

# Student Resources and Facilities

---

## Student Resources

### Disability Services

Marquette University strives to integrate qualified students with disabilities as fully as possible into all aspects of university life. The Office of Disability Services has been designated to coordinate this process in accordance with the university's compliance responsibilities under the law. Accommodation determinations for all students with identified and documented disabilities will be made on a case-by-case basis. Examples of possible accommodations or services provided to students with disabilities include: lecture notes, testing arrangements, texts in alternative formats, interpreting, self-advocacy guidance, etc.

More detailed information about accessibility for all students at Marquette can be found at the Disability Services website (<http://www.marquette.edu/disability-services>). The Office of Disability Services is located in the 707 building, Room 503; P.O. Box 1881, Milwaukee, WI 53201-1881; P (414)288-1645; F (414) 288-5799.

### Email Policy

Marquette University utilizes email as one of the official means of communication with students to keep them informed of important information such as financial aid and billing data; college deadlines, events and updates; and important campus news. Each student is issued an official eMarq email account for use while he or she is enrolled. For more information, see the University Email Policy (<http://www.marquette.edu/its/about/official.shtml>).

### Marquette University Police Department

With the Marquette community located in downtown Milwaukee, students need to be aware of the realities of city living. Recognizing this, the university strives to educate students about personal safety and crime prevention through a wide variety of safety programs and services.

Marquette operates its own commissioned police department (<http://www.marquette.edu/mupd/about.php>), which works closely with the Milwaukee Police Department to ensure the security and safety of the university community. Located on the first floor of the 16th Street Parking Structure, 749 N. 16th St. (between Wisconsin Avenue and Wells Street), the department houses its administration, officer operations, the Command Information Center, preventive services and Student Safety Programs. MUPD operates 24 hours a day, every day. Services can be obtained by calling (414) 288-6800. In cases of emergency, students and employees should contact MUPD's emergency line by dialing (414) 288-1911 from any campus extension or (414) 288-1911 from any off-campus phone.

MUPD employs police, public safety and university service officers. The police officers' primary role is to prevent crime and the breach of public order. Primary responsibilities include protecting students, faculty, staff, campus visitors, property and facilities from accidents, bodily harm, fire, theft, vandalism and illegal entry; enforcing laws and traffic and parking regulations; apprehending violators; providing general information and assistance to the public; conducting criminal investigations; and participating in community-oriented policing efforts. Public safety officers are responsible for preventing and suppressing crime, protecting life and property, and preserving peace throughout the Marquette community. University service officers are responsible for protecting the Marquette community and securing Marquette's property. They conduct walking patrols of campus buildings and grounds, provide authorized after-hours access to buildings, and assist public safety officers, as well as campus community members, who have locked keys in cars, need jump-starts or require other assistance.

To provide members of the Marquette and surrounding community with a direct means of contacting MUPD, the university maintains Blue Light and Service Phones. Blue Light Phones, most frequently recognized by blue lights on the top of the phones, and Service Phones, most frequently recognized by red labels, are placed in university buildings, apartments, parking areas and near-off-campus areas. Video cameras are located throughout campus and in the near-campus neighborhood. They are linked to the Command Information Center in MUPD and are used to help monitor suspicious behavior and document activity in a given area.

A wide variety of crime prevention and safety awareness programs (<http://www.marquette.edu/mupd/safety-tips.php>) are made available to groups that are interested in promoting safety. Popular topics include self-defense, personal safety, sexual assault prevention and alcohol awareness. Numerous brochures, a newsletter and crime statistics are readily available to provide information.

Any member of the Marquette community who becomes involved in a crisis situation can receive the benefits of the Victim/Witness Services program. The program provides resources for those in need of counseling or support services in addition to providing escorts to and from all necessary court-related appearances.

MUPD complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act through the publication of the Safety Resource Guide, which includes campus crime statistics and crime prevention strategies. Copies of the Safety Resource Guide are available from MUPD (<http://www.marquette.edu/mupd>) or by calling (414) 288-7320.

## Schedule of Classes (Snapshot)

Snapshot is an online Schedule of Classes (<http://www.marquette.edu/mucentral/registrar/snapshot>)s students access to determine what courses to take each term. In addition, Snapshot will provide a list of those classes that meet certain degree requirements or are of special interest, such as: University Core of Common Studies (UCCS) courses, Interdisciplinary courses or online courses.

## Student Educational Services

The Office of Student Educational Services (OSES) offers a range of academic support services at no charge to students. Services include tutoring, college success strategies, time management and workshops to campus groups. OSES sponsors two special programs: The Urban Scholars Program, a four-year scholarship program providing ongoing mentoring, leadership development and service opportunities for high achieving low-income, first generation college students and the Freshman Frontier Program which provides interested freshmen with a five-week summer program and specialized advising during the first year of college. OSES also provides ongoing personal and academic support for students experiencing academic challenges. For more information, visit the Student Educational Services website (<http://www.marquette.edu/oses>).

## Student Handbook

The Student Handbook, is online (<http://www.marquette.edu/osd/policies/index.shtml>) and issued annually. It contains information and regulations on housing, conduct and student activities. Rules governing eligibility for membership and participation in student organizations, as well as descriptions of all recognized student organizations, also are contained in the Student Handbook.

Many colleges and departments issue a student handbook unique to their majors. Students in these majors are also governed by the rules and regulations of their individual college/department handbook.

## Student Information System (CheckMarq)

Marquette students obtain up-to-the moment information, monitor their academic record, view courses, register and update their address/phone numbers online by using the CheckMarq system (<http://checkmarq.mu.edu>). Students can access CheckMarq from any computer with Internet access. CheckMarq requires both a user name and password. Information Technology Services assigns user names and passwords to all new students for the duration of their studies at Marquette.

## Transcript of Academic Record

A Marquette University transcript (<http://bulletin.marquette.edu/undergrad/academicregulations/#transcripts-official>) is the complete and unabridged copy of all academic work attempted while matriculated at Marquette, with the exception of transfer credit taken elsewhere. Partial transcripts are never produced. Course and grade information contained on the transcript are released pursuant to the Family Educational Rights and Privacy Act of 1974 (as amended).

Students may obtain a transcript of their Marquette record by completing a Transcript Request form available on the Marquette Central academic forms website ([http://www.marquette.edu/mucentral/registrar/policy\\_forms.shtml](http://www.marquette.edu/mucentral/registrar/policy_forms.shtml)) and submitting it as indicated on the form, or submitting an online request via the National Student Clearinghouse (<http://www.studentclearinghouse.org>). Current students may request a transcript online via their CheckMarq account. Submit all transcript requests a minimum of one week in advance of the date the transcript is needed.

The fee for regular transcript service is \$7.00 per transcript (3 business days). The fee for expedited transcript service is \$30.00 per transcript (same day service). Additional FedEx fees apply. All transcript fees are due at the time of the request.

Every transcript that is issued directly to a student is clearly marked. Because most institutions do not accept a transcript that has been in the student's possession, it is strongly recommended the students request the Office of the Registrar mail a transcript directly to the institution involved. Students who fail to follow this recommendation are liable for any further charges when additional transcripts are needed.

## Veterans Benefits

The Office of the Registrar acts as liaison between the student and the Veterans Administration, the Wisconsin Department of Military Affairs and the Wisconsin Department of Veterans Affairs. Any student eligible to receive educational benefits under one of the various federal Veterans Administration programs must, at the beginning of each term for which he or she is registered, complete and/or submit the Marquette Application for Certification of VA Educational Benefits. First time VA benefit applicants or transfer students may need to furnish additional documentation. For more information on how to apply for Veterans' educational benefits, visit the Marquette Central Veteran's Benefits website ([http://www.marquette.edu/mucentral/registrar/vet\\_index.shtml](http://www.marquette.edu/mucentral/registrar/vet_index.shtml)). Information or consultation regarding Veterans educational benefits is available at any time during regular Marquette Central (<http://www.marquette.edu/mucentral>) office hours.

Marquette participates in the Yellow Ribbon Program ([http://www.marquette.edu/mucentral/registrar/vet\\_yellowribbon.shtml](http://www.marquette.edu/mucentral/registrar/vet_yellowribbon.shtml)); which is a Post-9/11 GI Bill enhancement program for students who qualify for 100% of the Post-9/11 GI Bill. This program allows institutions of higher learning in the United States to voluntarily enter into an agreement with the VA to fund some or part of the tuition expenses and fees of these students.

Federal Law requires that educational assistance benefits to Veterans and other eligible students be discontinued when these students cease to make satisfactory progress toward their degree objective. Individuals who wish to receive veterans' educational benefits must qualify and meet the published academic standards and requirements of the university in order to be certified for Veterans educational benefits. Only courses that apply to a

degree program may be certified for VA Educational benefits; and students must inform the Office of the Registrar of changes to their enrollment after certification is submitted for the term.

## Facilities

### Haggerty Museum of Art

The Haggerty Museum of Art advances Marquette University's mission by enriching the intellectual and creative lives of students and communities at large through engagement with the museum's collections, exhibitions, and programs.

The Haggerty Museum of Art, an academic museum committed to advancing social justice through meaningful aesthetic experiences, plays a unique role in the Milwaukee community. The Haggerty engages both academic and general audiences in high-impact, interdisciplinary, object-based learning experiences that span subjects from English to Engineering. More than half of Marquette University's students experience the museum's innovative exhibitions, programs and collections each year. The Haggerty Museum of Art is open every day. Museum admission is always free, to everyone. For more information, visit the Haggerty Museum of Art website ([http://www.marquette.edu/haggerty/permanent\\_collection.shtml](http://www.marquette.edu/haggerty/permanent_collection.shtml)).

### Hartman Literacy and Learning Center

The Hartman Literacy and Learning Center is a facility within the College of Education, which supports undergraduate literacy-related programs. The center library houses a children's literature collection, which is used by College of Education students as well as children participating in the center's after school tutoring program, collaborations between the university and neighborhood elementary schools. Students enrolled in EDUC 4964 (Practicum in Reading) participate by tutoring small groups of children in reading and writing after school. The Hartman Literacy and Learning Center provides faculty and staff to support and conduct research. For more information, visit the Hartman Center website ([http://www.marquette.edu/education/centers\\_clinics/hlc.shtml](http://www.marquette.edu/education/centers_clinics/hlc.shtml)).

## Libraries Overview

The University's libraries support the teaching, research and service mission of Marquette University by providing access to recorded knowledge through collections, services, cooperative programs and connections to worldwide resources. The libraries combine state-of-the-art technologies with a repository of information in an atmosphere of service and learning. A full description of resources, hours, news and services is found at the Raynor Memorial Libraries website (<http://www.marquette.edu/library>).

Collections of more than 2 million volumes and more than 1500 print subscriptions are housed in the John P. Raynor, S.J, Library and the adjoining Memorial Library; the Law Library is separately described below. The libraries' shared online catalog, MARQCAT, includes all book and periodical holdings, locations and circulation status.

### Raynor Memorial Libraries

The Raynor Library, built in 2003, holds a commanding position at the physical and intellectual center of the campus. Raynor Library, seating 1,100, is designed around the needs of its users, preserving the university's extensive traditional collections, while expanding its capacity for incorporating digital technology into access and delivery of information. The library offers nearly 2.5 million books in digital format, an ever-growing (over 50,000 titles) collection of full-text online newspapers, journals and magazines, as well as an expanding collection of unique digital materials produced by Marquette's own scholarly community. The primary service point in Raynor is the two-level Learning Commons, with over 240 networked PCs and Macs, multimedia hardware and software and comfortable small group study spaces.

The Information Desk is open 100 hours weekly and, in addition, offers research consultations by appointment, and phone, IM, email and 24/7 "chat" assistance through its AskUs! services. The Digital Scholarship Lab features expert assistance, a digital media editing room, a visualization station, a digital toolbox, and specialized software on Mac and PC computers. Video cameras, iPads, laptops, sound recorders, digital cameras and tripods are available for checkout.

Raynor's first and second level and the bridge are open 24/7 when classes are in session, offering access to workstations and comfortable, safe late-night study space. Library hours during the summer, intercessions and holidays are posted and updated regularly on the library website.

Additional features of Raynor Library include: Class Reserves and Media Services Desk, the Funding Information Center, as well as reference, browsing, spirituality, and local music collections. Group study rooms are available for collaborative projects and can be reserved via an online reservation system. All rooms feature whiteboards and many have large LED panels to better facilitate group work. A conference center accommodating large groups and video conferencing, the Writing Center and the Center for Teaching and Learning are also located in the facility. The second-level bridge entrance to Memorial Library features a 4,800 square foot café with casual seating, popular reading materials and wired and wireless network connections.

Memorial Library, renovated top-to-bottom in 2004 and entered via the 2nd level bridge, houses the majority of the book and journal collections. The library is open 100 hours weekly and offers a variety of seating choices for over 1,050 studiers. An open stack arrangement presents over six linear miles of compact shelving for bound journals on the lower level, plus book shelving on five floors. The facilities in this library include a circulation desk, a cluster of PCs, and assigned research carrels for faculty and graduate students.

Most library services and online research databases are available to students 24/7 from both on- and off-campus locations. Class reserve readings are digitized for online access whenever possible. Interlibrary Loan provides both books and journal articles from other libraries on request and a variety of other cooperative programs assure library privileges for Marquette students at other libraries in Southeastern Wisconsin. The Milwaukee County Federated Library System, including the Central Library just four blocks from campus, also lends to Marquette students. Above all, service-oriented staff members are committed to guiding and teaching users throughout the research process.

## Special Collections and University Archives

Raynor Library also houses the Department of Special Collections and University Archives, with the reading room and exhibit areas on the third floor. The University Archives documents Marquette from its founding in 1881 to the present day, including administrative records, records of academic units, and student life, as well as papers of faculty, staff, students and alumni. Manuscript collections are also available for research. Significant holdings relate to Christianity and Native Americans, and 20<sup>th</sup>-century Catholic Social action, and include collections such as the Bureau of Catholic Indian Missions, Dorothy Day and the Catholic Worker movement, the National Catholic Conference for Interracial Justice, and the National Catholic Rural Life Conference. J.R.R. Tolkien's original manuscripts, plus a large collection of Tolkien literary criticism and popular culture materials, form a unique and notable research collection. More than twenty digital collections are available via the Special Collections and University Archives website. Finally, the department houses a rare book collection of over 7,000 volumes, which has significant holdings in theology, philosophy, Jesuit studies, Native American History, Catholic Social Action, and rare editions from literary figures such as H. L. Mencken, Joseph Conrad, Sherwood Anderson and Rupert Brooke.

### For more information on Raynor Memorial Libraries:

- Raynor Memorial Libraries website (<http://www.marquette.edu/library>).
- Campus map (<http://www.marquette.edu/contact/documents/CampusMap.pdf>) showing campus libraries.
- AskUs! (<http://www.mu.edu/library>) Phone, email, IM, or text information services.
- Library hours (<http://www.mu.edu/library/#hours>) on our website or a 24-hour recorded message (414) 288-1530.

## Law Library

The primary mission of the Marquette University Law Library is to support the research activities of the Marquette University Law School students and faculty. The law librarians who hold both a law degree and a library degree teach a variety of law-related research courses within the law school and a number of legal research sessions for various departments on campus.

The Law Library is located in Eckstein Hall. The Law Library maintains a comprehensive electronic and a selective print collection of primary legal materials from all federal and state jurisdictions as well as a collection of selected international and comparative legal materials. In addition, the Law Library provides the entire campus with electronic subscriptions to Proquest federal legislative history materials, to HeinOnline, and to CCH Intelliconnect. The Law Library is a selective depository of federal government law-related resources. In addition, the Law Library subscribes to a number of electronic subscriptions on legal research related topics that are available to anyone using the Law Library. Law Library users may also access the comprehensive collection of both print and electronic Wisconsin legal research resources while in the law building.

## Research Centers and Institutes

In order to foster and enhance research and study at Marquette University, a number of units on campus have established thematic research centers and institutes. These centers and institutes offer the opportunity for active collaboration and research in a variety of categorical areas.

The centers generally are designed to bring an interdisciplinary focus to the study of complex problems and involve the participation of several faculty members. Opportunities are available for student participation in the programs of several of the centers and institutes.

The Office of the Provost maintains a list of currently active centers and institutes (<http://www.marquette.edu/research/centers.php>).