

Milwaukee Campus Guide for Students 2011-2012



**School of Human Services
Milwaukee Campus
744 North 4th Street, Suite 300
Milwaukee, Wisconsin 53203
414-276-2300/866-271-2983**

SPRINGFIELD COLLEGE



Greetings!

I would like to take this opportunity to extend my personal welcome to you as a student at Springfield College's School of Human Services, Milwaukee Campus.

At the Milwaukee Campus you are treated with respect for your life, work, family, and community and life experiences. The sharing of these experiences with your fellow students and faculty increases total awareness and critical thinking which is the key to our program's success. Open, ongoing, and authentic dialogue is the foundation of our educational approach.

The willingness to assist you in succeeding with your educational endeavors is sincerely shared by all the faculty and staff at the Milwaukee Campus. We look forward to providing the very best learning environment for you throughout your Springfield College experience.

Again, welcome.

Niaz Ahmed, Ph.D.
Assistant Dean/Campus Director
Milwaukee Campus

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I. Campus Directory

Niaz Ahmed	Assistant Dean/Campus Director	224	nahmed@spfldcol.edu
Cynthia Altendorf	Administrative Assistant/Admin	221	caltendorf@spfldcol.edu
Warren Braden	Faculty	223	wbraden@spfldcol.edu
Nathanial Clark	Faculty	227	nclark@spfldcol.edu
Barbara Fetkenhauer	Assistant Director for Administration	229	bfetkenh@spfldcol.edu
Suzanne Guthrie	Administrative Assistant/Admin.	226	sguthrie@spfldcol.edu
Vickie Jackson	Assistant Director Academic Services	230	vjackson@spfldcol.edu
Roderick Rush	Asst. Dir., Recruitment/Admissions	232	rrush@spfldcol.edu
Rebecca Siehr	Faculty	225	rsiehr@spfldcol.edu

Campus hours of operation:

Monday:	CLOSED
Tuesday:	10:00 am -- 6:00 pm
Wednesday:	10:00 am -- 8:00 pm
Thursday:	10:00 am -- 6:00 pm
Friday:	10:00 am -- 4:00 pm
Saturday:	8:30 am -- 5:00 pm <i>on class weekends only</i>
Sunday:	8:30 am -- 5:00 pm <i>on class weekends only</i>

II. Student Support Services

A. Academic Support Services

The Milwaukee Campus offers student support services in an Academic Success Center located on site. Services include writing support, study skills counseling, and resource support services. All services are coordinated with the assistance of an Academic Resource Specialist and focus on the development of sustainable skills to help students become independent learners. The Academic Resource Specialist is available during designated campus hours and by appointment. Students can learn about services by clicking on the Academic Success Center link on the **mySCweb** page or campus homepage. A student may self-elect to seek assistance or follow through on a recommendation. We strongly encourage students to take advantage of our Academic Success Center services by contacting Ms. Vickie Jackson, 414-276-2300, ext. 230, email: vjackson@spfldcol.edu to set up an appointment or learn more about these services.

B. Services for Students with Disabilities

Students with documented physical, learning or psychological disabilities may be eligible for reasonable academic accommodations to help them succeed in their academic program. It is the student's responsibility to make a request for such accommodations and to provide appropriate documentation administered by a qualified professional such as psychologists, medical doctors or agencies specializing in the diagnosis of such disabilities. Documentation must be current, within three (3) years from the time the student makes a request for services. If you have questions about services for students with disabilities, please contact Ms. Vickie Jackson, 414-276-2300, ext. 230, vjackson@spfldcol.edu.

C. Technology Support Services

For assistance in all areas related to education technology, including access and reset of webmail, campus web, and online courses through the School's learning management system, *Pride Online* powered by *Moodle*, please contact Ms. Suzanne Guthrie, 276-2300, ext. 226. Email: sguthrie@spfldcol.edu.

	SHS TECH HELP CONTACT
BOSTON CAMPUS	Venatia Jones Phone: 617-242-3361 Email: vjones@spfldcol.edu
CHARLESTON CAMPUS	Gail Collins Fallon Brown Phone: 843-554-7244 Email: gcollins@spfldcol.edu fbrown@spfldcol.edu
HOUSTON CAMPUS	Benita Williams Phone: 713-681-1120 Email: bwilliams@spfldcol.edu
LOS ANGELES CAMPUS	Katrin Wilson Phone: 310-673-5607 Email: kwilson@spfldcol.edu
MANCHESTER CAMPUS	Dennis Martino Phone: 603-666-5700 Email: mmagin@spfldcol.edu
MILWAUKEE CAMPUS	Suzanne Guthrie Phone: 414-276-2300 Email: sguthrie@spfldcol.edu
ST. JOHNSBURY CAMPUS	Diane Winchell Phone: 802-748-5402 Email: dyoung@spfldcol.edu
SAN DIEGO CAMPUS	Mary Buck Phone: 619-582-4002 Email: mbuck@spfldcol.edu
SPRINGFIELD CAMPUS	Karolynn Traynham Phone: 413-748-3204 Email: vchavis@spfldcol.edu
TAMPA BAY CAMPUS	Nimai Manrique Phone: 813-936-2800 Email: nmanrique@spfldcol.edu
WILMINGTON CAMPUS	Joel Littlejohn Phone: 302-658-5720 Email: jlittlejohn@spfldcol.edu

D. SC ALERT

Springfield College offers a state-of-the-art emergency notification system--SC ALERT—to send emergency notifications and important messages from the School of Human Services (SHS) campuses to your mobile phone, Blackberry, wireless PDA, pager, Smart or Satellite phones and e-mail addresses. You will receive notification wherever you are. SC ALERT will be used only for emergency purposes. Subscribers to SC ALERT will pay no fees for the service, other than any regular fees associated with text messaging services by your provider. Signing up for SC ALERT is simple! Go to the Springfield College home page (www.spfldcol.edu) and click on the SC ALERT icon. If you need assistance signing up, contact Brian Page at (413) 748-3750, or bpage@spfldcol.edu.

III. Academic Information

A. Academic Calendar – Undergraduate and Graduate For Milwaukee Campus

2011-2012 ACADEMIC CALENDAR Faculty/Staff

May	04	NEW STUDENT ORIENTATION/ Make up session
	07	May Classes Begin
	14-15	Graduation, Springfield, MA
	21	Adjunct In-Service
	31	MEMORIAL HOLIDAY
	31	Academic Plans/Financial Aid Probation Requests (SAP) Due
	31	September Course Offers Distributed
June	01	August Degree Applications Due
	15	ADD/DROP DEADLINE
	15	September Course Schedule Posted to Website
	15	September Advising Begins
	30	January Grade Appeal Deadline
	30	Portfolio Deadline for December grads
	30	September Syllabi/Textbook Orders Due
	TAB	MHC Pre-Practicum Meeting
TBA	CAMPUS CLOSED: STAFF DEVELOPMENT	
July	01-31	On-Line Registration Begins
	04	INDEPENDENCE DAY HOLIDAY
	15	Fall Syllabi Posted to SHS Website
August	10	UNDERGRADUATE PROJECT PRESENTATIONS
	15	September Admissions Deadline
	17	September NEW STUDENT ORIENTATION
	21	May Classes End
	24	May Final Grades Due
September	06	LABOR DAY HOLIDAY
	10	September Classes Begin
	30	January Course Offers Distributed
	30	Academic Plans/Financial Aid Probation Requests (SAP) Due
	TBA	Community Advisory Board Meeting

October	01	December Degree Applications Due
	06	CAMPUS CLOSED: Humanics in Action Day
	11	COLUMBUS DAY HOLIDAY
	15	ADD/DROP DEADLINE
	15	January Advising Begins
	15	January Course Schedules Posted to Website
	23	Mandatory Faculty In-Service Training
31	May Grade Appeal Deadline	
November	01-30	On-Line Registration Begins
	15	January Syllabi Posted to SHS Website
	24-27	THANKSGIVING HOLIDAY
	30	Portfolio Deadline for May grads
December	07	UNDERGRADUATE PROJECT PRESENTATIONS
	15	January Admissions Deadline
	14	January NEW STUDENT ORIENTATION
	18	September Classes End
	21	September Final Grades Due
	24	Winter Break Begins
January	07	January Classes Begin
	17	MARTIN LUTHER KING, JR. HOLIDAY
	28	2011 Graduation Celebration
	31	Academic Plan/Financial Aid Probation Paperwork (SAP) due
	31	May Course Offers Distributed
	TBA	Dean's Council Retreat
February	01	May Degree Applications Due
	15	ADD/DROP DEADLINE
	28	Portfolio Deadline for August grads
	28	September Grade Appeals Deadline
	28	May Course Syllabi/Textbook Selections Due
	TBA	2012 – 2013 Financial Aid Workshop
March	01-31	May Advising/On-Line Registration
	01	2011-2012 Student Award Nominations Due
	15	May Syllabi Posted to Website
	TBA	CAMPUS CLOSED: Staff Development
	TBA	MWHCOHS Regional Meeting
April	6	UNDERGRADUATE PROJECT PRESENTATIONS
	15	May Admissions Deadline
	20	May NEW STUDENT ORIENTATION
	24	January Classes End
	27	January Final Grades Due
	30	Faculty Orientation/In-Service

UNDERGRADUATE SCHEDULE

September 2011

January 2012

May 2012

September 10, 11, 24, 25

January 7, 8, 21, 22

May 5, 6, 19, 20

October 1, 2, 15, 16

February 4, 5, 19, 20

June 2, 3, 16, 17

November 5, 6, 19, 20

March 3, 4, 17, 18

July 7, 8, 21, 22

December 3, 4, 17, 18

April 3/31, 4/1, 21, 22

August 4, 5, 18, 19

December 7 Projects.

April 4 Projects

August 8 Projects

December 11, Sr Seminar

April 8 Sr Seminar

August 12 Sr Seminar

GRADUATE SCHEDULE

September 2011

January 2012

May 2012

September 10, 11, 17, 18

January 7, 8, 14, 15

May 5, 6, 12, 13

October 1, 2, 8, 9

February 4, 5, 12, 13

June 2, 3, 9, 10

November 5, 6, 12, 13

March 3, 4, 10, 11

July 7, 8, 14, 15

December 3, 4, 10, 11

April 3/31, 4/1, 14, 15

August 4, 5, 11, 12

B. Class Cancellation/Class Delays/Campus Closing

Notification of campus class cancellation, openings, delays, or closings will be available through SC ALERT, college e-mail or turning to the following stations and updates:

WISN and its affiliates

WTMJ and its affiliates

WITI and its affiliates

C. Online Registration Dates

September 2011 term: July 5, 2011 – August 22, 2011

January 2012 term: November 4, 2011 – December 19, 2011

May 2012 term: March 2, 2012 – April 16, 2012

D. Frequently asked questions (FAQ's)

1. **What is the role of my academic advisor?**

Think of your academic advisor as your partner in education. Your advisor is responsible for ensuring that you understand the SHS program and sequencing of courses and for monitoring your academic progress so that all graduation requirements are met. However, it is ultimately your responsibility to ask questions and to keep track of your own progress.

2. **What is a syllabus and what information is usually included in it?**

A syllabus is your guide to understanding what is expected in a course. The professor will give you a syllabus no later than the first class. This document will include contact information for the professor, class assignments, grading criteria, and academic policies.

3. **What is a pre-course assignment?**

Pre-course assignments are reading, writing, and project activities that are preparation for the first class of the course that you will be taking. You will find the vital information you need prior to your first class on the Pre-course Assignment Forms. It contains the instructor's contact information, course objectives, required texts, and the Pre-course assignment. Pre-course Assignment Forms must be downloaded from the SHS website.

4. **Do I have to complete any academic work between classes?**

Yes. Education is continuous and class meetings are just one aspect of the learning process. You are expected to complete all assignments as indicated on the course syllabus, and the web-enhanced pre-course and between-class assignments that incorporate *Pride Online*, which is powered by the learning management system called "Moodle." This applies for all SHS credit courses. These assignments are critical to your academic success. They also enable you to qualify for federal financial aid as a college student taking courses in our accelerated course format. Therefore, you must allocate some of your time between classes for learning activities that might include reading, writing, analyzing, reflection, interacting with others, research, and interacting online with fellow students and the instructor. Assignments must be completed before each class session so you will be prepared for the classroom learning experience.

5. **What happens if I miss a class?**

You are expected to attend all class sessions and workshops for the courses in which you are enrolled. If you must miss all or part of a class session, you must notify the instructor in advance and make arrangements to make up course assignments. If you miss more than one class session, you must withdraw from the class or you will receive an "F" grade for the course.

6. *What happens to financial aid when I add/drop a course?*

Your eligibility for a grant may be lost or reduced when a course is dropped. In some cases, your eligibility may increase if a course is added. Your eligibility for a loan may also change. Check with the staff person handling financial aid at the campus before making final arrangements to add or drop a course so that you will know the impact, if any, in your specific situation.

7. *How is my financial aid impacted when I take less than a full-time load (12 credits undergraduate, 9 credits graduate)?*

Aid is based on full-time enrollment unless your enrollment status is specifically stated as part-time. Many grants are available only to full-time undergraduate students. Pell grants are required to be adjusted for less than full-time status. Cost of attendance changes due to enrollment less than full-time status may also reduce loan eligibility.

8. *If I have a disability, how can I get assistance and support?*

Support services and accommodations are available to any student with a permanent disability. If you require reasonable accommodations to assist you with your studies, you must provide current and appropriate documentation. For information regarding the type of services available to you, please contact Ms. Vickie Jackson, 414-276-2300, ext. 230, email: vjackson@spfldcol.edu.

9. *What kinds of counseling services are available to me?*

Generally, there are three types of counseling services available to you. Academic counseling can be obtained through your academic advisor, who is responsible for helping you understand your program of study. The College's Career Center offers counseling that assists you with making and managing your career and life-planning decisions. The Career Center may be contacted at <http://www.spfldcol.edu/homepage/dept.nsf/career> or 413/748-3222.

Students in need of professional counseling may be referred to a list of community resources that have been identified by the campus. For more information, please contact Ms. Vickie Jackson, 414-276-2300, ext. 230, email: vjackson@spfldcol.edu.

10. *How do I receive credit for experiential learning in the undergraduate program?*

The portfolio course (HUSB 307, Human Services and Portfolio Development) teaches a process that identifies each student's college-level learning and utilizes methodologies that enhance the student's ability to think conceptually and analytically. Students identify, categorize and organize their knowledge and present this knowledge through a course equivalent process. Once the knowledge has been identified, students must decide if and how this knowledge relates to learning that is typically credited at the college level. The Human Services and Portfolio Development course provides a framework to assist students in reflecting upon and articulating their college-level experiential learning. These policies and procedures are based upon guidelines established by the Council for Adult and Experiential Learning (CAEL).

11. *When is my portfolio due?*

The portfolio must be submitted at least six months prior to your anticipated graduation date to allow for the timely review and possible revision of submitted materials.

12. *Why do I need a student ID card?*

As a matriculating student, you are required to have a Springfield College photo identification card. The card should be carried at all times and must be used for identification purposes in accessing campus buildings and grounds, borrowing material from the Babson Library, and attending college-sponsored events. In addition, commercial organizations within your community may offer discounts if you present your student identification card when purchasing their products or services.

13. *Where do I find out the latest info about SHS courses, programs, and activities?*

You can find the latest information regarding SHS courses, programs, and activities through e-mail announcements sent to your Springfield College e-mail address, other campus correspondence to students, campus bulletin boards, academic course schedules, and the SHS website. When viewing the SHS website, be sure to access the link leading to your campus location.

14. *How can I access computers for email, research, and/or word-processing?*

The campus Computer Lab located in room K gives you access to the Babson Library to conduct research for your course assignments and the opportunity to use the word processor. The computers in the lab are equipped with computer software applications for student use that include spreadsheets, Internet research, and library search services. You are able to access e-mail through your Springfield College Webmail account. Your Webmail account is the main mode of communication between you and the College. Routinely, the College will make you aware of general announcements pertaining to the entire Springfield community. You will use your Webmail account to communicate with SHS faculty and administration, Business Office, Financial Aid Office, Library, and any other College office in which you will do business.

15. *Are online courses available at SHS?*

Online courses are offered through both the undergraduate and graduate degree programs to matriculated SHS students. See your advisor for details or check the SHS home page for the schedule.

16. *How do I find out if classes are cancelled because of inclement weather or if other emergencies occur?*

If inclement weather and/or emergencies make it necessary to cancel classes, delay the opening of the campus or close the campus, students will receive notification through SC ALERT, college e-mail, or they can tune to local TV and radio stations for important information and updates.

Springfield College's, SC ALERT, offers a state-of-the art emergency notification system which sends emergency notifications and important messages from the School of Human Services (SHS) campuses to your mobile phone, Blackberry, wireless PDA,

pager, Smart or Satellite phones and e-mail addresses. You will receive notification wherever you are. SC ALERT will be used only for emergency purposes.

Subscribers to SC ALERT will pay no fees for the service, other than any regular fees associated with text messaging services by your provider. Signing up for SC ALERT is simple! Go to the Springfield College home page (www.spfldcol.edu) and click on the SC ALERT icon. If you need assistance signing up, contact Brian Page at (413) 748-3750, or bpage@spfldcol.edu.

17. When should I file an application for graduation? What is the \$50.00 for?

<u>Degree Completed</u>	<u>Degree Application Due</u>
April	January 1
August	June 1
December	October 1

The \$50.00 fee is for processing of application and diploma charges.

IV. Campus Information

A. Bookstore /MBS Direct

MBS Direct is a virtual bookstore, with on-line services available to students 24/7. The virtual bookstore offers students of the Milwaukee Campus the opportunity to purchase books, use their book vouchers, and to have their purchase shipped to home, office or the campus. Please contact Ms. Suzanne Guthrie, 276-2300, ext. 226. Email: sguthrie@spfldcol.edu for more information regarding MBS Direct for Milwaukee.

B. Emergency Telephone Calls

The Milwaukee Campus has a voice mail telephone system. If anyone needs to reach a student while he/she is in class, please direct the person to call 1-866-271-2983. The message will be retrieved and delivered to the student in person.

C. Non-Emergency Telephone Calls

If a student is going to be late or absent from class, the student must call 1-866-271-2983 to leave a message for his/her instructor. The message will be forwarded to the instructor.

D. Identification Cards

Students enrolled in the School of Human Services will be issued a student identification card with an assigned student identification number. This card is used for identification purposes in accessing college buildings and grounds, borrowing material from the Babson Library and attending college sponsored events. The first Springfield College Identification Card is issued to a student at no charge. Replacements for lost or stolen cards will cost \$25.00. Photos for identification cards are taken during the New Student Orientation. If you have questions about obtaining an ID card, please contact Ms. Suzanne Guthrie, 276-2300, ext. 226. Email: sguthrie@spfldcol.edu.

V. Miscellaneous Information

A. Parking Information

Street Parking Meters:

- Weekdays: Parking on street by Meter
.50 per ½ hour,
Cash or Debit/Credit Card
*Most move car every 2 hours/North of Juneau Ave every 5 hrs.
- Saturdays: Parking on street by Meter
Free of cost
*Most move car every 2 hours/North of Juneau Ave every 5 hrs.
- Sundays: Parking on street by Meter
Free of cost
*Most move car every 2 hour

Parking Facilities:

Federal Plaza	747 N Old World 3 rd Street	414-291-7460
2 nd Street Garage	724 N. 2 nd Street	414-286-8401
Boston Store Garage	615 N. 4 th Street	414-347-1344
Grand Avenue Garage	615 N. Plankinton Ave.	414-347-1344
Hilton Milwaukee Parking	509 W. Wisconsin Ave.	414-271-7250, x7139
Isaacs Family Ltd.	330 W. Wells Street	414-271-3858

Parking Lots:

3 rd and Wells Parking	3 rd and Wells	414-224-0004
Rimko Place	738 N. 2 nd Street	414-223-4722
River Bank Plaza	740 N. Plankinton Ave.	414-276-7624
Parking Lot	630 N. 5 th Street	414-291-7460
U.S. Bank Lot	527 N. Plankinton Ave.	414-223-4722
Thanks A lot	843 N. 2 nd Street	414-213-3177

B. Local Accommodations

Ambassador Hotel	2308 W. Wisconsin Ave.	414-345-5000
Astor Hotel	924 E. Juneau Ave.	414-271-4220
Best Western – Inn Towne Hotel	710 W. Old World 3 rd Street	414-224-8400
Comfort Inn & Suites	916 E. State Street	414-276-8800
Courtyard Marriott	300 W. Michigan Street	414-291-4122
Doubletree-Holiday Inn	611 W. Wisconsin Ave.	414-273-2950
Hampton Inn & Suites	176 W. Wisconsin Ave.	414-271-4656
Hilton Milwaukee	509 W. Wisconsin Ave.	414-271-7250
Hotel Metro	411 E. Mason Street	414-272-1937
Hyatt Hotels & Resorts	333 W. Kilbourn Ave.	414-276-1234
InterContinental Milwaukee Hotel	139 E. Kilbourn Ave.	414-276-8686

Accommodations continued:

Knickerbocker On-Lake Hotel	1028 E. Juneau Ave.	414-276-8500
Park East Hotel	916 E. State Street	414-276-8800
Pfister Hotel	424 E. Wisconsin Ave.	414-273-8222
Residence Inn by Marriott	648 N. Plankinton Ave.	414-224-7890

C. Local Restaurants

Astor Street	920 E. Juneau Ave.	414-278-8660
Applebee's Grand Avenue	275 W. Wisconsin Ave.	414-347-9125
Benihana (Japanese)	850 N. Plankinton Ave.	414-270-0890
Capitol Grille	310 W. Wisconsin Ave.	414-223-0600
China Gourmet	330 E. Kilbourn Ave.	414-272-1688
Cousins Sub Shop	1001 N. Old World Street	414-224-6050
George Webb's	812 N. Old World 3 rd Street	414-278-0225
Heinemann's Restaurant	411 E. Wisconsin Ave.	414-224-7800
Jimmy John's	767 N. Water Street	414-227-1166
John Hawks Pub	100 E. Wisconsin Ave.	414-272-3199
Karl Retzsch's (German)	320 E. Mason	414-276-2720
Louise's	801 N. Jefferson Street	414-273-4224
The King & I (Thai)	823 N. 2 nd Street	414-276-4181
Mader's (German)	1041 N. Old World 3 rd Street	414-271-3377
Major Goolsby's	340 W. Kilbourn Ave.	414-271-3414
Mo's A Place for Steaks	720 N. Plankinton Ave.	414-272-0720
Mo's Irish Pub	142 W. Wisconsin Ave.	414-272-0721
Osteria Del Mondo	1028 E. Juneau	414-291-3770
Pot Belly's Sandwich Shop	135 W. Wisconsin Ave.	414-226-0014
Rip Tide Seafood Bar & Grill	649 E. Erie Street	414-271-8433
Rock Bottom Rest. & Brewer	740 N. Plankinton Ave.	414-276-3030
Rudy's Mexican	1122 N. Edison Street	414-223-1122
Safe House	779 N. Front Street	414-271-2007
Smack-M Up Sandwich Shop	744 N. 4 th Street (Lobby)	414-273-2160
Trinity Three Irish Pub	125 E. Juneau Ave.	414-278-7033
Turner Restaurant (Historic)	1034 N. 4 th Street	414-276-4844
Water Street Brewery	1101 N. Water Street	414-272-1195

D. Local Transportation

AMTRAK www.amtrak.com	433 W. St. Paul Street	800-872-7245
General Mitchell International www.mitchellairport.com	5300 S. Howell Ave	414-747-5300

Greyhound 433 W. St. Paul Ave. 414-272-2156
www.grayhound.com

Milwaukee County Transit 1942 N. 17th Street 414-344-6711
www.ridemcts.com

Taxicab Information:

American United Taxicab	Milwaukee	414-224-1044
Airport Connections	Milwaukee	414-769-2444
	\$13.00 / per-direction	
Airport Towncar Express	Airport transportation	800-945-5316
General Mitchell Taxi Cab	Franklin/Milwaukee	414-861-7555
Yellow Cab	Milwaukee	414-271-2710