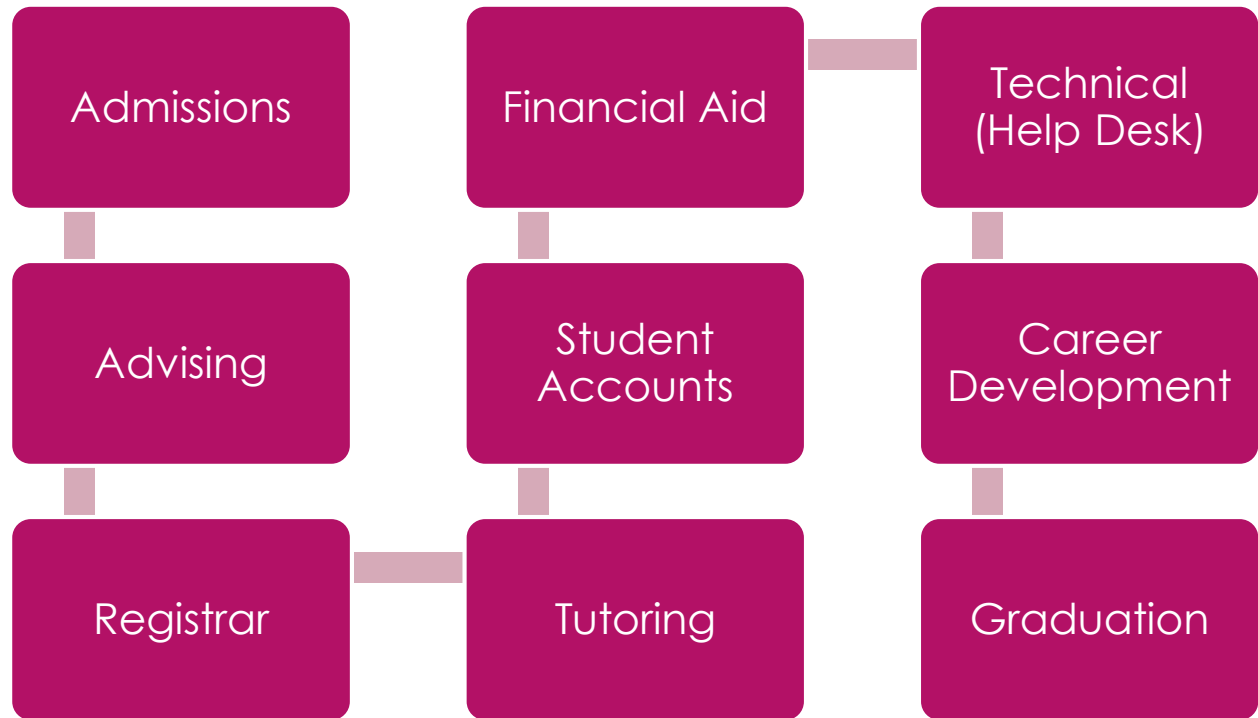




Online Student Services: Outside of the Classroom

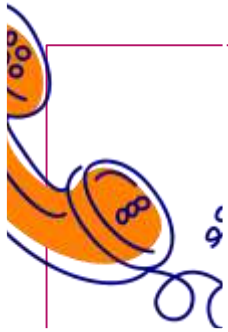
LA ROCHE COLLEGE

Online Support Services Include ...



... and more

Traditional “Online” Support ...



Phone

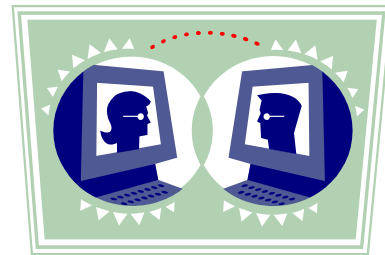


Fax



Email

New and Improved Services ...



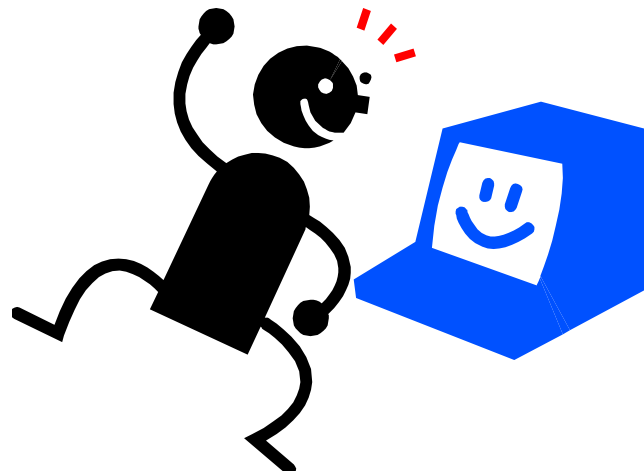
Skype

New and Improved Services ...

- ▶ Online Systems:
 - ▶ Admissions process
 - ▶ Federal Financial Aid
 - ▶ Class Registration, Schedules and Grades
 - ▶ Financial Accounts and Payments
 - ▶ Degree Audit

New and Improved Services ...

Electronic
Forms



Workflow

Financial Clearance Form

- ▶ When a student misses the deadline for registration ...



FINANCIAL CLEARANCE FORM

DIRECTIONS:

Continuing students who failed to register by the deadline date for the **2014 Spring Semester** must be financially cleared by the Office of Student Accounts before registration will be allowed. Financial Clearance means that an estimated tuition must be paid, or payment arrangements made in advance of registration. In addition, a late registration fee of **\$100.00** will be assessed by the Registrar's Office. Please complete and submit this form to begin the financial clearance process, and further instructions will be emailed to you at your La Roche email address.

Note: Since this process takes up to 5 business days, submission of this form after classes begin on **Monday, January 6, 2014** does not guarantee that you will be cleared in time meet the **4:00p.m., Monday, January 13, 2014** late registration deadline. Students requesting financial clearance after the first day of classes are encouraged to come the Student Accounts/Registrar's Office to expedite the process.

First Name

Last Name

Street Address

Telephone #

E-mail Address

Are you a resident student? Yes No

Student Type Undergraduate Graduate

Current status Part-time Full-time

of Credits

By electronically signing this financial clearance form, I agree that I am responsible for all information provided above being correct and that I have made full payment or arrangements of payment of all tuition, fees, room and board, and interest accrued. I understand if any of the above information changes, I am responsible and will remit any additional balance due immediately.

Student's Electronic
Signature

Submit

Graduation Application

GRADUATION APPLICATION

FILING DEADLINES:

- May Graduates - February 7th
- August Graduates - May 7th
- December Graduates - October 7th

A late fee of \$25.00 will be collected for applications not submitted by the deadline.

INSTRUCTIONS:

1. Complete this online form.
2. Your advisor will get a copy of your submission and will need to confirm your application for graduation.
3. Submit your \$85 graduation application fee, plus late fee if applicable. You will be presented with a link/button to submit your payment online once you complete the application below. MasterCard, Discover and American Express are accepted forms of payment. Visa is not currently accepted.

A degree will not be conferred retroactively; a conferral date will be awarded based upon the semester for which the application is submitted.

- **Undergraduate students** are not required to be enrolled in the semester of graduation.
- **Graduate students** MUST be registered for at least one (1) credit in the semester in which they plan to graduate.

Student ID:

Program requirements will be completed by:

December 2013

Full Name: (Name as it will appear on your diploma must reflect the name on record. If different, you must submit legal documentation of your name change to the Registrar's Office.) Middle names may be shortened or omitted.

Last / Family Name
(and Suffix, if applicable):

First Name:

Middle Name or Initial:

Diploma Mailing Address: (Please enter a permanent address for mailing of your diploma and final transcript. This address and contact information will also be provided to the Alumni Office for future mailings.)

Street Address:

City and State:

Postal Code or Country:

La Roche E-mail Address:

Alternate E-mail Address:

Home Phone:

Cell Phone:

Work Phone:

Do you plan to attend the May graduation ceremony? Yes No

Nomination for Faculty Class Marshal:

Graduating students may honor a full-time faculty member by nominating him/her to serve as the faculty class marshal. The marshal leads the procession of the graduating class at the commencement ceremonies and offers remarks on behalf of the faculty.

Faculty Nomination:

The following information is currently on file for you. Please verify the information listed below. If you see any errors or omissions, please contact Student Academic Support Services at 412-536-1130.

Admit Sess/Year: FA 2012

Degree: Bachelor of Arts

Major: English Studies: Journalism & Professional Writing

***Total Credit Hours Earned:**

*May already include 8 week session credits, listed below, from the current semester

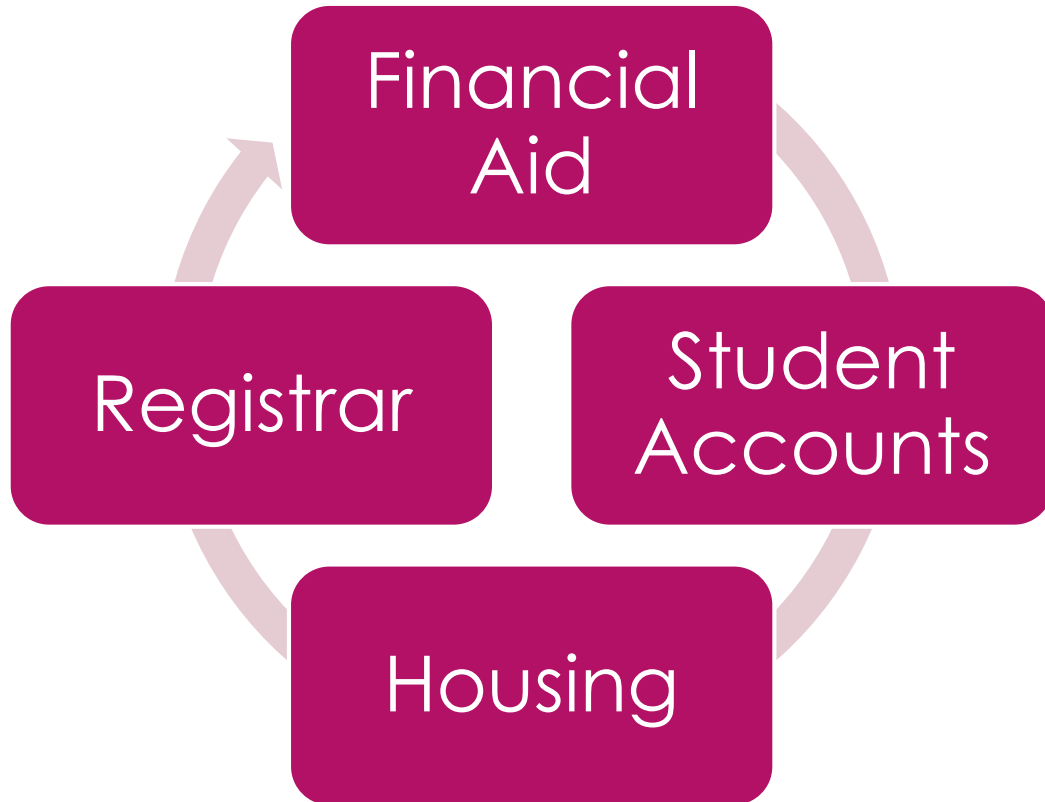
Cumulative QPA:

In Progress Courses

Course Num - Sec	Sess	Title	Available Credit Hours
Total Available Credit Hours:			0.0
Total Earned & Available Credit Hours:			<input type="text"/>

I, , agree that all the information provided is correct, and I take full responsibility in conjunction with my advisor for completion of these requirements

College Withdrawal/Leave of Absence



LEAVE OF ABSENCE / WITHDRAWAL

[Leave of Absence / Withdrawal Policy](#)

PLEASE NOTE: Since a Leave of Absence or Withdrawal may jeopardize your financial aid status, you are strongly advised to consult with the Office of Financial Aid prior to completing this form.

Student ID: Student Name:

Advisor:

Last Year and Semester of Attendance

Year: Semester:

When are you leaving? Immediately End of Semester

Permanent Street Address:

City, State Zip:
(For foreign addresses enter XX in the State field)

Telephone:

Email Address (non-La Roche):

Type of Request

Leave of Absence Withdrawal

If leave of absence, anticipated return

Year: Semester:

Reason for withdrawal / leave of absence

Electronic Signature

Submit

Student Help Desk ... Self Help

 **ONLINE LEARNING**

Information / FAQ's

- BLACKBOARD HELP
- BIOSIG-ID
- E-MAIL INFO
- MY.LAROCHE.EDU INFO
- WIRELESS NETWORK INFO
- NETWORK ACCOUNT INFO
- ONLINE RESOURCES
- PRINTERS/PRINTING INFO
- OTHER USEFUL INFO
- PREPARATION
- STUDENT HELPDESK

Laird Cole
Online Learning Faculty Support &
Technology Coordinator
 laird.cole@laroche.edu
Science Center Room 111
Tel: 412-847-2300
Fax: 412-847-2300

QUICK LINKS

- BLACKBOARD
- E-MAIL
- MY.LAROCHE.EDU

ONLINE LEARNING PROGRAM



Welcome to La Roche College and our Blackboard and Online Learning Information site. In this area you will be given information and resources to successfully navigate the Blackboard and Online Learning terrain here at La Roche. If you have any questions or concerns please feel free to contact me or contact the La Roche Student Help Desk.

Have a great semester.

Laird Cole

Online Learning Faculty Support & Technology Coordinator

111 Palumbo Science Center
9000 Babcock Boulevard
Pittsburgh, Pennsylvania
United States
(412) 847-2300
(412) 536-1283 (Fax)

[La Roche College Online Orientation Guide Video](#)