

# Chestnut Hill College

## School of Graduate Studies (SGS)

### Academic Resources



# Table of Contents

- [✿ Welcome](#)
- [✿ Contact Information](#)
- [✿ The Chestnut Hill College Mission Statement](#)
- [✿ Student Expectations](#)
- [✿ Getting Started at CHC](#)
- [✿ News & Updates from the School of Graduate Studies](#)
- [✿ Academic Catalog](#)
- [✿ Technology Accounts \(CHC Email, My. CHC Portal, and Blackboard Accounts\)](#)
- [✿ First Time Registration \(Matriculating Students\)](#)
- [✿ Standard Registration \(Matriculated students\)](#)
- [✿ Standard Registration Continued](#)
- [✿ Non-Matriculating Students](#)
- [✿ Accessing Course Listings](#)
- [✿ Classroom Information/Syllabi](#)
- [✿ Student Financial Services](#)
- [✿ Graduate Assistantships](#)
- [✿ Getting your Photo ID](#)
- [✿ Parking](#)
- [✿ Student Disability and Accommodation](#)
- [✿ The CHC Writing Center](#)
- [✿ The Office of Career Development](#)
- [✿ Counseling Center](#)
- [✿ Logue Library](#)
- [✿ School Closing Emergency Notification System](#)
- [✿ CHC Bookstore](#)
- [✿ Additional Student Services and Resources](#)
- [✿ Further Questions](#)



# SCHOOL OF GRADUATE STUDIES

WELCOME TO THE SGS!

*On behalf of the School of Graduate Studies staff, we welcome you to Chestnut Hill College. We know that you will be a great addition to our learning community and we look forward to seeing you on campus. You are probably full of questions of what to do next and what to expect as you begin your education here. Hopefully this interactive guide will help to answer some of your questions and put your mind at ease throughout the process. Please feel free to contact Kristen Cannon or any member of our staff directly with any other questions or concerns you may have now or in the future. Please see the contact sheet on the next page for further details. Once again, WELCOME, and let's get started!*

[Click here to go back to the TABLE OF CONTENTS](#)

# Contact Information

Please contact [gradadmissions@chc.edu](mailto:gradadmissions@chc.edu) or **215-248-7170** with initial inquiries or any general questions you may have.

## Dean's Staff/[gradschool@chc.edu](mailto:gradschool@chc.edu)

Name	Title	Phone	Fax	Email
Barbara Hogan	Dean of School of Graduate Studies	215-248-7170	215-248-7161	hoganb@chc.edu
Amy Antrim	Assistant to the Dean, School of Graduate Studies	215-248-7171	215-248-7161	antrima@chc.edu
Kristen Cannon	Assistant to the Dean of Graduate Students Studies	215-242-7734	215-248-7161	dittrichk@chc.edu

## Admissions Staff /[gradadmissions@chc.edu](mailto:gradadmissions@chc.edu)

Name	Title	Phone	Fax	Email
Andrew McCarthy	Assistant Director of Admissions, School of Graduate Studies	215-248-7193	215-248-7161	mccarthy@chc.edu
Amy Boorse	Assistant Director Graduate Admissions	215-248-7097	215-248-7161	boorsea@chc.edu

# The Chestnut Hill College Mission Statement

- ❖ The Mission of Chestnut Hill College is to provide students with holistic education in an inclusive and Catholic community marked by academic excellence, shared responsibility, personal and professional growth, service to one another and the global community, and concern for the earth.
- ❖ Chestnut Hill College, founded by the Sisters of St. Joseph in 1924, is an independent, Catholic institution that fosters equality through education. Faithful to its strong liberal arts tradition, Chestnut Hill College offers academic programs of excellence in the areas of undergraduate, graduate, and continuing studies.
- ❖ True to its Catholic heritage, Chestnut Hill College espouses the beliefs and values inherent in the Judeo-Christian tradition while it respects the contributions made by other faith traditions in the development of the whole person. The College nurtures a sense of integrity, spirituality, and social justice in all.
- ❖ The College community dedicates itself to four purposes in fulfilling this mission. It seeks:
  - ❖ to provide avenues for students to achieve academic excellence and to pursue research in their major field or in interdisciplinary studies. The College encourages students to explore and experience diverse curricula and to participate in exchange programs with other institutions of higher education.
  - ❖ to initiate links between the world of learning and the world of work through curricular planning, technological opportunities, and career preparation. The College guides students in applying theoretical learning through experiential education designed collaboratively by faculty and students.
  - ❖ to uphold an atmosphere of communal respect in which all may clarify and articulate personal values and beliefs while exploring the ethical and moral dimensions underlying all relationships. The College encourages inter-faith opportunities by acquainting all students with Catholicism, its theology and its Judeo-Christian roots, and by engaging in dialogue with women and men of other beliefs.
  - ❖ to create local and global connections that enable students to respond to the needs of others through service-oriented enterprises. The College educates students to identify and to address issues of social justice and to work toward systemic change.

[Click here to go back to the TABLE OF CONTENTS](#)

# Student Expectations

❖ Students bear a certain level of responsibility for the high quality academic and interpersonal environment at Chestnut Hill College. To ensure successful completion of a graduate program of studies, students are expected to:

- ❖ Demonstrate satisfactory progress in their program. Multiple requests to withdraw do not demonstrate satisfactory progress.
- ❖ Notify the Graduate Office of changes in name, address, home and work phone number, and email.
- ❖ Be familiar with all academic and financial policies, as explained in the School of Graduate Studies catalog.
- ❖ Be aware of all relevant schedules and deadlines as published in the School of Graduate Studies Catalog and Term Course Guides.
- ❖ Know and observe regulations and policies of Chestnut Hill College.
- ❖ Obtain a photo ID card and carry it at all times.
- ❖ Obtain a parking permit and abide by parking regulations.
- ❖ Read email and regular mail correspondence from the School of Graduate Studies office and check the Chestnut Hill College website regularly for announcements, policy changes, and other information.
- ❖ Meet all financial obligations to the college.
- ❖ Keep copies of SGS catalogs and course syllabi for future reference and for obtaining credentials or licensure. Chestnut Hill College does not release syllabi for courses.
- ❖ Submit all requests pertaining to academic policies and procedures in writing.
- ❖ Complete the “Application to Request Graduation” form and submit it to the Graduate Registrar by the posted deadline.
- ❖ Notify the School of Graduate Studies, in writing, of any leave of absence longer than three terms.

[Click here to go back to the TABLE OF CONTENTS](#)

# Getting Started at CHC

❖ Congratulations on your acceptance to the School of Graduate Studies (SGS). We know that you will be a wonderful addition to our learning community and look forward to seeing you on campus.

❖ The School of Graduate Studies Front Office is a resource you should feel free to utilize. The office of the SGS is located in Saint Joseph Hall on the third floor, Room 378. The office hours are Monday-Thursday (8:30 am-6:00 pm) and Friday (8:30 am-4:30 pm/8:30 am – 1 pm during the summer). If you ever have any questions, please drop by the office (3rd floor of St. Joseph Hall), call (215.248.7170), or email [gradschool@chc.edu](mailto:gradschool@chc.edu). Our staff will be happy to assist you, or to forward you to someone who can.

❖ For important dates and helpful information, please [click here to view the Graduate Academic Calendar](#).

[Click here to go back to the TABLE OF CONTENTS](#)

# News & Updates from the School of Graduate Studies

✿ A weekly email titled *News & Updates from the School of Graduate Studies* is sent out every Friday to your CHC email account. Updates, reminders, and other information is provided in these emails. We strongly encourage all students to read this weekly email to stay abreast of important SGS news, therefore, it is very important that students check their CHC email regularly and/or have their CHC emails forwarded to their regular email address. Your email, My. CHC Portal, and Blackboard Credentials will be sent to you sometime after you register for the first time. If you have issues logging in please notify Kristen Cannon, or email [helpdesk@chc.edu](mailto:helpdesk@chc.edu) directly.

Thank you for your cooperation.

[Click Here to Access Your CHC Email Account](#)

[Click here to go back to the TABLE OF CONTENTS](#)

# Academic Catalog

 Please remember that it is every student's responsibility to read the entire academic catalog and to know all information published therein.

[Click Here to View the Academic Catalog](#)

[Click here to go back to the TABLE OF CONTENTS](#)

# Technology Accounts

## (CHC Email, My. CHC Portal, and Blackboard Accounts)

- ✿ *All SGS students are assigned three separate technology accounts at the time of their first course registration. Please note that your CHC Webmail and My. CHC Portal accounts are connected, so if you change your password for webmail, your password for The My. CHC Portal will also be changed and vice versa. Blackboard is a separate entity, and changing your Blackboard password will not affect webmail or My. CHC and vice versa.*
- ✿ **On Campus Log-in:** This allows you to log-on and use any of the designated computers on campus. Your log-in credentials are connected to your CHC Webmail and My. CHC Portal.
- ✿ **My. CHC Portal:** This utility functions as the student's official record of enrollment and attendance at CHC. Functions include, but are not limited to, accessing semester course schedules (including classroom assignments) and grade reports, online course registration (certain programs excluded), access to unofficial transcripts, and student financial account access.
- ✿ **CHC Webmail:** This utility functions as the student's institutional email account. It is a CHC School of Graduate Studies policy that every student be assigned a CHC email account. It is the student's responsibility to check this account. Updates, reminders, newsletters, and other information will be sent out to SGS students via their CHC email addresses only. Instructions are available to set up an automatic forwarding feature to the student's personal email account.
- ✿ **Blackboard:** This utility functions as a learning management tool for SGS students. It is an optional LMS tool; not all courses and/or instructors decide to utilize it. Student should consult with the instructor to see if it is being utilized. Concurrently, it is the instructor's responsibility to enroll their students in their course shells on Blackboard.
- ✿ We will send you your log-in credentials for CHC email, On Campus Log-in, CHC Portal, and Blackboard after you register for the first time. If, after following the directions in the email, you have problems accessing your accounts, please contact Kristen Cannon ([dittrichk@chc.edu](mailto:dittrichk@chc.edu)) or [helpdesk@chc.edu](mailto:helpdesk@chc.edu). Check your CHC email regularly for important information and updates from the School of Graduate Studies.

[Click here to go back to the TABLE OF CONTENTS](#)

# First Time Registration

## (Matriculating Students)

[Click Here to View Chestnut Hill College School of Graduate Studies Registration Information Page](#)

✿ Applicable course registration dates and deadlines are posted and viewable on the online Academic Calendar [here](#).

✿ You will be able to register for your first term as a matriculated student by emailing [gradschool@chc.edu](mailto:gradschool@chc.edu). You should indicate your name, ID number, the course code, number, and section of the courses you need (ex. PSYG 500 01 M) as well as the form of payment you plan to use. You can access the full course listing for each semester by following the instructions on page 15 of this Guide. Many classes fill quickly, so please register as early as possible for the best selection of classes.

✿ If you are unsure of specific course selection, please contact the academic advisor designated to you. This information was sent to you by a member of the admissions team at the time of acceptance via your personal email on file.

✿ Please note that the late registration fee does not apply since you are a newly matriculated student; however, please register early in subsequent terms to avoid the late fee and for the best course selection. Remember that for subsequent terms as a matriculating student you will need to register online via the My. CHC Portal. More information for this process is detailed on the next page. If you have any further questions about registering, please refer [here](#). Please view the SGS Academic Calendar [here](#) for applicable dates, and deadlines.

✿ \*Again, you are welcome to email [gradschool@chc.edu](mailto:gradschool@chc.edu) with any questions.

[Click here to go back to the TABLE OF CONTENTS](#)

# Standard Registration

(Matriculated students)

## [Click Here to View Chestnut Hill College School of Graduate Studies Registration Information Page](#)

✿ In order to ensure compliance with regulations governing higher education, the College is changing some procedures for registering for courses. Beginning with the Spring 2016 semester, we will only be accepting registrations online through the My.CHC Portal. The only exceptions will be for NEWLY ACCEPTED STUDENTS, students in their first intern/practicum courses, and students with ACADEMIC holds on their accounts, who will still be required to email [gradschool@chc.edu](mailto:gradschool@chc.edu).

✿ In order to prepare for this transition, you are encouraged to make sure that your CHC technology accounts are in working order, and that you are able to log in. Please pay special attention to your My.CHC Portal account. If you are having any issues please contact [helpdesk@chc.edu](mailto:helpdesk@chc.edu) so that they may assist you in resolving any problems prior to the opening of registration.

✿ To find courses scheduled for the SPRING 2016 semester, please use the My.CHC Portal, following the instructions on slide 15 of these orientation slides. Please note that a separate Course Guide will no longer be published. Accessing course listings through the portal allows students to view real-time information. It is important to be aware that the current course listing is not complete and is subject to change. Please be sure to check the portal for updated information when you register.

✿ Many classes fill quickly, so please register as early as possible for the best selection of classes.

Please also note that there is a late registration fee for students who register past the deadline. For specific dates and deadline descriptions please view the SGS Academic Calendar [here](#).

[Click Here to be Directed to the MY.CHC Portal](#)

# Standard Registration Continued

- ✿ Students registering for their first Intern/Practicum Courses and students with ACADEMIC holds on their accounts may register by emailing [gradschool@chc.edu](mailto:gradschool@chc.edu). You should indicate your name, ID number, the course code, this includes the number and section of the courses you need (ex. PSYG 500 01 M), as well as the form of payment you plan to use. You can access the full course listing for each semester by following the instructions on page 15 of this Guide. Many classes fill quickly, so please register as early as possible for the best selection of classes.
- ✿ If you are unsure of specific course selection, please contact the academic advisor designated to you. This information was sent to you by a member of the admissions team at the time of acceptance via your personal email on file.

[Click here to go back to the TABLE OF CONTENTS](#)

# Non-Matriculating

## Students/Registration/General Information

- ❖ Visiting or professional enrichment students (non-matriculating) and those who are in the process of completing the graduate admissions process (pre-matriculating) are included in this category. Students in this category may take up to 25% of the credits required for their planned degree program. Non/pre-matriculated students taking Education courses are limited to six credits. Please note that successful completion of courses prior to acceptance does not guarantee admission. Only accepted students are eligible for Financial Aid (Federal Loans).
- ❖ Students may register after submitting an application form, application fee, and an undergraduate transcript from their degree-granting institution (An official transcript must be received before the completion of the first course. Grades will not be issued until the official transcript is received). Transfer courses from other institutions count toward the 25% limit.
- ❖ Please note that you will not be able to register online as a Non-Matriculating Student. As a Non-Matriculating Student you may register any term by emailing [gradschool@chc.edu](mailto:gradschool@chc.edu). For specific dates and deadline descriptions please view the SGS Academic Calendar [here](#). You should indicate your name, ID number, the course code, this includes the number, and section of the courses you need (ex. PSYG 500 01 M), as well as the form of payment you plan to use. You can access the full course listing for each semester by following the instructions on page 15 of this Guide. Many classes fill quickly, so please register as early as possible for the best selection of classes.

*As a Non-Matriculating Student you will need to obtain a Student ID. You will also need to obtain a Parking Pass if you plan to park on campus. You have use of the student services available at Chestnut Hill College, including but not limited to Logue Library, the Computer Center, and the Bookstore, and should follow all of the policies and procedures outlined for School Closings and Emergency Notifications. If you have any questions about payment, you may contact the Student Financial Services Office, keeping in mind once again that Financial Aid is only available to accepted, Matriculated students. Please see the subsequent pages of this guide for further information regarding these areas, and as always, please do not hesitate to contact Kristen Cannon at [dittrichk@chc.edu](mailto:dittrichk@chc.edu) with any questions or concerns.*

[Click here to go back to the TABLE OF CONTENTS](#)

# Accessing Course Listings

✿ Please follow the instructions below to access each term's course listings.

## REGISTERING FOR COURSES ([my.chc.edu](http://my.chc.edu))



Step one: review course listings

- 1) Accessing the course listings through the portal allows you to view up-to-date information about classes being offered. There are no restrictions on who can view these listings.
- 2) On the [my.chc.edu](http://my.chc.edu) home page, click on "Course Listing" located at the center of the page.
- 3) You will then be asked to select the year, term (e.g. Spring), and division (e.g. Graduate) for which you are registering. You should then select "Generate Report."

### Schedule of Classes

[Course Listing](#)  
[Classroom Locations](#)

- 4) On the report page, you should then select the "Course Listing" document.

### Schedule of Classes - Report Parameters

PDF Reports > Report Parameters

Enter or select values for each parameter then click submit. Every parameter is required.

Year

Term

Division

PDF Reports > Report Parameters > Report

Your report has been generated. To view your report

[Course Listing](#) 

- 5) A document will open with the courses currently being offered for your department.

[Click here to go back to the TABLE OF CONTENTS](#)

# Classroom Information/Syllabi

- ✿ Buildings may be abbreviated in the following way on schedules and course listings:
  - ✿ Fournier Hall - FR
  - ✿ Logue Library - LL
  - ✿ (Barbara D'Iorio) Martino Hall – MH
  - ✿ St. Joseph Hall – SJ
  
- ✿ You will obtain your classroom assignments via your course schedule, which is available to you on the [My. CHC Portal](#). For your convenience, and reference, an updated list of classroom assignments is available at the Security Desk in Fournier Hall; at the Security Desk in the Lower Level of St. Joseph Hall; and in the Office of the Registrar corridor. Since classrooms are subject to change, students should confirm classroom information by checking the [My. CHC Portal](#).
  
- ✿ We strongly encourage you to keep your syllabus for every course you take here at CHC. If you decide to apply for a doctoral program, you will need your syllabi and course descriptions.

[Click here to go back to the TABLE OF CONTENTS](#)

# Student Financial Services

The College prides itself on striving to be affordable for all academically qualified students who wish to attend. The Office of Student Financial Services offers individualized guidance, so that each student understands all of the financial options. Although the primary responsibility for meeting college costs rests with the student, Student Financial Services can help design a financial strategy that will make a degree from Chestnut Hill College affordable. Student Financial Services will develop a personalized financial aid package that will offer assistance with educational expenses.

If you have questions regarding your payment or account balance, please contact Student Financial Services via email at [accounts@chc.edu](mailto:accounts@chc.edu) or by phone at 215.248.7116. If you have questions regarding Financial Aid awards or eligibility, please contact the Financial Aid Office via email at [financialaid@chc.edu](mailto:financialaid@chc.edu) or by phone at 215-248.7182. You may also stop by the office during business hours.

St. Joseph Hall, 1<sup>st</sup> floor, End of the Music Corridor

Regular Hours:	Summer Hours:
Monday - 9:00am to 6:00pm	Monday - 9:00am to 6:00pm
Tuesday - 9:00am to 6:00pm	Tuesday - 9:00am to 6:00pm
Wednesday - 9:00am to 6:00pm	Wednesday - 9:00am to 6:00pm
Thursday - 9:00am to 6:00pm	Thursday - 9:00am. to 6:00pm
Friday - 9:00am to 4:00pm	Friday - 9:00am to 1:00pm

[Click here to go back to the TABLE OF CONTENTS](#)

# Graduate Assistantships

## Master's Level Graduate Assistantships:

 Chestnut Hill College offers a limited number of assistantships for advanced level students each year. Each assistantship requires approximately 100 hours of work per semester in exchange for one, three credit graduate course. These assistantships are not available to new students. To be eligible for CHC master's level assistantships, you must be accepted by the College into a degree program and have completed 6 credits of graduate work. Additional information and deadlines can be obtained from the Graduate Office. Please note that if your program is being funded you may not be eligible for a Graduate Assistantship. Specific questions can be addressed to [gradschool@chc.edu](mailto:gradschool@chc.edu).

 **Doctoral Level Assistantships:** Please call or email Eileen Webb with any questions.

Phone: 215-248-7077

Email: [webbe@chc.edu](mailto:webbe@chc.edu)

# Getting your Photo ID

❖ *All CHC students are required to carry and produce upon request by a college official a valid photo identification card issued to enable use of the college library, for admittance to campus buildings and events, and for presentation upon request of a college official or security at any time. Also, you now need your CHC ID card to sell used books back to the bookstore.*

❖ During the first two weeks of the term, the security staff in Fontbonne Hall, Basement Level will assist you with your photo ID, which you must carry with you whenever you are on campus. Please bring your college ID number with you; the security guard will need it to process your ID card. We will notify you of these times via your CHC email.

You may also email [security@chc.edu](mailto:security@chc.edu) to set up a time to come in and have your ID taken.

❖ Remember that you will need your ID number in order to receive a card.\*

[Click here to go back to the TABLE OF CONTENTS](#)

# Parking

✿ Every academic year (fall through summer), parking permits are available for purchase online. Permits cost \$140.95 per year; (this includes the permit, a transaction fee and shipping & handling). For Vehicle Registration guidelines and information, please see the parking information page, [here](#). Remember to purchase the permit for SGS/SCPS students. Please direct any further questions/concerns to [parking@chc.edu](mailto:parking@chc.edu). Please be prepared with your ID number, vehicle make and model, and your license plate number.

[Click here to go back to the TABLE OF CONTENTS](#)

# Student Disability and Accommodation

 Chestnut Hill College is committed to accommodating our students with disabilities.

[Click Here to View Student Disability and Accommodation Information](#)

[Click here to go back to the TABLE OF CONTENTS](#)

# The CHC Writing Center

✿ The CHC Writing Center is an excellent free resource offered to all of our students. The CHC Writing Center staff are readily available to help students write and review papers and are APA and MLA format experts:

[Click Here to View Writing Center Information](#)

[Click here to go back to the TABLE OF CONTENTS](#)

# Career Development

✿ The mission of the Office of Career Development at Chestnut Hill College is to provide guidance and resources to students and alumni from all three schools (the School of Continuing and Professional Studies, the School of Undergraduate Studies, and the School of Graduate Studies) with relation to their career-related goals and ambitions.

✿ [Click here for more information about the Career Development Center.](#)

[Click here to go back to the TABLE OF CONTENTS](#)

# Counseling Center

✿ The Counseling Center offers free, short and long-term therapy to students in the Schools of Undergraduate, Graduate and Continuing Studies (from September to May). Counseling staff can also consult with students and members of their families. Workshops are offered to address students' interests and needs. Students may use the Counseling Center at all times they are enrolled at the College.

✿ [Click here for more information about the Counseling Center.](#)

[Click here to go back to the TABLE OF CONTENTS](#)

# Logue Library

- ❖ In accordance with Chestnut Hill College's mission to provide a holistic education in an inclusive Catholic community marked by academic excellence, Logue Library proposes to offer the college community excellent information services by means of all appropriate media. The library staff has the primary responsibility for designing, developing, organizing and maintaining the collection, services, and facilities that support this effort.
- ❖ Librarians share with other members of the college community the responsibility for the education of students as independent, ethical information seekers and critical thinkers. They advance this duty by providing welcoming spaces for intellectual discovery and by promoting the innovative adoption of emerging learning technologies as budgets permit.
- ❖ To accomplish this, they value exceptional customer service, inclusiveness and respect for the individual, collaboration and creativity in serving each patron as well as accountability for actions and decisions.
- ❖ [Click here for more information about Logue Library.](#)

[Click here to go back to the TABLE OF CONTENTS](#)

# School Closing Emergency Notification System

- ✿ School Closing information can be found on our website and at [www.kyw1060.com](http://www.kyw1060.com). The School of Graduate Studies' number is KYW 2155. An announcement will also be recorded on our graduate office number, 215.248.7170.
- ✿ We strongly encourage you to sign up for the school's Emergency Notification System, E2 Campus. This service provides the opportunity for the College to send emergency announcements via text message, e-mail and telephone voicemail in the event of a College emergency or cancellation of classes due to weather.
- ✿ The College is providing this service at no cost to you. Please contact your cellular provider about voice or text fees that may apply. If you are interested in participating in this service please click [here](#) for further information and to register.

[Click here to go back to the TABLE OF CONTENTS](#)

# CHC Bookstore

 The CHC Bookstore is located in the basement of St. Joseph's Hall. You may go to the Bookstore website [here](#) and search for required textbooks on the site.

[Click here to go back to the TABLE OF CONTENTS](#)

# Additional Student Services and Resources

 Chestnut Hill College's School of Graduate Studies is dedicated to providing a supportive atmosphere of academic excellence for all graduate students. And this is precisely why the School of Graduate Studies recognizes the need to provide another crucial element for student success and satisfaction: quality of life. There are a number of facilities on campus including the School Bookstore, Academic Computer Center, Dining, Logue Library, and the Jack and Rosemary Murphy Gulati Complex, (our Fitness and Recreation Center). Please see the Graduate page on our website at [here](#) for more detailed descriptions of the services and facilities offered.

[Click here to go back to the TABLE OF CONTENTS](#)

# Further Questions

✿ Please email [gradschool@chc.edu](mailto:gradschool@chc.edu), or call 215-242-7734 with any further questions.

✿ \*Please contact Kristen Cannon ([dittrichk@chc.edu](mailto:dittrichk@chc.edu)) or [gradschool@chc.edu](mailto:gradschool@chc.edu) to request your student ID number

[Click here to go back to the TABLE OF CONTENTS](#)