:30 p.m.
May 18	Commencement Mass
May 19	Commencement





Class Registration

After you have met with your academic advisor to plan your class schedule, please follow the instructions below to register for your classes:

1. Go to uhcno.edu.
2. Click Self-Service on the top right hand side.



3. Log in with your UHC email address and password.
 - a. Note: Self-Service may require you to authorize your account if it is your first time logging in. Enter information required.
4. Once logged in, click “Register.”
5. Click “Traditional Courses.”
6. Select the period you are registering for. Ex: 2020/Fall.
7. Click “Section Search.”
8. In the Course Code box, using your curriculum guide, type in the course you want to search. Enter letter and numbers without any spaces. Ex: *BIO101*.
9. Choose your period. Ex: 2020 Fall.
10. Click search.
11. This will prompt the sections, days, times, instructors, credits, and available seats for the course.
 - a.  available seats
 - b.  closed
12. Click the button to add the course to your cart.
13. Click under the options tab.
14. Repeat steps 6–13 for all courses you wish to add.
15. Once all courses have been added to cart, click “proceed to registration.”
16. Your added courses should now all be listed. Click the “Next” button on the bottom of the screen.
17. Click “Next.”
18. Your screen should now say your schedule has been submitted to your advisor for approval. Your assigned advisor will receive your schedule notification and approve your courses.

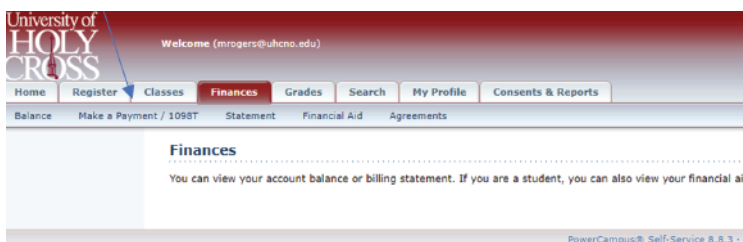


Self Service Payments

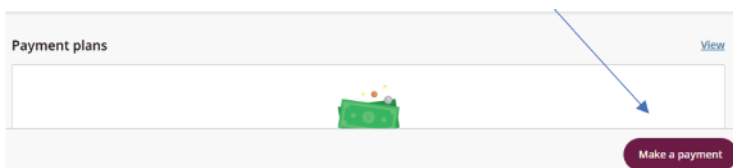
1. Log into your Self Service using your UHC email address and assigned password. Once logged in, click on the “Finances” Tab at the top of the page.



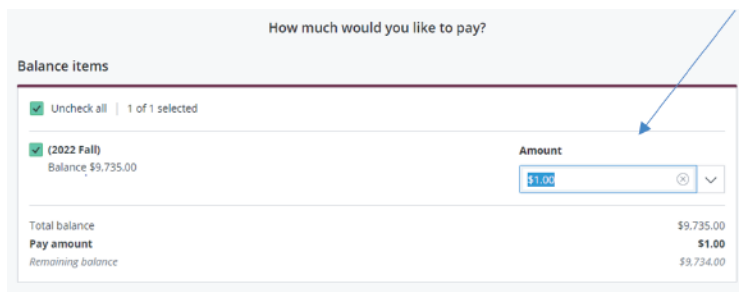
2. Below the finances tab, click on “Make a Payment / 1098T”.



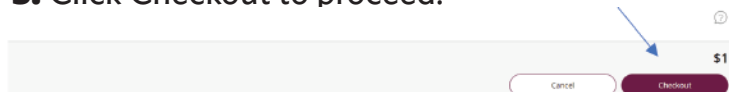
3. Click on “Make a Payment” at the bottom of the screen.



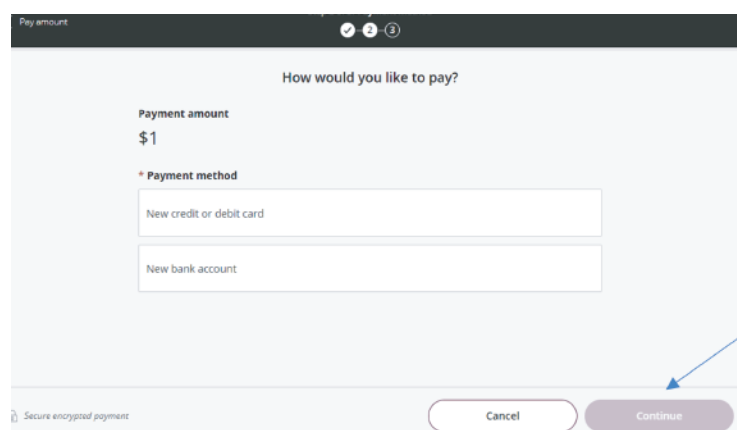
4. Enter the amount of Payment in the Amount field.



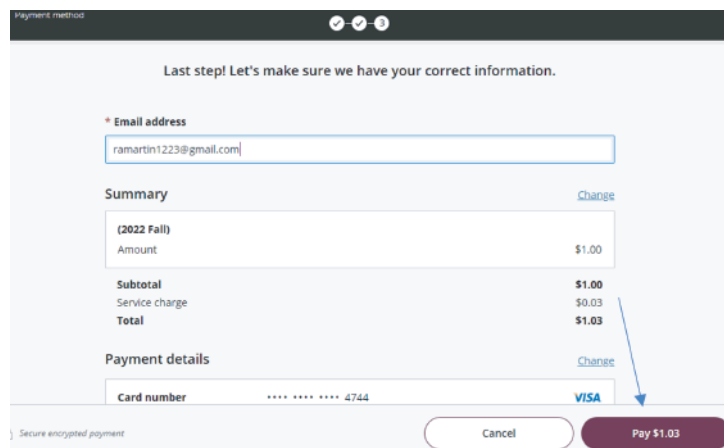
5. Click Checkout to proceed.



6. Enter Payment Method and click continue
- Processing fees for using a Credit Card
- No Processing fees for using Electronic Check



7. Enter email address, verify payment details and click pay.



Payment Plans

- Available for Fall, Spring, and Summer semesters.
- \$75 payment plan fee to enroll.
- The first installment payment is due at the time of enrollment into the payment plan.
- 8 bi-weekly installment payments offered for Fall & Spring semesters.
- 5 bi-weekly installment payments offered for Summer semester.
- Methods of Payment:
 - credit/debit card
 - electronic check



Residence Hall



Residence Hall

Live it up. Live on campus.

AVAILABLE UNITS

1 Bedroom / 1 Bath



2 Bedrooms / 1 Bath Suite



2 Bedrooms / 1 Bath Deluxe Suite



4 Bedrooms / 2 Bath Deluxe Suite



QUICK FACTS

- Built in 2018
- Four floors
- 60,000 square feet
- 115 beds
- Bathrooms in all units
- Room configurations:
 - Single bed units
 - 2-bed units
 - 4-bed units
- Card access to building

AMENITIES

- Wireless Wi-Fi equipped
- Community kitchens
- Community living room
- Conference rooms
- Study rooms on each floor
- Laundry facility on site
- Gym and locker rooms
- Meditation room
- Postal area
- Free parking

Freshmen living further than 50 miles from campus are required to live on campus, unless evidence of housing by a relative is provided. There is a \$200 required and non-refundable housing application fee. Choose from three available meal plan options!

Learn more at uhcno.edu/housing



Fitness Center



The Tom & Gayle Benson
Charitable Foundation

FITNESS CENTER

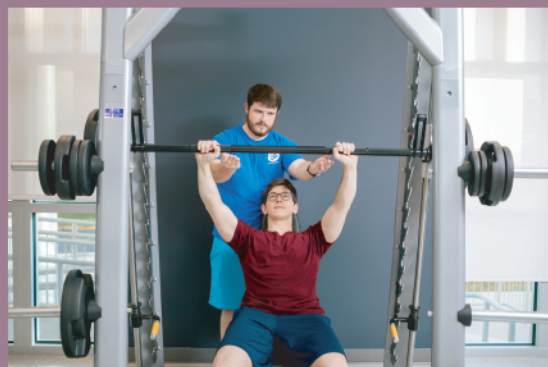
free for **all UHC students!**



**WEIGHTLIFTING
& CARDIO
MACHINES**



**FREE
WEIGHTS**



**TVS WITH
CABLE ACCESS**



**Must check-in at front desk and show
UHC ID for entry.**

*Gym waivers must be on file before utilizing
the gym (available at front desk).*



Campus Maps

Main Building
1st Floor

University of
HOLY CROSS
4123 Woodland Drive
New Orleans, LA 70131

Main Building 1st Floor

LEGEND

-  Entrance
-  Restrooms
-  Stairs
-  Elevator



Campus Maps

Main Building 2nd Floor

University of
**HOLY
CROSS**
4123 Woodland Drive
New Orleans, LA 70131

Main Building 2nd Floor

LEGEND



Restrooms

Stairs

Elevator

