



Sacred Heart  
UNIVERSITY

**GRADUATE STUDENT  
HANDBOOK  
2025-2026**

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## ***Section 1: Introduction***

### ***1.1 Statement of University Policy***

While every effort is made to ensure the accuracy of the information provided in this handbook, accuracy cannot be guaranteed. Sacred Heart University reserves the right to make changes at any time without prior notice. The University provides the information in this catalog solely for the convenience of the reader, who may not rely upon it as a promise or legal obligation. Sacred Heart University expressly disclaims any liability based on the context.

The University is committed to the concept of equal educational opportunities for all. Individuals are considered for admission to student status, and its services, facilities, programs, and activities are administered in a nondiscriminatory manner as required by law without regard to race, religion, color, sex, sexual orientation, national or ethnic origin, gender, age, or disability.

The institution recognizes the Family Educational Rights and Privacy Act (FERPA) of 1974, which defines the rights and protects the privacy of students regarding their educational records.

The University is an Equal Opportunity Employer in accordance with its Affirmative Action Policy. It does not discriminate, as required by law, in its employment practices based on race, color, national or ethnic origin, religion, age, sex, sexual orientation, or disability.

Sacred Heart University is committed to the maintenance of a community environment where respect for the dignity and worth of everyone is demonstrated and where diversity and the free exchange of ideas can flourish. The maintenance of that community requires its members to avoid behavior that creates division, promotes behavior that enhances cooperation among groups, and encourages the development of each person as a unique individual.

The University does not condone racism, sexism, sexual harassment, intolerance, or any other acts of discrimination. The University is authorized under federal law to enroll nonimmigrant alien students.

Sacred Heart University's procedures for claiming unlawful discrimination or harassment are set as an appendix to this catalog and on Sacred Heart University's website.

The Sacred Heart University Graduate Student Handbook serves as an agreement between the University and students to honor the standards, policies and procedures set forth in the following pages. By accepting to attend Sacred Heart University, a student is committed to understanding and abiding by these standards, as well as accepting responsibility for his/her

actions. These policies have been established to provide a safe and comfortable community for all Sacred Heart University members.

### ***1.2 Pioneer Promise***

Sacred Heart University is a caring campus community. Every member of our community is expected to take a lead role in ensuring that we provide a safe and healthy environment that allows all of us to carry out our mission and our academic programs and activities moving forward. As Pioneers, this promise is an important opportunity for us to lead the way for ourselves and others within the larger community.

In doing so, we ask all Pioneers to Promise to:

- Protect themselves.
- Protect their fellow Pioneers.
- Protect our Sacred Heart community and our neighboring communities

### ***1.3 University Mission***

Sacred Heart University, rooted in the Catholic intellectual tradition and the liberal arts, embraces a vision for social justice and educates students in mind, body, and spirit to prepare them personally and professionally to make a difference in the global community.

## ***Section 2: Academics***

### ***2.1 Academic Integrity***

As an institution of higher learning, Sacred Heart University places special emphasis on academic integrity, which is a commitment to the fundamental values of honesty, trust, fairness, respect, and responsibility. Only when these values are widely respected and practiced by all members of the University—students, faculty, administrators and staff—can the University maintain a culture that promotes free exploration of knowledge, constructive debate, genuine learning, effective research, fair assessment of student progress and development of members' characters.

These aims of the University require that its members exercise mutual responsibilities. At its core, academic integrity is secured by a principled commitment to fulfill these responsibilities, not by rules and penalties. Students and faculty should strive to create an academic environment that is honest, fair, and respectful to all. They do this by evaluating others' work fairly, by responding to others' ideas critically yet courteously, by respecting others' intellectual and physical property, and by nurturing the values of academic integrity in all contexts of university life.

Appropriate disciplinary action will be taken for violations of academic integrity, including plagiarism, cheating, any use of materials for an assignment or exam that is not permitted by the instructor, and theft or mutilation of intellectual materials or other University equipment. Faculty will assign failing grades for violations of the University's policy on academic

integrity, and students may immediately receive an F for a course in which they commit a violation. Violations of academic integrity are kept on file; second violations will bring additional sanctions, up to dismissal from the University. For any disciplinary action, the University affords the student the right of due process in an appeals procedure.

## ***2.2 Violations of Academic Integrity***

All Sacred Heart University students in all degree programs are prohibited from engaging in any of the following types of behavior.

- ***Cheating***

- Forms of cheating include but are not limited to:
  - Having unpermitted notes during any exam or quiz. Only materials that professors explicitly instruct students that they may use during an examination are permitted.
  - Copying from other students during any exam or quiz.
  - Having unpermitted prior knowledge of any exam or quiz.
  - Copying or rewriting any homework or lab assignment from another student or borrowing information for such assignments with the intention of presenting that work as one's own.
  - Using unpermitted materials or taking information from other students for a take-home exam. A take-home exam is an exam; therefore, it requires independent work. Students should follow the procedures given by the professor.

- ***Plagiarism***

- Plagiarism is any act of misrepresenting the sources of one's information and ideas. When writing essays, it is the act of presenting another person's written words or ideas as their own. When reporting experimental work, it includes the acts of falsifying data and presenting another's data as one's own. In speeches, it involves quoting passages of others' speeches or written words without mention of the author. Plagiarism is also possible in art and music if one makes use of a work of art or music in a way that violates the standards of attribution in those fields.
- Plagiarism may be willful, as when a student knowingly copies a source without attribution, or negligence, as when a student fails to cite sources properly. Both willful and negligent instances of plagiarism are subject to penalty because professors must judge the result of a student's work, not his or her intentions, and in part because students are expected to know and follow the standards for proper citation of sources.
- Forms of plagiarism include but are not limited to:
  - Copying whole papers or passages from another student or from any source.
  - Allowing another student to copy or submit one's work.

- Buying or obtaining a paper from any source, including term-paper sellers and Internet sources, and submitting that paper or passages of it as one's own work.
  - Pasting a passage from the Internet or any computer source into one's paper without quoting and attributing the passage.
  - Fabricating or falsifying a bibliography.
  - Falsifying one's results in scientific experiments, whether through fabrication or copying them from another source.
  - Appropriating another person's computer programming work for submission as an assignment.
  - When creating a webpage, film, or musical composition as a course assignment, failing to attribute material that comes from other media or failing to obtain proper permission for the use of such material.
  - Any other appropriation of another's intellectual property without proper attribution.
  - Submitting an assignment that one wrote during a previous term or submitting the same assignment for more than one class simultaneously. This action includes reusing substantial portions of previously written work for a current assignment. (Students who are unsure of what work of their own they may use in preparing an assignment should consult their professors.)
- Assignments must be written during the semester in which they are assigned unless a professor approves of the use of previously written material with specific guidelines. Assignments may only be submitted for credit in a single course unless professors in multiple courses are informed of and approve of the multiple submissions.

Note: Improper citation of sources occurs when a student presents sources they used in preparing a paper but fails to attribute quotations and information from those sources in the body of the paper. Specific examples include:

- Failure to use quotation marks for direct quotes or for an author's distinctive phrases. (A rule of thumb to follow is that five or more words in succession from a source must be enclosed in quotation marks.)
- Following an author's structure of writing and ideas but rephrasing the sentences partially to give the impression that the whole passage reflects the student's structure and ideas.
- Failure to give page numbers for quotations or for other information that did not originate with the student. Such acts fall under the rubric of plagiarism. Because they sometimes do not involve willful misrepresentation, professors may have more lenient policies in dealing with them. Yet students should strive to cite all information properly and should note that professors have the discretion to treat these cases as seriously as the forms of plagiarism listed above.

### ***2.3 Sanctions for Violations of Academic Integrity***

When a faculty member encounters a possible violation of academic integrity, they should address the matter with the student within ten working days, after collecting whatever evidence may be available. The faculty member has the right to ask the student to provide evidence about sources or make other reasonable requests related to the work.

Cases of improper citation are a matter of faculty discretion. If the faculty member concludes that a student has violated the academic integrity policy, he or she may immediately assign a sanction of a failing grade for the assignment. They may also assign the student a grade of F for the course, which may not be forgiven. This determination must be sent in writing by the faculty member to the student within ten working days after initially addressing the matter with the student.

The faculty member will report the incident, and the sanction imposed with documentation to the Office of the Provost, who will notify the student, the student's College, and the student's advisor within ten working days.

Maintaining academic integrity is crucial for the credibility of our academic programs and the value of our degrees. Adhering to these procedures ensures fairness and consistency in managing violations and upholding the standards of our academic community.

### ***2.4 Grading Policy***

<b>Letter Grade</b>	<b>Grade Points</b>
<b>A</b>	<b>4.0</b>
<b>A-</b>	<b>3.67</b>
<b>B+</b>	<b>3.33</b>
<b>B</b>	<b>3.00</b>
<b>B-</b>	<b>2.67</b>
<b>C+</b>	<b>2.33</b>
<b>C</b>	<b>2.00</b>

Graduate students must always maintain a minimum GPA of at least 3.0. In some cases, it is even higher depending on their respective academic programs.

## ***Section 3: Student Conduct, Community Standards & Title IX***

### ***3.1 Student Conduct and Community Standards***

Sacred Heart University strives and aspires to foster an academic community that promotes the intellectual, personal, social, and ethical development of its students. To achieve this, the

University expects all members of the educational community to create safe environments conducive to the learning, growth, and success of everyone. The University community is committed to a campus environment that is conducive to academic inquiry, productive campus life, and thoughtful study and discourse. The student conduct program within the Office of Community Standards is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community to educate students through their decision-making. Each member of the University community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others.

Students at the University are provided with a copy of the Code annually in the form of a link on the [University website](#) and/or in the University's Student Handbook. Students are responsible for having read and abiding by the provisions of the Code.

It is recommended to check the [SHU student handbook webpage](#) for updated versions of policies and procedures regularly.

[Click here to learn more about the Student Conduct Process](#)

[Click here for FAQs regarding Student Conduct and Community Standards](#)

### **3.2 Title IX**

Sacred Heart University is dedicated to maintaining a safe learning and working environment for the SHU community free of any form of discrimination and harassment. The Title IX office is open and accessible to all members of the Sacred Heart community. Anyone impacted by sex/gender discrimination, sexual harassment, sexual violence, stalking or any other forms of discrimination is encouraged to contact the [Title IX office](#) and [submit a report](#). If you have questions about our processes, email [Beth Anne Voight-Jause](#), Executive Director of Community Standards & Title IX Coordinator, at [voight-jausb@sacredheart.edu](mailto:voight-jausb@sacredheart.edu) or call 203-416-3420.

## ***Section 4: Initial SHU Account Activation and Usage***

### **4.1 Setting up your SHU Account**

The SHU account will enable you to activate and access various online SHU services such as your MySHU Portal and email. Please use the following link to learn more about how to setup a SHU account: [SHU Account/Email Activation | Sacred Heart University](#)

### **4.2 MySHU Portal**

The portal features direct access to Sacred Heart University's most popular online tools and services. They have brought all those services under one roof with an intuitive and easy to navigate website. You can access the [MySHU Portal](#) by clicking on MySHU link from the main Sacred Heart University homepage (From the menu key if using your phone, and in the lower portion of the main screen if on your laptop) Please note that this site, your MySHU



portal, is Powered by Blackboard, however, your classes are offered in Blackboard Ultra. Take time to review all the links. Special attention is given below to access your SHU Outlook 365 Email, Blackboard Ultra, and Student Planning and Advising (SPA) portal, however you can look for free software downloads, pay your bills, change your contact information, see events, and update your health records, all from this portal.

#### ***4.3 Checking your Email***

You can check your email by clicking on the “Office 365 (E-mail)” icon after logging into your MySHU portal. You can also check your email by logging into your SHU account in Outlook on your PC or installing the outlook app on your phone and logging in using your SHU account credentials.

[Click here to visit Outlook on your PC](#)

[Outlook App for iOS](#)

[Outlook App for Android](#)

#### ***4.4 Blackboard***

Blackboard is your portal to your individual classes. Here is where you look for your assignments, upload or download material, see your grades, and interact with others in class. Please visit the following link to learn more about Blackboard: [Blackboard Tutorial](#)

#### ***4.5 Student Planning and Advising***

Student Planning & Advising (SPA) is found within your MySHU portal. Student Planning & Advising is where you can plan your courses, register for classes, view your schedule, find your classrooms, track your academic progress, add/drop classes, email your academic advisor, view final grades, etc. Please visit the following link to learn more: [Student Planning and Advising Tutorial](#)

### ***Section 5: Tuition and Financial Aid***

#### ***5.1 Graduate Tuition & Fees***

Information on tuition and fees may be found by visit the following link: [Graduate Tuition & Fees 2025-2026 | Sacred Heart University](#)

#### ***5.2 Making a Tuition/Fee Payment***

Sacred Heart University offers the following payment options for Graduate students:

- Employer Tuition Reimbursement (Guaranteed Payment Plan)
- Online Installment Payment Plan
- Payment is fully received in-person, by mail, or online.

[Click here for payment options](#)

#### ***5.3 Student Accounts***

The following link will take you to access your student account to view your current tuition bill. [Click here to access your account](#)

#### **5.4 Graduate Student Financial Assistance**

Domestic graduate students can apply for financial aid by submitting their FAFSA and completing their Graduate Financial Aid Application. To be considered for federal financial assistance, you must meet the following conditions:

- Be admitted and matriculated in a graduate **degree** program.
- Be in attendance on at least a half-time basis (3 credits) in each enrollment period.
- Be a US Citizen or permanent resident (eligible non-citizen) and have documented proof of your status.
- Not be in default on a federal student loan and not owe a refund on a federal student grant.
- Be maintaining SAP as defined by the [SHU Satisfactory Academic Progress Policy](#).

Visit the following link for more information: [Financial-Aid-Application-Process-and-Deadlines](#)

#### **5.5 On-Campus Employment**

Graduate students can apply for on-campus job positions such as graduate assistants or non-work study positions within their academic department or other offices on campus:

- Graduate Assistant Student Guide – This guide contains all the information required for Graduate students to know before applying for an on-campus job role. [Click here to access the Graduate Assistant Student Guide](#)
- Job Postings – You can find graduate job postings listed on SHU’s website in the link below. Please make sure to carefully read and understand the role before applying. [Graduate Student Job Postings](#)

### **Section 6 Housing and Transportation**

#### **6.1 Housing Options**

- **Off-Campus Housing**

Graduate Students can find off-campus housing using [Jump-Off Campus](#), a resource that’s also listed on the Sacred Heart University’s website to help Graduate Students find off campus housing. Students can view some of the rental communities located near Sacred Heart University’s Main Campus in Fairfield, Connecticut here: [Off-Campus Housing Resources | Sacred Heart University](#).

- **On-Campus Housing**

The number of vacant beds on campus varies from semester to semester. Please contact [reslife@sacredheart.edu](mailto:reslife@sacredheart.edu) for additional information regarding on-campus housing options. Please note that on-campus housing is traditionally for the

academic year running fall and spring semesters. Additional summer accommodations may be arranged if available.

## **6.2 Transportation**

- ***SHUttles***

The SHU [Shuttle Service](#) serves as free campus transportation for students, operating seven days a week during the traditional academic year, as well as a reduced schedule over the summer months. Shuttles stop at designated on-campus locations as well as the Bridgeport train station and local shopping destinations. The shuttle runs on a pre-determined schedule. For routes, schedules and information visit the [shuttle service website](#).

- ***Greater Bridgeport Public Transit*** – Local public transportation is available throughout the Fairfield and Bridgeport areas via Greater Bridgeport Transit (GBT). For route and rate information please go to this link: [Click here to visit the Greater Bridgeport Transit website](#)
- ***Metro-North/Amtrak*** – Metro-North, the local commuter railroad and Amtrak both stop at the Bridgeport train station. From the Bridgeport train station, students can take the SHU campus shuttle to campus at no cost. For schedules and rate information follow the links below.
  - [Amtrak](#)
  - [Metro-North](#) (to and from NYC)

For more information about transportation including airport shuttles or ferries to Port Jefferson, Long Island from Bridgeport, please visit: [Transportation Information | Sacred Heart University](#)

## **Section 7 Health & Wellness**

### **7.1 Health Forms**

The following link includes required graduate student health forms and vaccinations as well as a link to MyHealth where students can upload and submit health forms and vaccinations. Students taking classes in person are required to fill out the health forms prior to the start of classes. Questions regarding health forms can be directed to [healthservices@sacredheart.edu](mailto:healthservices@sacredheart.edu)

- [Health Forms – Graduate Students](#)
- [MyHealth](#)

### **7.2 Health Insurance**

Starting in Fall 2025, all graduate international students will be automatically enrolled in a new, comprehensive health insurance plan designed to ensure that every student has access to top-quality healthcare throughout their studies through [ISO Student Health Insurance](#).

The insurance plan is accepted by the Yale-New Haven Health clinic on Park Avenue as well as other health facilities giving students access to on-campus and off-campus health services.

### **What You Need to Know:**

- **Automatic Enrollment:** You will be automatically enrolled in the new health insurance plan, ensuring you are enrolled in the plan with no extra steps required on your part (unless you have existing coverage that meets the university's requirements).
- **Comprehensive Coverage:** The new plan will provide broad coverage so you can focus on your studies with peace of mind knowing that if you need medical care, you are covered. You can find more information on the exact coverage amounts [HERE!](#)
- **Affordable and Convenient:** The cost of the health insurance will be added to your student account along with your tuition fees. We will provide more details on pricing and coverage closer to the start of the term, so you can plan.
- **Waiver Option:** You may be eligible to waive out of the University-sponsored insurance plan if you have active health insurance through your home country embassy (e.g., SACM) or parent/spouse's U.S.-based employer plan. Travel insurance plans will not be accepted as a waiver. Instructions on the waiver process will be found here: [SHU Student Accounts health insurance webpage.](#)

The new health insurance plan will provide you with excellent protection and peace of mind during your time here. If you have any questions or would like further information, please don't hesitate to reach out to us at [gradstudentaffairs@sacredheart.edu](mailto:gradstudentaffairs@sacredheart.edu) or you can reach out to ISO directly at [customercare@isoa.org](mailto:customercare@isoa.org).

Domestic Graduate students who are looking for health insurance options may click on this link: [Health Insurance options for Domestic Students](#)

### **7.3 Counseling Services**

Sacred Heart University offers free personal counselling services for its full-time graduate students via [Uwill](#). Please use your SHU account credentials to register at Uwill to receive free therapy online from licensed mental health professionals.

## **Section 8 Campus Services**

### **8.1 Student ID**

Graduate Students must always carry their Student ID and show it to SHU officials upon request. To get the student ID, you must first [upload your SHUcard photo](#) and get approval for your submission. Students can pick up their Student ID card from the Campus Concierge office which is located on the main campus. The office is open from Monday - Friday: 8AM-10PM and Saturday & Sunday: 10AM-10PM during the traditional academic year. Students receive their first student ID at no charge; however, there is a charge for replacing lost or missing student ID cards. Check the website for summer and vacation hours.

## ***8.2 Academic Support Services***

Sacred Heart University offers academic support services for graduate students.

- The Center for Teaching & Learning (CTL)
- Online Writing Lab – The JLC’s Online Writing Lab is a great academic resource available for graduate students to have their papers reviewed by professionals. [Learn more about Online Writing Lab here](#)
- English as a Second Language - The English Language Institute (ELI) at SHU offers high quality English Language instruction to all non-native speakers. Please use the link below to learn more about ESL at SHU. [English as a Second Language](#)

## ***8.3 Library***

Graduate Students can access dedicated program resource guides and databases, as well as have access to an expert librarian in their field of study at the Sacred Heart University Ryan Matura Library. Log in 24/7 and you can also connect with a librarian utilizing the online chat feature. The library offers students both the online Wall Street Journal and the New York Times for free. Students can log into these with their Sacred Heart log in information. Visit the following link to know more about library resources available for graduate students: [Library Resources – Graduate Students](#)

## ***8.4 Career Services***

The Center for Career & Professional Development at Sacred Heart University takes a global job search approach to provide students with the tools and resources needed to be successful throughout their professional endeavors – both domestically and internationally. The center provides various workshops, presentations and resources to help navigate experiential learning while at SHU, and post commencement. The Center for Career and Professional Development services include resume and cover letter writing, career panel discussions, networking events, job fairs, interview preparation, professional headshots, and access to Handshake, the online job search platform. For more information about any of these resources, click on this link: [Center for Career and Professional Development](#)

## ***8.5 Technical Support***

The Factory Supplies technical support to the SHU Community. It is IT's combined [Help Desk](#) and [Call Center](#). Visiting one of their locations, you will be able to get help with all IT related things. The staff of full-time employees and part-time students are trained to provide first-level support. Most second level problems that require on-site visits or hardware repairs to laptops can also be done at the Factory. You can reach out to the factory by:

- emailing [techsupport@sacredheart.edu](mailto:techsupport@sacredheart.edu)
- visiting [Self-Service Portal](#) and submitting your own ticket
- calling at 203-365-7575
- visiting one of the in-person [Help Desk](#) locations

## **8.6 Graduate Student Life**

The Office of Graduate Student Life prides itself on providing graduate students with engagement, professional development, and networking opportunities to make their time at Sacred Heart University well-rounded and productive. Making connections is integral to student success. Throughout the academic year Graduate Student Life offers opportunities for engagement with other graduate students through social events, academic workshops, networking, physical and mental wellness initiatives, and partnering with campus partners to share various resources. Graduate Student Life sends a monthly newsletter with information as well as sign up for events that are happening each month. You can also find the list of graduate student events here: [Clubs, Activities & Photos | Sacred Heart University](#). Graduate students may also visit the Graduate Student Lounge located at West Campus, East Building, 2<sup>nd</sup> floor.

## **8.7 Public Safety**

The Department of Public Safety is entrusted with fostering and maintaining a safe and secure environment for the University Community to pursue their academic, professional, and personal ambitions.

Dedicated to supporting the educational mission of the university, we value experiential learning and emphasize conflict resolution in all our interactions with students. Committed to serving with professional excellence, we strive to be approachable, dependable, and truly service-oriented in the performance of our duties. The department maintains strong, professional relationships with municipal police, fire, and health responders to ensure continuous collaboration on emergency planning efforts and familiarity with our campus in the event of an emergency.

You can reach out to Public Safety via:

- 203-371-7995 non-emergency number
- 203-371-7911 emergency number
- Email: [public-safety@sacredheart.edu](mailto:public-safety@sacredheart.edu)

Services that Public Safety provides include the following:

- Emergency Notification System - Emergency on campus? We'll let you know about it ASAP through our **Emergency Notification System**. Providing us with emergency contact information, preferably a cell phone number, allows us to inform you of a campus emergency by texting or calling.
- Personal Safety Escorts - Travel anywhere, anytime safely. Our **Personal Safety Escorts** is available from dusk to dawn, both on our Fairfield campus and to and from all University properties in Bridgeport
- Vehicle Assistance – Public Safety can assist you with jump starting your car's dead battery any time day or night.
- Blue Light Call Boxes – These boxes are located throughout campus for immediate two-way communication to Public Safety.

## **8.8 Parking**

All questions related to parking should be directed to [parkinginfo@sacredheart.edu](mailto:parkinginfo@sacredheart.edu).

- All students with a vehicle are required to have a digital parking permit.
- All requests for digital student parking permits may be made by visiting the SHU Public Safety parking webpage [Parking Procedures | Sacred Heart University](#)
- All students must adhere to posted signs regarding parking regulations, inclusive of handicap permitted parking, fire lanes, and reserved parking.
- Commuter digital permits allow the student to park in non-resident student parking lots (no overnight parking is permitted)
- Failure to register for a digital permit may result in parking violations such as ticketing, booting, and/or towing.
- All public safety fees are **viewable on a monthly basis online**. Online payment is accepted.
- Vehicles without a digital permit are subject to a plate search to identify the car's owner, which will result in a non-refundable administrative surcharge of \$50.

## **Section 9: International Students**

### **9.1 Support during Transition**

The Office of Graduate Student Life and the Office of International and Immigration Services (OIS) organize pre-arrival and post-arrival orientations which are designed to help new international students learn about the academic culture of the American University. All international students are required to attend orientations to ensure that they are fully prepared with proper documentation for entering the country and fulfilling all financial and administrative requirements set by SHU to attend classes. International graduate students are encouraged to visit the Graduate Student Lounge directly outside of the OIS offices located on the West Campus East Building 2nd floor.

You can contact OIS by emailing [ois@sacredheart.edu](mailto:ois@sacredheart.edu) or calling 203-396-6400. When reaching out, please remember to include your full name as well as your SHU ID number. All requests or inquiries to the office should be made in a timely manner to allow the staff ample time to fulfill student requests.

If you would like to learn more about American culture, social customs, culture differences and transitioning into the American way of life, visit: [The USA “Way of Life”](#)

### **9.2 Maintaining F-1 Status**

Here are some reminders regarding maintenance of the F-1 status:

- Ensure your Passport and I-20 are always valid. If your passport expires, contact the Office of International and Immigration Services immediately to learn about passport renewal.

- Pay your tuition bill prior to classes beginning each term. Students who do not pay their tuition bill on time will have a hold on their student account that prevents them from registering for classes. This can put a student's F-1 status at risk.
- Report any change of address, email, or phone number to the Office of International and Immigration Services immediately as your information needs to be current in the SEVIS (Student Exchange & Visitor Information System) database.
- The Office of International and Immigration Services often emails students on a variety of timely and sensitive topics. Please check your email daily to be aware of any updates or requests for information.
- Attend all classes, whether online or on-campus, to maintain your status as a full-time student.
- Register for classes and know your minimum credit requirements per term.
- Be aware of updates to your MyHealth portal or requests for additional health records.
- Do not hesitate to reach out to the Office of International and Immigration Services with any inquiries that you may have.