



SAINTS TOOLKIT



OUR LADY OF THE LAKE UNIVERSITY
HOUSTON



OUR MISSION STATEMENT

As a Catholic university sponsored by the Sisters of Divine Providence, Our Lady of the Lake University is a community whose members are committed to serve students by:

- Ensuring quality, innovative undergraduate and graduate learning experiences;
- Fostering spiritual, personal, and professional growth; and
- Preparing students for success and continued service.

OUR CORE VALUES

Our Lady of the Lake University is a Catholic community with a faith in a Provident God at its roots. The quality of our relationships defines our work toward the Mission and the Vision. Our core values reflect what we believe and live in our daily lives as Board of Trustees, faculty, staff and administration of Our Lady of the Lake University:

COMMUNITY

We are a community who values and expects:

- Respect for diversity of experience, thought and expression;
- Transparency and accountability; and
- Productivity, creation and innovation.

INTEGRITY

We engage in consistent, professional practice through our relationships that involve:

- Honesty, openness, and ethical behavior; and
- Congruence between ideals and behavior.

TRUST

We recognize our individual and collective roles and responsibilities. As loyal and contributing members of the University, we demonstrate:

- Conscientiousness in performing our duties;
- Accountability to one another; and
- Responsibility for University resources.

SERVICE

We are called to share our resources through:

- Use of our personal skills and knowledge for the benefit of others; and
- Promotion of the common good of the University and external communities.



CONTENTS

<u>New Student Orientation Schedule</u>	1
<u>Planning for Fall 2020</u>	2
<u>Before Classes Begin</u>	4
<u>Alumni and Family Relations</u>	5
<u>Student Organizations</u>	7
<u>Important Contact Info</u>	8
<u>How to Show Your Saints Spirit</u>	9
<u>Social Media</u>	10

NEW STUDENT ORIENTATION SCHEDULE

Saturday Aug. 8

Welcome

General Houston welcome, introduction of Houston staff and COVID-9 precautions.

Opening Prayer

Opening prayer from Mission and Ministry.

Academic Welcome

A welcome from Academic Affairs.

Graduate Welcome

Graduate admissions staff welcome you.

Student Services

Student Leadership and Development office share what organizations are available to you.

Break

Break and drawing.

Library

Accessing the library resources online.

Academic Center for
Excellence

Available resources and how to access them.

OLLU Cares, Title IX

Confidential Advisor and Title IX Deputy Investigator.

Disability Svcs

American and Disabilities Act (ADA) Coordinator tells you how to access their services.

FA / VA

Important Financial Aid information.

IT

Accessing email and the Student Portal.



UNIVERSITY UPDATES

PLANNING FOR FALL 2020

As the Our Lady of the Lake University family prepares for a return to campus operations, the university values of Community, Integrity, Trust and Service are at the forefront of decision making.

ADJUSTED INSTRUCTION

To accommodate the wide range of student needs and desires during the pandemic, OLLU is adopting a variety of strategies as appropriate to each discipline:

- Adding more course sections – Reduced class sizes and assignment to more spacious rooms for face-to-face classes to accommodate social distancing.
- Split hybrid classes – Involves half of the students in a class attending face-to-face for one day of instruction and half attending virtually or completing projects/assignments.
- Online lecture/in-person labs – Involves students attending lecture portion of class online and attending labs in person; additional lab sections are being scheduled to accommodate smaller lab class sizes.
- Online sections – Most courses with multiple sections will offer at least one online section;

Most students will have the flexibility to build face-to-face, online or mixed schedules as needed.

ADDITIONAL MEASURES

To decrease the possibility of exposure, the university will implement the following:

- Increased outdoor activities – More student activities will be scheduled in outdoor spaces to provide for greater distancing and more airflow.
- Plexiglass guards – Guards will be placed in key student service areas.
- Hand sanitizer stations – Sanitizer will be available at building entrances and in high-traffic areas outside of computer labs, classrooms, art studios and laboratories.
- Increased cleaning – More frequent cleaning of high-touch and high-traffic areas will take place throughout the day; aerosol disinfectants will be used in high-traffic areas and classrooms.

PERSONAL RESPONSIBILITY

All community members are reminded that mea-

sures you take against the virus protect not only you but those around you. All community members are asked to do the following.

- Wear a mask – When in a public space where social distancing is not possible, or in an interior space for sustained periods of time, everyone is asked to wear a mask unless unable to do so. Masks have been shown to reduce the risk of COVID spread significantly.
- Maintain social distance – When possible ensure at least six feet of space between you and others.
- Avoid others if you are ill – Do not attend class or come to work if you are feeling ill or have any COVID-related symptoms or have tested positive for COVID.
- Avoid others if you have been exposed – If you have known exposure to someone who has tested positive for COVID, do not attend class or come to work.

 [Return to Table of Contents](#)





BEFORE CLASSES BEGIN

[Log into your](#) OLLU Portal page to complete the steps below:

- Complete your Financial Aid Process
- Complete Final Confirmation of Registration
(Agree to OLLU's Financial Responsibility Policy and set up payment plan if applicable)
- Submit Health Insurance Waiver Option (if applicable)
- Set up New Student Account
- Submit Final Transcript and Test Scores
- Submit Meningitis Verification Form (if under the age of 22)



ALUMNI AND FAMILY RELATIONS



Debora Guzman Perez

Director of Alumni and Family Relations

210-434-3985

family@ollusa.edu

STAY CONNECTED AND RECEIVE INFORMATION ON:

- Newsletter
- Homecoming
- Parent Council
- Social Media
 - [Facebook](#)
 - [Twitter](#)
 - [Instagram](#)
 - [LinkedIn](#)
- Internships
- Scholarships and In-Kind Donations



[Click here](#) to sign up to receive updates from Family Relations.
Or use the QR Code to the right.

GET INVOLVED



STUDENT ORGANIZATIONS

RECOGNIZED STUDENT ORGANIZATIONS

RSOs are student-led organizations who have followed the recognition and renewal for recognition process to have the organization officially sanctioned and endorsed by the university. These organizations have a faculty or staff adviser who serves voluntarily to advise the student organization. It is not necessarily a responsibility included in their job description.

CHARTERED STUDENT ORGANIZATIONS

CSOs are connected with a university department that have staff member(s) whose job description includes the advisement of the student organization in connection with department goals to enhance the campus community.

SPECIAL INTEREST ORGANIZATIONS

SIOs are groups of individuals that have formed an organization based on interests in culture, recreation, spirituality or hobbies.

ACADEMIC ORGANIZATIONS

They are organizations connected with an academic department typically focused on an academic major that support the development of essential skills for career goals.

HONOR SOCIETIES

Honor Societies are organizations that are focused on high academic scholar achievement, and often have requirements for classification, grade point average or credit hours.

IMPORTANT CONTACT INFO

Academic Center for Excellence

Sueltenfuss Library, Room 101
210-431-4199
writing@ollusa.edu tutoring@ollusa.edu

Admissions - Graduate

Erica Jordan
346-342-1273
ejordan@ollusa.edu

Admissions - Undergraduate

Naya Willridge
346-342-1274
nrwillridge@ollusa.edu

Kenyatta Simmons
346-342-1275
kdsimmons@ollusa.edu

Center for Career Development and Testing

Main Building, Room 123
210-431-3971
ccdt-testing@ollusa.edu

Center for Service-Learning and Volunteerism

Worden School, Room 23
210-431-3990
cslv@ollusa.edu

Center for Women in Church and Society

Elliott House
210-431-3910
cwcs@ollusa.edu

Counseling Services

Providence Hall, Room 101
210-431-4053
counseling@ollusa.edu

Financial Aid

Solange Cailet
346-342- 4143
sdcailet@ollusa.edu

Health Services

210-431-3919
University Wellness and Activities Center (UWAC), Room 112
healthservices@ollusa.edu

IT Helpdesk

Elisa Diaz
346-342- 3908
ediaz@ollusa.edu

Registrar

Walter Center, First Floor
210-431-3959
registrar@ollusa.edu

Services to Students with Disabilities

Sueltenfuss Library, Room 125
210-431-4010
ada@ollusa.edu

Student Business Office

Walter Center, First Floor
210-431-3929
studentaccounts@ollusa.edu

Student Success Center

Moye Building, Lower Level
210-431-3966
sas@ollusa.edu

Student Leadership and Development

Worden School, Room 23
210-431-3931
sld@ollusa.edu

Sueltenfuss Library

210-431-3923
library@ollusa.edu

University Ministry

Elliott House
210-431-3973
ministry@ollusa.edu

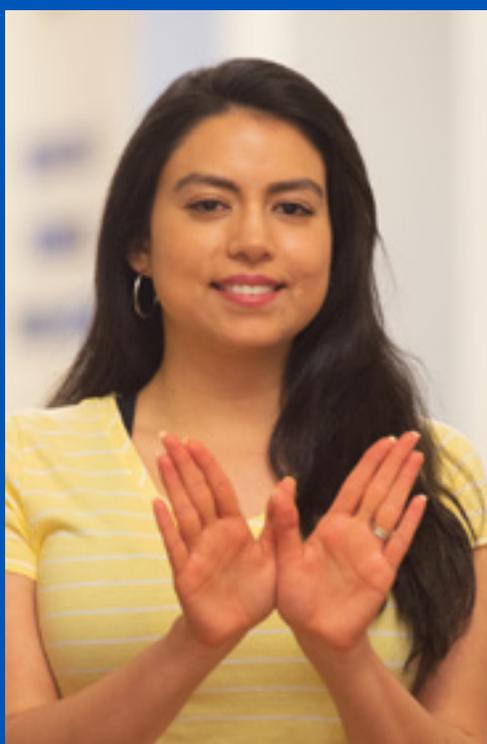
University Police

Walter Center, Lower Level
210-431-4022
police@ollusa.edu

WINGS UP HOW TO SHOW YOUR SAINTS SPIRIT



WATCH
this how-to video.





**GET
SOCIAL.
STAY
INFORMED.**

FIND US ON



Click on the icons to follow.