



Immaculate Conception Seminary

School of Theology

2020-2021

Facts for Students

Academic Calendar

The SHU academic calendar lists registration information, add/drop periods, comprehensive exam schedules, holidays, and other important dates. The Academic Calendar can be accessed at www.shu.edu/academics/academic-calendar.cfm

Academic Handbook

An Academic Handbook is sent electronically to each matriculated student upon acceptance or soon after to the School of Theology. The Handbook contains guidelines for theses and comprehensive exams; school policies and procedures; degree requirements and forms you will need throughout your term at ICSST. Please refer to it often for questions concerning formatting of papers and other such requirements. The Academic Handbook can be accessed at <https://www.shu.edu/theology/upload/Academic-Handbook.pdf>

Bookstore

The bookstore is located in Duffy Hall. Phone: 973-761-9065

Hours:

Monday through Thursday 7:45 a.m. to 8 p.m.

Friday 7:45 a.m. to 5 p.m.

Saturday 10 a.m. to 4 p.m.

The store is closed on Sundays.

Students may access the bookstore online through www.shu.edu and determine which textbooks are required for courses. You can also browse the general merchandise of the bookstore. Orders may be placed online.

Blackboard

Many professors use a course management system called Blackboard. Often you will be directed to Blackboard for course information, readings, and assignments. To access Blackboard, sign in through your PirateNet page.

Cell Phone Use

All seminarians, students, and Seminary employees are not permitted to use cell phones in the Seminary or in the classrooms or hallways of Alfieri Hall. This includes the Seminary lobby, library, and refectory located in Lewis Hall. We ask that all students respect this policy. Thank you.

Dining on Campus

Seminary faculty, graduate students, and administrators are welcome to have meals in the Seminary refectory. This is a wonderful opportunity to become acquainted with fellow graduate students, staff, faculty, and administrators. While we would very much like to provide this service free of charge, we do need to charge a reasonable amount for each meal. The students should have Pirate's Gold added to their card to be able purchase meals. Here's the link for more information on Pirate's Gold: <https://www.shu.edu/campus-id-office/pirates-gold.cfm>

The Galleon Room (lower level of the Student Center) provides many choices in various food courts and is open seven days a week until 9 p.m. The University Club (second floor of the Student Center) is open during the week for a buffet lunch from 11:30 a.m. to 2 p.m. on a cash, Pirate's Gold, or credit-card basis.

E-mail

All students and faculty members are issued an SHU e-mail address. This provides a system of communication between students and faculty members as well as the University. Student e-mail is generally firstname.lastname@student.shu.edu. If you have a similar name to someone else, your e-mail may be changed from the standard format. Check your new student info sheet. Administration, faculty and staff are generally firstname.lastname@shu.edu.

Important: All official communication from SHU will be sent to your SHU email address.

If you want to have your SHU e-mail forwarded to your personal e-mail account, search Outlook's Help tab. If you still need assistance, contact SHU's help desk at 973-275-2222. Once you hear the recording, press 2 again to get a live person.

Please check your SHU e-mail on a regular basis.

To access your SHU e-mail, from the main page of the SHU web site, www.shu.edu:

1. Click on **PirateNet**.
2. Enter your assigned username and password.
3. Click on the **Outlook (Microsoft Office 365 Mail)** icon.

You may need to disable your pop-up-blocker.

Emergency Closings

When a weather emergency (e.g. snow, flooding and ice storms) creates hazardous travel conditions, the University may announce a delayed opening, an early closing, or may close the University, except for essential services. *During weather emergencies, students, faculty, administrators, and staff must use their best judgment to determine whether conditions are safe for their travel to and from the campus.*

The day after a storm we often receive inquiries about cancellations and closings. Therefore, it is imperative that you contact the main number of Seton Hall to find out if classes are cancelled. Please do not call the Seminary. (If the weather is bad, we will not be in the offices.)

Closing information may be obtained by checking the Seton Hall home web page (www.shu.edu) or calling 973-761-9000. In addition, you sign up for PirateAlert described below.

Pirate Alert

PirateAlert is Seton Hall University's primary emergency notification system. PirateAlert is used to alert the Seton Hall University community of a public safety emergency that could impact the campus (such as an active shooter/hostile intruder, severe weather conditions, hazardous material release, etc.), and to provide protective action instructions. PirateAlert is also used to notify the SHU community of serious crimes either on or off campus, and in nearby areas frequented by community members. In addition, PirateAlert is used to notify the University community of emergency campus closings.

PirateAlert notifications can be delivered via cellular phone calls, text messages, e-mail and landline telephones.

All students, faculty, and staff can manage their own contact information and choose the contact methods that they prefer by accessing pirate.net. The link is on the homepage.

The University loads all students, faculty, and staff contact information, — including Seton Hall University e-mail address, personal e-mail address, and phone numbers — to the Everbridge website from the University's databases. Each individual is responsible to update his/her information on the Everbridge website. Registration information is sent to each person's Seton Hall University e-mail address.

Seton Hall University is concerned about the security of every member of the University community, but we also respect your privacy. Therefore, anyone can decide to withhold or withdraw personal phone or e-mail information from the PirateAlert system.

However, everyone is required to receive notifications via their Seton Hall University e-mail address.

Any questions regarding the PirateAlert registration process, including authorization code inquiries for your account, should be directed to piratealert@shu.edu.

Prerequisites: There are no preconditions for receiving PirateAlert notifications.

Process: You are automatically added to the PirateAlert system when you register for classes or become an employee at Seton Hall University. Your contact information in Banner has been loaded into the PirateAlert system.

Health Insurance

According to New Jersey state law, all full-time students are required to provide proof of health insurance coverage. Those who do not provide this documentation are automatically enrolled into a group health insurance policy through United Healthcare Insurance Company. Students who are enrolled in this coverage are responsible for the premium, which is charged directly and automatically to the student account at Seton Hall. If you have health insurance you must log on to your web account and waive it.

Waiver forms must be completed on-line.

For more information on the Student Health Insurance Policy, please consult the Health Services web site at <https://www.shu.edu/health-services/>

Health and Counseling Services

Health and Counseling services are available to Seton Hall University students.

The **Counseling Services** offices are located in Mooney Hall, second floor and the services provided may be viewed on the University web site:

<http://www.shu.edu/offices/counseling-services/>; phone 973-761-9500.

The **Student Health Services** offices are located 303 Centre St., South Orange, NJ 07079 across from the main gate at South Orange Ave., phone 973-761-9175.

Health and Immunization Form: New students are required to complete and submit this form directly to Health Services Department prior to the start of their first semester.

All matriculating students enrolled at Seton Hall University must comply with New Jersey state law and Seton Hall University vaccine requirements. A completed health form is required of all students matriculated in the Master of Theology, Master of Pastoral Ministry or the Master of Divinity degree.

The health form for graduate students can be completed in the [Student Health Portal](#).

It is the student's responsibility to complete and mail the form directly to Health Services. Incoming students complete an electronic form by August 1 (for fall semester) and December 15 (for spring semester).

State law and University policy requires each student to submit their Immunization Records. These records can be uploaded to the Student Health Portal. Additionally, students may also fax, mail or drop off this information at Health Services:

Seton Hall University Health Services
Immunization Coordinator
303 Centre St.
South Orange, NJ 07079
Fax: 973-761-9193

No mailings come from the University to remind you about submitting the form.

If you do not submit the immunization record prior to the pre-registration period for your second semester a registration hold will be placed on your account until Health Services receives your electronic forms.

Helpful SHU Departments

Msgr. James C. Turro Seminary Library – Our library is housed in the lower level of the seminary. It is the place to go on campus for THEOLOGY periodicals, reference books, etc. Here is the link for a list of various resources you may find helpful while pursuing your certificate or degree:

<http://www.shu.edu/academics/theology/seminary-library/resources.cfm>

Corrigan Hall houses the laptop area – THE place to go for getting your non-SHU issued laptop on the SHU network. Here is the link for more information:

<https://www.shu.edu/technology/support.cfm>

The TLTC on the first floor of the Walsh Library (the university library) is the place to go to get help with using software such as Word, Excel, etc. They offer classes that are FREE for students – check them out in-person or on-line. Here is their link:

<https://www.shu.edu/technology/teaching-learning.cfm>

The Writing Center in Arts and Sciences Hall is there for all students who would like some help – whether it be for setting up FOOTNOTES or a BIBLIOGRAPHY, they can help. Please click on this link for more information:

<https://www.shu.edu/writing-center/>

Identification Numbers

Seton Hall University assigns identification information for each student. Upon admittance to Seton Hall University, Liz (Elizabeth) Vacchiano, Secretary for Student Support Services will email you your CWID# along with additional student credentials.

1) Seton Hall University e-mail account

2) SHU ID#: A unique eight digit Seton Hall identification number is issued to each student and is located on your student ID card.

3) PIN: A unique six digit personal identification number is issued to each student for the spring and summer/fall semester. The number may be obtained at the time of advisement with the associate dean.

4) User Name: The University assigns user names consisting of eight letters – typically the first six letters of your last name followed by the first two letters of your first name. If you have less than six letters of your last name, more of the letters from your first name will be used. If your name is similar to another student's, or hyphenated the user name assigned to you will be slightly different.

5) Password: Consists of the first four letters of your last name in capital letters, followed by the last four digits of your SHU ID#, followed by the # sign. If you only have two or three letters in your last name, that is all you would use. For example, John Smith with an ID number of 1234-5678 would have a password of SMIT5678#. If his last name was Cho, it would be CHO5678#. Please note exceptions may apply.

Immaculate Conception Chapel - located on Seton Hall's Campus, on the University Green

Masses

Spring and Fall semesters

Sunday, 10 a.m., 6 p.m., 8 p.m., 10 p.m.

Monday through Thursday, 8 a.m., 12 noon, 5 p.m.

Friday, 8 a.m., 12 noon

Saturday 12 p.m. (Xavier Hall Chapel)

Summer session

Sunday, 10 a.m., 8 p.m.

Monday through Friday, 8 a.m., 12 noon

Parking

Students no longer need to purchase a physical parking pass. Seton Hall University uses license plate recognition as the student's "parking pass". Students should login to PirateNet and click on the icon for "NuPark" and follow the directions, the cost of the virtual parking pass will be charged to their student account which is paid through the Bursar's office. Please contact Parking Services for all current costs. Parking Services is located in Duffy Hall, room 63. For question about parking and for current costs please call 973-761-9329 or to go their website at: <https://www.shu.edu/parking-services/index.cfm>.

Student ID Cards

Student ID cards can be obtained upstairs in Duffy Hall (in the same office as Parking Services). This ID is required to check out books from any of the University libraries. Their office phone number is 973-761-9771.

Schedule of Courses

A course schedule is published each semester in the Office of Academics. Please pick one up prior to your registration advisement appointment. Contact Vern (Veronica) Danser, Academic Resource Specialist at 973-313-6329. Make sure to check for the most up-to-date version (and things do change).

Seminary Library

The Seminary Library is located on the lower level of Lewis Hall.

Spring and Fall semester hours:

Monday through Wednesday	9 a.m. to 10 p.m.
Thursday and Friday	9 a.m. to 5 p.m.
Saturday	10 a.m. to 4 p.m.
Sunday	closed

Please note: *There are no Saturday hours on a holiday weekend*

Summer Library hours:

Monday through Thursday	8:15 a.m. to 4:45 p.m.
Friday	8:15 a.m. to 12:15 p.m.

Academic Student Services

Liz (Elizabeth) Vacchiano, Secretary for Student Support Services, can provide information concerning your application or registration status, and can also answer many questions about your enrollment and degree requirements. She also handles all other academic issues for diocesan and religious order seminarians and graduate students in the School of Theology. Her e-mail address is elizabeth.vacchiano@shu.edu and her phone number is 973-761-9633.

Vern (Veronica) Danser, Academic Resource Specialist, provides support to faculty and administration. Her e-mail address is veronica.danser@shu.edu and her phone number is 973-313-6329.

Diane Carr, 973-761-7491, is the Seminary's Coordinator, Graduate and International Services. Her e-mail address is diane.carr@shu.edu. She handles all diocesan and religious order seminarians' admission and international issues.

Senior citizens: Senior citizens (minimum age 65) can register for courses via the Senior Citizen Waiver at greatly reduced tuition rates. The waiver form (available in Enrollment Services, Bayley Hall) must be completed each semester at the time of in-person registration at Enrollment Services, located in Bayley Hall, with proof of eligibility. There is a specific senior citizen registration date at the beginning of each semester (see the Registration Information web page for further details). The Registration Information web page can be accessed at: <https://www.shu.edu/academics/registration-information.cfm>.

Theology Student Update (TSU): Weekly Theology Student e-newsletter contains helpful information, news and upcoming events including those at the Seminary and in parishes. Please read it weekly!

University Resources: For a comprehensive list of the University resources and their contact information please click the following link: <https://www.shu.edu/directory-for-students.cfm>

Welcome to

*Immaculate Conception Seminary
School of Theology*

Enjoy your studies!