



**2009-2010 STUDENT HANDBOOK
STUDENT SERVICES**

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ACADEMIC ADVISEMENT OFFICES

T2139, x6747; T2140, x6179; T2142, x6645; T2144, x6475

Each new student is assisted in orientation and registration by an academic advisor. Early in the first semester, each first-year student is assigned to his/her Dignitas instructor for academic advisement. Transfer students are typically assigned to a faculty advisor within his/her major field. All academic advisors assist students with their early adjustment to campus life at St. Scholastica and continue to assist the students with registration. After the first year, a student may wish to change advisors and select a faculty member with whom the student works particularly well. Such changes are subject to mutual agreement by the faculty member and the student.

Overall, the College **expects** students to be aggressive in their pursuit of learning, to work closely with their faculty advisors and to take responsibility for their education. Also, in keeping with the Benedictine tradition, the College emphasizes the development of the whole individual within a community, the communal and cooperative nature of education, and the need for balance and stability in one's life.

ACADEMIC SUPPORT SERVICES

T2139, x6645; T2140, x6179; T2142, x6747; T2144, x6475

Academic counseling helps with any problem which is interfering with academic success and achievement. Counseling is available for students having difficulty with reading, spelling, math, writing, etc. Other services include assistance with time management, test-taking strategies, or other problems with study habits and attitudes.

CENTER FOR ACADEMIC SUCCESS

Somers 190E x6658 or x6645

cas@css.edu or <http://www.css.edu/cas.xml>

Vision of Center for Academic Success:

In accordance with The College's strategic goal to "address the needs of traditional and non-traditional learners," the Center for Academic Success will engage students in successful learning strategies and practices that will support their academic goals.

The Center for Academic Success offers an array of services to help even the most efficient student. The CAS focuses on where the student currently is on their academic path Whether it is extra support to increase performance—from a D to a C or a B+ to an A; or finding out how students learn best, the Center for Academic Success assists any student.

Description of Current Services:

Tutoring in specific subject areas—individual and small groups

Collaborative Learning Groups—students from a specific course will get together in a study group that is facilitated by a tutor

Study Skills Consultation focusing on:

- Test Taking
- Time Management and Organization
- Concentration and Distractions
- Note-Taking
- Learning Styles

DISABILITY RESOURCE CENTER

T2139, ext. 6747

mwatschk@css.edu or <http://www.css.edu/disability.xml>

Any student needing assistance in gaining equal access to classes or college resources because of a physical, psychological, or learning disability (as well as attention deficit/hyperactivity disorder, or a hearing impairment) should request assistance through this office. Melissa Watschke (T2139) is the contact person for the Disability Resource Center.

It is the policy of The College of St. Scholastica that all otherwise qualified individuals with disabilities will be given equal educational opportunities in the classroom and other College-sponsored programs and activities, including study abroad programs. The College will ensure that no otherwise qualified individual with disabilities will be excluded from participation in, denied the benefits of, or subjected to discrimination in any College class, program or activity.

Applying for Academic Accommodations

Academic requirements are not waived due to a student's disability. Students must be able to meet the academic requirements with the approved academic accommodations. Auxiliary aids include adaptations needed to make the College campus and programs accessible. The Disability Resource Center is not obligated to provide the same accommodations received in high school or other colleges, or all the accommodations recommended by a medical professional.

Accommodations are not retroactive and begin only after the proper procedure has been completed. No accommodations will be provided until adequate documentation is received. It is the student's responsibility to plan ahead if the accommodation or auxiliary aid requires a long lead-time, such as a sign language interpreter.

The following procedure is to be used by students with disabilities to request reasonable academic accommodations or auxiliary aids for classes, programs, or events sponsored by The College of St. Scholastica.

1. Send appropriate documentation by mail or fax to the Disability Resource Center at the address: Box 2325 1200 Kenwood Avenue Duluth, MN 55811. Confidential fax: 218-723-6482
2. Documentation is reviewed by the coordinator for Students with Disabilities. If documentation does not meet the necessary requirements, the student will be notified and given appropriate resources to proceed.
3. If documentation meets the necessary requirements, the student will be contacted to schedule an appointment to register for services. Reasonable accommodations are agreed upon. Policies and procedures are explained.

Grievance Procedure for Complaints Alleging Violations of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Americans with Disabilities Act, and The Minnesota Human Rights Act.

The following procedure will be used to address situations which a student, faculty member, or staff member perceives to be discriminatory and/or in violation of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, the Minnesota Human Rights Act, or any other law enacted to ensure equal opportunity for all members of The College of St. Scholastica community.

1. The individual should try to resolve the problem by bringing it to the attention of, or discussing it with, the instructor or staff member involved, the Coordinator of the Disability Resource Center or to the Affirmative Action Officer, Tower Hall 2101A, 723-6602.
2. Initiating the Grievance -- The individual may initiate the grievance by written notice directed to the Affirmative Action Officer.
3. Composition of the Grievance Panel -- The Access Committee shall hear all grievances alleging discrimination based on a disability.
4. Appeal -- An appeal of the Access Committee decision may be made to the president of the College by the grieving party or any affected party who appeared at the hearing.

BOOKSTORE

Location: Tower Hall

Beginning June 1, 2008, Validis began their operations of the St. Scholastica bookstore. Please visit their Web site to learn more about their services at www.validisresources.com.

BUSINESS OFFICE

T1130, x6092

Cashier Hours: 8 a.m. to 4 p.m.
(Business Office opens 9 a.m. Thursdays)

Tuition and fee payments can be made with cash, money order, check, Visa, MasterCard and Discover Card at the cashier's window. The Business Office provides information to students regarding their individual account balances and some basic banking services. Students with registration and transcript holds must contact this office to clear up their account. Some examples of services available in the Business Office are:

- Check cashing (maximum of \$50.00)
- Money placement on debit cards for meals, vending, copier and bookstore
- Kiosk available for completing online applications/waivers
- Federal Perkins Loan or Federal Nursing Student Loan Entrance/Exit Counseling and Promissory Note Signing
- Payment Plan Enrollment and Budget Calculator

For more information on the services available in the Business office, please see our website at www.css.edu/businessoffice.xml.

CAMPUS MINISTRY

Location: T20

Nathan Langer, Coordinator of Campus Ministry, x6010

The Campus Ministers, student Peer Ministers, and student V.I.T.A. (Volunteers Involved Through Action) coordinators are here to serve all students of the College community, regardless of religious affiliation. We promote and support personal and spiritual growth through personal relationships, retreats, liturgy and worship, faith sharing groups, volunteer community service opportunities, and a variety of other activities.

Eucharist

Student Mass is held on Sunday evenings at 6:30 p.m. and Tuesday evening at 9 p.m. in Our Lady Queen of Peace Chapel located on campus. These liturgies are planned by students, and all students, faculty, staff, and community members are invited to attend. The Sacrament of Reconciliation precedes the Sunday mass from 5:45-6:15 p.m. Special services on feast days and holy days also take place. Please contact Campus Ministry for dates and times.

Counseling and Grief/Crisis Ministry

Campus Ministers are available to meet one-on-one with students to discuss the struggles and joys of life. If you or a friend would like to talk with someone, please just stop by the office or call and make an appointment. If you experience a death or crisis in your immediate family, or if someone close to you dies while you are enrolled at The College of St. Scholastica, please contact one of the Campus Ministers or the Dean of Students right away. They will notify your professors and any others you wish to notify about related absences. Also, Campus Ministry is here to provide emotional and faith-filled support during times of grief and tragedy.

St. Scholastica Monastery

The Benedictine Sisters of St. Scholastica Monastery welcome you to join them any time for community prayer in Our Lady Queen of Peace Chapel.

Sunday:

Evening Prayer 5 p.m.

Monday-Friday

Morning Prayer 6:45 a.m.

Eucharist 11:45 a.m.

Midday Prayer 2:45 p.m.

Evening Prayer 5:20 p.m.

Saturday and holidays:

Morning Prayer 10 a.m.

Midday Prayer 11:45 a.m.

Evening Prayer 5:10 p.m.

Chapel Hours

The chapel is open from 5 a.m. to 11 p.m., Sunday through Thursday, and until 10 p.m., Friday and Saturday.

CAREER SERVICES

Location T2150

Cathy Richards, Director, x6085

Searching for a college major and subsequent career can be an exciting process rather than one of confusion or frustration. A career develops throughout one's lifetime, and it can be helpful periodically to examine interests, abilities, skills and values to determine possible options. Counselors are available to discuss career questions and plans. Inventories and surveys may be taken to help clarify interests. Our extensive career resource library includes occupational information, employer directories, resume and job search books, employment outlook, and graduate/ professional school information. Regional and national job listings are regularly updated.

Workshops and individual assistance are available for job search strategies, writing resumes and letters, and developing job interviewing skills. Internship opportunities are posted regularly. All career services, including job and internship opportunities, job fair information and links to other valuable career sites, can be accessed through the Career Services home page at www.css.edu/career.xml.

COMPUTER USE

Computer Lab Locations: Tower 2400; Science 3114; Science 1206; Library; 24-hour labs in Tower 14

Computer Support Help Desk x5911

S3114 x2247

S1206 x2268

Tower labs x5911

24-hour Banner lab x6711

Manager, User Services: x5962

Computer Labs - <http://www.css.edu/x1412.xml>

The College of St. Scholastica has three computer labs in the south wing on the second floor of Tower Hall (T2410, T2412 and T2420); in addition, laptops are available in the library to be used while studying in the library. The Science Building has two computer labs: S3114 and S1206. Both Tower and Science have a mobile computer cart to turn any classroom into a computer lab when requested by faculty. There is a 24-hour labs available on campus; it is in Tower Hall (T14) for all students. All registered students automatically receive a network and e-mail account free of charge prior to their first term at the College. Accounts will automatically be removed if a student is not registered by the second week of a semester.

There are consultants at the Computer Support Help Desk to answer questions and assist in using software in the Tower computer labs. Computer consultants also provide one hour of free support to troubleshoot ResNet computer *connection problems* for students. Students should be sure that their

computer is virus free, spyware free and has all of the required Microsoft updates before bringing it on campus. Students may call the Help Desk at x5911 for computer questions or problems.

The computer labs have a shortcut to training video clips on over 110 different software programs. Visit movies.atomiclearning.com/highed/highed/ and search on the name of the training you would like. This link can be accessed from anywhere *on campus* without a password.

Each lab has special hours posted for holidays and school breaks. Hours for the computer labs during the fall and spring semesters are as follows:

Tower Labs:

Sunday:	Noon – midnight
Monday-Thursday:	7 a.m. – midnight
Friday:	7 a.m. – 5 p.m.
Saturday:	8 a.m. – 6 p.m.

Science Lab:

Monday-Sunday:	7 a.m. – midnight (same as building hours)
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Please check the labs for posted hours during holidays and school breaks.

Print metering is in place in the computer labs. Each student is allotted a set number of free pages per semester, plus an additional 50 free pages to cover any printer problems that may occur. To learn more about print metering you can go to: <http://www.css.edu/x1426.xml>. To check your printing status, please visit www2.css.edu/app/printmetering/. Computer use for non-printing purposes is currently free of charge.

Windows Movie Maker is available on all lab computers for class video projects. Audio video equipment to use for class assignments can also be checked out from the Library. The audio video equipment can be checked out for a period of one week. This equipment is on a first-come, first-served basis and cannot be reserved ahead of time.

Computer and Network Policies

Students are expected to abide by the computer and network policies referenced below:

COMPUTER/NETWORK POLICY - <http://www.css.edu/Administration/Information-Technologies/Computing-Policies/Computer-and-Network-Policies.html>

MASS E-MAIL PROCEDURE - <http://www.css.edu/Administration/Information-Technologies/Computing-Policies/Mass-Email-Policyv.html>

PASSWORD POLICY - <http://www.css.edu/Administration/Information-Technologies/Computing-Policies/Password-Policy.html>

WORLD WIDE WEB HOME PAGE POLICY - <http://www.css.edu/Administration/Information-Technologies/Computing-Policies/WWW-Policy.html>

WebCT POLICIES - <http://www.css.edu/Administration/Information-Technologies/Computing-Policies/WebCT-Policies.html>

FAX SERVICE

Tower Hall

Students, faculty, and staff may send personal faxes through the mailroom, Monday through Friday, 8:15 a.m. - 4 p.m. (closed on all College observed holidays or school closings). We are located in Tower Hall, Room 13 and in Science Center, Room 1151. The charge will be \$1 for each sheet, regardless of size or content. The money must be paid prior to sending any faxes. Student faxes and faculty/staff faxes will be delivered to mail boxes.

Anyone expecting faxes you may call the mailroom and inquire, x6145. Faxes may be received 24 hours a day, seven days a week; however, they are available only during regular business hours. Fax # is (218) 723-6290 (Tower) or (218) 723-6472 (Science).

Science Building

When faxes are received for students in the Science Center, the Center will attempt to call if a phone number is provided. If the student has an answering machine, a message will be left. If a student is expecting a fax, he/she may call the Center and inquire at x6289. The Science fax number is (218) 723-6472.

FINANCIAL AID

Location: T1118

Hours: Monday- Friday 8 a.m. – 4:30 p.m.

Financial aid is available in the form of scholarships, grants, loans, and work options. All students are encouraged to apply annually for financial aid because governmental financial aid regulations and family circumstances may change. The Free Application for Federal Student Aid (FAFSA) should be completed early each spring, after student/parent taxes have been completed. Late fees are assessed monthly on the unpaid student account balance.

If a student has been awarded a Stafford, Perkins, or any other type of student loan, applications and instructions are available online at www.css.edu/apply.xml. Entrance counseling is required for all first time borrowers on all federal loans.

Eligibility for student employment is based on the results of the FAFSA. Students may check their eligibility for employment through our office. Student employees are paid on a biweekly basis. It is recommended that students use their wages to help pay their tuition and fees.

When a student accepts and receive financial aid, he/she is agreeing to maintain satisfactory academic progress (SAP) as determined by our institution. Our institutional SAP policy can be reviewed in the college catalog at academics.css.edu/catalog/current. Additional GPA, credit level, and deadlines may be required to renew certain awards. If a family's financial situation has changed significantly from the previous year, the applicant should contact the Financial Aid Office to review his/her case.

Students are encouraged to review the financial aid bulletin board outside of Tower 1122 and the student announcements for additional scholarship opportunities throughout the academic year.

FOOD SERVICE

Locations:

Somers Hall – The Greenview

Tower Student Union Level – Storm’s Den and Java Express

Vending in Somers Hall, Tower Hall, Science Building, Burns Wellness Commons, Theatre, and the following upper class halls: Cedar, Kerst and Scanlon.

Food Service Director: Jean Anderson, R.D., x6652, Somers 82

Operations Manager: Jack Teske, x6785, Somers 86

Cash Operations Manager: Steve Wright, x6094, Storm’s Den

Greenview Dining Room: x6481

Storm’s Den: x6094

Java Express (PORT): x6154

GDR Daily Menu: x3001

The College of St. Scholastica manages the Food Service Department. In addition to operating The Greenview and Storm’s Den, the Food Service Department also operates the vending and catering on campus. Java Express is operated in cooperation with the Student Activities Department.

The Greenview

The Greenview is located in Somers Hall. It offers 19 meals per week in an all-you-can-eat atmosphere with a variety of menu items and specialty stations (including vegetarian) at each meal. Birthday night is a monthly event featuring premium entrees such as Chicken Kiev, Shrimp and Steak. Students can also check out a To-Go meal in place of eating in The Greenview. Call x3001 for the daily menu and check the Food Service web site for the weekly menu. Most meal plans are used in this location.

The Greenview Meal Times:

Monday through Friday

Breakfast 7:15 to 9:30 a.m.

Lunch 11 a.m. to 1:30 p.m.

Dinner 4 to 6:30 p.m. (6 p.m. on Friday)

Saturday and Sunday

Brunch 11:30 a.m. to 1 p.m.

Dinner 4:30 to 5:30 p.m.

Tell me about Storm’s Den

Storm’s Den is located in the Tower Hall Student Union and is named after our beloved St. Bernard mascot. It features a variety of ala carte items including grill and made-to-order deli sandwiches, a daily special, pizza, salads, soups, bakery items and Grab-N-Go selections. Convenience store items as well as other supplies are also available. The weekly specials’ menu is posted on the Food Service Web site.

Storm’s Den Hours of Operation:

Monday through Friday: 7 a.m. – 10 p.m. (8 p.m. on Friday)

Saturday: Closed.

Sunday: 4:30 p.m. – 9 p.m.

Java Express

Java Express is a specialty coffee bar located in the Union as part of the PORT information desk. You can purchase a variety of hot and cold beverages using either cash or Dining Dollars. This area may be closed during breaks or have altered hours of service.

Java Express Hours of Operation:

Monday through Friday from 7 a.m. - midnight

Saturday from noon - 10 p.m.

Sunday from noon – midnight

What are the meal plan choices?

Residents of Somers Hall **are required** to participate in a meal plan. Freshmen may choose from three meal plans while residents who are sophomores, juniors or seniors may also choose from two additional plans. Meal plans are used primarily in The Greenview where students can dine with their friends or make a to-go meal to take with them. Each plan also has flex meals that may be used in Storm's Den.

Freshmen choices for Somers residents:

- Any 225 meals plus \$75 Dining Dollars per semester. This plan has 125 Greenview meals and 100 flex meals (averages 14 – 15 meals per week).
- Any 200 meals plus \$100 Dining Dollars per semester. This plan has 110 Greenview meals and 90 flex meals (averages 12 – 13 meals per week).
- Any 175 meals plus \$125 Dining Dollars per semester. This plan has 95 Greenview meals and 80 flex meals (averages 10 – 11 meals per week).

Additional choices for Sophomore, Junior or Senior residents of Somers:

- Any 130 meals plus \$125 Dining Dollars per semester. This plan has 130 flex meals (averages 8 – 9 meals per week).
- Any 100 meals plus \$125 Dining Dollars per semester. This plan has 100 flex meals (averages 6 – 7 meals per week).

What is available for upper class residents in other Halls or Commuter students?

Those living in Pine, Groves, Cedar, Maple, Birch, Willow, Scanlon and Kerst Halls or who are commuter students may choose any of the above plans or one of the plans listed below. Meal plan participation is optional, however it is an excellent choice when considering that meal plans are tax exempt (tax is 9%).

Greenview Flex Meal Plans

- Any 75 meals plus \$100 Dining Dollars per semester. This plan has 75 flex meals (averages 4 – 5 meals per week).
- Any 50 meals plus \$100 Dining Dollars per semester. This plan has 50 flex meals (averages 3 – 4 meals per week).

Storm's Den Meal Plans (Meals can only be used in Storm's Den)

- Any 75 Storm's Den meals plus \$100 Dining Dollars per semester. (Averages 4 – 5 meals/r week.)
- Any 50 Storm's Den meals plus \$100 Dining Dollars per semester. (Averages 3 – 4 meals/ week.)

Dining Dollars

Dining Dollars are the same as having cash in your pocket. They are accessible through your ID card and can be used in all food service locations as well as in vending. Students who are not on mandatory meal plans may choose to deposit money into a Dining Dollars Account. This can be done in the Business Office. This account does not include Greenview, Flex or Storm's Den meals. All student Dining Dollars are tax exempt. Use of Dining Dollars in the Greenview Dining Room is at a discounted rate. The 2009/10 rate for lunch is \$7.75.

What are Greenview Meals and how are they used?

Greenview meals can be used for any meal in The Greenview. Up to three meals may be used during a meal period, allowing the student to bring a guest. For additional guests, Flex meals or Dining dollars can be used. Greenview meals can also be used for To-Go Meals. Students can sign out a meal for a time when they will not be coming to The Greenview and pack their own meal from a list of items posted in the dining room.

When can Greenview meals be used?

Monday through Friday • Breakfast: 3 meals can be used

Saturday and Sunday • Lunch/Brunch and Dinner: 3 meals can be used

What are Flex Meals and how are they used?

Flex meals can be used in either The Greenview or Storm's Den.

- In The Greenview they are mainly used when you run out of Greenview meals.
- In Storm's Den, only Flex meals can be used. They have a value up to \$6.18.

When can Flex meals be used?

Freshmen meal plans (225, 200 or 175 meals)

- **Breakfast (Monday – Friday)**

A total of 3 Flex meals can be used in The Greenview. Breakfast is not available in Storm's Den with the Flex meals on these meal plans.

- Lunch/Brunch & Dinner (Monday – Sunday)

A total of 3 Flex meals can be used in The Greenview and Storm's Den (between 10:15 am – closing).

Greenview Flex meal plans (130, 100, 75 or 50 meals)

- **Breakfast (Monday – Friday)**

A total of 3 Flex meals can be used in The Greenview and Storm's Den.

- Lunch/Brunch & Dinner (Monday – Sunday)

A total of 3 Flex meals can be used in The Greenview and Storm's Den (between 10:15 am – closing).

What are Storm's Den Meals and how are they used?

The 75 and 50 Storm's Den meal plans are composed of meals that can only be used in Storm's Den and not in The Greenview. Meals used in Storm's Den have a value of up to \$6.18.

When can Storm's Den meals be used?

- Storm's Den between 7 a.m. – 10:15 a.m.: 3 meals can be used
- Storm's Den between 10:15 am and closing: 3 meals can be used

When can I use my meal plan?

At the beginning of a semester and after any break, The Greenview opens for dinner on the night before classes begin. Storm's Den is open the first day of classes. The Greenview and Storm's Den are closed during breaks.

Can I change my meal plan?

Meal plans may be changed each semester. Sign up online; go to Administration/Food Service/Meal Plan Information. Last day to change plans without penalty is the second Friday of the semester. Meal plans are automatically rolled over from fall to spring semester unless Food Service is otherwise notified.

What happens if I have Dining Dollars left at the end of the semester?

Dining Dollars left at the end of fall semester automatically roll over to spring semester. You must use your Dining Dollars by the end of the academic year (May 15) as no refunds will be issued.

What happens if I have meals left at the end of the semester?

All meals must be used each semester, they do not roll over to the following semester nor will they be refunded.

Will the Food Service Department help me with my special needs?

Yes, we will. We are happy to offer you individualized attention. Whether you have food allergies, need to modify your diet or just want to know more about what you are consuming, please contact the Food Service Department.

What should I do if I lose my card?

Lost cards must be reported to the Business Office or The Greenview cashier. You will receive a voucher to use. Once you lose your card, you **must** purchase a new card from the campus operator at Somers front desk. Your new card will be ready to use once you receive it.

If I have a card problem, whom should I contact?

The Food Service Department usually handles card problems. The Food Service Director's office is in Somers Hall, room 82, x6652. The secretary may also be able to help; she is located in the main kitchen in Somers or by phone at x6481.

If the problem is with door access, the office of Residential Life and Housing can help you. Check with the campus operator for instructions or phone x6391 for more information.

FOOD SHELF

Location: Somers Hall Ground Floor

Food Shelf Coordination: Campus Ministry

Hours: Check Student Affairs, T2149A, x6779 or Campus Ministry x6010 for hours.

The College of St. Scholastica Food Shelf is designed to help any qualifying students in our community who are in need of assistance. Items available include nonperishable food items, toiletries, and other various necessities. Donations will gladly be accepted and should be dropped off in Residential Life or in Campus Ministry. The use of the Food Shelf is confidential.

IDENTIFICATION CARDS

Somers Hall residents need their ID for access to Somers Hall and the Wellness Center. ID cards are valid only during the semesters of registration; keep your same ID card during all the years you are at the College. Your ID card is also your Library card and Food Service card. Replacement for lost or stolen ID cards may be obtained from the campus operator desk in Somers Hall. Replacement cards cost \$5.

INTERNATIONAL STUDENT SERVICES (OISS)

Location: T2130, x7016

The Office of International Student Services provides programming and services for all international students. The OISS supports students until and after graduation.

The OISS serves students in the following ways:

- Provides orientation and advice about immigration regulations.
- Assists students to be successful in College.
- Advocates for international students to ensure campus policies and processes reflect their needs.
- Refers students to other departments and services on and off campus, as needed.
- Implements social and informational programming to serve international students, the campus and the local community.

LIBRARY

Director: Kevin McGrew

Phone: x6140

E-mail: library@css.edu

Web address: www.css.edu/x3607.xml

If you are unfamiliar with our library, please ask for help. Remember to bring your student ID with you to the library; you will need it for many functions. *****Your student ID is required to check out materials, including course reserve items and wireless laptops.*****

Normal Library Hours (during the academic year, Sep. - May). Hours during exam week, breaks and the summer differ, please consult the Library's webpage for exceptions to regular hours. Library hours are available from the Library's home page, are posted by the Library entrance, and are printed on bookmarks available at the Library:

Monday-Thursday, 7:45 a.m.-11 p.m. Friday, 7:45 a.m. – 5 p.m.

Saturday, 10 a.m. - 6:00 p.m. Sunday, noon - 11 p.m.

All bags, briefcases, backpacks and other containers are subject to inspection upon exiting the Library. Our 3M security system will detect any Library materials.

For all e-mail correspondence the Library will use current college e-mail addresses. Personal e-mail addresses will not be used.

Tobacco use (yes, this includes chewing tobacco) is not allowed in the Library. Drinks with tight-fitting, closed lids and snacks are permitted in all areas of the Library. *Please do not bring meals into the Library.*

Circulation Policy

- Borrowers assume total liability for items checked out from the St. Scholastica Library or borrowed through interlibrary loan. This includes responsibility for payment for lost, damaged or mutilated items. Borrowers are responsible for making sure that items are properly returned for discharge from the Library's circulation system. The responsibility and liability remain with the borrower until the item is properly checked in.
- All books from the general collection are checked out for **four** weeks. However, if a book is needed for "reserve" or class usage, it may be recalled immediately. If it is needed by another patron, it may be recalled after *three weeks* of use. Overdue items, or those not returned after a recall notice, are subject to increasing fines.
- Audio-visual materials (video recordings, audiotapes, and software) are checked out for one week.
- Reference books, magazines, journals, and newspapers may not be checked out by students.
- ***IDs are required to check out course reserve materials. No exceptions.*** Most items have a two hour in-library use limit. Others may be checked out for one or three days, according to faculty specifications.

Overdues and Lost Items

- Any Library materials not returned by the due date and time are subject to increasing fines.
- Three overdue notices are sent via e-mail to the student's St. Scholastica e-mail account. Billing notices will be sent to the campus box (or to a home address if campus is not open) prior to billing at the Business Office. Students are responsible for responding to their e-mail and maintaining a current address with the registrar.
- If materials have not been returned after the third notice is received, the student is ***billed for the accrued fines and replacement cost of the items plus a \$10 processing fee per item.***
- This amount is transferred to the student's account at the Business Office. If the lost items are returned within the academic year, the student's account will be credited with the replacement cost, but the \$10 processing fee and fine remains.

- Holds are placed on the student's records for transcripts, grades, and registration if books are overdue and remain until all fines and replacement charges are either paid or transferred to the Business Office.

Library Services

- Reference assistance is always available: Come to the Library, call x6140, or e-mail “Library” (on-campus e-mail) or library@css.edu (off-campus Internet mail).
- Interlibrary loans: The statewide, no-charge, MINITEX service allows students to request items needed (journal articles, books) which the St. Scholastica Library does not own. Requests can be made from the “Find Articles” link off of the Library’s home page. Simply click on the “Interlibrary Loan” link. Electronic delivery of periodical articles is the default setting. Students wanting paper copies of articles must select "NO" to the electronic option on the interlibrary loan form. Electronic copies of articles will be sent to your St. Scholastica e-mail. **If you are a distance student (living more than 25 miles from the Duluth campus), please note this in the “Notes” box on the interlibrary loan form.** You will be notified by e-mail when your requests have come in. You will need to pick them up at the library circulation desk. Distance students will receive items by mail. Please note that the lending library sets the due dates for books and other items. Some materials may be renewed (it is up to the lending library) by contacting the library or e-mailing your request to library@css.edu.
- Photocopiers are available within the Library on the first and second floors. The cost is 10¢ per page; coins and dollar bills may be used as can any credit balance you have on your bookstore account on your student ID (you can place money on this account at the Business Office). This account is separate from the food account and must have at least \$20. The Library also has a "book-edge" photocopier on the second floor for making copies from tightly bound material such as bound periodicals.
- Computers: The Library has wireless laptop computers available for checkout at the Circulation Desk. Most are for in-Library use only, with a small number available for use off campus. ***In order to check laptops out you must have your student ID. (No exceptions.)***

Other Resources in the Library:

- Wireless access to the Internet.
- Camcorders and a digital camera available for one week check out and use outside the Library.
- A Library classroom with a computer, video/photo editing software, scanner, LCD projector and DVD/VHS player is available to reserve for group projects.
- Additional group study areas on the first floor; quieter areas upstairs.
- Students needing to take make-up or distance-course tests may make a reservation for a test room; hours are limited and tests must be taken when a librarian is able to proctor the exam.
- Typewriters available for use.
- Popular reading collection: a collection made up of fiction and non-fiction titles currently or previously on a variety of best seller lists.
- Board games: there are a number of board games available for one week loan check out. Ask a librarian or library student worker for details.

Off-campus Access

Access to all the Library's resources is available from off campus as well. In some cases (database access) you will be prompted to enter your Novell login and password information. Your Novell login information is the username and password you use to access WebCT and GroupWise e-mail.

LOCKERS

Lockers in three different areas on campus are available for student use on a first-come, first-serve basis. The lockers are located on first floor of the Science Center, behind the auditorium, and on second and fourth floors of Tower Hall. There are also lockers for commuter students in the Port TV Lounge that are available by check-out at the Port. Any locks left on after the end of a semester will be cut, and the contents of the locker will become property of the College.

STUDENT ESCORT SERVICE

An on-campus walking or vehicle escort service is provided for all members of the College community by the Campus Security Department. We strongly encourage people to use this service when they are traveling across campus alone during evening hours only, when parking in one of our campus parking lots, traveling to a parking lot, or traveling from building to building. The evening hours escort service may be arranged by calling Campus Security at x6175, or using the direct dial security phones located at the entrances of parking lots 1, 2, 5, 6, 6A, 13, 15, 16 and 17.

LOST AND FOUND

If you have misplaced or lost any personal items, check with Somers Hall Front Desk located at the main entrance on the first floor or the Campus Security Office located in Tower Hall room 19 to see if they have been turned in. Also, if you find any items not belonging to you, please take a moment to drop them off at one of the above locations.

SECURITY

Location: Tower Hall 19

Safety and Security Manager: Mike Turner, x6387

The St. Scholastica Safety and Security Department is responsible for the security of people, property and buildings. It serves as a prevention body as well as an enforcement body and functions as a service organization that assists the entire College community.

- 911 For campus emergencies that require Duluth Police Department, a response from the Duluth Fire Department or Gold Cross Ambulance.
- x6175 For non-emergency situations that require Security's immediate response, e.g., opening a door, providing a night escort.
- x5937 For non-emergency situations that do not require an immediate response. This line allows you to leave an audix message.
- x4357 Campus Crime Reporting Hotline. This is a confidential way to report crimes that occur on campus.

Building closing times are as follows:

Science Center Midnight

Tower Hall 2 a.m.

Union all night study

All students are required to leave these buildings at this time for reasons of safety and security.

STUDENT RIGHT TO KNOW AND SECURITY ACT

Beginning in September 1992, and on each succeeding September, the College distributes the Safety and Security Information report to all students and employees. This report can also be found on the Department of Education's Web site by going to ope.ed.gov/security/InstDetail.asp. Once in this Web site, enter Minnesota as the state, and "THE COLLEGE OF SAINT SCHOLASTICA" as the institution. This report is in compliance with the Student Right to Know and Campus Security Act of 1990. It provides information regarding campus security policies and programs. It will also detail the number of serious crimes on campus during the previous three years and will disclose the number of arrests for liquor, drugs, weapons, and sexual assault violations. For further information, contact Campus Security at x5937.

In addition, the Higher Education Act of 1965, as amended, requires colleges and universities to provide the following information/statistics to its community members:

- Retention Rates
- Graduation Rates
- Financial assistance available to students
- On-Campus Crime Statistics
- Athletic program participation rates and financial support
- Cost of attendance
- Accreditation and academic program data
- Services and facilities available to disabled students
- Refund Policy
- Withdrawal Policy
-

If you would like more detailed information, please contact the vice president of student affairs and dean of students office at x6167 or visit: <http://www.css.edu/studentrightstoknow.xml>

MAILROOM

Location: Tower Hall Student Union, x6145

Hours: M-F, 8:15 a.m. - 4 p.m.

The Mailroom maintains its services in the Student Union of Tower Hall. Students can pick up their mail, buy stamps, mail letters/packages, and send certified, insured, and/or express priority mail. Services such as registered mail and money orders are n

MEETINGS AND SPECIAL EVENTS

Meeting and special event room scheduling can be accomplished quickly and easily by filling in the scheduling form available at: css.edu/app/depts/reg/event_request.cfm.

You will receive confirmation from the scheduling office. Last minute meetings can still be scheduled by calling x6030.

If you are looking to add break service or a dinner to your event, please visit the catering guide. It is available on the Web at www.css.edu/x1409.xml. You will receive confirmation from Food Service. Food Service requires three business days' notice. Allow more time for large events.

We want your meeting and/or event to run smoothly. Please use the procedures in place to make this happen.

SERVICE LEARNING

Jay Newcomb, Coordinator, x6552

The Service Learning Office at The College of St. Scholastica is housed in the Center for Just Living (CJL), located on the ground floor of Tower Hall. The CJL seeks to deepen the experiences that students have, emphasize social change and community service, and increase the number of students involved in dialogue about living justly in the world. It stands ready to promote social justice and personal transformation through experiential learning and meaningful reflection.

Below lists of some of the programs offered through the Service Learning Office at the College:

Dignitas - a year long program that will provide students with the support they need to develop the necessary skills to adjust to college life and to succeed academically. Dignitas will help incorporate Student Affairs Learning Objectives using faculty expertise. Courses will be taught by faculty from all disciplines and service learning components partnered with local agencies are available in some of the sections.

The College is a member of the Grant Community School Collaborative. This collaborative works to build developmental assets for youth in the East Hillside of Duluth. The East Hillside neighborhood was the most under-served area in the city. A service learning class in sociology identified Grant School as the ideal partner for the college in developing service learning sites.

Community Service Day began as an attempt to integrate service and learning on a community-wide basis. After a morning of service our volunteers return for lunch and a period of active reflection and the creation of a visible reminder of the day. As many as 500 students, staff and faculty regularly participate.

During the semester break a **Spirit and Justice Trip** travels to Mexico. Through the programs of the Cuernavaca Center for Intercultural Dialogue on Development (CCIDD), 15 students and faculty experience the material poverty and spiritual wealth of Mexico. The program is coordinated by the service learning and campus ministry offices.

Semester in Mexico: Service Learning Abroad. The College of St. Scholastica, in cooperation with QUEST Mexico, offers a semester-long study abroad program with service-learning in Cuernavaca, Mexico, each fall. This exciting program combines academic work and experiential education focusing on social justice issues. It promotes personal transformation through the integration of knowledge, action, and reflection. The semester program consists of four credits of Spanish language, eight credits of academic classes, four credits of service learning, and two credits of CCIDD program.

The Center for Just Living for student involvement grew out of our service learning and volunteer programs. The center houses work study students who help coordinate service learning and volunteer programs as well as our violence prevention program. The center is student-led to promote meaningful involvement of students in issues of justice. The center is also a meeting place for activities and discussions.

The St. Scholastica service learning program has joined in the School of the America Watch action for the last three years. This is an opportunity for students to join in the national debate on the College and to experience a grassroots social justice movement.

STUDENT ACTIVITIES OFFICE AND EVENT PLANNING

Location: T17B

Luke Moravec, Coordinator/Union Manager: x6147 or x6193

The Student Activities Office provides personal growth and development experiences through non-academic and co curricular activities. The Student Activities Office promotes student involvement in clubs, organizations, and activities. Student activities are ways for students to connect with other students with similar views, aspirations, and concerns, and then provide a framework for those students to work together for a common goal, whether that goal is social, recreational, cultural, or political. A variety of campus organizations, clubs, leadership workshops, and leadership conferences provide students with many avenues for personal, vocational, and social growth.

The Student Activities Office can assist in developing, planning, and coordinating campus activities or serve as a resource for leadership training. Students or organizations/clubs that would like to bring an event to campus should contact the Student Activities/Union Manager at x6147 or stop by the office on the ground floor of Tower Hall.

Some events are annual or traditional and are sponsored by a student organization, Campus Activity Board (CAB) or by Student Activities. The Student Activities/Union Manager guides the logistical needs for these events.

Events that require the scheduling of the Mitchell Auditorium should be initiated through both the Student Activities/Union Manager and the Scheduling Office, x6030.

The Student Activities Office is also responsible for the day-to-day operations of the Student Union.

STUDENT CENTER FOR HEALTH AND WELL BEING

(Counseling Services, Student Health Services, Alcohol/Other Drug Awareness and Violence Prevention Programs)

Mission Statement

The Student Center for Health and Well-being provides students with services, education, information, and support, utilizing a wellness model. The model serves to enhance personal development, physical and emotional well-being, and responsible life choices in a supportive community.

COUNSELING SERVICES

Location: T2150

Phone: x6085

Hours: M-F, 8 a.m. - 4:30 p.m.

Staff: Tad Sears, LICSW, Director; Teresa Aldach, LICSW, Assistant Director; Randy Barker, MSED counselor; Gina Perfetti-Seppo, MSED, counselor; Pamela Bjorklund, RN, CS, PMHNP-BC, Psychiatric Nurse Practitioner; Kathy Harbaugh, Administrative Assistant

Eligibility: All services through the Counseling Center are free to St. Scholastica students (The exception to this is for psychiatric evaluations and medication management. These services are billed to your insurance company). The Counseling Center is available to students at any stage in their educational career, from freshman year through graduation. We look forward to meeting you, and wish you success in your personal, career, and educational pursuits! Services include:

Personal Counseling

Personal counseling is a vital component of the support services offered at The College of St. Scholastica. The Center's counseling staff can help a student think through the feelings and problems of college life and other important issues. Professional counselors work closely and **confidentially** with students on a variety of issues including developmental transitions (i.e., beginning college, graduation, etc.), relationship problems with peers or family, substance abuse, eating disorders, difficulty in handling emotions, religious concerns, and self-esteem and confidence. Individual and group counseling and assistance in referrals to community agencies and resources are available. Workshops are frequently held on such topics as assertion, wellness, relaxation training and stress management, eating disorders, sexuality, personal and relationship development, and college "survival" training.

Academic Counseling

Many students simply have problems adjusting to the academic environment. Communicating with instructors, "fitting in" to the school, taking tests, handling extra curricular activities can all be obstacles to student success. The Counseling Center can assist students in developing the skills necessary to overcome these obstacles.

Crisis Intervention

There may be times when a life crisis seems overwhelming and a person becomes seriously upset. Such events include suicide threats or attempts, physical abuse, sexual assault, and harassment. During these events it is important to recognize that the crisis does not have to be handled alone: there are resources available on and off campus for sensitive, supportive help. All threats or attempts to injure oneself or others should be considered as serious events that require intervention. This intervention will involve college counselors and other Student Affairs staff, and may include community referrals for more structured support and evaluation. Any student who is aware of someone in crisis and in need of services should immediately notify Security for assistance/crisis (911; his/her residence advisor; The Counseling Center (x6085); or Student Health Service (x6282). They will help decide the best course of action. This service is available on a 24-hour basis.

Consultation Services with Staff and Faculty

The Student Center for Health and Well-Being encourages faculty and staff to utilize the resources of the Center. This may include:

- Presentations to classes.
- Consultation regarding a specific student.
- Crisis intervention.
- Information and data regarding health and mental health issues.
- Identification of resources in the community.
- Invitations for staff and faculty to attend in-service training in eating disorders, depression, suicide awareness, and other areas.

STUDENT HEALTH SERVICE

Division of Student Affairs

Location: Somers Hall, Ground Floor, North Wing, Room 58

Phone: x6282

Fax: x5953

Staff: Lori Stankiewicz, Billing and Data Specialist; Dianne Swanowski, Receptionist/Sec.; Rosemary Sampson, Receptionist/Secretary; Lee Ann Nelsen, RN; Mary Beth Waage, RN; Molly Backstrom, RN; Laurel Ash, Family Nurse Practitioner; Kathleen Thieide, Family Nurse Practitioner; Sheryl Sandahl, Family Nurse Practitioner; Physical Therapists; Tad Sears, Director

Hours:

Monday-Thursday, 8 a.m. - 7 p.m., Friday, 8:00 a.m. - 4:00 p.m. Call or check the Web site for details. Health Service is open from September through May.

Closed: breaks/holidays/June-August

After Hours Care: If you are in need of healthcare when Health Service is closed, contact the residential advisor (R.A.) by calling the campus operator at x6000 to have the R.A. paged. Urgent Care and ER are available at both hospitals after hours.

Appointments: Appointments are preferred, and can be scheduled by phoning x6282. Walk-ins are always welcome, but there may be a waiting time. Unlimited visits are available to students who have paid the health fee.

Eligibility:

Undergraduate and Graduate students

1. Enrolled for nine or more credits pay a \$82.50 health fee per semester and are entitled to unlimited use of the health service.
2. Enrolled for less than nine credits have the option of paying the health fee in order to have access to the health service. Contact the Student Accounts office to initiate either of these services.

EMERGENCY

In the event of a life-threatening emergency on campus, call 911. Security is available to stabilize any injured or ill person until professional help arrives.

Immunizations

Under Minnesota law, students must submit an immunization record to their college. The Health Service collects and maintains these records. State law requires the dates of one MMR (measles, mumps and rubella) and a current Td (tetanus, diphtheria). There are some exemptions to this law, but it is Health Services belief that we can better serve students if we have that information in their records. The American College Health Association recommends the Hepatitis B series of three immunizations for all college students and the meningitis vaccine, especially for those living in a dormitory. In addition to the required MMR and Td immunizations, anyone in a Health Science major (Nursing, Physical Therapy and Occupational Therapy) will be required to provide documentation of the Hepatitis B series, a second MMR after the first birthday and the results of both a Varicella and Rubella immune status titer. Many of these services are available in Health Service, but many students find it easier to take care of these requirements at home due to insurance payments and scheduling.

Services

The following services are offered by the Student Health Service to all students who have paid the health fee.

Professional Nursing: The nursing staff provides assessment for illness, injury, or any other health concern, as well as treatment and care instructions for minor illness and injury. Referral to other health care providers is arranged when necessary. Health screens are performed on all Health Science majors and are offered to all students to enhance awareness of wellness and self-responsibility. The nurses are also available to offer classes on a variety of health topics at the students' request.

Nurse Practitioners: Nurse practitioners are available in the SHS throughout the week for evaluation, treatment of illness, injury and psychiatric evaluations. Appointments are made by the Health Service nursing staff and must be made in advance. Students are referred to Urgent Care by the nursing staff when nurse practitioner care is unavailable and by the residential advisors (RA's) during the evenings and on weekends. Any bills for off campus services will be the student's responsibility.

Professional Physical Therapy: Consultation and evaluation for strains, sprains, injuries, back pain, and muscle aches are provided in the Health Service. These services are consultative only. Lengthy consultations or ongoing treatment will be referred to a local provider.

When needed, transportation to Urgent Care is provided by Health Service through an arrangement with Allied Taxi.

Laboratory Services: Blood glucose monitoring, hemoglobin, pregnancy, mantoux and urine testing are all available at no charge during Health Service hours. In addition confidential STI testing and other lab work is available when needed. The cost of this testing is billed to the student's health insurance and the student is responsible for the uninsured amount (STI testing can be provided free of charge).

Other:

- The SHS monitors health requirements for Health Science majors as defined by each program.
- The SHS offers vision testing and blood pressure testing free of charge.

- The SHS offers vaccination for some preventable diseases. Mantoux (TB skin test), Influenza, Hepatitis B, Hepatitis A, Meningitis, Td, Tdap and the HPV vaccine are all available.
- Some topics the nursing staff likes to cover in campus-wide awareness programs include stress reduction, alcohol use/overuse, breast self exam, testicular self exam, nutrition, smoking cessation, diabetes, meningitis, influenza, eating disorders, STDs, and hypothermia and winter safety. Other topics are presented at the students' request.
- Equipment available for student use includes crutches, ice bags, ace wraps, hot water bottles, dressings, various splints and immobilizers, wheelchairs, books and videos.

ALCOHOL/OTHER DRUG AWARENESS AND VIOLENCE PREVENTION PROGRAMS

The mission of these programs is to increase awareness, promote responsible behavior, and to help develop a culture of mutual responsibility in the St. Scholastica community.

While St. Scholastica is considered a “safe” campus, we do have incidents of alcohol poisoning, destruction of property while under the influence, alcohol and drug addiction, and dating/relationship violence.

The goal of these programs is to present information to students, faculty, and staff in an interesting and thought-provoking manner, so students can make informed and thoughtful choices about their life.

Look for events throughout the 2009-2010 school year related to alcohol/drug awareness and violence prevention. For more information call x6085.

Location: Tower 2150

STUDENT DIVERSITY SERVICES

Diversity Advocate, x7032, Tower Hall

The College of St. Scholastica recognizes that diverse students can and do benefit from a supportive environment that acknowledges their unique perspective. The Office of Student Diversity Services provides advocacy, academic counseling, service referrals, and cross-cultural awareness opportunities.

STUDENT MEDICAL INSURANCE

Location: T1130, x6134

Although Health Service provides a number of services, there is neither a hospital nor a medical care facility for extended or serious illness available on campus. For this reason, The College of St. Scholastica has established a policy requiring that students be covered with hospital medical insurance. Student health insurance is offered to students through the College. This insurance is required of all undergraduate and graduate students registered for 12 credits or more. The insurance is automatically applied to their accounts unless the student completes the insurance waiver if he/she is already covered by some other insurance plan. Please go to The College of St. Scholastica website www.css.edu, and choose Banner Web at the top of the page. Log in with your B or V number, click on Personal Information, and complete the Health Insurance Waiver Form. Coverage is also available to undergraduate and graduate students taking less than 12 credits and depends upon request.

STUDENT UNION

Located on the ground floor of Tower Hall, the Union is the community center of the College for all the members of the College family - students, faculty, administration, alumni and guests. As the “living room” of the College, the Union at St. Scholastica provides the services, conveniences, and amenities the members of the College family need in their daily life on the campus. It is a place for getting to know and understand one another through informal association.

CABLE (student newspaper)

T16, x6187

Hours: M-F, 8 a.m. - 4:30 p.m.

The Cable is the school newspaper. It serves as a source of information for the St. Scholastica community.

Campus Activities Board (CAB)

T17A, ext. 6384

Hours: M-F, 8:30 a.m. - 4:30 p.m.

CAB is responsible for planning performers, movies, dances, coffeehouses and other special events. These activities take St. Scholastica students away from the books for a little while and allow them to appreciate other things college life at St. Scholastica has to offer them. Working with the coordinator of Student Activities, students plan and carry out all events.

Center for Just Living

T25, x6780

The Center for Just Living (CJL) promotes social justice and personal transformation through experiential learning and reflection. Its mission is to deepen the experiences students have, emphasize social change over charity, and increase the number of students involved in dialogue about living justly in the world.

Students are invited to come to the CJL to become involved in the programs there: VITA (Volunteers Involved Through Action), the service learning program, drug and alcohol and violence prevention programs. Campus clubs and organizations also have a community desk in the Center for Just Living

Graphic Design Office

T17

Student employees make banners and flyers for campus events in the Graphic Design Office. To request a banner for an activity, please visit the Student Activities office to complete a Request Form. Finished products can be picked up at the Port information desk. Graphic design service is free of charge.

Port Information Desk - Featuring the Java Express Coffee Shop

x6154

M-F, 7 a.m. – 12 a.m.

Saturday 12 p.m. – 10 p.m.

Sunday, 12 p.m. – 12 a.m.

Closed during breaks and holidays.

The Port is your information headquarters at the College and features the Java Express Coffee Shop's serving espresso, cappuccino, teas, and a variety of other gourmet coffees and pastries. The Port also offers rental programs of outdoor equipment (cross-country skis, camping tents, snowshoes, etc.); the original Nintendo; of movie passes, newspapers, long distance phone cards, and helium balloons for all occasions. Tickets for movies, dances, and other programs are also sold at the Port. In addition, any question about student life and student activities at St. Scholastica can be answered at the Port desk and game equipment for Storm's Den may be checked out with a Student I.D.

Side Lounge/Coffeehouse

The side lounge/coffee house provides students an upscale, modern area in which to spend time. Equipped with couches, tables and chairs, this is a perfect area in which to socialize and do some studying. The lounge is also used by the Campus Activities Board in the evenings to host performers in a coffeehouse environment.

Storm's Den

x6094

Students can satisfy their hunger cravings in Storm's Den. Coffee, soft drinks, sandwiches, and hamburgers are some of the items offered. It's a great place for lunch and study breaks! Students can also play a game of pool, ping-pong or pinball. Game equipment is available at the Port.

Student Alumni Association

T16A, x5954

The Student Alumni Association (SAA) enhances feelings of community at The College of St. Scholastica by nurturing the bond between students, alumni and the College. We improve student leadership skills by planning and organizing events like the Family Weekend Talent Show, No Jobs for Slobs etiquette dinner and Oozeball, our mud volleyball tournament. Contact Alumni Relations for more details on how to get involved and make a difference!

Student Senate

T81, x6115

The Student Senate is the governing body of the students. Students can offer constructive ideas, seek information, voice opinions or just become acquainted with the student executive officers in this office.

TV Lounge

The TV lounge has a 50" TV, DVD/VCR player, leather furniture and tables and chairs for your use. Enjoy a cup of coffee from the Port, read the paper or relax while watching some TV on the big screen.

TRIO PROGRAM CENTER

Student Support Services (SSS)

Location: T2150

Dory Pohl, Director: x5997

Student Support Services (SSS) is a TRiO Program funded through the Department of Education (\$285,306 annually) designed to assist eligible (low income, first generation and/or disabled students) undergraduate students achieve academic and personal success, remain in school, and graduate with a bachelor's degree. Your own personal SSS counselor will work with you to achieve your goals through a wide array of services including:

Academic Development

- Individual tutoring
- Study skills assessment/development
- Workshops

Personal Development

- Personal counseling
- Stress management
- Time management
- Workshops

Career Exploration

- Career inventories
- Resume and cover letter writing
- Interview skills
- Workshops

Resource Lending Library

- Books
- Microcassette recorders
- Graphing calculators
- Laptop computers

To check your eligibility for SSS and receive more information regarding our services, please stop by the Student Support Services Office, Tower 2150, or call x6594.

Ronald E. McNair Post-Baccalaureate Scholars Program

Location: T2130

Kathleen Cargill, Director: x5932

The Ronald E. McNair Post-baccalaureate Scholars Program is a TRiO Program funded through the U.S. Education Department. It is a graduate school preparatory program designed to assist eligible undergraduate students to enter graduate study, particularly at the doctoral (Ph.D.) level. Eligible students include those who are low-income and first-generation (LIFG) college or students from groups traditionally underrepresented in graduate school (UGE), such as African Americans, Native Americans and Hispanic Americans.

Services to program participants include: intensive research designed to simulate the rigors of graduate study (including thesis formulation, data gathering, analysis, and publication); a allowance for research; seminars addressing the academic needs of the scholars; GRE prep classes; research mentorship by St. Scholastica faculty; opportunities to do paid research off campus; participation in research poster sessions; opportunities to attend cultural events; and trips to graduate schools and professional conferences.

To apply for the McNair Scholars Program, pick up an application at the beginning of fall semester in T2138, in the display rack outside T2136, or call x5910 or x5944. For more information, please visit the McNair program web site: <http://www.css.edu/Academics/McNair-Scholars.html>.

Educational Talent Search

Location: Tower Annex

Susan Kurth, Director: x5955

Talent Search is a pre-college TRiO Program funded through the Department of Education. It identifies and assists individuals in grades 6-12 from disadvantaged backgrounds who have the potential to succeed in higher education. The program provides academic, career, and financial counseling to its participants and encourages them to graduate from high school and continue on to the postsecondary institution of their choice. Talent Search also serves high school dropouts by encouraging them to reenter the educational system and complete their education.

The Talent Search Program at The College of St. Scholastica serves 600 eligible students at six target schools (Aitkin High School, McGregor School, Cromwell-Wright School, Floodwood School, Denfeld High School, and Morgan Park Middle School).

For more information call x5955 or x6186, or visit our Web site: www.css.edu/ts.xml.

Upward Bound

Location: Tower Annex

Jill Emery, Director: x6463

Upward Bound is a TRiO Program funded by the U.S. Department of Education which serves eligible high school students in six target schools (AlBrook, Central, Cloquet, Cook, Cotton, and Wrenshall).

The goals of Upward Bound are to:

- Help students to generate the skills and motivation necessary for high school graduation.
- Provide guidance and support so students can succeed in college.

Upward Bound provides academic and personal support during the academic year and the six-week St. Scholastica Summer Residential Program.

For more information call Wendy Ruby at x5942.

Upward Bound Math and Science

Location: Tower Annex

Jill Emery, Director: x6463

Upward Bound Math and Science is a TRiO Program funded by the U.S. Department of Education, which serves eligible high school students in Northeast Minnesota.

The goals of Upward Bound Math and Science are to:

- prepare high school students for postsecondary education programs that lead to careers in the fields of math and science.
- provide guidance and support so students can succeed in college.

Upward Bound Math and Science provide academic and personal support during the academic year and the six-week St. Scholastica Summer Residential Program.

For more information call Wendy Ruby at x5942.

Veterans Resource Center

T 2143, ext. 6450

veterans@css.edu or <http://www.css.edu/veterans.xml>

The Veterans' Resource Center (VRC) provides resources and transition services to all military veterans, current and former military members, and their families in a way that promotes the Benedictine values of respect, hospitality, and community.

The Center works with various College staff and community agencies to ensure participants have equal access to educational benefits, as well as assistance with and/or information on:

- Payment extensions while waiting for educational benefits
- Military transfer credits
- Veteran resident status
- Academic accommodations
- Withdrawals due to deployments
- Referrals to the correct service providers
- Access to service providers on-site
- Events for veterans and military families
- Scholarships

For the extended sites of the College, where a center is not available, the Duluth Center will coordinate development of services with the Regional Coordinators of the Minnesota Higher Education Veterans' Affairs offices.