Question: Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

The goal of the Center for Student Engagement (CSE) is to provide programs and activities designed to support students and promote academic, personal, career achievement, and progress towards graduation. The CSE is comprised of departments that support students with their academic and career endeavors. Below, in alphabetical order, are those departments.

Athletics
Career Coaching Center - offers a comprehensive program of resources and services to help blend the classroom education with career aspirations
Dean of Students - provides academic progress guidance, policy support, student advocacy, conduct guidance, and is the FERPA point of contact
Disability Services - committed to ensuring equal access to all programs for people with disabilities
International Programs - assists with all international student services from enrollment and immigration advising to cultural adjustment and housing support
Library - provides excellent customer service as well as access to world class resources, including 24/7 Librarian chat services, text-a-librarian, and a Discovery service which is a custom build database that encompasses most of our electronic database subscriptions, ebooks, library catalog, digital archives, and LibGuides
Military Support Center - provides guidance and support to our military and veteran students
Professional Enrichment Program - consists of free, noncredit, in-person and online workshops to help students study better and plan for a great career
Student Activities - provides support to student organizations and provides campus programs to support student engagement
Study Abroad - assists with a global understanding of how their learning applies to real world scenarios
Test Center - assistance with all testing needs and proctoring is available in all 50 states and in many countries around the world.
Tutoring and Study Skills Program - peer tutors assist our students in support of numerous undergraduate and graduate courses via phone, e-mail, Skype, and in-person, free of charge

All of these services are described in our Catalog and Student Handbook. The pages from our new Catalog follows.

Bellevue University provides services to meet the many academic and nonacademic needs of its diverse student body. Whether you are entering Bellevue University directly from high school, transferring, or as an adult student returning to earn your degree (in class or online), Bellevue University is focused on your success. Below are the functions and services we provide to support you academically.

Academic Resources

Academic Advising

The mission of Academic Advising is to ensure that you have the assistance and information you need to be successful in your academic endeavors. Bellevue University is committed to an academic advising program that guides you to discover and pursue life goals while encouraging you to become an engaged self-directed learner, competent decision-maker, and responsible citizen. We offer advising to all students, regardless of location. The academic advisor/student partnership is a collaborative effort and it is important that you connect with your academic advisor on a regular basis.

Academic Advising offers a variety of services, with qualified staff to answer your questions and resolve problems. You can expect assistance with:

- Degree completion planning;
- Career exploration;
- Utilizing BRUIN and Student Self-Service;
- Filing and addressing concerns, appeals, and complaints;
- Referral to academic support services;
- Transferring credit from another institution; and
- Conferral and Commencement registration.

For more information about Academic Advising services, please review the Student Handbook, or visit bellevue.edu.

Career Coaching Center

As part of the Center for Student Engagement, the Career Coaching Center offers a variety of programs, activities, and services to assist you with any of your career-related questions. Whether you are unsure of what career or academic major to pursue, are considering a career change, or are seeking that "right" job or internship, dedicated career coaches are available to help you. In addition, the Career Coaching Center brings employers and students together through its annual career fair and career information day, on-campus recruiting programs, online job posting system called the JobZone, and online recruiting system, offered in partnership with the Nebraska College Recruiting Consortium. Individual career coaching is available via in-person meetings, email and phone calls. You will also find a wealth of information and resources on the Career Coaching Center website, bellevue.edu/careeravenues.

Center for Student Engagement

The goal of the Center for Student Engagement (CSE) is to provide programs and activities designed to support students and promote academic, personal, career achievement, and progress towards graduation. The role of the Center for Student Engagement is to assist students in accomplishing their personal, educational, and career goals as well as providing the valuable support they will need throughout their educational journey at Bellevue University.

The Center for Student Engagement is comprised of departments that support students with their academic and career endeavors: Athletics, Career Coaching Center, Dean of Students, Disability Services, Experiential Learning Assessment, International Programs, Learning Assessment Center (the Test Center & the Tutoring & Study Skills Program), Library, Professional Enrichment Program (P.E.P.), Study Abroad, and Student Activities.

As a University team, the Center for Student Engagement is responsible for coordinating: University retention and graduation efforts, academic progress, new student orientations, virtual services (virtual reference librarians, online tutoring, distance proctoring, online career coaching, and other support), early warning notifications, and the commencement ceremony.

Disability Services

Bellevue University is committed to ensuring programs are readily accessible to and usable by people with disabilities. Program access is provided in the most integrated setting appropriate to the needs of the individual and to the maximum extent feasible. Bellevue University prohibits disability discrimination, and assures equal opportunity to access the institution, to include participation in educational activities and access to academic programs.

Disability Services, under the direction of the Assistant Dean of Students, provides appropriate accommodations to all students with documented disabilities. To request disability support services, students must submit complete and appropriate documentation that verifies eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990/Amendments Act of 2008. Students are encouraged to register with Disability Services as early as possible, as eligibility must be established before services may be provided and as accommodations are not retroactive.

Further information regarding Disability Services is available via the Student Disability Guide in the Student Handbook. You may also visit the Disability Services section of bellevue.edu or visit the Disability Services office on Bellevue University's main campus.

Disability Services
R. Joe Dennis Learning Center, Room 538
Phone: 402-557-7417 or 402-557-7422
Fax: 402-557-5405

Email: disability@bellevue.edu

Experiential Learning Assessment (ELA)

Experiential Learning Assessment (ELA) is a directed method that enables students to earn credit for college-level learning through work, outside activities, and life experiences. Credit granted for non-traditional learning will not apply toward the residency requirement, nor will credits be computed into the Bellevue University grade point average. This learning can be evaluated for credit through testing or Experiential Learning Assessment.

International Programs

International Programs exists to serve international students. International Programs staff members are available to provide comprehensive services focused on your success. These services include: international student admissions, new student orientation, arrival assistance, cultural adjustment workshops, guidance and support regarding F-1 visa requirements, benefits, and responsibilities, and a welcoming environment. Further information regarding International Programs is available in the Student Handbook. Please visit the International Programs section of bellevue.edu or the International Programs office on Bellevue University's main campus in the Administrative Services Building for more information.

Learning Assessment Center

The Learning Assessment Center was established to meet the academic needs of a diverse student population. Services include the Test Center, and the Tutor and Study Skill Programs.

Library

Renovated in 2002, the Freeman/Lozier Library houses the library's collection including more than 117,000 volumes, more than 46,000 current periodical subscriptions, Collaborative Learning/Study Areas, and the new "Learning Commons" area. The Library also provides access to computerized and web-based resources along with the training facilities to teach you how to effectively use these resources. Bellevue University and its professional librarians provide the academic services necessary to support and maintain quality undergraduate, graduate, and online education. Access to the library's entire collection is available electronically through an online catalog (eCatalog), along with eight other Nebraska Independent Library collections. Online access to information is provided free of charge to you and faculty of Bellevue University through various databases. Visit the "Database Services" portal for the full listing of all databases at bellevue.edu/services/library.aspx. These databases can be searched through the "Discovery Search tool" capable of searching all available full-text databases or those by academic subject area.

Additional valuable services and resources:

Virtual 3D Library – Explore the Bellevue University virtually and visit the Reference Desk, Computer Pod, and Classroom.

Copyright Center – The Copyright Center was established in the spring of 2007 to provide information including: the University's copyright policy, links to copyright websites, copyright permission request form, process flowchart, FAQs, HEOA Compliance, features, tutorials, videos and images. The Copyright Center can be found on the library webpage at http://libguides.bellevue.edu/copyright.

24/7 Librarian – Chat or email reference experts live and around-the-clock.

Text-A-Librarian – Send question and receive answers from the library through text messaging. Text "BULibrary" to 66746 for instructions.

ERes – A powerful and easy-to-use electronic reserve system where you can access reserve materials online any time day or night.

BUILD IT (Bellevue University Information Literacy Development Interactive Tutorial) – This online tutorial was developed to introduce you to all the services and resources available from the University library, and guide you through the research process. The five modules each focus on a different aspect of research, and it offers interactive quizzes and database searching.

Journal Holdings – This comprehensive list of the library's electronic and print periodical titles gives you a simple way to find information from among all our accessible databases and journals.

LibGuides – These resources, compiled by our librarians, include research assistance, subject guides, and program/course specific guides.

NoodleBib – Create and edit MLA and APA style source lists (i.e. MLA Works Cited Lists, APA Reference Lists, etc.) with this web application.

Internet-Based Tutorials – 38 online tutorials to explore on topics such as: Copyright, FERBA, HIPAA, Counseling, etc.

Digital Archives – These print and digital materials were created by the University for students, faculty, staff, and alumni. Items include newsletters, news clippings, books, documents, videotapes, microfilm, photographs, DVD's, and CD's.

Turnitin.com – In your classes, you may use this web tool, recognized worldwide as the standard in online plagiarism prevention.

Library Research Tutorials – Access these tutorials, complete with screen shots and audio, to learn more about using the various library databases.

You may borrow library materials with your Bellevue University ID card. A reciprocal borrowing agreement allows you to check out materials from 30 other Nebraska College and University libraries if materials are not available at Bellevue University. Community users may obtain borrower's cards for an annual fee. Staff will assist you with many aspects of information retrieval. Reference librarians provide formal instruction to classes and can help you with your research projects. Materials not owned by the library may be borrowed for a small fee through Interlibrary Loan.

Other valuable resources include: "More Than Books" newsletter, Facebook fan page (facebook.com/bellevueulibrary), and "Facts From the Stacks" BLOG. For more information regarding the library and its services, stop in or contact us at 402-557-7314, or email library@bellevue.edu, or visit bellevue.edu/services/library.aspx.

Professional Enrichment Program (PEP)

The goal of the Professional Enrichment Program (PEP) is to enhance persistence and increase student retention by offering workshops that instill the confidence students need to take control of their lives through collaborative efforts across work areas, such as utilization of the Career Coaching Center, Library, and Study Skills program. PEP offers workshops centered on providing success strategies in: balancing work, family and school; interviewing; library use; managing finances; networking; resume writing; study skills; test-taking strategies; and time management. If you are interested in the program or workshops, please send your request to pep@bellevue.edu or call 402-557-7024.

Study Abroad

International Education Programs at Bellevue University offers affordable and immersive study, volunteer, service-learning and internship programs to Bellevue University students throughout Latin America, Europe, and Africa. IEP academic programs offer experiences for a wide variety of majors and include direct-enrollment programs at large prestigious universities abroad.

Students can earn credit that will count towards their degree. The credits may transfer back as pass/fail, electives, upper division credits within any given major, or core curriculum/general education hours, and skill sets prior to entering the working world. Studying abroad is an incredible way to gain real world experience in a particular academic field or future profession.

Customized internship and volunteer abroad opportunities offered by IEP allow students and recent graduates to focus their academic studies, gain relevant work experience, and immerse themselves in the workplace and society of a foreign country. Service-learning and volunteer abroad opportunities in developing countries around the globe provide students with intercultural experiences and opportunities for meaningful travel.

For more information on destinations and types of experiences offered, contact the IEP Study Abroad office at 402.557.5084 or via email at studyabroad@bellevue.edu.

Test Center

The Bellevue University Test Center is a National Test Center that offers CLEP, DSST, New York University (NYU) Foreign Language Proficiency exams, and Computer Proficiency tests to earn college credit. Additionally, the Test Center staff administers make-up exams, online tests, Math and English placement exams, the Miller Analogy Test (MAT), and correspondence tests. To schedule a test appointment email testing@bellevue.edu or call 800-756-7920, ext. 557-7428. The Test Center provides support for online courses requiring proctored exams. If you reside in the Greater Omaha area, you are required to take your exams at the main campus or at the Lozier campus Test Center. If you live outside the Greater Omaha area, you need to nominate a test proctor who meets the Test Center guidelines. Please visit us at bellevue.edu/testcenter for detailed information about the Test Center.

Tutor and Study Skills Program

Tutoring and study skills assistance are available to students and alumni free of charge Tutoring is available in a variety of subject areas including: Accounting, Algebra, Business, CIT/CIS, Science, and Statistics. Assistance with study skills includes: time management, concentration, note taking for textbooks and lectures, and effective study habits. Tutor sessions are available in a variety of formats: Email, in person, Skype and telephone. Walk-in tutoring is available on a first-come, first-served basis. Peer tutors are available for either hour or half-hour sessions. To schedule an appointment, visit www.rich37.com/bellevue, stop by the Tutor Center or call 1- 800-756-7920, ext. 557-7430. Visit bellevue.edu/tutoring for additional information regarding the Tutor and Study Skills Program.

Writing Center

The Writing Center serves all students, faculty, and staff. Writing assistance is available in the Learning Commons area of the Library Center on the main campus, or by email at writing@bellevue.edu. Writing Center consultants are not proofreaders; they focus on helping you develop skills that will lead to successful writing in the future. For more information, email writing@bellevue.edu, call 402-557-5449, or visit bellevue.edu/writingcenter.

6. Military experience and training;
7. Other accredited and approved forms of college-level learning.

CLEP/DSST Testing

CLEP and DSST offer more than 80 testing opportunities to earn college credit. Detailed information about CLEP and DSST such as the tests offered, the number of credits you may earn, the required score, and important links to the CLEP and DSST web sites may be found at bellevue.edu/testcenter.

CLEP and DSST tests contain multiple choice questions which are answered directly on a computer. You immediately receive your results upon completion of the test with the exception of the DSST Principles of Public Speaking and the CLEP College Composition tests which take eight to 10 weeks to receive score results. Each CLEP test is timed for 90 minutes and each DSST test is timed for two hours. CLEP and DSST scores are Pass or Fail; they do not affect GPA.

You may contact your Academic Advisor, your Enrollment Counselor, or the Test Center for information about these testing programs and associated credit.

New York University (NYU) Foreign Language Proficiency Exams

Bellevue University is an authorized test center for NYU Foreign Language Proficiency exams, which offer the opportunity to earn college credit for advanced learning in foreign languages. These languages are available:

Afrikaans	Hindi
Albanian	Hungarian
Arabic	Ibo
Armenian	Icelandic
Bengali	Indonesian
Bosnian	Irish (Gaelic)
Bulgarian	Italian
Catalan	Japanese
Chinese– Cantonese	Korean
Chinese–Mandarin (Traditional and Simplified)	Latin
Croatian	Lithuanian
Czech	Malay
Danish	Norwegian
Dutch	Persian
Finnish	Polish
Greek (Modern)	Portuguese (Brazilian)
Gujarati	Punjabi
Haitian Creole	Romanian
Hebrew	Russian
	Serbian
Swahili	Ukrainian
Swedish	Urdu
Tagalog	Vietnamese
Thai	Yiddish
Turkish	Yoruba

NOTE: French, German, and Spanish are available as CLEP exams.

NYU Foreign Language Proficiency exams are ordered from NYU by the Test Center. The entire process of ordering, administering, and receiving results may take up to 16 weeks. NYU Foreign Language Proficiency exams are Pass or Fail; they do not affect GPA. NYU Foreign Language Proficiency exams consist of four components: listening skills, composition, translation to English, and translation from English. All exams must be completed within two hours.

Please review the additional information about NYU Foreign Language Proficiency exams at bellevue.edu/testcenter.

Computer Proficiency Tests (CPT)

These 12 tests include Access, Excel, Power Point, and Word. Tests are available in Beginner, Intermediate, and Advanced level. These tests have been designed to assess your knowledge of the Microsoft 2007 Office Suite applications. These tests fulfill lower level elective credit and match the proficiency needed to pass a Beginner, Intermediate, or Advanced college course. The tests are computer based, and scores are immediately available.

Experiential Learning Assessment

Through Experiential Learning Assessment (ELA), you may earn credit for college-level learning achieved through work, outside activities, and life experiences. Credit granted for non-traditional learning will not apply toward the residency requirement, nor will credits be computed into the Bellevue University grade point average. This learning can be evaluated for credit through testing or Experiential Learning Assessment. ELA students present life experiences in the form of an ELA portfolio. Before preparing a portfolio for faculty evaluation, students are required to complete a two credit course, ELA 201 Experiential Learning Assessment Seminar. ELA 201 educates students how to prepare a portfolio documenting identifiable college-level learning acquired through life experiences. The Registrar, in accordance with University policy, will determine whether such credits satisfy major, core, or general elective requirements toward a bachelor's degree. Please visit bellevue.edu or email ela@bellevue.edu for additional information.

Independent Study

Courses regularly scheduled during your normal matriculation usually will not be approved for Independent Study. Under the Independent Study option, you must obtain permission to register for a maximum of 18 undergraduate credit hours (or 6 graduate credit hours) through special arrangement with the Dean's Office of the sponsoring college and individual faculty members. This option allows you to contract