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About Our Guides

University Parent Media works closely with institutions around the country to bring together the most relevant, timely information into one all-inclusive resource.

We have published this guide with the mission of helping you easily navigate the university and its surrounding community. Ultimately, we hope these resources help nurture your connection and involvement in your student's college years!

Make the Most of Your Parent Guide

- Hang on to your Guide! Inside you'll find information that's useful all-year long, including important phone numbers, web sites and calendars.
- Store your copy in a purse or glove compartment for convenient reference.
- Pass it along to parents of prospective college students to promote the school.
- Please recycle when finished!
- Discover more content, tips and local business information by visiting us online at: www.universityparent.com/lynn



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Welcome to Lynn University

From the Vice President for Student Life

Welcome to Lynn University! The Division of Student Life is here to serve your student as well as you, the parent.

As a parent of two daughters in college, I know the emotional feelings you are all going through as you send your son or daughter off to Lynn University. Please know you and your student have made an excellent choice in Lynn University. As well as having outstanding academic programs, the university goes out of its way to make our entire student population feel like family. We encourage all of our students to take their academic responsibilities seriously. Moreover, we firmly believe that a student who is actively involved in life outside the classroom will excel inside the classroom. Please encourage your student to look for ways to be involved. As a parent, you will receive a newsletter from my office highlighting important dates, current activities, opportunities for your student to become involved on campus, and important tips for being a college parent. In the meantime, I hope you find this Parent Guide to be helpful.

I look forward to meeting you at Orientation and Parents Weekend. If you ever have a question, please do not hesitate to contact me.

Warm regards,

Dr. Phil Riordan
Vice President for Student Life ■



From the Dean of Students

When your student enrolled at Lynn University, you took on a new role: parent of a college student. As such, you remain an active partner in his or her education and growth, yet you must allow your child to grow and develop his or her own identity. We've prepared this guide as a tool to assist you in providing the best educational opportunity for your student over the next four years.

Please refer to the Campus Contacts section on the back cover of the guide should you need to address a specific concern.

I look forward to meeting with you as we begin this exciting school year.

Paul S. Turner
Dean of Students ■



Academic Life

Academic Advising

At Lynn University, academic advising goes well beyond assisting students with their semester schedule of classes. In fact, it is considered crucial to our educational mission. The academic advisor's role includes, but is not limited to:

- helping the student define his or her academic, intellectual, personal and career goals.
- identifying courses and experiential learning opportunities that will help the student to achieve personal and professional goals.
- being available and accessible to students and working with faculty to monitor their academic status.
- referring students to appropriate campus resources, including personal counseling when appropriate.
- learning the policies and requirements for graduation and clearly communicating them to students so that they will not be deficient in any university, college or departmental requirements.

Lynn assigns each incoming student a faculty advisor based on the student's academic and/or career interests. Over the summer, faculty advisors will assist their students in registering for the upcoming semester. During orientation, students will have individual appointments with their advisors to discuss and review their schedules.

Center for Global Education and Citizenship

The Center for Global Education and Citizenship at Lynn University seeks to further the internationalization of the student experience. The center fosters global engagement and learning by promoting international experience abroad, furthering the internationalization of the curriculum and encouraging experiential learning and service. The center focuses on education abroad through short- and long-term programs and off-campus academic programs during the Dialogues of Innovation, also known as the January Term or J-Term (see next item).

Students have the opportunity to study abroad at our Lynn-affiliated programs, which include American College Dublin in Dublin, Ireland, and our CET Shanghai program in China as well as other programs throughout the world. Established in 1993, American College Dublin offers opportunities for year-long, semester and summer study programs. Courses abound in business, liberal education and psychology. The Shanghai program places an emphasis on globalization and provides intensive Mandarin courses and an internship experience.

The Dialogues of Innovation, or January Term

The Dialogues of Innovation, also known as the January Term or J-Term, is a ►

two-and-a-half week academic program that takes place Jan. 4-20, 2012. All first year students will take a course in our inaugural program, The Citizenship Project. Courses in The Citizenship Project focus on a civic issue, problem or topic and will engage in experiential learning opportunities and community service work with local, community-based partners. Thematic areas for the courses include homelessness, environmental sustainability and urban renewal. Upperclass students (sophomores through seniors) will select a course and immerse themselves in their chosen field. This course may be in their major or simply may be something they have an interest in learning more about. Courses will earn two credits. Students select their January Term course during spring semester registration.

The beauty of the January Term is that it affords an opportunity for exploration and immersion. Examples of last year's



campus-based courses included "Practicing Journalism in the 21st Century" co-taught by Lynn faculty member Martin Phillips, a former CBS news producer, and Dialogues of Innovation Scholar-in-Residence and two-time Pulitzer prize winner Jim Hoagland, as well as "CSI Boca Raton: Forensic Crime Scene Investigations," which combined crime scene investigative techniques with theoretical discussion. Among the off-campus academic programs abroad were the Bali Service Project and Travel Channel You. ■



Student Records

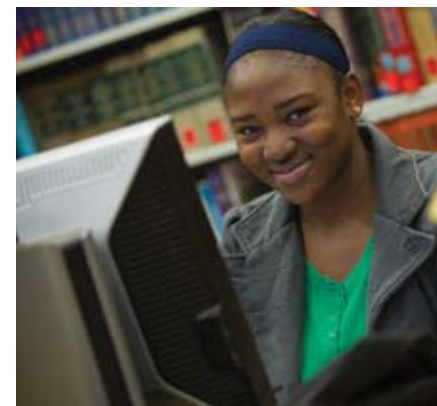
The Family Educational Rights and Privacy Act of 1974 (commonly called the Buckley Amendment) is designed to protect the privacy of education records, to establish the rights of students to inspect and review their records, and to provide a means of correcting inaccurate and misleading data. Lynn University makes every effort to comply with this legislation. Certain information is considered public and is released at the university's discretion. Unless a student files written notification to withhold disclosure, the university will release directory information which includes the following:

- student's full name
- college or school of enrollment
- class and major
- full-/part-time status
- date of graduation
- merit scholarships
- degrees and/or honors awarded
- email address
- still photographs and video
- dates of attendance

Only transcripts of academic records and statements of academic status pertaining to Lynn University course work are released to third parties, and then only with the written authorization of the student. A student has the right to challenge any content of the student's education record that is considered to be inaccurate, misleading, or in violation of the student's privacy or other rights. Such challenge may be directed to the Office of the Registrar.

A student's permanent record includes the transcript and application for admittance. These are maintained in the Office of the Registrar. All documentation used in the admission and placement processes, while considered non-

permanent, is also maintained in the Office of the Registrar during the student's period of enrollment. ■



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Tips from Career Services

The Hannifan Center for Career Services at Lynn University can assist your student with a variety of needs—selecting a major, deciding on a career field, preparing a resume, developing interviewing skills, finding an internship and searching for a job.

As parents, you can play an important role by encouraging your students to prepare early for their entry into the workforce. Here are some tips:

- ✓ Talk with your sons and daughters about the future. Ask questions about their likes and dislikes in courses and majors.
- ✓ Urge them to come to the Career Center in their first year for help in exploring majors, career options and building a resume and cover letter.
- ✓ Recommend involvement in clubs, student government and community service to build leadership and interpersonal skills.
- ✓ Recommend they take advantage of our on-campus recruitment with employers.
- ✓ Once they have adjusted to college life, encourage them to consider part-time jobs (on campus especially) to gain work experience.
- ✓ Have them explore internships, which can lead to jobs. ■

Financial Aid

Students' Frequently Asked Questions

Q: How do I receive my financial aid package, and what is E-SAS?

A: Aid package notifications will be sent by email and can be viewed at www.lynn.edu/esas. E-SAS stands for Electronic Student Aid System. It is your window into your personal finances at Lynn.

Q: Do I have to fill out the FAFSA?

A: Yes, if you're receiving any form of aid, scholarships included. The FAFSA must be completed every year.

Q: I have a sibling at Lynn. Will I receive a discount?

A: Yes.

Q: My family cannot make the full payment. What are our options?

A: Your parents may apply for a federal PLUS loan, or you may apply for a private student loan (visit www.lynn.edu/loans). For details about monthly payment plans, visit www.tuitionpay.salliemae.com/lynn.

Q: What affects eligibility requirements?

A: Three factors:

- *Verification: Income tax returns and a verification worksheet are required, which could change grant amounts.*
- *Full-time status: Most aid programs require 12 credit hours each term. Some aid programs may be prorated based on the number of credits.*
- *Moving off campus: Aid may change because the cost of attendance budget may change.*

Student Accounts

Important information about student accounts appears below. Details about Lynn's financial policies can be found in the Academic Catalog (pp. 29-41).

e-Bill

All invoices are available electronically; no paper bills are mailed. Students may authorize their parents or other payer to receive an email by assigning them a username and password under the myLynn Student Finances tab. For parents, the link is www.lynn.edu/ebill.

Tuition Insurance

If a student withdraws during a semester because of personal injury or sickness, this plan will return 100% of insured tuition, room and board, or 60% of insured term tuition, room and board if the withdrawal results from a psychological/emotional condition. Hospitalization may be required in some cases before the plan can be used. Cost is \$362 for a resident student and \$260 for an off-campus student. Students may waive this prior to Aug. 26, 2011. For details, visit www.lynn.edu/admissions/cost-and-aid/costs/day-undergraduate.

Payment Due Dates

All tuition, room and board charges, and fees are due as follows:

- Fall 2011 semester – Aug. 1, 2011



- Spring 2012 semester – Dec. 2, 2011
- Summer term - April 27, 2012

Otherwise, late fees (\$500 for a semester; \$100 for the summer term) will be charged.

Refund Policy

In cases of withdrawal from Lynn, a properly filed Request for Withdrawal form establishes the date to which the refund schedule applies. Deposits, fees and room charges are not refunded. Tuition and board costs will be prorated. Aid programs will be prorated per federal guidelines. The calculation may result in a financial obligation to the university that is payable at the time of withdrawal. Details can be found at www.lynn.edu/admissions/cost-and-aid/costs/day-undergraduate. ■



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Campus Life

Housing and Residence Life

Housing and Residence Life creates safe living/learning environments that prepare our students for global citizenship. We do this through developing positive and involved communities that stimulate students' growth and learning, respect individual differences, and encourage civic engagement and personal responsibility. As community members, residents are encouraged to be responsible for their own actions, attend hall and campus programs, develop positive relationships and succeed academically. All students are responsible for becoming familiar with and adhering to the Student Code of Conduct.

Lynn expects freshman and sophomore students to live and board within the university residential system. All students must receive prior written approval from Housing and Residence Life before moving off campus. This approval, however, does not negate students' obligation to meet the financial responsibilities of their housing contract.

Bookstore

Lynn's bookstore offers textbooks and other trade books, gifts and souvenir items, university clothing, academic supplies, snacks, drinks and other merchandise. The bookstore accepts the college card, Visa, MasterCard and American Express. Students may place money on the university debit card for use in the bookstore. The bookstore can be visited online at www.lynn.bkstr.com.

Bookstore hours are 9 a.m. to 6:30 p.m. Monday through Thursday, 9 a.m. to 5 p.m. on Friday, and 9 a.m. to 1 p.m. on Saturday.

Campus Ministry

Campus Ministry is concerned with the personal growth of all students. The



university seeks to help its students understand how spirituality is experienced by people and encourages them to seek a fitting response to its presence in their lives. Campus Ministry strives to be open to the pluralistic culture in which spiritual beliefs must be understood. All students are encouraged to avail themselves of the services of the Campus Ministry. A loving concern is shared for students of all faiths, respecting their freedom to maintain and express their own spiritual convictions, and facilitating access to their own spiritual leaders for worship, study and counsel.

Counseling Center

Counseling at Lynn University aims to further each student's total development. Our focus on the individual implies a definite interest in all phases of the student's life—academic, personal and social. Our services are free to all registered students. Individual and group sessions are available on a weekly basis. The number of sessions may be limited.

Staff may discontinue services and provide appropriate referrals to any client who would be more appropriately served by other specialized and/or intensive mental health services. Costs of such outside services are the student's responsibility.

Our staff includes licensed psychotherapists holding doctorate and master's degrees. The staff provides privacy, confidentiality and flexibility

in scheduling appointments. Also on staff is a Substance Abuse Prevention and Treatment Specialist (SAPTS), who provides clinical services to students for alcohol and other drug-related issues. (No court-ordered or mandatory counseling is provided). The SAPTS coordinates campus-wide alcohol, tobacco and other drug education and prevention efforts.

Although our staff works closely with all facets of the campus community to assist students, Counseling Center records are maintained in strict confidence.

Health Center

The Health Center is available to all full-time students. Our licensed staff includes a licensed psychiatrist who sees students in the center by appointment only. Diagnostics, referrals and follow-up treatment are available. All students are required to be covered by health insurance; details can be obtained from the center.

Campus Recreation

Campus Recreation creates an environment promoting students' well-being. We engage students in intramural, recreational and fitness programs, activities and services that contribute to their total education. Activities include intramural sports, fitness classes, club sports, dance and cheer, and the fitness center.

Women's Center

The Women's Center promotes a community that is safe, equitable and supportive for women and that celebrates their experiences, achievements and diversity. The center educates both men and women about gender-related issues, empowers women to make healthy lifestyle decisions, and collaborates with campus and community organizations to provide information, advocacy, referrals and awareness programming. The center also addresses women's issues and provides resources and referrals. ■

Office of Multicultural Affairs



Multicultural Affairs promotes an environment that embraces individual differences and welcomes all individuals regardless of race, ethnicity, nationality, socioeconomic status, gender, religious conviction, sexual orientation or disability status.

International Student Life

International Student Life advises international students on immigration and visa matters, work permission, international insurance, personal, cultural adjustment and personal concerns. The office oversees International Student Orientation and handles insurance for January Term and global education opportunities. ■

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Campus Safety and Security

Campus Safety and Security fosters a safer campus environment in order to enforce the university's policies and to aid student, faculty and staff if there is a concern for their safety and health.

Safety and Security works with Lynn's departments and organizations as well as the Wackenhut Security Corporation in all matters involving student behavior, safety and emergency situations.

Security supervisors and dispatchers are highly trained professionals with police and security experience. They are supported by officers from Wackenhut Security Corporation, with operations in 55 countries and a strong presence in South Florida.

Our staff has a cooperative relationship with the City of Boca Raton Police and

Fire departments, Palm Beach County Sheriff's Office, and state agencies. Law enforcement agencies can arrest students who violate the law on the Lynn campus.

We inspect buildings and grounds regularly to monitor safety and security. We routinely survey lighting, check fire equipment daily, and submit maintenance orders for door and lock repairs.

If a student is a victim of a crime, he or she should file a report with Safety and Security, as well as report the crime to the police through the officer available during evening hours, or by calling

the police directly. We are available to assist students in contacting local municipal authorities, if requested.

Emergency/Crisis Notification

Lynn University has several notification systems when necessary to alert the campus community of an immediate or perceived emergency situation. Lynn has the ability to contact students, faculty and staff through email, text messaging, cellular telephone, landline telephone or public address system. All university community members should be sure to register with Information Technology in order to receive these alerts. Should an alert be sounded or communicated, each person is responsible for securing him/herself and others in an appropriate, safe manner and assisting persons with disabilities when possible.

Crime statistics are available in the Campus Safety and Security Guidelines brochure (found online at www.lynn.edu). ■



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Campus Contacts

Office	Contact	Telephone	Email
Academic Advising	Diane DiCerbo	(561) 237-7315	ddicerbo@lynn.edu
Academic Dean	Dr. Gregg Cox	(561) 237-7210	gcox@lynn.edu
Athletics	Kim Ryan	(561) 237-7281	kiryan@lynn.edu
Bookstore	Rita Loureiro	(561) 237-7035	rloureiro@lynn.edu
Campus Ministry	Fr. Marty Devereaux	(561) 237-715	mdevereaux@lynn.edu
Campus Recreation	Christina Johnson	(561) 237-7733	cjohnson@lynn.edu
Campus Safety and Security	William Testa	(561) 237-7226	security@lynn.edu
Career Center		(561) 237-7287	careers@lynn.edu
Center for Global Education and Citizenship	Dr. Anna Krift	(561) 237-7413	akrift@lynn.edu
Counseling	Nicole Ovedia	(561) 237-7237	novedia@lynn.edu
Dean of Students	Paul S. Turner	(561) 237-7245	pturner@lynn.edu
Disabled Student Services	Becky Coffy	(561) 237-7064	rcoffy@lynn.edu
Financial Aid	Evelyn Nelson	(561) 237-7816	enelson@lynn.edu
Health Center	Rita Albert	(561) 237-7231	ralbert@lynn.edu
Housing and Residence Life	Joy Doliber	(561) 237-7262	jdoliber@lynn.edu
Institute for Achievement and Learning	Frank Panico	(561) 237-7087	fpanico@lynn.edu
International Student Life	Lisa Ward	(561) 237-7258	lward@lynn.edu
Multicultural Affairs	Morayma James	(561) 237-7531	mojames@lynn.edu
Registrar	Angela Rogers	(561) 237-7297	arogers@lynn.edu
Substance Abuse Specialist	Gail DeCina	(561) 237-7468	gdecina@lynn.edu
Vice President for Student Life	Dr. Phil Riordan	(561) 237-7749	priordan@lynn.edu
Women's Center	Victoria Frost	(561) 237-7955	vfrost@lynn.edu



At Lynn, you can follow their adventure

- download Lynn's new mobile app for the iPhone and Android devices to get news, photos, videos and tweets about school events.
- www.lynn.edu/mylynn, our new open intranet, has news, forms and calendars important to students and parents.
- find out what Lynn students are talking about through Lynn's official Facebook page (www.facebook.com/LynnUniversity).
- follow us on Twitter — @LynnUniversity.

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