



## **Comprehensive Transition Program**

### **Degree Program Handbook**

Bridge to Independence

P.O. Box 2091

Thibodaux, LA 70310

**The online version of this handbook is the official document and is located at:**

**<https://www.nicholls.edu/bridge-to-independence/>**

**Changes may be made periodically. Any changes can be found at the official location.**

## History/About Us

Bridge to Independence was founded in the Fall of 2016 by Dr. Mary Breaud and Ms. Robin Bell. Dr. Breaud and Ms. Bell were inspired to create this program because of outreach from community members who wanted to have a college experience



like many of their peers, siblings, and parents. Through many meetings and conferences, Bridge was able to create two pathways: Certificate (Non-Degree) Pathway for students with Intellectual Disabilities and a Diploma (Degree) Pathway for students with Autism Spectrum Disorder. The Certificate Pathway was the first program in Louisiana to be certified by the U.S. Department of Education as a Comprehensive Transition Program. The Degree Pathway is the only program of it's kind in Louisiana ranked 44 out of America's top 50

College with disabilities by [greatvaluecolleges.net](http://greatvaluecolleges.net) (2019), and is one of the top program for students on the autism spectrum by [greatvaluecolleges.net](http://greatvaluecolleges.net) (2020). Bridge provides supportive services



needed for eligible students in both programs to enjoy a full college experience while participating in campus events and building friendships. Along the way, peer mentors assist Bridge students with the skills needed to be successful in both programs and in the future. Thanks to our family-friendly campus, caring faculty and staff, and our amazing peer mentors, many of our students fall in love not only with the program, but Nicholls State University as well. Through the years, Bridge has seen many student successes and is proud to have helped our students have a meaningful college experience. Bridge to Independence is proud to have helped our students with their academic journey and wish all of our graduates the best of luck in their future.



Go Colonels!

## **A Welcome from Bridge**

Hello Colonel,

Welcome to Bridge to Independence at Nicholls State University!

Bridge to Independence is proud to offer opportunities to our students that may not have been easily accomplished otherwise. We are a proud community of students and staff members that strive to provide our students with a meaningful college experience. Our Degree program seeks to have our students reach their academic goal of graduating with a Nicholls degree! We provide support services to help our students adjust to campus life and academics, opportunities to build friendships with peers, and building social skills. Our Certificate program's goal is to have our students build independent living and job readiness skills while also taking part in campus courses and campus events. With both programs, we strive to have our students reach their highest potential to become successful in their future.

The Bridge to Independence Handbook is intended to serve as a guide not only for our program, but a source of information that you may have regarding other aspects of being a student on Nicholls campus. This handbook informs students and parents of the services provided, policies, rules, and responsibilities related to being enrolled in the Bridge to Independence program. It is critical that students and parents understand the guidelines and information included in this handbook to ensure success!

If you have any questions, our Bridge staff is available to help! Our contact information can be found on our Nicholls webpage.

We wish all of our students the best of luck in their coursework!

Go Colonels!

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## **Policy**

This handbook describes the procedures and policies set by Bridge to Independence to ensure student safety and program efficiency. Provisions of this Handbook are subject to change without notice and do not constitute an irrevocable contract between The Bridge to Independence Program and any student. Bridge reserves the right to change this handbook and all changes shall go into effect whenever the proper authorities so determine and shall apply to current and prospective students. Students and parents are fully responsible for staying up-to-date on all Bridge to Independence and Nicholls State University policies and procedures.

This handbook does not replace or supersede the policies and procedures set into place by Nicholls State University. These procedures can be found on the Nicholls website. All students and parents are fully responsible for staying up to date on these policies.

### ***Student Policy and Procedure Manual***

All incoming and current Bridge to Independence students are expected to understand and comply with the Nicholls State University Student Policy and Procedure Manual (previously Student Code of Conduct). Failure to adhere to these policies can result in dismissal from the program or the university. The Student Policy and Procedure Manual can be found at the following webpage: <https://www.nicholls.edu/student-policy/>.

## **Program Mission and Vision Statement**

### ***Mission Statement***

Bridge to Independence strives to provide a meaningful college experience to prepare individuals with Intellectual Disabilities and Autism Spectrum Disorder through peer mentorship and meaningful experiences.

### ***Vision Statement***

Bridge to Independence envisions that individuals completing degree or certificate pathways are prepared for independent living and gainful employment.

\*Mission and Vision statement to be revised every 3 years by Advisory Board members.

## **Program Objective**

Bridge to Independence was developed to assist students with Intellectual Disabilities (ID) and Autism Spectrum Disorder (ASD) during their college experience at Nicholls State University.

Our staff and students are expected to work together to develop skills and plan to help students achieve program/degree completion. Furthermore, our program provides students with additional skills that will help them in the workforce and in everyday life.

The Bridge to Independence program strives to achieve the following objectives:

- Promote independence and self-advocacy
- Develop adequate social skills within our students
- Serve as liaisons to coordinate services that best suit the needs of our students
- Prepare students for the workforce

## **Equal Education Opportunity**

Nicholls State University assures equal opportunity for all qualified persons without regard to race, color, religion, sex, national origin, age, disability, marital status, or veteran's status in any of its policies or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services.

Inquiries concerning equal opportunity programs should be directed to the university compliance officer, Room 179, Elkins Hall, Nicholls State University, Thibodaux, LA 70310 (985)448-4050.

The university is ethically committed and legally bound not to discriminate against students, faculty, or staff on the basis of their sex, race, religion, national origin, age, marital status, disability, or veteran's status. A member of the Nicholls community who believes that he or she has suffered discrimination by being denied rights assured by federal and state anti-discrimination laws may file a complaint with either the Dean of Student Life (student complainant) or the Director of Human Resources (faculty or staff) or any other appropriate officer of the university. The complaint will be processed according to the procedure set forth in the Code of Student Conduct.

## **Accreditation**

Program accreditation is specifically for the Certified Transition Program for the Certificate (non-degree) Pathway at this time. The Degree program would fall under the accreditation for Nicholls State University and its individual colleges and departments.

## **Advisory Board**

The Bridge to Independence Advisory Board consists of stakeholders that are dedicated to helping advance our program. Stakeholder positions may include Bridge staff, current students and parents, alumni students and parents, community representative, College of Education and Behavioral Sciences representative, and University representative. Advisory board positions are through board nominations and held for a minimum of 1 year. Advisory board members will attend meetings as needed. The function of the board is to be transparent in the use of funds and policy and procedures of the Bridge program.



## **Department Contact Information**

When addressing any concerns for students, we ask that all parents and students contact the following staff members. When making contact, please begin with the Resource Specialist listed below. If more information must be pursued, please work your way through the list starting with the Resource Specialist and working your way up. If someone outside of this list needs to be contacted, Bridge staff can provide the appropriate person to speak to.

Dr. Scot Rademaker, Ph. D.

Dean of College of Education and Behavioral Sciences

Hill Hall 220

985-448-4326

[scot.rademaker@nicholls.edu](mailto:scot.rademaker@nicholls.edu)

Dr. Mary Breaud, Ed. D.

Faculty Advisor

Hill Hall 244

985-448-4341

[mary.breaud@nicholls.edu](mailto:mary.breaud@nicholls.edu)

Lakelie Guillot

Resource Specialist for Degree Program

Hill Hall 133

985-448-4298

[lakelie.guillot@nicholls.edu](mailto:lakelie.guillot@nicholls.edu)

## **Admissions Procedures**

The Bridge to Independence Diploma Program at Nicholls State University is an optional academic and support service for degree-seeking students with Autism Spectrum Disorder (ASD).

### **Initial Criteria:**

- The student has been accepted to Nicholls through the regular admissions process
- The student has a diagnosis of Autism Spectrum Disorder (ASD) as indicated on a psychological evaluation
- Personal motivation for success
- Personal accountability
- Openness to receiving support

### **Step #1**

#### **Application Process:**

If the **initial criteria** are met, the applicant may apply directly to Bridge. The application instructions and forms can be accessed online at <https://www.nicholls.edu/education/support-programs/bridge-to-independence/> or by emailing [bridge.inquiry@nicholls.edu](mailto:bridge.inquiry@nicholls.edu).

**The Application Packet includes:**

- Program Information (pages 1-3)
- Applicant and Family Background Information (pages 4-9)
- Personal Statement (page 10)
- Case Management (pages 11-14 to be completed by the case manager, if applicable)
- Authorization to Release Academic and Medical Information Form (page 15)
- Applicant's Skill Inventory (pages 16-19)
- College Readiness Scale (page 20)
- Scope of Services (page 21)
- Information Release (page 22)
- Medical Information Form (page 23-26)
- Behavior Contract (page 27)

Along with the application, applicants must send in:

- A recent 5"x7" photograph
- Psychological evaluation from school district or private provider with full assessment data reflecting a diagnosis of Autism Spectrum Disorder or ASD.

\*All materials listed above must be submitted in one packet and thoroughly completed. Incomplete applications will not be processed.

Complete packets can be brought to Bridge to Independence or mailed to;

**Bridge to Independence  
Nicholls State University  
College of Education and Behavioral Sciences  
P.O. Box 2091  
Thibodaux, LA 70310**

**Step #2**

**Program Tour:**

The applicant and family are encouraged to attend a Campus Tour with a visit to Bridge to Independence. During the visit to Bridge, all aspects and goals of the program will be reviewed and discussed with an opportunity for questions and answers by the staff. The tours are scheduled throughout the year and attending is not mandatory before being considered for the Bridge Program. Call the Nicholls Admissions Office at 985-448-4507 to schedule a tour. The completed application is recommended to be turned into Bridge Staff at this time.

**Step #3**

**Scheduling/Orientation:**

The applicant should attend an Orientation (scheduled through admissions). During the orientation, the applicant must meet with their academic advisor and be advised before being able to schedule classes. This procedure is to ensure that students are enrolled in the correct classes. Once students are accepted to the university, an email will be sent out to schedule orientation. Any questions on scheduling/orientation should be directed to the Nicholls Admission Office.

**Step #4****Securing Campus Housing:**

Once students are accepted to the University a letter will be sent from admissions. This letter will contain the student's N number which is their identification number as a Nicholls student. This letter will also include instructions on securing campus housing if the student intends to live on campus. A deposit is required through the housing portal on Banner. Bridge to Independence works with housing to place students in either Millet or Zeringue. These housing units on campus are preferred for Bridge Degree students. We recommend private rooms which equate to 2 roommates, each with their own bedroom including a locking door. Both roommates share a bathroom. Preferential placement and roommate selection is a service provided by Bridge, as space allows.

**Admission Packet:**

All required documents must be submitted together to complete the process for admission consideration to Bridge. It is important that the **most current information** is submitted in order to ascertain that the Bridge Program is appropriate and that the student has the combination of desire, motivation, skill, and experience to be successful in the program.

**Documents and completed forms requires at time of submission\*:**

1. Bridge to Independence Application
2. Recent 5" X 7" photograph
  - Psychological evaluation from school district or private provider with full assessment data reflecting a diagnosis of Autism Spectrum Disorder or ASD.

Completed packets can be brought to Bridge to independence or mailed to:

**Bridge to Independence  
Nicholls State University  
College of Education and Behavioral Sciences  
P.O. Box 2091  
Thibodaux, LA 70310**

**Acceptance Letters:**

Formal acceptance letters to the Bridge Degree program are available upon request.

**Checklist:**

- Meets initial criteria
- Campus tour
- Attend Orientation
- Meet with an advisor to schedule classes
- Send in the admission packet
- Provide class schedule to Bridge
- Complete housing forms in Housing portal (deposit required to hold room)
- Copy/picture showing payment of Housing deposit

## **Bridge Services**

### ***Bridge Sessions***

The Bridge room is used to provide students with the quiet environment they need to complete their studies. The Bridge Room is located at 130 CEBS Hall. The Bridge room is open:

**Monday and Wednesday:** 8:35 am to 4:00pm

**Tuesday and Thursday:** 9:00 am to 4:00pm

**Friday:** 8:35 am to 4:00pm (sessions typically end at 2:00pm)

When students are attending their sessions, they will receive tutoring to help them with their classes. Other Nicholls students on campus serve as Academic Mentors, and will be the students conducting tutoring services. During Bridge Sessions, other necessary paperwork or meetings with the Bridge staff may occur.

During Bridge sessions, students are expected to perform certain duties. The duties are as follows:

- When entering the Bridge room, students are to sign in on the forms provided at the front of the room.
- During Bridge sessions, students are expected to work on school-related projects, assignments, quizzes, and test preparation. Academic Mentors/tutors are required to go over certain items with the students during the session, such as emails.
  - Students are not permitted used of phones or social media during their Bridge sessions, unless for academic purposes initiated by Bridge staff.
- When ending sessions, students are expected to wipe down their workspace with cleaning materials provided by Bridge.
- When exiting the Bridge room, students are to sign out on the forms provided at the front of the room.

Only students who are on Bridge time or studying quietly are allowed to be in this room. Students are allowed to momentarily step out of the Bridge Tutoring room if needed during their session time. **Parents/guardians/other family members are not allowed in the Bridge room.**

This rule is to ensure that we comply with FERPA and HIPAA Guidelines to keep student information confidential.

### **Bridge Session Scheduling**

At the beginning of each semester, Bridge staff will create a Bridge Student Schedule. This schedule will list out the student's class schedule, scheduled time for lunch, Bridge tutoring session times, and additional weekly meetings.

If the student's Bridge times are interfering with classwork, additional university tutoring times, or job times, the student and Bridge staff can adjust the schedule as needed. The decision to move Bridge times is conducted on a case-by-case basis. Students will receive notice of any changes to their Bridge times.

Student schedules will be created the week before classes start. Any schedule changes should be completed **no later than the Monday of the week before classes start**. At any point, if changes are made to the student's course schedule, the student should notify Bridge via email that a change was made.

All Bridge students are required to attend Bridge tutoring sessions throughout the week. For Junior and senior level students who maintain a suitable GPA and satisfactory weekly grade checks, the student will be given the option to lower Bridge tutoring sessions.

Bridge offers the option to lower the number of tutoring sessions to higher classification students (juniors, seniors) to increase student responsibility and independence. However, if a student shows a significant drop in GPA, consistently low grades, or academic performance, the Bridge sessions will be increased accordingly.

Students can also attend tutoring sessions at the Tutoring and Academic Enhancement Center (information in Campus Services and Offices Section). Attendance at Tutoring Center can count additionally or in replacement of Bridge sessions, at the discretion of the Bridge Staff. Students **must** attend the tutoring session for it to count as credit toward their Bridge sessions.

### **Social Skills Course**

As per requirements of the Bridge program, all students are required to attend Social Skills meetings. The meetings typically take place in the evening. When the students receive their Bridge schedules, their Social Skills time will be indicated. The Social Skills groups and meeting dates will be posted on the Bridge Canvas Page for convenience and accessibility.

Social skills meetings are led by our Bridge staff. During these meetings, students will learn about skills that can be used to assist them when communicating with others in conversational or working situations.

If the social skills meeting conflicts with the student's class schedule, other options may be arranged if deemed necessary by Bridge staff.

### ***Executive Functioning Course***

As per the requirements of the Bridge program, senior-level students are required to attend an Executive Functioning Course. These meetings typically take place in the evening. When the students receive their Bridge schedules, their Executive Functioning time will be indicated. The Executive Functioning meeting dates will be posted on the Bridge Canvas Page for convenience and accessibility.

Executive Functioning meetings are led by our Bridge staff. During these meetings, students will learn about skills that will help them in future jobs such as developing resumes and time management skills.

If the executive functioning meeting conflicts with the student class schedule, other options may be arranged if deemed necessary by Bridge staff.

### ***Zoom policy***

Zoom sessions are a possible avenue for the students to attend their Bridge sessions, Social Skills Course, and Executive Functioning Course. Students must receive approval from Bridge staff to conduct a meeting over zoom. Possible circumstances that can warrant a zoom meeting include illness, transportation, or other circumstances deemed appropriate by Bridge staff.

## **Additional Services**

### ***Dorm Checks***

Dorm checks take place periodically throughout the semester and are conducted by Bridge staff. During the Dorm Check, areas of strengths and improvements will be provided to students concerning the neatness and cleanliness of their dorm rooms. Students will be rated on a scale of Poor, Fair, Good, and Excellent. Bridge staff will review recommendations with students and work with them to achieve the highest level of success in this area.

Students are expected to keep rooms clean to certain standards as per Nicholls State University policy. The Office of Residential Living conducts their own dorm inspections during the semester to ensure compliance with housing regulations. The passing of a Bridge Dorm Check does not guarantee a student will pass the Housing inspection. However, we strive to identify areas of concern that are in violation of the Housing policy to assist our students.

Students will be informed of when they will have a dorm check beforehand. **At no point will Bridge staff randomly enter a student's dorm room without their prior knowledge.** To ensure safety, 2 Bridge staff members will conduct dorm checks together. Students will need to present during dorm check.

If a dorm is deemed unsatisfactory, a follow-up check will be conducted after going over the improvements needed with the student. Students who consistently have unsatisfactory dorm checks may experience more dorm checks until improvements are made.

If Nicholls Housing informs Bridge to Independence that a student is not upholding cleanliness standards, an immediate dorm check will occur at the student's earliest convenience. This is to provide students with opportunities for improvement, so fees from Housing may be avoided.

### **Grade Checks**

Each week Bridge staff will conduct a grade check with Bridge students. During this process, Bridge students will be instructed to write down the grades that they have in their classes at the time of the grade check.

If students have a grade below a 70% or a C letter grade, they will be individually called into a conference with the Resource Specialist. During the conference, any necessary changes or recommendations will be made to help the student with the classwork. Changes may include, but are not limited to: increasing tutoring sessions, arranging to have more tutors of that particular subject, or scheduling Nicholls tutoring center services. If the student continues to have poor grades, additional services may be arranged.

### **Grades First**

Degree program students are registered into Grades First at the start of each semester. Grades First is a monitoring system put in place by Nicholls State University, which allows professors to identify if a student is at risk of failing a course. Bridge staff receives these updates throughout the semester and uses these updates to address concerns regarding the student's grade.

### **Remind System**

All Degree students are required to sign up for the Remind System. Bridge staff uses this system to communicate with students regarding important events or assignment reminders. The Remind System is free to all students. Students will receive text messages or in-app notifications (if Remind app is downloaded).

## ***Canvas/Email Checks***

Throughout the week, Academic Mentors will assist students with Canvas and email checks. During this time, Academic Mentors will help students identify what assignments are upcoming and what assignments should be worked on during and outside of the Bridge tutoring session. Additionally, Academic Mentors will assist students to model writing emails to professors and the Testing Center to enable the student to become independent in this area.

## ***Activity Log***

Students are given an Activity Log at the beginning of the semester. Students are required to fill out this log with any activities that they attend on campus. Personal goals will be set during Social Skill lessons. All campus events are listed on the Nicholls Event Calendar or on the Inside Nicholls newsletter (sent to student emails).

## ***Bridge Events***

During various points in the semester, Bridge to Independence may hold Bridge events. These are events hosted by Bridge to provide fun and social opportunities for our students. We strongly encourage our students to attend these events as they can help build social skills and provide community engagement.

Bridge events can be logged on student activity logs.

Students are encouraged to attend any university events as well. Students are responsible for any items/supplies/transportation needed for these events.

## **Program Rules**

This section provides additional program rules and policies that are not stated in the previous section. These program rules are expected to be followed and violation of these rules could result in dismissal from the program.

## ***Alcohol Policy***

Bridge to Independence follows the Alcohol Policy written by the university's Student Policy and Procedure Manual. The Office of Residential Living has policies in place concerning alcohol in the dorm rooms which can be found in the department's handbook.



## ***Attendance Policy***

Students are required to adhere to the Bridge Attendance Policy. The Attendance Policy is upheld for Bridge sessions, Social Skills courses, and Executive Functioning courses. Students are also expected and required to attend their classes as per the requirements of Nicholls State University and the professor.

Students are expected to show up to their Bridge session on time and stay the full duration of the session. Student tardiness and absences records are kept to create an "Attendance Record". This record of attendance will be sent out to students at the end of the semester along with other documents. The attendance records are to be sent out to financial aid providers to show documentation of student attendance for continued financial aid and services provided by vendors such as LRS.

Students are expected to notify Bridge staff of any session time that will be missed. The absences will either count as excused or unexcused. Any absences should be reported 24 hours before the missed session. We understand that some absences will not be able to be reported in advance (such as car troubles, illness, etc). These absences will be determined as excused or unexcused on a case-by-case basis by Bridge administrative staff.

### **Excused Absences**

Excused Absences may include but are not limited to the following:

- Doctor's appointment
- Therapy appointments
- Required sporting events (for athletes/cheerleaders/band members/team manager),
- Transportation Issues

All other absences will be assessed on a case-by-case basis and may be deemed excusable by the Bridge Staff.

### **Unexcused Absences**

Unexcused Absences may include but are not limited to the following:

- Not showing up to complete a school assignment
- Not following notification policy
- Showing up late to session times

All other absences will be assessed on a case-by-case basis and may be deemed unexcused by the Bridge staff.

## **Demerit Process**

Students who fail to show up on time, leave early, do not show to sessions, or for other reasons will receive a demerit slip. The student will receive a demerit slip documenting the time, date, and reason for the demerit. The student will be asked to sign the slip to show understanding of the write-up.

After 3 demerits, the student will be required to make up for time that was missed. At this time, a conference with the Resource Specialist will be conducted to better understand the situation.

## ***Curfew/Leaving Campus***

Bridge students in the Degree program do not have restrictions, set by Bridge, regarding a curfew or going off-campus. Bridge encourages students and parents/guardians to have a conversation about safety, rules, and expectations regarding curfews and leaving campus.

If information is provided to Bridge that a student was conducting themselves in an unsafe manner, a conference will be held with the student.

## ***FERPA Contact***

Students must add their parents or guardians as a FERPA contact on their Banner accounts. By adding this contact information, parents and guardians are able to be contacted and assist with procedures such as paying fees, inquiring about account balances, etc. Without the parent or guardian listed as a FERPA contact, Nicholls faculty and staff may not be able to communicate about the matters at hand.

FERPA Contact can be added by logging to a students my.nicholls.edu account and click the “Banner 8” tile. Next the student will click Personal Information > Update FERPA and Emergency Contacts > New Contact.

**When adding a FERPA Contact, you must select “FERPA Release” for the “Relationship option”.** If this option is not selected, the person will only be seen as an Emergency Contact.

## ***Holidays and Breaks***

Bridge to Independence follows all university holidays and breaks are identified on the Nicholls academic calendar. Please reference this calendar throughout the semester:

<https://www.nicholls.edu/academic-calendar/>

**Please Note:** For students living on campus, the Standard Housing contract does not include payments for breaks such as Thanksgiving, Mardi Gras, Easter Break, and housing in-between

semesters. If the student is interested in staying on campus during these times, students must contact Housing and complete any processes set forth by the department.

### ***Nicholls Email***

All students are given a Nicholls email address as per university requirements. This email address can be found on the acceptance letter that was sent to all incoming students. Students will receive information about housing, campus events, financial aid, etc. through this email. This email should be used **only by students** for communication involving Nicholls faculty, staff, campus offices or organizations, and Bridge staff. Students **should not** be using their Nicholls emails for subscription services that do not pertain to specific academic program or needs.

Student email addresses are for the use of the student **ONLY**.

Students are responsible for checking their emails and relating any important information to Bridge staff or parents/guardians.

### ***Medication Management***

It is the student and parents/guardians' responsibility to ensure that students are provided with any medications that are prescribed or deemed necessary. Students must be able to independently and accurately manage and administer their medications.

It is not a function of the Bridge program staff to call in or pick up prescriptions. Bridge to Independence staff **will not** call-in or pick-up prescriptions, provide transportation to doctor's appointments, or administer medication.

### ***Organizations and Club Membership***

Degree program students are able to join any organizations or clubs that they are interested in, as long as these organizations do not interfere with Academic or Bridge coursework. Students must meet the criteria to join the organization as set by that organization. Students are responsible for any fees or dues associated with the organization.

### ***University Health Services and Pharmacies***

Students are able to use University Health Services, which is an on-campus clinic. Before the initial appointment, students should login to the UHS patient portal and complete the needed paperwork.

UHS may prescribe medication for the student. Students have the ability to send the medication to a preferred pharmacy. Students and/or parents are responsible for picking up any prescriptions prescribed by UHS.

Pharmacies within closest proximity and walking distance from campus are:

Walgreens

1000 S Acadia Rd, Thibodaux, LA 70301

985-449-2626

<https://www.walgreens.com/locator/walgreens-1000+s+acadia+rd-thibodaux-la-70301/id=12626>

Southland Drugs

1117 Audubon Avenue, Thibodaux, LA 70301

985-447-5852

[https://www.mygnp.com/pharmacies/southland-drugs-2-thibodaux-la-70301/?utm\\_source=google&utm\\_medium=local&utm\\_campaign=localmaps&utm\\_content=1902231](https://www.mygnp.com/pharmacies/southland-drugs-2-thibodaux-la-70301/?utm_source=google&utm_medium=local&utm_campaign=localmaps&utm_content=1902231)

## ***Transportation***

While Bridge to Independence may provide transportation for Bridge or campus events, students and parents/guardians are responsible for providing transportation to and from campus, to doctor's appointments, or any other individual activities.

Degree students are permitted to drive to and from campus if they are licensed and in accordance with Louisiana law. Students must follow all campus parking policies and receive a parking pass from the university each year. Information regarding these policies can be found here: <https://www.nicholls.edu/parking/>.

Additional transportation services are available in the city of Thibodaux. Students are not required to use these services, but they are available in the area.

Thibodaux City Bus

\*Please note that buses that route to Houma and Thibodaux stop on Nicholls Campus. Please make sure you are on the correct bus if using this service.

[https://www.tpcg.org/index.php?f=public\\_transit&p=bus\\_schedule](https://www.tpcg.org/index.php?f=public_transit&p=bus_schedule)

Lucky Limo

985-227-1868

Busy Bee

985-413-2724

Tommy's A2B Taxi

### ***Conduct Concerns***

Students must adhere to University conduct policies as well as Bridge Code of Conduct and Bridge Behavior Contract (found in online application). Upon any infraction of the rules, Bridge to Independence may exercise its right to immediately and permanently dismiss a student from the Bridge program without reimbursement of fees. The University reserves the same rights and information can be found here: <https://www.nicholls.edu/student-policy/>.

### ***Appropriate Communication with Staff Members***

For non-emergencies, we ask that all student or parent/guardian communication with staff members be via email or office phones during work hours of 8:00 a.m. to 4:00 p.m. Bridge staff will return all calls and emails within a reasonable timeframe.

For any emergencies, please contact the appropriate authorities such as Campus Police, Emergency Services (9-1-1), etc. In emergencies, staff members can be, and are encouraged to be, contacted outside of office hours and will provide assistance within their capacity.

We understand that personal phone numbers may be given out by Bridge staff members to students and parents. We ask parents/guardians to contact Bridge staff on office phones and email from 8:00am - 4:00pm Monday-Friday unless an extreme emergency situation occurs.

### ***Classroom Materials***

We **recommend** Bridge students should have a credit/debit card and a cell phone while enrolled in the program.

Students are responsible for acquiring any required or recommended materials for their courses which is indicated in the course syllabus or online on the Nicholls Bookstore (<https://nich.bncollege.com/course-material/course-finder>). It is the expectation that all materials are acquired before the end of the first week of each semester.

Supplies needed for Bridge sessions will be provided by Bridge. Students are welcome to bring in any project materials that will be needed during their Bridge sessions.

### ***Colonel Book Bundle***

Nicholls offers a Colonel Book Bundle program which is a rental program to make textbook shopping easier for students. Bridge Degree students are able to participate in this program.

More information concerning the Colonel Book Bundle and opting out (if chosen to) can be found here: <https://www.nicholls.edu/book-bundle/>.

## ***Student Employment***

Students are welcomed to apply for any student employment opportunities on campus. Information about employment opportunities can be found here: <https://www.nicholls.edu/financial-aid/student-employment/>.

Bridge recommends waiting until the student's second semester to begin working, so that students can adjust to college life and coursework.

## **Advising/Registration/Drops and Coursework**

### ***Coursework***

Coursework requirements are set by the department of the student's focus of study (major). Students must adhere to the policies and coursework schedule set forth by their respective department.

Students are responsible for ensuring that their assignments are submitted and completed to a level that they or their professor deems appropriate. Students are expected to complete all assignments given by their professor. Bridge **does not** provide accommodations for students, but we can help students advocate for classroom needs.

Please note: Bridge does not provide any services related to paraprofessionals. Bridge staff or academic mentors **will not** attend class with students or escort students to class on a regular basis.

If students receive any accommodations, please reach out to the Student Access Center for their procedure and policies. Students must complete an application and receive approval of accommodations from the office. Students are responsible for providing a copy of their Letter of Accommodations to professors. Professors are not responsible for upholding accommodations if they do not receive the verified letter stating what accommodations are given to the student. **This process must be completed at the beginning of each semester.**

For more information, please visit: <https://www.nicholls.edu/student-access-center/>

### ***Advising***

Bridge to Independence is **NOT** allowed to provide recommendations or suggestions on courses that students should take. All class choices must be approved by the student's academic

advisor as specified by the University. Academic Advisors are trained to understand their college's specific degree requirements.

### **Initial Advising**

All incoming students must attend an orientation that is scheduled through Nicholls State University. As part of this orientation, students will meet with freshman advisors and receive an initial class schedule. During the application process, students are to select an academic program. The schedules that students receive will be based on the required classes pertaining to their academic program.

### **Semesterly Advising**

Students must reach out to their Academic Advisors set by the University or their major department regarding questions about course scheduling and degree requirements.

All incoming freshman students are assigned a university Academic Advisor, who are typically located in Elkins Hall. Starting their sophomore semester, students will receive an advisor within their department. Depending on the program, the student may keep the same advisor for their remaining semesters or receive a different advisor periodically. Students should receive notification of this change from their department. For advisor information, please use the student's Banner account to identify their advisor and schedule appointments accordingly.

Students are required to meet with their advisor each semester to go over student progress and degree requirements. General advising for registration typically begins October 1st in fall semesters and March 1st in Spring semesters. Students should schedule their advising appointment as early as possible so that students are prepared for the registration date. Advising dates are reflected on the Nicholls Academic Calendar.

During Advising, Bridge to Independence assists students by creating "Advising Folders" and reminding students to reach out to their advisors to schedule appointments. Students are required to inform Bridge of when their appointment is scheduled and when the student attended. Students are asked to have their advisor complete a Degree plan documenting the student's progress along with anticipated graduation date. Advisors should give students a list of classes to register for the upcoming semester. Students are to place this list in their Advising Folder.

Students are able to schedule appointments with advisors outside of the general advising time, as well.

Bridge can assist by helping students develop emails or questions to ask their advisors.

### **Registration**

Registration will begin on the date specified by the University in the Academic Calendar. In order to begin registration, students must ensure that they do not have any holds on their

accounts as indicated in Banner. Students must also ensure that their balance is under \$200.00. At the time of registration, students must accept the FROA agreement, indicating an understanding of the terms and conditions of registration.

During advising, students will have received a list of classes to take for the upcoming semester as approved by their academic advisor. Students enrolled in Bridge will receive assistance from Bridge staff in completing the registration process for classes during their Bridge time during the first week of registration. If students choose to schedule classes prior to their Bridge time, staff will review the completed registration with students. Again, it is the student and academic advisor's responsibility to ensure that they are taking the appropriate classes. Bridge staff members are there to assist the student in the registration process only and cannot advise students on what classes are needed for their degree plan.

Please note: Students who receive Student Access Center Accommodations have early registration which allows them to register on the first day that registration opens. Bridge strongly recommends taking advantage of this as classes can fill up quickly. We recommend that all students apply for accommodations and decide if the accommodations are to be used within the classroom.

### ***Dropping Classes***

Students have until the drop date (specified by the University on the Academic Calendar) to complete the "University Drop Form" with appropriate signatures to drop courses with a "W". Students should be reminded that going below 12 credit hours can negatively impact any scholarships, LRS funding, Pell Grant, etc. Bridge staff can help students understand the needed procedures to complete dropping a course. It is the responsibility of students and parents to understand the requirements of any funding they receive and how dropping a course may impact this area.

### **Academic Standing**

At the end of each semester, students are given an Academic Standing on their unofficial transcript, which denotes the student's ability to take courses in future semesters. If a student falls under a 2.00 GPA, the student may be placed on Academic Probation or Academic Suspension. There is a time-sensitive appeals process that can be completed if a student is placed on Academic Probation at the following link: <https://www.nicholls.edu/academic-suspension/>. Bridge staff reviews the Academic Standings at the end of each semester and will send an email to the student's Nicholls email stating their standing and the urgency of checking their Nicholls email regarding the appeals process. Once the appeal is processed by the University, an email will be provided with a decision and next steps. LRS, TOPS, and other financial aid may be impacted by this decision. It is the student's responsibility to inquire about your financial aid impact while on probation or suspension. Upon the start of the next semester, Bridge may add additional sessions to the student's schedule.



## **Applying for Graduation**

When a student is in their final semester of courses, the student must apply for graduation via Banner. Students must complete this information by the deadline stated on the Nicholls Academic Calendar. This information must be completed whether the student intends to walk for graduation or not, as the form includes information about receiving diplomas.

Students are required to attend Grad Expo. At Grad Expo, students are able to take graduation portraits, purchase a cap and gown, graduation rings, and other items. Students must have a credit or debit card to purchase items at Grad Expo. The date of Grad Expo is determined by the University and is reflected on social media and Inside Nicholls emails. Bridge staff will also remind students of this event.

## **Summer Camp**

Each summer, Bridge hosts a summer camp for all incoming and returning students. For all incoming Degree students, summer camp is highly recommended as it gives the students an opportunity to trial living on-campus and allows our staff to help them get set up for the upcoming semester.

For returning students, summer camp is optional, but highly encouraged as students will be able to meet the incoming students, build relationships, and act as peer mentors.

Information regarding summer camp will be provided in Spring semesters.

## **Tuition and Fees**

Degree students are required to pay the appropriate tuition and fees as set by the University. Degree students are typically enrolled in 15 credit hours for financial aid and full-time status. Nicholls State University recognizes 12 hours as full-time status. Enrollment hours depend on the students class schedule for each semester along with department policy for the student's major.

For information regarding Nicholls tuition and fees, please visit the following website:  
<https://www.nicholls.edu/fees/>.

## **Bridge Program Fee**

The ASD Support Fee is the fee for attendance in the Bridge to Independence program. Currently, our fee is \$2,055 per semester. This program fee is in addition to Nicholls' tuition and fees.

Bridge to Independence reserves the right to increase the program fee, as seen fit.

Bridge follows all University procedures in the event of a request for reimbursement of the ASD Support fee.

## **Housing and Meal Plans**

### ***Housing***

Degree students are encouraged to live on campus to assist in developing their independent living skills. Bridge offers preferential housing to students interested in living in Millet and Zeringue Halls, as space allows. Bridge works with Housing to offer Bridge students the ability to room with other Bridge students, as space allows.

Students and parents/guardians are to complete the Housing application once they are accepted into the university and again each Spring. During the students' last semester, the student should complete a Housing Exemption form, so that they are not charged after leaving the University.

Living on campus is NOT a requirement of the Bridge program.

### ***Residential Meal Plans***

During the Housing application process, students and parents/guardians are able to select a meal plan. Meal plans for residential students are required as per Housing policy. Please carefully review the meal plans and select the one that best fits you and your student.

Munch Money is attached to residential meal plans and is a declining balance. Munch money can be used for purchases in any campus dining facility. Balances do not carry over from one semester to the next.

Colonel Cash is similar to Munch Money in that it can be used for on-campus dining. Colonel Cash can also be used at select businesses off campus as well. Colonel Cash can be used for laundry machines within the residential halls and at vending machines.

### ***Commuter Meal Plans***

Meal plans for commuter students are also offered by the university. Commuter students are not required to have a meal plan, but it may be preferable depending on the students' needs.

Please use the following link to learn more about commuter meal plans:

<https://nicholls dining.sodexomyway.com/my-meal-plan/index>.

## ***Move-in and Move-out Days***

Communication will be sent in the summer regarding Move-In days for students. Degree students should select their move-in date that best fits their schedule.

Concerning Move-Out day, students will be asked to completely move out of their dorms once they have completed their final exams. For graduating students, they will be able to stay until after graduation. At the conclusion of Spring semesters, students will be required to remove all belongings from their dorm rooms. Any items left behind will become university property and a fee may be charged.

For specific processes concerning move-in and move-out days or additional housing fees (example: lost or unreturned keys), please contact the Office of Residential Living.

## ***Suggested Materials***

Below is a list of items suggested for dorm rooms from the Residential Living Handbook.

What to Pack for Move-In Day?

- Essential Items
  - Bed Linens (Twin Extra-Long; Full Size in Brady Complex)
  - Blanket & Pillows
  - Towels, Wash Cloths, Robe, Flip Flops, & Laundry Basket
  - Surge protector (UL approved, 15 amp breaker, 3 wire grounded plug, 6 or fewer outlets, on/off switch)
  - Chargers for all electronic devices
  - Toilet Paper, Paper towels, & Tissues
  - Shower Curtain, Liner, & Hooks
  - Flashlight & Batteries
  - Basic Medication, Band-aids, Health Insurance Card & Social Security Card
  - Trash Can & Trash Bags
  - Cleaning Supplies: Laundry Detergent, Broom or Swiffer Sweeper, Wet Wipes, Mop, Toilet Brush, Toilet Cleaner, Air Freshener, All-purpose Cleaner (No Harsh Cleaners)
  - Clothing & Hangers (Be sure to pack for Louisiana Weather)
  - School Supplies, Textbooks, & Backpack (order textbooks online through the Nicholls Bookstore; see the website for details; they price match)
- Luxury Items
  - Mini Fridge (5-7 cubic feet or smaller; Only 1 per room/side/space)
  - Microwave
  - Keurig or Coffee Maker (No open heating elements)
  - Posters, Pictures, or Decorative Items (must use 3M command strips to hang)
  - Curtains (Must use magnetic curtains or tension rods)
  - Mirror
  - Television

- Rug 16
- Nicholls Spirit Gear (check out the bookstore)
- Basic Kitchen Utensils & Snacks
- Storage Containers

## ***Housing Contact Information***

Information regarding all Housing processes, meal plans, munch money, and colonel cash can be found here: <https://www.nicholls.edu/housing/>. The Office of Residential Living provides a detailed handbook concerning all of these matters. For any questions or more information concerning housing, please review the contact information below:

Mailing Address:  
104A Ellendale Drive  
Thibodaux, LA 70310

Phone: 985-448-4479  
Office Location: Brady Complex Clubhouse

## **Fee Payment and Deadlines**

During advising and registration, students will complete a Statement of Financial Obligation which delineates the process of fee payments and deadlines. Specific dates and criteria can be found at: <https://www.nicholls.edu/fees/statement-of-financial-obligation-2/>

The purpose of this section is to provide a summary of information regarding fee payments and deadlines as shown on the Tuition and Fees website, and should not be used as the sole source of information.

- If a balance is over \$300 as of the close of the registration period (12 noon on 5th class day), class registration can be canceled.
- If a balance is over \$300 as of 12 noon on the 14th class day, class registration can be canceled.
- If total balance is not paid by (date provided by university), the student is subject to loss of campus privileges, removal from campus housing, and denied meal ticket access
- If the balance is over \$200 at the time to register for next semester or term, students may be prohibited from registering for classes.

Payment plan options are available. Information regarding payment plans can be found at: <https://www.nicholls.edu/fees/installment-payment-plan/>.

Please note: If a student withdraws or drops out of the university, the student may be required to pay back any fees or financial aid given during the semester. For information in this regard, please reach out to the Fee Collections Office or the Financial Aid Office.

## **Financial Aid**

Students and parents/guardians are responsible for completing the FAFSA form (<https://studentaid.gov/h/apply-for-aid>). The FAFSA form can assist in financial aid determination. Students interested in student loans, Pell Grant, or other financial aid should complete this form.

Please note: If a student withdraws or drops out of the university, the student may be required to pay back any fees or financial aid given during the semester. For information in this regard, please reach out to the Fee Collections Office or the Financial Aid Office.

## **Additional Financial Support Services**

### ***LRS***

Bridge to Independence works closely with Louisiana Rehabilitation Services (LRS) to assist students and parents/guardians with funding while enrolled in the program. Information regarding and eligibility can be found at [www.laworks.net](http://www.laworks.net).

LRS may help with student funding by paying for tuition, fees, Bridge support fee, housing, and/or books. Students and parents are responsible for finding out eligibility and applying to receive LRS services. If LRS determines that a student does not qualify, students and parents are responsible for finding alternative funding sources and are still expected to pay all costs associated with attending Nicholls State University and Bridge to Independence. To find information about cost of attendance refer to the Tuition and Fees and Bridge Program Fee section of this handbook.

Students and parents/guardians are welcomed and encouraged to find other support services as they see fit.

### ***Pell Grant/TOPS/Scholarships***

Students may be eligible to receive Pell Grant, TOPS, or scholarships based on FAFSA or high school information. These additional financial aid sources can help pay for college tuition and fees. For more information, please visit these websites:

Pell Grant: <https://studentaid.gov/understand-aid/types/grants/pell>

TOPS: <https://mylosfa.la.gov/students-parents/scholarships-grants/tops/>  
Nicholls Scholarships: <https://www.nicholls.edu/financial-aid/scholarships/>

Please note, that any financial aid should be reported to Bridge.

Additionally, Pell Grants, TOPS, or scholarships may interfere with funding provided by LRS. It is imperative that you verify the true amount that the student will receive from these sources to inform LRS so that appropriate adjustments can be made. The number of credit hours that a student is enrolled in may impact the amounts awarded.

## **Student Responsibilities**

- Arrive to class on time and prepared for the days lesson
- Having necessary materials for courses
- Respecting Nicholls faculty and staff
- Arrive to all Bridge sessions/social skills/executive functioning courses on time
- Apply for Student Access Center Accommodations
- Complete assignments on time
- Check email and Canvas pages daily
- Ensuring transportation
- Keeping up with Housing protocol
- Taking necessary medications
- Notifying Bridge staff if they need assistance with an issue
- Maintaining appropriate communication with Bridge staff members
- Monitoring Student Account Balance on Banner
- Attending advising appointments
- Registering for classes
- Communicating with parents about academic decisions (dropping classes, financial aid)
- Getting appropriate rest and maintaining appropriate hygiene levels
- Understanding requirements for Financial Aid that the student receives
- Complete the FAFSA Process each year
- Register for Housing each year
- Register parents/guardians as FERPA Release Contacts on Banner 8
- Opt-in or out of the Colonel Book Bundle and pick up materials
- Maintain a healthy diet

## **Parent/Guardian Responsibilities**

- Assist students with Student Access Center accommodations process
- Assist students with medication compliance
- Ensuring students are supplied with materials needed for their coursework
- Provide students with means of payment while on campus

- Assist students with transportation
- Maintaining appropriate communication with Bridge staff members
- Assisting students with student account balance management on Banner
- Ensuring students are able to stay safe on campus
- Assist students with registering for housing and meal plans
- Assist students with adding in parent or guardian as FERPA Release Contact

## **Suicidal Ideation Policy**

If a student expresses or is reported expressing suicidal or homicidal ideation, the student will be escorted to the University Counseling Center. At discretion of the Counseling Center, the student may be referred to a local hospital for an evaluation. Parents will be notified that the student will be escorted to the Counseling Center. If an incident occurs outside of normal Bridge hours, Campus Police will be contacted.

## **Missing Student Policy**

A student may be considered missing if

- Someone reaches out with concern about a student's absence or lack of contact which is not considered normal.
- If other circumstances create an absence or lack of contact that is not considered normal for the student.

If concerns are noticed or brought to the attention of the staff, a staff member will attempt to contact the student. If contact is not made within a reasonable time frame, staff members will reach out to parent/guardian contacts on our internal Student Contact page. If contact is not made, a report to University Police will be made.

## **Campus Services and Offices**

All of the following services and their updated information can be found on the Nicholls website by typing the name of the service or office.

### ***Auxiliary Services***

#### **Nicholls Bookstore**

Bookstore services are provided by Barnes and Noble College Booksellers. The bookstore provides digital, rental, new and used textbooks. Digital textbooks are available for rent or purchase through Yuzu, (<https://www.yuzu.com>) This is an application that is available for download on an iPad or PC. Rental books are provided on a semester basis at a fraction of the cost of purchasing. For more information on the bookstore and to shop for insignia apparel please visit us online at <https://nich.bncollege.com>.

Office: Bollinger Student Union  
Phone: 985-448-4540  
Hours: 9 am-4 pm, Monday thru Friday

### **Colonel Card Office**

Colonel Cards are issued to all students, faculty, and staff during their association with or attendance at the university. The Colonel Card provides access to designated events, facilities, and services.

Office: Located in the student union  
Phone: 985-448-4498  
Email: [colonelcard@nicholls.edu](mailto:colonelcard@nicholls.edu)  
Hours: Monday to Friday, 8:00 am-4:30 pm

### **Dining Services**

Dining Services are located in Vernon F. Galliano Hall Cafeteria and in the food court of Donald G. Bollinger Memorial Student Union. A wide range of services is offered to the campus community.

Office: Galliano Hall  
Phone: 985-448-4513  
Email: [campusdining@nicholls.edu](mailto:campusdining@nicholls.edu)

### **Post Office**

Post Office serves as a contract station for the United States Postal Service. It provides faculty, staff, and students with post office boxes and services.

Office: Located in the student union  
Phone: 985-448-4539  
Email: [jessie.lebouef@nicholls.edu](mailto:jessie.lebouef@nicholls.edu)  
Hours: Monday to Friday, 8:15 am - 4:15 am

### **Student Union Services**

Student Union provides an environment of recreation, relaxation, social interaction, exploration of personal interests, leadership opportunities, exchange of thought and learning, and offers many valuable and enriching services to the university community.

Office: Student Union Room 6  
Phone: 985-448-4535  
Office Hours: Monday-Friday, 8 am - 4pm



## ***Enrollment Services***

### **Office of Admissions**

Admissions is responsible for conducting the university's student recruitment and admissions programs. This office processes applications for admission or readmission to the university.

Office: Otto Candies Hall  
Phone: 985-448-4507  
Email: [admissions@nicholls.edu](mailto:admissions@nicholls.edu)

### **Office of Financial Aid**

Financial Aid handles grants, loans, student employment, and scholarships. Detailed information can be found in the Catalog or by visiting the office for personal assistance. Financial Aid Counselors are available. Scholarships and student employment can be found here.

Office: Otto Candies Hall  
Phone: 985-448-4048  
Email: [finaid@nicholls.edu](mailto:finaid@nicholls.edu)

## ***Academic Support Services***

### **Academic Advising Center**

provide academic advising and support to Nicholls State University students from the time of their admission until their acceptance into their majors. Faculty advisors meet regularly with students, assisting them in goal clarification, in selection of a major, and in educational planning and course selection. Advisors monitor student progress and refer students to other campus resources as necessary. Students may “drop in” for a quick answer or may set up an appointment with an advisor through Advisor Tools, a web-based advising management tool available by way of ICAN student services.

Office: 234 Elkins Hall  
Phone: 985-448-4117  
Hours: 7:30am - 4:30pm

### **Career Services**

provides professional coaching, resume writing assistance, interview skill development, job search assistance, online career exploration materials and programs, career days, and seminars.

Office: Student Life Suite - Bollinger Student Union

Phone: 985-448-4109  
Email: [katherine.mabile@nicholls.edu](mailto:katherine.mabile@nicholls.edu)  
Hours: Monday- Friday, 8 am - 4:30 pm

### **Continuing Education**

coordinates credit programs in addition to developing youth and adult non-credit programs which provide opportunities for intellectual and personal development. For off-campus groups and their programs, this office provides a one-stop service to coordinate food and housing services, schedule university facilities and equipment, and provide management, marketing, and fiscal monitoring.

Office: Bollinger Student Union - Auxiliary Services, Suite 6  
Phone: 985-448-4444  
Email: [continuing.ed@nicholls.edu](mailto:continuing.ed@nicholls.edu)  
Hours: Monday-Friday, 8am - 4pm

### **Ellender Memorial Library**

houses more than 443,600 books and bound periodicals, 2,000 journal titles, 350,000 cataloged federal and state documents, and provides access to 40,000 E-books and over 50 electronic reference sources. Reference librarians offer one-on-one help and provide mass instruction in library skills, an integral part of University College classes in freshman studies, and they visit classes to explain topics of particular interest to students and instructors.

Office: Ellender Memorial Library  
Phone: 985-448-4654  
Email: [el.reference@nicholls.edu](mailto:el.reference@nicholls.edu)  
Hours: 7:30am - 9am

### **Center for the Study of Dyslexia and Related Learning Disorders**

serves the community and NSU students who have been identified as having characteristics of dyslexia and/or a related disorder. College students in all majors are provided support services. Services include one-on-one tutoring, comprehensive assessments, classroom and testing accommodations. These services are provided for a fee.

Office: Louisiana Center for Dyslexia, Room 6  
Phone: 985-449-7194  
Email: [dyslexiacenter@nicholls.edu](mailto:dyslexiacenter@nicholls.edu)

## **Tutorial and Academic Enhancement Center**

committed to assisting students in enhancing their learning potential and developing proficiency in their academic endeavors. The Center provides small group (3-4 people) tutorial assistance to students having difficulty with courses at the college level. The sessions with a tutor provide supplementary work in coordination with the classroom situation, not in place of it. Areas currently included are math, English, computer science, biology, chemistry, physics, and foreign language. Supplemental Instruction (SI) is provided for human anatomy lab and history.

Office: Ellender Library - Room 149 (first floor)

Phone: 985-448-4100

Hours: Monday: 8:00 a.m. – 4:00 p.m.

Tuesday and Wednesday: 8:00 a.m. – 6:00 p.m.

Thursday: 8:00 a.m. – 4:00 p.m.

Friday: 8:00 a.m. – 1:00 p.m.

## ***Student Life***

### **Housing and Residence Life**

Administers all operational functions associated with campus housing (residence halls, apartments, and family housing) and coordinates residentially based student programming and development through educational and social activities. The office coordinates applications and deposits, contracts, assignments, billing, maintenance and facility management. The office oversees the Residence Hall Association, a student programming group.

Office: Brady Complex Clubhouse

Phone: 985-448-4479

Email: [housing@nicholls.edu](mailto:housing@nicholls.edu)

Hours: Monday-Friday, 8am - 4pm

## ***Student Services***

### **University Health Services**

provides basic, acute health care, health education and promotion programs and services, and disease prevention.

Office: Betsy Ayo Hall

Phone: 985-493-2600

Email: [healthservices@nicholls.edu](mailto:healthservices@nicholls.edu)

Clinic Hours: Monday-Wednesday, 9 am-4 pm

Thursday-Friday, 8 am - 1 pm

### **Student Access Center (Formerly Disability Services)**

Assists students with documented disabilities by providing classroom accommodations under the Americans with Disabilities Act. Any student interested should make an appointment with the director and bring their current (within 3 years) medical and/or psychological evaluation for review. If the student meets federal guidelines, they will complete the registration process to receive accommodations. The Student Access Center will also provide guidance and advocacy services as needed by the student. Services are free of charge.

Office: 137 Peltier Hall  
Phone: 985-448-4430  
Email: [studentaccess@nicholls.edu](mailto:studentaccess@nicholls.edu)

### **Campus Recreation (The Rec)**

operates the Harold J. Callais Recreation Center, coordinates intramurals, provides facilities and equipment for recreational activities and coordinates fitness and wellness programs for the university community.

Office: Harold J. Callais Recreation Center  
Phone: 985-493-2746  
Email: [rachel.durfrene@nicholls.edu](mailto:rachel.durfrene@nicholls.edu)

### **University Police**

dedicated to providing a safe, secure, and crime-free environment for the entire Nicholls community. University Police provide 24-hour services. They are also first responders in emergency situations and are trained to use Automatic External Defibrillator equipment.

Non-Emergency Line: 985-448-4746  
Emergency Line: 985-448-4911  
Anonymous Tip Line: 985-448-4480