STUDENT SERVICES

Advising
At Concordia University every graduate and professional student receives personal consideration and attention, including the benefit of personal academic counseling from an assigned faculty member.

Center for Academic Advising and Career Engagement
The Center for Academic Advising & Career Engagement bolsters the holistic development of Concordia students and alumni by providing comprehensive academic and career support toward the development, implementation, and fulfillment of academic, career, and vocational goals.

The Center for Academic Advising & Career Engagement operates from a learning-centered paradigm; in essence, through your advising experience you will learn several skills which complement your academic and professional preparation. We recognize God created you on purpose, for purpose and thus strive to learn about your many talents, interests, and aspirations. Our goal is to help you develop an awareness of what makes you uncommon so you can harness those gifts to fully engage with meaningful learning opportunities in the classroom, in the community, and in the workforce. As with your academic experience, the ultimate responsibility is upon you – the learner – to fully engage in your educational and career pursuits. We will be with you every step of the way and simply ask that you keep us informed of questions, concerns, and changes to your plans as they arise, so we may best assist you along your journey.

Tools for Professional Development
- Handshake is our Career Services online tool. You can use this to find jobs, internships, and other career resources. This innovative platform will help take you through college and into the first Handshake with your employer.
- Career Document Series: This is located on our cuw.edu/careers website. Visit this for a complete list of information that will be helpful in preparing your professional documents, interviewing, and other aspects of your career.
- Focus v2 will help you find out more about yourself with its skills, personality, values, and work interest assessments. Find out what you can do with your major and how to start down a path toward success.
- CUWConnect is a tool that will allow you to connect with current alumni in your field. Alumni can be an invaluable resource as you pursue your vocation. Create an account and begin searching for mentors and connections in your interest area.

Responsibilities
Students are responsible for the development, implementation, and fulfillment of their vocational aspirations by:
- Taking the initiative to seek advising – you should meet with your advisor twice a semester
- Understanding and fulfilling all program requirements – use your Academic Catalog
- Staying apprised of curricular changes – you should read and respond to all emails from your support network (i.e., Advisors, Faculty, Deans, etc.)
- Utilizing campus and academic resources – you should use at your discretion and at the suggestion of advisors & instructors

Advisors are responsible for the development, implementation, and fulfillment of students’ vocational aspirations by:
- Communicating regularly with each advisee – we will be responsive to phone calls and emails
- Keeping students apprised of curricular policies and changes – we will be in constant communication with both your program faculty and you
- Helping students evaluate their academic performance and vocational decisions – we will provide clear & honest feedback and will articulate options for decisions
- Referring you to campus and academic resources as appropriate – these are intended to aid in your academic success

The University is responsible for the development, implementation, and fulfillment of students’ vocational aspirations by:
- Communicating requirements and expectations for graduation – follow the Academic Catalog
- Providing a structure to fulfill those expectations in a timely fashion – use the advice of advisors and faculty, course sequencing and offerings are very important
- Providing appropriate access to academic and campus resources – we have a lot of people who want to see and help you succeed

Institutional Review Board (IRB) Use of Human Subjects in Research
Federal regulations and Concordia University policy require that any research involving human subjects must come before the Institutional Review Board (IRB) for review and approval. This policy pertains to projects for classes, independent studies, thesis and dissertation research, as well as faculty/student collaborative projects. Each research protocol involving human subjects must be reviewed and approved by the IRB prior to beginning the project. While investigators may contact organizations from which subjects might be recruited, contacting subjects for recruitment or obtaining consent are prohibited actions until IRB approval is received.

Examples of research activities that would fall under IRB purview include:
- Clinical trials
- Experimentation with human tissue
- Review of medical records or other personal data
- Pilot studies and feasibility studies (including single subject studies)
- Research using data on human subjects gathered in earlier projects
- Surveys or questionnaires
- Other social science or educational studies involving human subjects

Certain types of research involving only minimal risk procedures (e.g., the study of individual or group behavior in which the behavior is not manipulated and the subjects are not exposed to any stressful situation) or research deemed to be exempt from full board review by the IRB (e.g., survey research) may be eligible for an expedited review process. Expedited review is generally to be used only in special...
Students may access the following Smarthinking tutoring options for up to 15 hours per semester. Please visit www.smarthinking.com for more information about the Math Drop-In Desk or to request a schedule, which takes place on a first-come first-served basis, in short 30-minute sessions. For more information, please call 262-243-2623 or send an email to swlrc@cuw.edu.

The Writing Center
Accelerated learning students have two options to utilize in the Writing Center. They can make in-person appointments at the Mequon Campus and/or they can submit their work online through CUW’s Online Writing Lab (OWL). The OWL is maintained by training Writing Center staff. Writing Consultants offer constructive comments about student projects. The OWL staff reviews essays and assists students with brainstorming, researching, formatting, and revising. To submit an essay to the OWL, visit www.cuw.edu/OWL. Accelerated learning students are also welcome to visit the Writing Center for in-person consultations. There are two locations on the Mequon Campus, one in the Learning Resource Center (Luther 200), and on in Rincker Memorial Library. Writing Center Consultants work with students at any stage of the writing process. To make an appointment for an in-person consultation, please visit tutortrac.cuw.edu or call 262-243-2623.

Math Drop-In Desk
Accelerated learning students are welcome to visit the Math Drop-In Desk located in the Mequon campus in the Learning Resource Center (Luther 200). The Math Drop-In Desk offers assistance with statistics, algebra, business math, and most other math-related questions. Tutoring takes place on a first-come first-served basis, in short 30-minute sessions. For more information about the Math Drop-In Desk or to request a schedule, contact the LRC at 262-243-2623.

Smarthinking
Smarthinking is a free online tutoring service staffed by trained online instructors who can tutor students in the general undergraduate subject areas of Mathematics (Algebra, Geometry, Trigonometry, and Calculus), Science (General and Organic Chemistry, Physics, Biology, Anatomy, Physiology), Business (Introduction to Accounting, Economics, Statistics, Finance), Spanish, and Writing. Students may use Smarthinking services for up to 15 hours per semester. Please visit www.smarthinking.com (http://www.smarthinking.com) to view the disciplines for which Smarthinking offers academic support.

Students may access the following Smarthinking tutoring options through the Blackboard component of your choice:

- Real-time chat with online instructors who specialize in select disciplines
- Pre-arranged chat appointments offered for a variety of subject areas
- Submission of coursework-related questions to Smarthinking online instructors
- Access to an electronic library of academic resources

For more information on Smarthinking, students can contact the Support Services Coordinator at 262-243-4535.

Academic Skills Development
The LRC at CU offers assistance with developing proficiencies vital to a successful college career, such as time management, note-taking, reading comprehension, test-taking, and using and citing sources in research papers. Students who are off-site and unable to travel to the Mequon campus should contact the LRC to access online workshops and other academic skill resources. Students able to travel to the Mequon campus can schedule a meeting with an academic skills coach by calling 262 243-2623 or emailing swlrc@CUW.edu.

Disability Support Services (DSS)
CU is committed to students with disabilities and ensuring academic accessibility needs. The LRC assists students with obtaining and implementing reasonable accommodations in accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and relevant regulations and case law. Students with disabilities should contact the LRC upon enrolling for further information about securing accommodations. If you are a student with a documented disability and need accommodations for any course, please register with Disability Support Services. Contact the Director of the Learning Resource Center and Disability Support Services by calling 262-243-4299 and find out how to get started at www.cuw.edu/dss. Students with disabilities must disclose their disability with DSS and submit documentation from a licensed professional of his/her disability/impairment. For more information, or to request accommodations, please visit www.cuw.edu/dss or send an email to dss@cuw.edu.

Counseling Services
A director of counseling supervises the counseling activities on the campus. The director serves as a counselor for students desiring personal counseling. Graduate students may also be referred to agencies in the community as individual needs warrant.

Computer Access
The University has a number of computer labs available for faculty and students. The University’s computer systems also provide a wide range of software application packages (including word processors, spreadsheets, data base systems, graphics, and statistical programs) along with a number of programming language environments and system utilities. Computer accounts are available to all students by request at no cost. The University has a program for students to purchase computers through the institution. See the Information Technology Support department for more information. Information Technology is an academic discipline and we don’t support students with computer use.

Falcon-One Card
All graduate students who plan to use the Concordia University library must receive a Falcon ONE card, which is available at no charge in the Rincker Library. The card will be validated by the Business Office when all fees have been paid. The identification cards remain the property of the University and are subject to return to the University upon termination, change of status or completion of term. Money may be placed on the Falcon ONE card, which may then be used for food services, Book Store purchases, or any other campus expenses.
Bookstore
The campus bookstore is located in the Student Union. All textbooks for courses, school supplies, gift items, greeting cards and clothing that carries the university emblem are available in the bookstore.

Health Services
The Health Service is operated at set hours for evaluation and treatment of minor illness, first aid, and consultation regarding health manners. A physician serves as a consultant and for referral. The Health Service instructs and supplies selected personnel with materials for dealing with minor problems. Serious illness and emergencies are referred to local professional health care agencies. All Concordia students are encouraged to carry adequate health and accident insurance, either through the university or individual policies.

Parking
A parking sticker is required for all student vehicles prior to parking on campus. Parking stickers are issued by Campus Safety. There is no charge for parking stickers. Rules and regulations pertaining to parking can be obtained in the Campus Safety Office.