

**Academic Advisement:** To view the list of responsibilities you and your advisor have in the effort to help you create academic success and to view the complete list of student advisement resources please visit:

<https://my.trocaire.edu/student-advising-resources/> and <https://my.trocaire.edu/advisement-services/>

**Academic Appeal:** The College provides for an appeal process if students wish to challenge an academic decision. To learn more about the appeals process please visit **Page 43** in the College Catalog:

<https://my.trocaire.edu/app/uploads/2020/09/2020-2021-COLLEGE-CATALOG-1.pdf>

**Academic Calendar:** To view the academic calendar, please visit:

<https://trocaire.edu/app/uploads/2020/10/20-21-Academic-Calendar-Posted-1-Oct-20.pdf>

**Accommodations and Accessibility:** To learn how to receive accommodations and accessibility services please contact The Wellness Center at [WellnessCenter@trocaire.edu](mailto:WellnessCenter@trocaire.edu) or visit: <https://my.trocaire.edu/student-services/disability-services/>

**Admissions Application Reactivation Form:** Students who have previously applied to Trocaire (within the last 3 years), can reactivate their application file by filling out the form available through this link:

<https://trocaire.edu/admissions-application-reactivation/>

**Bookstore:** To buy official Trocaire College Merchandise, supplies, and textbooks please visit:

<https://trocaire.bncollege.com/shop/trocaire/home>

**Campus Ministry:** To learn more about the programs and services that are offered to help you practice your faith and mission to service then please visit: <https://trocaire.edu/student-life/mission-ministry-service/> or contact Kathleen Saunders, Chief Student Affairs Officer, at [SaundersK@trocaire.edu](mailto:SaundersK@trocaire.edu)

### **Campus Safety:**

- **Choate Campus:** dial 716-827-2500/Mobile Phone: 716-445-2104
- **2262 Seneca St. Campus:** dial 716-827-4320/Mobile Phone: 716-346-7095
- **Transit Road Campus:** dial 716-827-4300/Mobile Phone: 716-346-7094

**Change in Status Form:** If you are interested in adding a Degree/Major, changing your degree level while being in the same major, changing your major, taking a course outside of your major, rescinding a transfer credit, or repeating a non-failing course please visit: <https://my.trocaire.edu/academics/registrar-2/change-in-status-form-5/>

**Childcare Resource Network:** For assistance in finding childcare, please visit: <https://wnychildren.org/families>

## Clinical Requirements:

- **Diagnostic Medical Sonography:** To view clinical requirements or if you would like to get in contact with your Clinical Education Coordinator please visit: <https://trocaire.edu/app/uploads/2019/08/DMS-Program-Policy-Manual-2019-2020.pdf> or contact Sarah Leuthe, Medical Imaging Clinical Placement Coordinator, at [leuthes@trocaire.edu](mailto:leuthes@trocaire.edu)
- **Echocardiography:** To view clinical requirements or if you would like to get in contact with your Clinical Education Coordinator please visit: <https://trocaire.edu/app/uploads/2019/08/Echo-Program-Policy-Manual-2019-2020.pdf> or contact Sarah Leuthe, Medical Imaging Clinical Placement Coordinator, at [leuthes@trocaire.edu](mailto:leuthes@trocaire.edu)
- **Massage Therapy:** To view clinical requirements or if you would like to get in contact with your Clinical Instructors/Staff please visit: <https://trocaire.edu/app/uploads/2019/08/MT-Program-Clinic-Manual-2019-2020.pdf> or contact Susan Sullivan at [sullivans@trocaire.edu](mailto:sullivans@trocaire.edu)
- **Medical Assistant:** To view clinical requirements please visit: <https://trocaire.edu/app/uploads/2016/05/MA-Policy-Manual-2019-2020.pdf>
- **Nursing:** To view clinical requirements or if you would like to get in contact with your Clinical Education Coordinator please visit: <https://trocaire.edu/app/uploads/2019/09/Catherine-McAuley-SON-Program-Policy-Manual-2019-2020-edit-9-3-19.pdf> or contact Heather Thompson, the Nursing Program Clinical Education Coordinator, at [nuclinical@trocaire.edu](mailto:nuclinical@trocaire.edu)
- **Radiologic Technology:** To view clinical requirements or if you would like to get in contact with your Clinical Education Coordinator please visit: <https://trocaire.edu/app/uploads/2019/08/RT-Program-Policy-Manual-2019-20.pdf> or contact Sarah Leuthe, Medical Imaging Clinical Placement Coordinator, at [leuthes@trocaire.edu](mailto:leuthes@trocaire.edu)
- **Surgical Technology:** To view clinical requirements or if you would like to get in contact with your Clinical Education Coordinator please visit: <https://trocaire.edu/app/uploads/2020/08/ST-Policy-Manual-FA2020-SP2021.pdf> or contact clinical coordinator Jacky Bianchi at [bianchij@trocaire.edu](mailto:bianchij@trocaire.edu)

**College Calendar:** To keep up-to-date with all of the scheduled Trocaire events, please visit: <https://trocaire.edu/student-life/college-calendar/>

**Counseling Services:** If you are looking to receive counseling services and access to counseling resources, then please visit: <https://my.trocaire.edu/student-services/counseling-services/> or contact [WellnessCenter@trocaire.edu](mailto:WellnessCenter@trocaire.edu)

**Emergency Notification System:** To sign-up to receive emergency notifications from Trocaire College and to read more information on weather-related closings at Trocaire, please visit: <https://trocaire.edu/weather-related-closings-at-trocaire-college/>

**Financial Aid:** If you need to know who your Financial Aid Advisor is or you would like more information about scholarships, grants, loans, and work-study opportunities, then please visit: <https://trocaire.edu/admissions-aid/financial-aid/>

**Financial Aid Appeal:** If you have experienced a financial hardship and wish to appeal for additional financial aid, please complete the fillable form below, print or save it, then submit it with your supporting documentation to the Financial Aid Office: <https://trocaire.edu/app/uploads/2020/07/Financial-Aid-Appeal-Form.pdf>

**Food Security Project/Food Pantry (Catherine's Cupboard):** To request microwavable and non-perishable food items, toiletries and personal supplies like toothbrushes, feminine hygiene items, diapers, and shampoo then please visit: <https://my.trocaire.edu/catherines-cupboard/> or contact Sr. Marie Andre' at [MainM@trocaire.edu](mailto:MainM@trocaire.edu)

**Global Achievements Project (GAP):** If you are a student who was born and raised outside of the United States and you are looking to receive more support at Trocaire please contact [Global-Achievement-Project@Trocaire.edu](mailto:Global-Achievement-Project@Trocaire.edu)

**Health Records:** Before you register you must submit your MMR Immunization, Meningococcal Vaccination Response Form, and Medical History Form. To learn more on how to access your immunization records and how to submit your health records visit: <https://my.trocaire.edu/student-services/health-office/> or contact the Wellness Center at [WellnessCenter@trocaire.edu](mailto:WellnessCenter@trocaire.edu)

**Help Desk:** If you want your Trocaire email to synch to your smartphone or you have any questions/concerns about your student technology accounts (webmail, Moodle, e-Student Portal, etc.) please visit: <https://my.trocaire.edu/oit/> or contact the Help Desk at [HelpDesk@trocaire.edu](mailto:HelpDesk@trocaire.edu)

**Interpersonal Violence 101 Orientation:** If you need to complete this orientation module, please log-in to your [Moodle Account](#) and scroll down the page until you see the iVIP logo on the right hand-side. Click on the iVIP logo and follow the steps to complete the orientation module. If you need assistance in completing the iVIP orientation please contact [iVIPcoordinator@trocaire.edu](mailto:iVIPcoordinator@trocaire.edu)

**Knowledge Base:** Many tips for using campus resources from copiers and computers to software and email forwarding can be found at the Knowledge Base: <https://my.trocaire.edu/oit/knowledge-base/>

**Laptop Loan Program:** To loan a laptop and/or receive home internet access, please fill out this application to be considered to receive these services: <https://my.trocaire.edu/laptop-loan-program/>



# Quick Guide | Student Support Services

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**Leave of Absence Form:** If you wish to file a Leave of Absence (LOA) form or you would like to learn more, please visit: <https://my.trocaire.edu/leave-of-absence-form/>

**Library:** To access library hours, literary resources, and to contact a Trocaire librarian, please visit: <https://library.trocaire.edu/>

**Mercy Action Project (MAP):** To find what services and opportunities the Mercy Action Project can provide you to complete one of your main service requirements for your program please visit: <https://trocaire.edu/student-life/mission-ministry-service/> or contact [Mercy-Action-Project@Trocaire.edu](mailto:Mercy-Action-Project@Trocaire.edu)

**New Student Orientation:** To complete your New Student On-line Orientation, please visit: <https://trocaire.edu/orientation/>

**Parking and Shuttle Services:** For where to park, reserved parking lots, shuttle services and schedule, please visit: <https://trocaire.edu/student-life/getting-around/>

**Pathways to Nursing Success Program:** To learn more about the program's eligibility requirements and how the program can support your educational journey towards a successful career in Nursing please visit: <https://trocaire.edu/pathways-nursing-success-program/> or contact Derrick Gunter, the Program Coordinator, at [GunterD@trocaire.edu](mailto:GunterD@trocaire.edu)

**Program Transfer:** If you are interested in changing your program, please meet with your academic advisor first to discuss the implications/requirements. Please contact [AdvisementServices@trocaire.edu](mailto:AdvisementServices@trocaire.edu) if you need assistance with completing a Program Transfer.

**Registrar Forms:** A variety of helpful forms for registration, course wait list, FERPA, and withdraw are found only at the Registrar's Page under Resources and Forms: <https://my.trocaire.edu/academics/registrar-2/>

**Registration:** To learn when and how to register for courses please visit: <https://my.trocaire.edu/student-advising-resources/>

**Student Accounts:** If you need to access your student financial account, enroll in a payment plan, pay your tuition and fees, or alleviate financial holds from your student account please visit: <https://my.trocaire.edu/billing/student-accounts/> or contact the Coordinator of Student Accounts, Brittny Puckerin, at [PuckerinB@trocaire.edu](mailto:PuckerinB@trocaire.edu)

**Student Complaints/Concerns:** To learn more about the Complaint/Concern Form or if you would like to fill out the form please visit: <https://trocaire.edu/resolution-of-student-complaints/>

**Student Confirmation of Enrollment Form:** If you've recently received your acceptance packet from Trocaire, then please click the link below to fill out the Confirmation of Enrollment form and to view the other steps to secure your enrollment at Trocaire: <https://trocaire.edu/admissions-aid/accepted-students/>



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**Student Emergency Fund:** If you have experienced a situation or circumstance where you are in urgent need of financial assistance please submit an application to be considered for assistance by visiting: <https://my.trocaire.edu/student-emergency-fund/>

**Student Life:** If you are interested in participating in activities that will help you enhance your academic, cultural, social, and leadership knowledge/skills or if you are looking to get involved by joining a student club, organization, or committee on campus please visit: <https://trocaire.edu/student-activities/> or contact Lauren Reczek, Director of Student Engagement, at [ReczekL@trocaire.edu](mailto:ReczekL@trocaire.edu)

**TEAS Test:** If you are seeking admission into the Catherine McAuley School of Nursing you must fulfill this application requirement. To schedule your TEAS test appointment please visit: <https://palisanolearningcenter.as.me/TEAS>

**Transcripts and Academic Records:** If you need to access your academic records, transcripts, and registration information please visit: <https://my.trocaire.edu/academics/registrar-2/> or contact the Registrar by at [RegistrarTeam@trocaire.edu](mailto:RegistrarTeam@trocaire.edu)

**TRiO Student Support Services (SSS) Program:** To learn more about the program's eligibility requirements and how to apply to the program that will assist you in achieving your academic and career goals, then please visit: <https://trocaire.edu/trio-student-support-services-program/>

**Trocaire Opportunity Program (TOP/HEOP):** To learn more about the program's eligibility requirements and how to apply to the program that is designed to support students academically and financially then please visit: <https://trocaire.edu/admissions-aid/financial-aid/heop/>

**Tutoring & Academic Coaching:** To schedule an appointment with a tutor or academic coach please visit: <https://my.trocaire.edu/request-a-tutor/>

**Veteran Services:** If you are a student who has served in the armed forces and you are looking to receive additional Veteran's benefits and services then please visit <https://trocaire.edu/admissions-aid/veterans/> and <https://trocaire.edu/veterans-engagement/> to learn more.

**Veteran Work Study Program:** If you are a student who has served in the armed forces and you are interested in participating in the Veteran Work Study Program you can contact Dr. Verjaun Gordon, Director of Learning Center & Trocaire Opportunity Program, at [GordonV@trocaire.edu](mailto:GordonV@trocaire.edu) for further information.