

Bradley University

Resources

### **Career Services/Job Search**

The Smith Career Center assists students in exploring and defining career option, developing job search strategies, obtaining career-related work experience, and identifying and connecting with prospective employers. Each student is assigned to a Career Advisor who will work one on one with the student regarding job search strategies, resume writing, interviewing, etc. Students have access to the web job listing and posting their resume online to be viewed by employers. The Center also provides a 24-hour resume review service for current students and alumni. Visit the website for more services offered. For more information, contact:

Ms. Jane Linnenburger

Burgess Hall 104A

[jane@bradley.edu](mailto:jane@bradley.edu)

677-2515

<http://explore.bradley.edu/scc/index.php>

### **Counseling**

Professional counselors and supportive staff are trained to work with Bradley students in their growth and total development - social, emotional, intellectual, physical, spiritual, and occupational - as well as the environment in which they live. Personal growth and development issues of adjustment to college, relationship concerns, alcohol and substance abuse, anxiety and stress management, communication skills, eating disorders, assertiveness, and lifestyle choices are some of the issues addressed by the counselors. Often, students can see a counselor the same day that they call for an appointment. Visits are confidential and free for Bradley students. For more information, contact:

Dr. Janine Donahue, Director

Harper Hall 20A

[drjan@bradley.edu](mailto:drjan@bradley.edu)

677-2700

<http://www.bradley.edu/eddev/cwc/>

### **Disciplinary Action**

The student judicial system implements the Student Standard of Conduct found in the Student Handbook. If a faculty member has an immediate disciplinary problem with a student, the Campus Police should be contacted. Students have the opportunity to have their "case" heard by either the University Judicial Officer or the University Arbitration Board.

Mr. Nathan Thomas, Executive Director, Residential Living and Leadership

[nthomas@bradley.edu](mailto:nthomas@bradley.edu)

677-3221

<http://www.bradley.edu/housing/frame.html>

### **Financial Assistance**

The Office of Financial Assistance provides scholarships, grants and loans to many Bradley students. The number of hours a student completes each semester and their cumulative GPA determine a student's eligibility for some sources of assistance. If a student plans to drop below full time or has concerns about his/her GPA, he/she should contact the Office of Financial Assistance to determine if changes in course load will affect their financial assistance. To learn more about the requirements and policies, visit <http://sfs.bradley.edu/award/policies/>

Mr. David Pardieck, Director of Financial Assistance

Swords Hall 100

[bufinaid@bradley.edu](mailto:bufinaid@bradley.edu)

677-3089

<http://sfs.bradley.edu/>

### **Fraternities and Sororities**

Bradley's Greek community consists of three councils: Interfraternity Council (IFC), Panhellenic Council (Panhel), and the National Pan-Hellenic council (NPHC). There are 17 fraternities and 12 sororities on campus, comprising 35 percent of the student population.

Ms. Teniell Trolian, Associate Director

Sisson Hall 135

[ttrolian@bradley.edu](mailto:ttrolian@bradley.edu)

677-2428

<http://bugreeklife.com/>

### **Grievances**

Student grievance procedures are described in the Student Handbook. If an individual has been physically or sexually harassed by a Bradley University student, an informal or formal grievance can be filed. Any questions regarding a student grievance should be directed to:

Dr. Alan Galsky, Associate Provost for Student Affairs

Sisson Hall 100

[apsa@bradley.edu](mailto:apsa@bradley.edu)

677-3140

### **Health Center**

The Student Health Center is an outpatient clinic that provides service to **enrolled** Bradley students who experience health problems. Students are assisted through advisement, treatment, consultations with health providers, and referral for extended treatment if necessary. While there is no charge for most on-site treatment, services provided through referral to outside agencies are charged by that care provider and are the student's financial responsibility. For more information, see <http://www.bradley.edu/eddev/healthservices/>, or contact:

Dr. Christina Nulty, Director

Heitz Hall first floor

[cnulty@bumail.bradley.edu](mailto:cnulty@bumail.bradley.edu)

677-2700

### **Housing and Residential Life**

Housing and Residential Life hires and trains the residence hall staff and handles matters of policy and regulation for the campus community. The housing office makes housing assignments and takes care of other physical arrangements.

Mr. Nathan Thomas, Executive Director

Sisson Hall 133

[nthomas@bradley.edu](mailto:nthomas@bradley.edu)

677-3221

<http://www.bradley.edu/housing/frame.html>

### **International Student Issues**

Bradley University is the home to many international students. Due to increased national security, international students must meet several new requirements. If you have an international student with any concerns about their VISA, work stipulations, or interests in international student associations, please contact:

Ms. Frances Jones, Assistant Director, Multicultural Services

Garrett Center 210

[fjc@bradley.edu](mailto:fjc@bradley.edu)

677-2646

### **Intramural and Recreational Sports**

This department strives to meet the recreational and leisure needs of a diverse Bradley community. Haussler Hall, the university's recreation complex, is open more than 100 hours per week and offers numerous activity areas -- a multi-purpose gym, racquetball courts, weight room with a generous supply of free weights and weight machines, a cardiovascular center, a dance studio, combative gym and pool. Students, faculty, and staff are encouraged to participate in the comprehensive intramural, club, sport, and fitness programs coordinated by our department. Different skill levels are available to accommodate all interested individuals regardless of their experience or ability in a given sport. For more information, contact:

Mr. Mike Keup, Director

Haussler Hall 147

[mkeup@bradley.edu](mailto:mkeup@bradley.edu)

677-2677

<http://www.bradley.edu/intramurals/>

### **Multicultural Student Services**

The Office of Multicultural Student Services serves as a catalyst in assisting minority and international students in reaching their full potential. This mission is accomplished through its goals in providing support programs and services, promoting and cultivating an awareness and appreciation for multiculturalism campus-wide, developing resources which expand and improve upon the Romeo B. Garrett Cultural Center, and empowering minority and international students and organizations to cultivate leadership, respect, and personal and organizational development. For more information, contact:

Ms. Frances Jones, Director

Garrett Center 212

[fjc@bradley.edu](mailto:fjc@bradley.edu)

677-2646

<http://www.bradley.edu/multicultural/>

### **Orientation for New Students**

Bradley University offers 13 two and a half day summer orientation sessions for new students and their parents. Student orientation is mandatory while parent orientation is optional, but highly recommended, and a majority of our new parents choose to attend. While at orientation students will receive academic advisement, register for classes, and become integrated into the Bradley community through interaction with our Student Aides, professional staff, and faculty. For more information, contact:

Mr. David Trillizio, Director, Orientation & Advisement

Bradley Hall 239

[dpt@bradley.edu](mailto:dpt@bradley.edu)

677-2420

<http://www.bradley.edu/orn/>

### **Registrar's Office**

The Registrar's Office houses the official student record for the University and provides many student services, such as transcripts, address change, registration through Webster, schedule changes, degree verifications, enrollment verifications through Webster, degree audit, grades, holds, and University schedule.

Ms. Kathie Beaty, Registrar

Swords Hall

[kbeaty@bradley.edu](mailto:kbeaty@bradley.edu)

677-3101

<http://www.bradley.edu/registrar/>

### **Student Activities**

The Student Activities Office provides a variety of services to student organizations and the campus community including program planning, leadership and organizational development, contracts and negotiation, posting validation, publicity and promotion development, talent acquisition and financial management. For more information, contact:

Mrs. Michelle Whited, Director  
Lower Level Michel Student Center  
[mataylor@bradley.edu](mailto:mataylor@bradley.edu)  
677-3050  
[www.bradley.edu/sao](http://www.bradley.edu/sao)

### **Students with Disabilities**

Bradley University is committed to helping all students. The Office for Student Accessibility is designed to help the faculty, staff, and administrators in responding to student needs related to specific disabilities. Students with physical disabilities have a legal and moral right to access educational and co-curricular activities of their choosing. The Office for Student Accessibility provides appropriate and reasonable accommodations for students in need. For more information, contact:

Ms. Barbara Carraway  
Center for Student Support Services  
Sisson Hall 101  
[bck@bradley.edu](mailto:bck@bradley.edu)  
677-3658  
<http://www.bradley.edu/students/support/>

### **Student Fees/Controllers Office**

The Student Fees office generates a billing statement for each student. In order to officially enroll in classes, a student must sign the bill and make payment arrangements by the appropriate dates each semester, or their classes will be dropped.

Changes in number of hours, course load in excess of 16 hours, and part-time status may change a student's bill. Information about billing, payment, and withdrawal is available in the schedule of courses, online at <http://www.bradley.edu/classes/>.

For more information, contact:  
Mrs. Sandra Fay, Accounts Receivable Manager  
Swords Hall 100  
[sfay@bumail.bradley.edu](mailto:sfay@bumail.bradley.edu)  
677-3120  
[www.bradley.edu/controller/](http://www.bradley.edu/controller/)

### **Student Handbook**

For detailed information about Standards of Conduct, Student Services and Organizations, Student Government and Activities, please refer to the Student Handbook. It is produced by the Division of Student Affairs and copies are sent to all faculty, administrators and staff professionals the first week of classes in the fall semester. For more information, contact:

Dr. Alan Galsky, Associate Provost for Student Affairs

Sisson Hall 100

[apsa@bradley.edu](mailto:apsa@bradley.edu)

677-3140

<http://www.bradley.edu/ccd/stuhndbk99.pdf>

### **Student Leadership and Public Service**

The Lewis J. Burger Center for Student Leadership and Public Service strives to educate and prepare students to be committed and effective leaders in their careers, families, and communities by providing leadership development programs and service learning opportunities. The Center sponsors programs such as BUILD, LINCS, TEAM Bradley, Fellows, and service opportunities. For more information, contact:

Ms. Sara O'Shea, Interim Director

[sray@bradley.edu](mailto:sray@bradley.edu)

Sisson Hall 139

677-2428

<http://www.bradley.edu/housing/leadership/index.html>

### **Summer and Interim Sessions**

Students may be interested in taking classes outside the Fall and Spring semesters. Bradley offers five condensed sessions each year: January Interim, 3-week May Interim, 8-week May Interim, two 5-week Summer sessions (one beginning in June and the other in July). Schedules for January Interim are listed in the Spring Schedule of Classes and the Summer Sessions are listed in the Fall Schedule of Classes. All session schedules are posted on the website at <http://www.bradley.edu/classes/>

Mr. Jon Neidy, Director of Summer and Interim Sessions

Continuing Education Building

[neidy@bradley.edu](mailto:neidy@bradley.edu)

677-2374

### **Testing Services for Students**

For students who express indecision about what to major in or want to identify their strengths, valuable information can be provided through the educational/career testing process at the Center for Academic Transition Programs and Assessment Services. Tests and inventories, specially selected according to each student's needs, can help match their primary career interests, abilities and personality style. The process includes an initial meeting with the staff, followed by the testing at the students' convenience, concluding with a verbal interpretation of the test results with recommendations.

Dr. Diane Rigley, Director, Academic Transition Programs & Assessment Services

Kaufman Building

[rigley@bradley.edu](mailto:rigley@bradley.edu)

677-2420

<http://www.bradley.edu/eddev/testing/>

### **Tutoring and Study Skills**

The Center for Learning Assistance is the University's primary academic support service responsible for helping students acquire skills essential to achieve academic and personal success. The Center offers tutoring services, study skills classes, learning disadvantaged academic support, programs for students on academic probation, special assistance for student athletes, and other student academic support programs.

Dr. Debbie Fischer, Director

Library 312

[djfisch@bumail.bradley.edu](mailto:djfisch@bumail.bradley.edu)

677-3654

[www.bradley.edu/students/support/learn.html](http://www.bradley.edu/students/support/learn.html)