

STUDENTS – WHO DO YOU CALL FOR HELP?



ACADEMIC SUPPORT

Research Papers/ APA Formatting-

For online assistance:

contact **Dr. Lovett** at

jlconlinewritinglab@sacredheart.edu at

Sacred Heart University's Online Writing Lab. Submit your paper and Dr. Lovett will review it within 24 hours. In addition you can schedule a one-on-one virtual session with Dr. Lovett for writing support. Details are available on the Services Tab in Blackboard Learn.

ACADEMIC ADVISING

Students are assigned faculty advisors to provide assistance in planning their academic endeavors. Your advisor is listed on your schedule for the current term from Online Student Services.

If your advisor is not available please contact:

Certificate Programs Advisor:

Betty Griffin 475-210-5517

Healthcare Administration Chair:

Bill Ingersoll 475-210-6024

Radiography AS/BSRS Chair:

Terry Hine 475-210-5072

Dean of Health Sciences (Nursing):

Dr. Karen Barnett 475-210-6392

ACADEMIC SUPPORT

Test Taking Strategies, Time Management, Study Skills, Note Taking, and Organizational Skills -

For online resources: go to the Library Resources folder in the mySVC Community in Blackboard Learn.

ACADEMIC SUPPORT

Tutoring-

For on-campus assistance: review the “Tutoring Schedule” posted in the mySVC Community in Blackboard Learn and on campus.

For online assistance (A&P tutoring only): schedule a one-on-one session with Prof. Leal by email request to lealm@sacredheart.edu or use the online scheduling system. Details are available on the Services Tab in Blackboard Learn.

IT SUPPORT

Blackboard Learn:

CTDLC - 866-462-8352

College Computer Issue:

Debbie Daly - 475-210-5954

College Email Account:

Student Affairs - 475-210-6411

One Chart Access (nursing students):

Debbie Daly - 475-210-5954

Online Student Services:

Student Affairs - 475-210-6411

Printing Issue/Print Card:

Debbie Daly - 475-210-5954

Wi-Fi Access:

Debbie Daly - 475-210-5954

FINANCIAL AID

Dorothy Martin-Hatcher, Chris Gutierrez & Frederic Regouis

FinAid@stvincentscollege.edu

Offices: H314 & H303

Phone Number: 203-576-5937

Office hours: Mon-Fri 8 am-5 pm

Contact staff with questions about applying for financial aid, completing the FAFSA, verification paperwork, award letter and scholarships.

LIBRARY SERVICES

College Librarian

SVClibrarian@stvincentscollege.edu

Office: Daniel T. Banks Health Science Library, 3rd floor of St. Vincent’s Medical Center

Phone Number: 475-210-5336

Office hours: Mon-Fri 7:30 am-4 pm

Contact the College Librarian with questions on how to access online library resources.

REGISTRAR

Vinny Cataudella

Registrar

Vincent.Cataudella@stvincentscollege.edu

Office: Room H3A

Phone Number: 203-576-5616

Office hours: Mon-Fri 7:30 am-4 pm

Contact Vinny with questions about registration, course changes/withdrawals, name and contact information updates, FERPA releases, commencement and transcripts.

STUDENT ACCOUNTS

Office of Student Accounts

StudentAccounts@stvincentscollege.edu

Offices: H310 & H314

Phone Number: 203-576-5479

Office hours: Mon-Fri 8 am-4:30 pm

Contact us with questions about tuition statements, payment plans, book vouchers, 1098T forms and refunds.

SAFETY & SECURITY SERVICES

Safety & Security Department

Office: Level 1 in the St. Vincent's Medical Center

Phone Number: 203-576-5543

Contact to request escort services 24x7, report theft or any suspicious activity or individual, badge access issues.

STUDENT AFFAIRS/ DISABILITIES SERVICES

Office of Student Affairs/ Disability Services

StudentAffairs@stvincentscollege.edu

Office: Room H411

Phone Number: 475-210-6411

Office hours: Mon-Fri 7:30 am-4 pm

Contact us with questions about sign on to College systems, badge IDs, career services, disability accommodations, mental health referrals, mySVC Community, parking, meal card, student clubs and organizations and other issues.

STUDENT CONDUCT

Anet Surrusco

Director, Student Affairs

asurrusco@stvincentscollege.edu

Office: 475-210-5675, Room H411

Office hours: Mon-Fri 7:30 am-4 pm

Contact Anet to report any student misconduct violations including but not limited to: academic dishonesty, bullying, inappropriate computer use, theft or destruction of College property, possession of drugs or weapons.

VOLUNTEER OPPORTUNITIES

Anet Surrusco

Director, MIS/Student Affairs

asurrusco@stvincentscollege.edu

Office: 475-210-5675, Room H411

Office hours: Mon-Fri 8 am-4 pm

Contact Anet to inquire about any volunteer and community service activities available or for assistance with new initiatives.

TITLE IX/SEXUAL MISCONDUCT

Nancy Musante

Title IX Coordinator

nmusante@stvincentscollege.edu

Office: 203-576-5578, Room H402

Office hours: Mon-Fri 8:30 am-5 pm

Contact Nancy with questions or to make a report of sex discrimination or sexual misconduct.

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