



Office of the Vice President for Student Affairs and Dean of Students

August 7, 2009

Dear Colleague:

The Student Affairs Division would like to welcome you to another, or possibly your first semester at The College of St. Scholastica. We would like to take a few moments to ask for your help in retaining and assisting the many students with whom you work. There are numerous services and departments available on campus for students who may be in need of support. These include the Student Center for Health and Well Being (SCHAWB - *Counseling Services*), Health Services, Academic Advisement, Campus Ministry, Career Services, Student Activities, Intercultural Services, International Student Services, Academic Support Services (CAS), Student Support Services (SSS) and Campus Recreation.

In our efforts to retain as many students as possible, we ask that you please take 10 minutes to read about each of these areas in the 2008-2009 Student Handbook (available on our web page at www.css.edu/campuslife.xml.) The pages of most interest range from 92 - 118. Pages 119-139 discuss many of our policies and procedures concerning academic and behavior issues. If you identify a student whom you feel is in need of help, please refer that student to the appropriate service area. If you are not sure what to do, please contact David Bauman, Assistant Dean of Students for Advisement and Retention, (ext. 6179); Betsy Kneepkens, Assistant Dean of Students for Campus Life (ext. 6391); or Steve Lyons, Vice President of Student Affairs and Dean of Students, (ext. 6167).

We are here to help students learn and grow both academically and personally. We are here to help all students, no matter what the issue. Here are a few examples of situations you may encounter and what action you may want to take:

1. Student has not attended class for two weeks and has not responded to any of your attempts at communication. Contact David Bauman, Academic Advisement, (ext. 6179).
2. Student wants to drop your course and add another. Ask the student to contact either the Registrar's Office (ext. 6039) or Academic Advisement.
3. Student confides in you that he/she is in an abusive relationship and is afraid. Refer the student to the Counseling Center (SCHAWB), Tower 2150, (ext. 6085).
4. Student is always ill in class, coughing, sneezing, etc. Refer the student to Health Services in Somers Hall (ext. 6282).
5. Student informs you that her mother just died. Refer the student to Campus Ministry (ext. 6604) and/or Counseling Center (ext. 6085).
6. Student is performing poorly on tests and/or writing assignments. Contact Residential Life (Somers Hall, ext. 6391) to see how our Academic Role Models (ARMs) can help or the Academic Advisement Office for referral information.
7. If you're simply not sure what to do to assist a student, please contact the Office of Student Affairs (T2145, ext. 6779) and we can try to triage the student issue and provide referrals for faculty and staff.

It's not just making the referral to a support services office that is important. It's the expression that you are concerned for the student's well-being in the academic *and* personal arena of life. Please follow-up with the student and ask if they were able to find the help they needed. Feel free to contact any of us should a situation arise in which you need further assistance or direction.

Thank you in advance for your support of the important connection between academia and the mission of the Student Affairs Division.

Sincerely,



Steve Lyons,
Vice-President of Student Affairs
and Dean of Students



David Bauman,
Assistant Dean of Students for
Advising and Retention



Betsy Kneepkens
Assistant Dean of Students for
Campus Life

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