

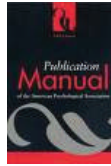
## TRANSCRIPTS

[www.malone.edu/registrar](http://www.malone.edu/registrar)

- ◆ Issued upon written request of the student, using the *Transcript Request Form*
- ◆ Request forms can be obtained online at [www.malone.edu/registrar](http://www.malone.edu/registrar).
- ◆ Forms can be mailed to the Registrar's Office or faxed to 330-471-8478.

## WRITING STYLE

- ◆ For Education students, APA Fifth Edition is the guide for citing references.
- ◆ For Business and Christian Ministries, APA can be used but is not required.



*"For I know the plans I have for you," declares the LORD, "plans to prosper you and not to harm you, plans to give you a hope and a future."*

*Jeremiah 29:11*



Dan DePasquale

***"If you need anything at all, please do not hesitate to contact me"***

***— Dan DePasquale, M.A.***

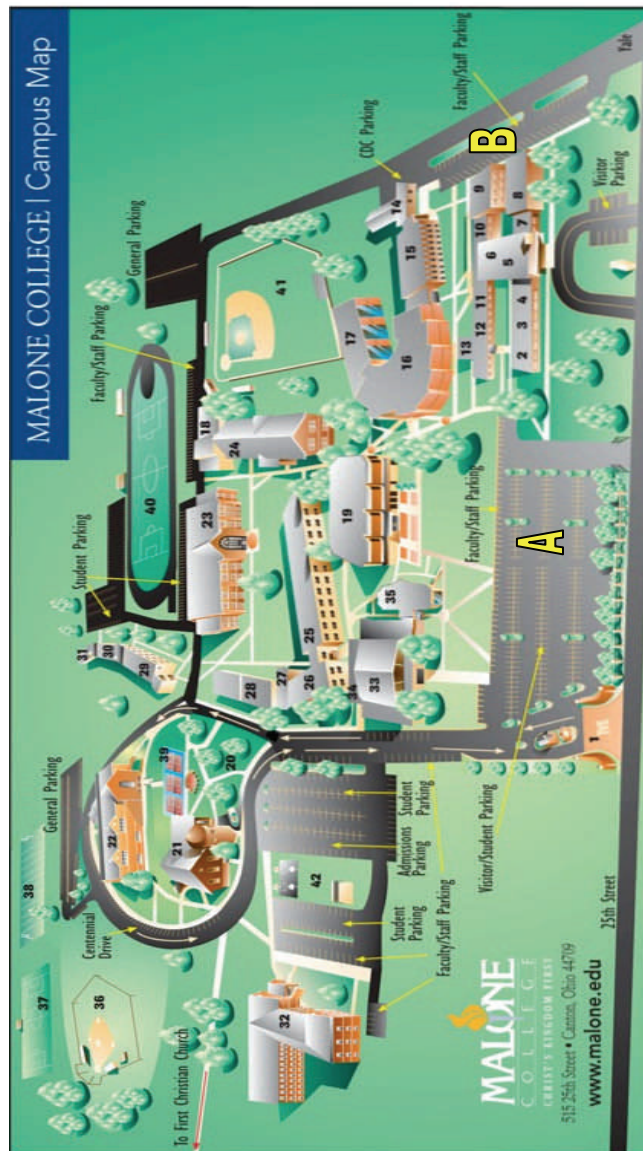
*Director of Graduate Admissions and Student Services*

**Phone:** 1-800-257-4723 ext. 8381  
330-471-8343

**Fax:** 330-471-8381

**E-mail:** [depasquale@malone.edu](mailto:depasquale@malone.edu)

Graduate Admissions  
& Student Services  
515 25th St. NW  
Canton, Ohio 44709



1. Founders Hall (2-13)
2. Administrative Offices
3. Business Office
4. Office of the Registrar
5. Financial Aid Office
6. Graduate Office
7. Performing Arts Hall
8. Faculty Office Building
9. Hoover Room
10. Academic Services/MCMP
11. Advancement/Alumni Office
12. Fine Arts/Music Wing
13. Timken Science Hall
14. MITCHELL HALL (MH) (Silk Auditorium)
15. Strand Building
16. Cattel Library (computer labs)
17. Herbert W. Hoover Courtyard
18. Randall Campus Center
19. Brehme Centennial Center. (CC) (Hoover Dining Commons)
20. (College Bookstore)
21. Residence Halls (22-31)
22. Athletic Facilities (32-41)
23. Osborne Hall / Gym
24. Wellness Center

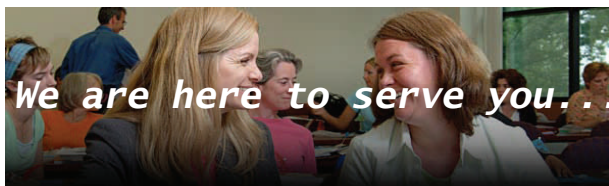
# GRADUATE STUDENT "QUICK GUIDE"

*Jeremiah 29:11*



*Keep your job, work on your dream...*

**MALONE**  
COLLEGE  
GRADUATE ADMISSIONS



**W**elcome to Malone College. We are glad you have chosen to pursue your graduate education at Malone. The pursuit of your education will require a number of resources. The Graduate Admissions and Student Services Office (hereafter Graduate Office) and other support offices are ready to assist you in reaching your goal.

**ACADEMIC CALENDAR** [www.malone.edu/2004](http://www.malone.edu/2004)

The calendar is in the *Course Schedule and Registration Guide page 1*.

**BUSINESS OFFICE** [www.malone.edu/businessoffice](http://www.malone.edu/businessoffice)

- ◆ For payment plan or account information, contact Julie Pizor at 330-471-8113 or 800-257-4723, ext. 8113 or [jpizor@malone.edu](mailto:jpizor@malone.edu).



Julie Pizor

- ◆ Located in Founders Hall

**CATALOG** [www.malone.edu/2012](http://www.malone.edu/2012)

- ◆ Hard copies available in the Graduate Office
- ◆ Become familiar with the policies and procedures that will save you time as a student

**CLASSROOM LOCATIONS** [www.malone.edu/registrar](http://www.malone.edu/registrar)

- ◆ A list of classroom locations can be found in 3 places:
  1. Posted outside the Graduate Office
  2. Online (\*scroll down to the graduate course schedule)
  3. Located on your registration confirmation.

**NOTE:** Most graduate courses are in Mitchell Hall (MH).



The new addition to Mitchell Hall will have an internet café that can be used by graduate students. Details to come!

**FINANCIAL AID** [www.malone.edu/2033](http://www.malone.edu/2033)

- ◆ For loan questions, contact Laura Klco at 330-471-8435 or 800-257-4723, ext. 8435 or [lklco@malone.edu](mailto:lklco@malone.edu).
- ◆ Located in Founders Hall



Laura Klco

**GRADE CARD & SCHEDULE** [www.malone.edu/registrar](http://www.malone.edu/registrar)

- ◆ Sent via mail by the Registrar's office
- ◆ Registrar's office: 1.800.257.4723 ext. 8128
- ◆ Can be accessed online (see "Network Login" section of this brochure)

**ID CARD**

- ◆ After registration, IDs are issued by the Graduate Office. No photo is required.
- ◆ Your ID can be used to:
  - ⇒ check out materials from the library
  - ⇒ access the OhioLINK databases through [www.malone.edu/d42](http://www.malone.edu/d42)
  - ⇒ attend athletic events FREE!

**LIBRARY** [www.malone.edu/library](http://www.malone.edu/library)

- ◆ **Regular Hours** (also see [www.malone.edu/1296](http://www.malone.edu/1296))  
M-Th 8am–11:30pm, F 8am–7pm,  
Sa 10am–5pm, Su 2pm–10pm
- ◆ Resources can be accessed from home using ID card
- ◆ Copier available with a prepaid card
- ◆ Extremely helpful & knowledgeable library staff

**NETWORK LOGIN** [www.malone.edu/d271](http://www.malone.edu/d271)

- ◆ **Updates are in progress – further details to come in January**
- ◆ Contact Help Desk at 330.471.8428 or 800.257.4723 ext. 8428 with any questions.
- ◆ You will be able to login from your home computer, so you can access your schedule, grades, course history, personal info, & finances.

**PARKING PERMIT**

- ◆ After registration, permits are issued by the Graduate Office at **NO COST**.
- ◆ May use parking spots as noted on the map in areas A and B including "FACULTY/STAFF"

**REGISTRATION** [www.malone.edu/4353](http://www.malone.edu/4353)

- ◆ Registration and payment are processed in the Graduate Office.
- ◆ Contact Diane Lowry at 1.800.257.4723 ext. 8210 or [dlowry@malone.edu](mailto:dlowry@malone.edu)
- ◆ Refer to the *Course Schedule and Registration Guide* for deadlines. It is advisable to pre-register.



Diane Lowry

**SYLLABI** [www.malone.edu/2284](http://www.malone.edu/2284)

- ◆ Obtain online or in the Graduate office.
- ◆ Some are available before a course begins (an assignment may be required prior to the first class).

**TEXTBOOKS**

- ◆ **Bookstore location:** the Brehme Centennial Center, lower level.
- ◆ **Regular Hours:** M-Th 8:30am–6pm  
F 8:30am–4:30pm  
**Summer:** M-F 8:30am–4:30pm
- ◆ The bookstore has a list of required texts for each class.
- ◆ **Phone:** 1.800.257.4723 ext. 8310 or 471-8310
- ◆ Textbooks can also be ordered by faxing a Textbook Order Form to the bookstore. (form is in the back of Registration Guide).
- ◆ Books can be shipped to you (delivery fee required)

