



THE COLLEGE OF ST. SCHOLASTICA 2009-2010 PARENT RESOURCE GUIDE

The Student Affairs Division at The College of St. Scholastica hopes that parents and family members will find this guide useful and informative. If you have any questions that remain unanswered, please feel to [contact us](#)

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Mission

Shaped by the Catholic Benedictine heritage, The College of St. Scholastica provides intellectual and moral preparation for responsible living and meaningful work.

Vision Statement

The College of St. Scholastica will be widely regarded as an academic community grounded in the rich Benedictine heritage and sending forth thoughtful leaders, sharpened and sensitized by the liberal arts, who are committed to serve and to transform the world.

The College of St. Scholastica Statement of Purposes

- Foster an environment in which students, staff, and faculty will be inspired with the Benedictine values expressed in community, hospitality, respect, stewardship, and love of learning.
- Stimulate a zest for life-long learning by supporting the General Education goals of critical thinking, intellectual integrity, aesthetic appreciation, and intellectual curiosity.
- Prepare students, through undergraduate and graduate programs, for responsible leadership in professional positions and/or advanced studies.
- Provide programs for traditional and non-traditional students to meet community needs.
- Lead public interfaith discussions of ethics and peace and justice issues in the tradition of our Catholic, Benedictine intellectual heritage.
- Ensure continued access to a faith-based institution of higher learning through proper stewardship of human and fiscal resources.

Benedictine Values

Community: Sharing responsibility to create and support community. Creating a climate which promotes a sense of community while valuing the uniqueness of the individual. Manifesting an ability to adapt to circumstances without compromising our values.

Hospitality: Creating a welcoming atmosphere personally and institutionally. Listening and responding sensitively to all. Extending warmth and acceptance to all. Welcoming new ideas and being open to change.

Respect: Cherishing and promoting the worth of all human life. Treating persons with dignity and reverence without regard to age, gender, race, minority, sexual preference or economic status. Honoring and supporting the spirituality of each person. Valuing the dignity of all work. Promoting participation of all persons in the decisions affecting their lives.

Stewardship: Utilizing human resources responsibly. Providing wise and respectful use of all material and monetary resources. Promoting prudent use of resources and energy. Finding time for work, play and prayer in daily life, which will promote physical, mental and spiritual growth.

Love of learning: Preserving the intellectual and material heritage entrusted to us by past generations. Transmitting the treasures of human culture to new generations. Creating scholarly, artistic and scientific works which enrich and enlarge human life. Integrating thought and action as complementary aspects of a full human life.

Diversity Statement

The College of St. Scholastica is committed to fostering a learning environment that is culturally diverse and pluralistic. Informed by our Benedictine heritage and its values of community, hospitality, respect, stewardship and love of learning, we are compelled to be open to diverse points of view and not avoid dissent, while constantly being mindful of what it is to be an engaged community working for social justice. To do so recognizes human dignity, difference and equality that includes, but is not limited to: race, age, class, gender, sexual orientation, physical abilities/qualities, and ethnicity.

In our striving to be an inclusive community, we must engage in intellectual discourse and exchange if we hope to develop an understanding of our commonalities and differences, even if this discourse and exchange result in conflict and change. The challenge that lies before us as a community is to embody in our institutional life what it means to be truly committed to cultural diversity and pluralism.

FINANCIAL AID

How does one apply for financial aid at The College of St. Scholastica?

Financial aid at The College of St. Scholastica is based on the financial need of each individual student. The student is advised to fill out a Free Application for Federal Student Aid (FAFSA) form. This shows the College and the government the level of the student's financial need. More than 97 percent of students at the College accept financial aid in the form of scholarships, grants, and student employment.

Financial aid is available in the form of scholarships, grants, loans, and work. All students are encouraged to apply annually for financial aid as governmental financial aid regulations and family circumstances may change. The priority financial aid deadline is March 15 for the following fall and spring terms. When you receive your schedule/bill from the Business Office at the beginning of each term, use your financial award letter to see what types of aid you were awarded and your balance due.

If you were awarded an Ordean Loan or Nursing Student Loan (NSL), it is your responsibility to sign for these funds in the Business Office. If you were awarded and have made a separate application for a Stafford Student Loan or any other type of loan, you should check with your lender to determine the amount that you will receive each term. Student employees are paid the last working day of every month. It is recommended that students use their wages to help pay their tuition and fees.

When you accept and receive financial aid, you are agreeing to maintain satisfactory academic progress. For a full-time student this means you must 1) successfully complete at least 24 credits per academic year, and 2) maintain a cumulative grade point average of at least 2.0 (C average). Academic progress is evaluated at the end of spring term.

If your family's financial situation has changed for the worse, please contact the Financial Aid Office to review your case.

Students are encouraged to review the financial aid bulletin board outside of Tower 1122 for additional scholarship opportunities.

Grants

By filing a FAFSA, a student automatically applies for the Minnesota State Grant, the Federal Pell Grant, Federal Supplemental Education Opportunity Grant (SEOG), Minnesota Post-Secondary Child Care Grant Program, and Native American Grant Programs.

Grants are based solely on the financial need of the individual or his or her family. They are awarded in different amounts based on need.

Student Employment

Student Employment is a need based program that students may be eligible to participate in. Completion of the FAFSA is required and students will be made aware of eligibility on their CSS Financial Aid Award Letter. Freshman and First year transfer student may work a maximum of 10 hours per week. A list of job opportunities will be handed out at your Orientation session and may include positions such as Athletic Assistants, Campus Operators, Tour Guides, etc... Most positions are on campus and pay \$6.15/hr. Paychecks are disbursed directly to students on a monthly basis.

Loans

Students at the College also qualify for a variety of loans. Amounts and types of loans are determined by financial need through the FAFSA.

Students are awarded loans like the Perkins, Stafford, and Self-Loans. They are required to apply for most loans during the summer and attend informational meetings when school begins.

If a student is awarded an Ordean Loan or Nursing Student Loan (NSL), it is his or her responsibility to sign for these funds in the Business Office at the beginning of each semester. Students who are awarded any type of loan should check with their lender to determine the amount that they receive each term.

Questions regarding loans can be directed to: Sandra Goman: sgoman@css.edu or (218) 723-6151

Scholarships

The College also provides several million dollars in scholarships to first year and transfer students each year through two significant gift aid programs: The Benedictine Scholarship and the Circle Award.

Benedictine Scholarships are available to all new College applicants based on merit, specifically the combination of cumulative high school GPA and composite ACT or SAT score. Transfer Benedictine Scholarships are calculated using students' transfer GPA. This scholarship renews each year a student is enrolled full time, meets GPA requirements and is working toward a Bachelors degree. These scholarships are automatically awarded upon acceptance to the College and require no formal application.

Generous donations of alumni, staff, faculty, businesses, and friends of the College contribute to The Circle Award. This grant is based on financial need, as determined by the Free Application for Federal Student Aid (FAFSA).

Another scholarship available on an annual basis is the Sharon Labovitz Leadership Scholarship. It is awarded to academically talented seniors who show leadership skills in school, community or religious groups. The scholarship is awarded to a limited number of students each year in the amount of \$3,000, and is renewable for up to three additional years.

For information on the above scholarships contact: Ollie Meyer: omeyer@css.edu

Other resources that students should consider:

1. CSS SCHOLARSHIP DIRECTORY

This directory is compiled by the College of St. Scholastica and contains approximately 40 scholarship opportunities made available to students attending CSS. Contact the Financial Aid Service Center to request a scholarship directory.

2. STUDENT E-MAIL ANNOUNCEMENTS

Once you are a student on campus, you will have your very own e-mail account! New scholarships are advertised through the daily "Student Announcements".

3. HIGH SCHOOL GUIDANCE COUNSELOR

If you are a current High School Student, get to know your Guidance Counselor! These people are an excellent point of contact in learning about scholarship opportunities that your school and community may offer.

4. INTERNET

There are thousands of scholarship opportunities made available through the Internet. Do not give out Social Security, Credit Card, or Bank Account Information over the Internet (You should NEVER have to pay for scholarship information!)

5. ACADEMIC DEPARTMENTS/PROFESSORS

Check with faculty and staff at the College of St. Scholastica, as they may be aware of scholarship opportunities specific to your field of study

6. PUBLIC LIBRARY

There are many books and publications devoted to help students locate outside scholarships

7. OUTSIDE RESOURCES

Many employers, clubs, religious affiliations, and organizations offer scholarships. You won't know if you don't ask!

When a student accepts and receives financial aid, he or she is agreeing to maintain satisfactory academic progress. A full-time student must:

- 1) Successfully complete at least 24 credits per academic year.
- 2) Maintain a cumulative grade point average of at least 2.0 (“C” average).

If the family’s financial situation has changed for the worse, students should contact the Financial Aid Office to review their cases.

Students are encouraged to review the financial aid bulletin board outside Tower 1122 for updates on scholarships and other aid news.

How do you pay for tuition?

There are seven ways to pay tuition at The College of St. Scholastica.

1. Cash - Payments may be paid in the Cashier’s Office, Tower 1130.

2. Cashier’s Check, Money Order or Personal Check

Payments may be made by a check or money order payable to The College of St. Scholastica. If mailing a payment, students should include either:

The bottom portion of the schedule/bill or

Their Student ID number on the check or money order.

Mail payments to the attention of the Student Accounts Office, 1200 Kenwood Avenue, Duluth, MN, 55811-4199.

3. Credit Card (Visa/MasterCard)

Students may contact the cashier at (218) 723-6092 or (800) 447-5444, ext. 6091, with credit card information by the due date each term.

4. Authorized Payment Plan through FACTS

FACTS is a 10-month plan beginning July 5 through April 5. Students must complete and return the entire FACTS brochure to the Student Accounts Office; the budget worksheet should not be detached. The processing fee for the plan is \$45 for the year or \$25 per semester.

All arrangements for this plan are handled through the Student Accounts Office and must be made by the start of each term. Contact the Student Accounts Office at (218) 723-6134 or (800) 447-5444 ext. 6134, to enroll in this plan.

5. Employer Reimbursement for Tuition

It is the student’s responsibility to contact the Student Accounts Office for the payment arrangements if his or her employer is paying tuition costs.

6. Financial Aid and Scholarships

See above information on Financial Aid and Scholarships.

For information on financial aid programs, please contact the Financial Aid Office at (218) 723-6047 or (800) 447-5444, ext. 6047.

7) Veterans’ Benefits

The College is approved by the Veterans Administration for the use of veterans' educational benefits. Please contact George Beattie in the Registrar's Office at (218) 723-6562 or (800) 447-5444, ext. 6562, for specific information concerning verification.

Where can students obtain cash on campus?

Students may cash checks up to \$50 in the Business Office or up to \$5 at The Port. There is also an ATM machine located near The Port.

ACADEMIC ROLE MODELS (Arms Program)

There are ten academic role models on campus. Their goal is to foster an education climate in the residential hall and upperclass halls. As part of the Residential Life Leadership Team, they provide learning opportunities, study skills information and act as an academic resource for students.

ACADEMICS AND SUPPORT SERVICES

Orientation

The College process for the average St. Scholastica student begins in the summer. The student is required to attend an overnight orientation session. There, he or she will be assigned a peer advisor. Peer advisors are students of the College who are experienced in the registration process. They will help the student through the process and make recommendations for classes. During the orientation, students have the option of taking placement assessments in math, foreign language, and chemistry. These tests place the student in classes that will best fit his or her ability level.

Once the student arrives at the College, he or she is again required to attend an orientation session. This session focuses on the social aspects of the College. Group activities are scheduled throughout the two days. At the second orientation, the student becomes familiar with the college grounds as well as the city of Duluth.

What should I know about academics at The College of St. Scholastica?

Add/Drop Policy: The add/drop policy at The College of St. Scholastica allows a student to drop or add classes any time in the first two weeks of the semester. The student must complete the add/drop slip and have it signed by both his or her advisor and professor. A five-dollar fee may also be charged.

Application to Major: At the end of the sophomore year, students are asked to apply for a major. They fill out the appropriate paperwork for the department and complete a general education essay. Some departments require an interview with the department chair. Programs such as Physical Therapy and Occupational Therapy may differ in the timing of application. For information on application to these programs, contact the department. (See department phone numbers.)

Academic Advisement Week: Week-long event every mid-term when students meet with their academic advisor to register for the next term's courses.

Graduation: Students are required to apply for graduation at the end of their junior year or beginning of their senior year.

What is the best advice for parents of new students?

Communication: The best thing parents can do for themselves and their student is to open up the lines of communication. Ask questions about progress at school. It is important for parents to understand that their student is an adult and a college is legally bound to keep all academic records confidential.

What is the best advice for new students?

Guidance: If a student needs help, he or she should ask for it right away. The longer the wait, the farther behind the student falls. There are many places a student can receive help, whether the problem is academic, emotional, or financial.

What type of academic help is available to my son/daughter?

The Center for Academic Success (CAS): The CAS offers an array of services to engage students in successful learning strategies and practices that will support their academic goals. The College of St. Scholastica prides itself on the academic excellence of its students. Therefore, if students are struggling in an area of study, tutors, study groups, and other academic supports are free of charge.

Academic Support Services: The College also provides academic counseling for any problem interfering with academic success and achievement. They will also focus on basic study strategies such as time management and organization to more specified teach test-taking strategies. Students must actively seek out assistance.

For questions or concerns please contact: Melissa Watschke at mwatschk@css.edu or cas@css.edu (218) 723-6747.

What type of counseling is available to students of the College?

Student Support Services: Student Support Services is a federally funded program through the Department of Education designed to assist interested undergraduates in achieving success at the College and in remaining in school until they receive a degree. SSS provides academic counseling, personal counseling, and career counseling to low income, first generation, physical or learning disabled and/or academic needy students.

Personal counseling consists of dealing with the student's adjustment to college: assistance with personal issues, stress reductions, and referral to the appropriate medical or mental health services.

Academic Counseling focuses on identifying each student's preferred learning style and providing strategies to work with their unique style of learning. Study skills, test-taking skills and time management are all a part of the comprehensive, individualized services that SSS provides to help students reach their academic goals.

Career counseling provides support to students who need help choosing a major, applying for financial aid, and seeking scholarships. For students who are exploring career options, counselors offer personality inventories, help with resume writing and interview skills, as well as assistance in internship and job searches.

Any questions or comments please contact: [Dory Pohl](#) at (218) 723-5997.

Student Center for Health and Well-being (SHAWB): SHAWB 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. The physical and emotional well-being of all students is essential for academic success. Our professional staff offers students confidential services in treating health and mental health concerns that commonly occur within the college population. Departments within SHAWB include: Student Health Services, Personal Counseling Services, Alcohol and Other Drug Education, CLEAN (a program for students in recovery) Violence Prevention and Eating Issues/Body Image Awareness.

Student Health Services provides the following services:

Professional nursing assessment and treatment of illness and injury are provided 40 hours per week by SHS staff.

- Family nurse practitioner's see students for illness, injury, preventative and wellness care by appointment.
- Professional therapy consultation and evaluation for musculoskeletal problems.
- Therapists may schedule minimal follow up appointments, but anyone needing ongoing treatment will be referred to a local provider.
- Screenings for visual acuity, Tuberculosis, hypertension and anemia.
- Dressing changes, suture removal, wound care and ear irrigations.
- Over-the-counter medications, crutches, wheelchairs, splints, ice packs/hot packs, lumbar rolls, arm slings.
- Full lab services available. Blood glucose, urinalysis, hemoglobin, pregnancy testing, STI testing, strep, and mono all available same day. Some of these tests are billed to the student's primary health insurance, others are covered by the health fee.
- Immunizations available include: Tetanus/Diphtheria, Hepatitis B, Hepatitis A, Influenza, MMR (Mumps, Measles, and Rubella), Menomune (Meningitis), Varivax (Chicken Pox).
- Student Health Services monitors the immunization dates of all enrolled students in compliance with the Minnesota Immunization law.

Counseling Services

- Individual counseling for issues related to depression, anxiety, eating disorders, adjustment, and other mental health concerns
- Counseling for academic success
- Life Happens Workshop Series: These workshops include topics such as test anxiety, seasonal affective disorder, prescription drug abuse, healthy sleep habits, etc.
- Psychiatric Evaluations/medication management for students who may need medication for mental health concerns.

- Information and education in the areas of life transitions, alcohol and other drug use and abuse, violence prevention, eating issues and body image awareness, being a healthy helper, etc.
- Consultation with faculty and staff including: Presentations to classes, consultation regarding a specific student, identifying resources in the community, crisis intervention, and training.

Veteran Support:

The College supports active and non-active military members and their families in many ways. One way is through the Veterans Resource Center, located on the second floor of Tower Hall. This Center is a focal point for many student veterans. Students enjoy mutual camaraderie and support from one another by discussing academics and life as a student veteran. College staff are available for information concerning benefits and other support recourses. Staff members from the Minnesota and Federal Veterans Educational Programs make regular visits to the Center to talk and work with veterans and their families.

CAMPUS RECREATION

Department Overview: Campus Recreation encompasses a wide array of facilities, functions, and programming to entice all members of the St. Scholastica community to participate in recreational activities. Intramurals, Club Sports, Outdoor Pursuit!, Group Fitness, Personal Fitness, Special Events, and Open Recreational opportunities are all programs that fall within the spectrum of Campus Recreation.

In addition to its programming, Campus Recreation is also responsible for overseeing and managing the Wellness Center, St. Scholastica’s newest sports facility. College events, outside group rentals, facilities maintenance, and space reservations are all coordinated through the Campus Recreation office.

Mission: Firmly committed to holistic wellness, Campus Rec will promote responsible living through experiential learning. Our Vision is to build a vibrant and healthy campus community by offering innovative programming and exceptional facilities.

Goals:

Community

Enhance a strong sense of belonging by promoting sportsmanship, leadership, team building, social interaction, and intercampus cooperation.

Hospitality

Serve the greater campus community through exceptional customer service within a safe, inviting atmosphere.

Respect

Promote just and compassionate relationships through challenge and competitive play across a diverse population.

Love of Learning

Offer fun, challenging and informative programming that inspires responsible lifetime leisure choices.

Stewardship

Promote thoughtful and responsible stewardship of our personal health, natural environment, and recreational facilities.

We encourage students to participate in all of our programs, including:

- Group Fitness Classes - including Aerobics, Dance, Pilates, Yoga, and Tai Chi.
- Intramurals – The College of St. Scholastica’s Intramural Sports Program is designed to encourage students, staff, and faculty to participate in organized sporting activities that challenge the body, mind, and spirit. The program includes men’s, women’s, and co-rec opportunities in sports such as basketball, volleyball, wiffleball, flag football, kickball, floor hockey, dodgeball, and soccer.

OUTDOOR PURSUIT!

What is Outdoor PURSUIT!?

PURSUIT! is an outdoor education program that gives St. Scholastica students volunteer and paid positions as program coordinators, trail staff, youth program instructors, PED class assistant instructors, and outdoor orientation leaders.

Outings Program

Students participate in evening to week-long outdoor activities including everything from rock climbing to skiing, snowshoeing to canoeing to kayaking. All equipment, instruction, and transportation are provided. Both scheduled programs and trips to outfit individual needs are offered.

Outdoor Orientation

Students will have an opportunity to meet new people, relax, learn some new skills, and explore some wild places. No previous outdoor experience is required. Highly qualified and enthusiastic students and staff will help students experience their new backyard. All first-year, transfer, and returning students are welcome. The program blends social, physical, and outdoor skills.

- Rental of outdoor equipment is also available.
- Alumni participation is encouraged.
- We are always eager to help plan individual outings.

Any questions or comments can be directed to the Outdoor PURSUIT Office at (218) 723-6196 .

CAREER RESOURCES

It can be frustrating watching your child attend college yet have no specific vocational direction. You want to help them, but how? As a career counselor, I work with students helping them

develop a career path. Inevitably, they will say that their parents don't care what occupation they choose as long as they're happy. Yet, I know, as a parent of a college student myself, you would like to be able to offer some words of wisdom or advice that could assist your child discover their calling. Luckily, there are several resources available to parents that can guide you when discussing occupational options with your child. A good place to start is the Jobweb website (www.jobweb.com, click on the "Parents" tab at the top), click on the "Parents" tab at the top). On the "Parents" web page you will find informative articles written by Career Services directors and career professionals from around the country. Looking for information on campus security statistics, alcohol awareness on campuses, job placement rates of new grads, fastest growing occupations or the importance of parents' opinion of potential employers? The "Information for Parents" page covers these issues and much more. You can also access this information from the Career Services web page at CSS (www.css.edu/career.xml and click on "Information for... Parents and Family")

If you do not have internet access or are just more of a book person, you might want to buy or check out the book, *Helping Your College Student Succeed: the Parent's Crash Course in Career Planning*, by Marcia Harris and Sharon Jones. A great book that describes itself as helping "... you and your child find workable solutions to every major career-planning issue."

Your input into your student's career exploration process can be beneficial, but how do you do it without intruding on your child's sense of self-determination and their own needs and desires? Hopefully, these resources will give you some guidance and ideas that will facilitate such discussions between you and your child regarding their future career goals. Please feel free to call Career Services if you would like more information on how to assist your student explore all of their career options (218.723.6085) and consider checking out our website as well to see the resources to which your student has access and for more information as well (<http://www.css.edu/career.xml>).

COMPUTER RESOURCES

The Information Technologies department has an on-line tutorial and video outlining the College's computing environment that helps prepare students to use technology in their course work. Visit <http://www.css.edu/x3621.xml> and look at the links under the "Help Desk" heading for "New On Campus?".

RESIDENTIAL LIFE

What is Residential Life?

St. Scholastica provides campus housing for both men and women in Somers Residence Hall, Somers Suites, and Pine, Willow, Maple, Grove and Birch apartment units. The on-campus Housing and Residential Life Team works with the academic staff to provide:

1. A residential climate where students can pursue academics and experience a learning-living environment.
2. An atmosphere conducive to personal, spiritual, academic and social growth.
3. The opportunity for social events and educational programs, encouraging a warm, comfortable yet challenging atmosphere for student growth.

The Housing and Residential Life Team consistently works toward providing adequate facilities, quality-trained staff, and programs enhancing student and institutional goals. In particular, the Residential Life Program strives to:

1. Develop a sensitivity and acceptance of rights and values of others.
2. Develop responsibility and accountability for actions.
3. Create an interpersonal environment which provides the opportunity for human growth and development.
4. Enhance the Benedictine tradition in the lives of its residents.

The goal of the Residential Life Program is to enhance the living situation of each student in order to promote maximum personal growth.

The Top Ten FAQ's About Res. Hall Life

10. How are roommates chosen?

Room assignments are made by the Office of Residential Life and Housing and are based on the stated preference of the individual and the availability of the specific option requested.

9. What will my resident hall room look like?

The double room is 9' 3" wide x 17' 4" long and has beds, closets, desks, and study chairs for two residents.

The single room is 6' 5" wide x 17' 4" long and contains furnishings for one resident only. The double as a single room is an option, as space becomes available in the housing units. Somers Tri and Quads have their own bathrooms and are occupied by three or four people. Occupancy is determined through the housing lottery.

The Suites are two-bedroom units with approximately 525 square feet of living space. They are much like an apartment without a kitchen.

The Upperclass Halls: Pine, Maple, Willow, Grove, Birch, Cedar, Kerst, and Scanlon Halls are similar to apartments, each serve four residents, have a kitchen, living room and includes two bedrooms which serve two residents each. Scanlon and Kerst Halls also have single bedroom units to house four students. The bedrooms are supplied with beds, closets, desks, and study chairs. A dining table and chairs are also provided, as is living room furniture.

8. What are the policies on decorating?

Students can feel free to make "Martha Stewart" proud! Masking tape should be used to hang posters. The use of thumbtacks is the preferred method of decorating. Students are also encouraged to be creative and to make their rooms uniquely their own.

7. Can students bring a computer?

Yes. Each room is wired for a computer for each resident. In addition, a computer lab on the ground floor of the residence hall is open 24 hours a day, and e-mail stations are located near each lounge in the residence hall.

6. Can students bring carpet?

Students may bring carpets without rubber backing.

5. Can students bring toasters for rooms in the residence hall?

Toasters are not allowed in residence hall rooms. For the residents' safety open-coiled heating appliances are not allowed in any on-campus living space. A convenient kitchenette is located on each floor of Somers Hall Complex. Kitchenettes are equipped with a stove, freezers, oven, sink, cupboards, counter space, and a table and chairs.

4. Can students bring their pets?

Although we appreciate the desire to bring pets, fish are the only pets allowed on campus.

3. What are the beds like?

The rooms come with regular-sized beds. We do have a short supply of long beds that residents may request on a "first-come-first-served" basis.

2. Are there laundry facilities on campus?

Laundry facilities are located on each floor of the residence hall, the ground level of the suites and on the group floor in Pine and Birch apartments. Residents must provide their own detergent. These laundry rooms are equipped with ironing boards. One load costs \$1 (quarters are needed) and drying is free.

1. If two roommates are total opposites and cannot live together, are they stuck with each other for the entire school year?

Hopefully students will be able to make it for the first two weeks of the semester; after that, they may request a room change at any time until the last week of the semester. Because living with a roommate is an opportunity for learning and growth, students will be assisted by staff to work out difficult situations.

What should a new student bring to school?

Furniture, Appliances, and Room Decorations

refrigerator
popcorn popper
hot pot
stereo
alarm clock
radio
hangers
calendar
fan
carpet or rugs
posters/room decorations

bedding (sheets, blankets, pillow, bedspread, quilt)
towels
washcloths
plants

Kitchen Utensils

cups and mugs
silverware
can/bottle opener
bowls

paper towels
glasses
sharp knife
plates
ice cube trays

Beauty/Toilet Aids

hair dryer
soap/soap dish
powder
laundry soap
deodorant
shampoo
hair spray
Q-tips
Kleenex
personal items
medicines/prescriptions
manicure set
Woolite
mouthwash
curling iron
lotion
dish detergent
clothes softener
comb/brush
make-up
room freshener
cotton balls
perfume/cologne
aspirin
tweezers
facial cleanser
dental floss
thermometer
first aid kit

Sporting Equipment

tennis/racquet ball racket
skis
bike and lock
golf clubs
ice skates
hockey equipment
running shoes

Desk Supplies

paper clips
pen/pencils
paper/notebook
glue
ruler
pins
Magic Markers
wipe boards
tape
erasers
stapler/staples
scissors
thumbtacks
calculator
3-hole punch

Miscellaneous

luggage
beanbag chair
pliers
camera/film
purse
stationary/stamps
yearbooks
popcorn
cocoa
sewing kit
rope/string
key ring
extension cord
storage boxes
screwdriver
books
backpack
change (quarters) for laundry
family photos/ scrapbook
umbrella
salt/pepper
tapes/CDs
flashlight/batteries
checkbook
address book
cleaning rags and supplies

What are Resident Advisors?

Resident Advisors (RAs) are full-time students as well as members of the Residential Life Team. An RA is a student of at least sophomore status who has been selected because of his or her concern for others, knowledge, understanding of the College and Benedictine heritage, and belief in the value of residential living. RAs assist the residents in many ways; as a friend, advisor, information source, etc. The underlying purpose of the RA is to encourage self-responsibility in the individual and to develop community among residents on each wing, floor or apartment complex. In order to ensure a resource person is always available, an RA is on duty each night.

Issues about Residential Life Housing Contract

Students new to campus housing who return their Housing Contracts and deposits on or before March 1 will receive priority for room assignments in Somers Hall. After March 1, rooms will be assigned on a space-available basis.

Every student must fill out a Housing and Food Service Contract and send in a \$100 deposit. The payment serves as a damage deposit after the start of the contract term. Unpaid room damages, fines, and other fees can be assessed against this deposit and/or the student's account. The housing deposit is refundable to a student not returning to campus housing at the end of the current academic year, provided the resident complies with all check-out procedures and cancellation deadline.

Residents living on campus are responsible for their long-distance telephone, cable television, and Internet access charges.

Residents are expected to maintain conduct that supports the educational mission and the Benedictine tradition of the College. The Residential Life and Housing Department is responsible for helping to create an atmosphere conducive to studying, socializing, and learning to live with other individuals.

Residents will be held fully responsible for the contents of the Student Handbook and for all the rules and regulations contained therein. Possible sanctions, which may be applied in discipline hearings, are Residential Life probation, restitution for damages, and/or termination of the Housing Contract.

If you have any questions regarding Residential Life and Housing, please feel free to contact:
Betsy Kneepkens
bkneepke@css.edu
(218) 723-6391

Does the school have a long-distance calling plan?

The College of St. Scholastica provides free basic telephone service to resident students. Each residence hall room and apartment has a telephone that may be used to receive incoming calls and to place on-campus, local, or toll-free calls.

A student must pay for long distance calls. Each student will need to make their long distance arrangements.

FOOD SERVICE

The College of St. Scholastica Food Service Department is committed to providing the college community and guests with the highest quality nutritious food. To accomplish this we will use fresh ingredients, offer the best quality and value possible, present a varied menu and provide for the special needs of our patrons. Well trained, knowledgeable and courteous employees will focus on service as our highest priority. Besides operating the Greenview and Storm's Den, the Food Service Department also operates all vending and catering on campus. Please visit our Web site to learn more about our [meal plan](#) rates.

HEALTH SERVICES

Mission

The Student Health Service (SHS) provides a range of preventative and primary health care and educational services for Scholastica students. Nursing care, physical therapy services, health promotion, psychiatric evaluations and counseling are partnered to provide optimal physical and emotional well being. We are committed to modeling and encouraging healthy lifestyle choices that we believe lead to each student's personal and academic success.

Insurance

The insurance plan carried by the student's family is likely more complete than the policy the College offers. The College policy is for illness and injury only and offers no preventive or wellness care. That means no physical or other routine care is provided. If possible, it is to the parents' advantage to keep their child on their insurance plan unless they are in an HMO and Duluth is out of their service area. Parents are advised to check with their provider about this. If a student has a medical condition such as diabetes or epilepsy, parents are encouraged to have their child become acquainted with the location of Health Services and the staff.

Immunizations

State law requires the date of one MMR (Measles, Mumps and Rubella) and a current tetanus shot for admission into the College. There are some exemptions from this law, but it is Health Services' belief that we can better serve you if we have that information in your record. The American College Health Association recommends the Hepatitis B series of 3 immunizations for all college students and the meningitis vaccine, Menomune, especially for those living in a dormitory. In addition to the required MMR and Td immunizations, anyone in a Health Science major (Nursing, PT and OT) 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 Services, but many students find it easier to take care of these requirements at home due to insurance payments and scheduling. For any questions, please feel free to contact Health Services at (218) 724-6286

PARKING

Parking Regulations and Information

All vehicles on campus are subject to the college's parking regulations. Vehicles owned/operated by all students are required to be registered with the College and students must obtain a CSS parking permit. Intentionally misrepresenting your vehicle by using a parking permit other than

the one you are entitled to is a violation of the parking code. Student parking permits are valid only if they are for the current academic year and are hung from the rear-view mirror with the numbers facing outward.

To learn more about our parking regulations and transportation, please visit:
<http://www.css.edu/Administration/Facilities-Services/Parking-Transportation.html>

ATHLETICS

What if my child wants to participate in sports?

Intercollegiate Sports

The College of St. Scholastica recognizes the important role athletics plays in the character of its students. Committed to the development of both the mind and body, and to pursuing outcomes consistent with the Benedictine tradition, St. Scholastica complements its pledge to academic excellence by offering a variety of opportunities in intercollegiate sports. Here, we give students the chance to rise to the challenge – and reach their goals.

COMMUNITY SERVICE

What types of community service are offered?

Community Day

Once each semester the College hosts Community Day, a morning of voluntary community-wide service for students, faculty, and staff. Classes are canceled to encourage participation, and volunteers sign up for a variety of work projects posted on the College's Web site. Community Day is an opportunity for students, faculty and staff to work side-by-side, learning together in an experiential way while helping others in the Duluth-Superior community.

Service Learning

First Year Experience - Dignitas (DGN): Dignitas is a year long program that will provide first year students with the support they need to develop the necessary skills needed to adjust to college life and to succeed academically. Dignitas will help incorporate Student Affairs learning objectives along with service learning opportunities using faculty expertise.

Grant Community Collaboration

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 underserved 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. *Spirit and Justice Trip*: During the semester break a Spirit and Justice Trip travels to Cuernavaca Mexico. Fifteen students and faculty experience the material poverty and spiritual wealth of Mexico through the programs of Quest International. The program is coordinated by the Service Learning and Campus Ministry offices.

Semester in Mexico: A class of students and two faculty spend fall semester in Cuernavaca at Quest International study center. The semester program consists of 4 credits of Spanish

language, 8 credits of general education classes, 4 credits of service learning, and 2 credits of QUEST program.

The Center for Just Living: 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. For more information visit The Just Living Center Web site.

School of the AmericaWatch: This is an opportunity for students to join in the national debate on the school and to experience a grassroots social justice movement. The CSS 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 school and to experience a grassroots social justice movement.

For other questions or comments about Community Service contact: Jay Newcomb, jnewcomb@css.edu, (218) 723-6552

CO-CURRICULAR ACTIVITIES

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

For more information on Student Activities, contact (218) 723-6147

Student Organizations

For a complete list of student organizations at CSS, [check out this web site](#).

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.

The Port Information Desk

Featuring The Java Express Coffee Shop

The Port is the information headquarters at the College which features the Java Express Coffee

Shop serving Espresso, Cappuccino, teas, and a variety of other gourmet coffees and pastries. The Port also offers a rental program of outdoor equipment (cross-country skis, camping tents, snowshoes, etc.), rental of the original Nintendo, sells 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 life and student activities at CSS can be answered at the Port Desk and game equipment for Storm's Den may be checked out with a Student I.D.

Storm's Den

Students can satisfy their hunger cravings at 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 come here to play a game of pool, ping-pong or pinball. Game equipment is available at the Port.

Side Lounge/Coffeehouse

The Side Lounge/Coffee House provides students an upscale, modern area to spend time. Equipped with couches and tables and chairs, this is a perfect area 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.

Student Organization Common Room

The Student Organization Common Room is a multipurpose room that any CSS student organization may use. Storage space, computer access and printing access are available.

CABLE Student Newspaper

The CABLE is the school newspaper serving as a source of information for the St. Scholastica community.

Campus Activities Board (CAB)

CAB is responsible for planning dances, performers, movies 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, all events are planned and carried out by students. Therefore, input from all students is vital to our existence.

Graphic Design Office

Student employees make banners and flyers for campus events in the Graphic Design Office. To request a banner for an activity, fill out a form by the door of the office and pick up the finished product at the Port Information Desk. Graphic design service is free of charge.

The Center for Just Living

T25

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 Just Living Center.

The Intercultural Center

One of the most popular social gathering spots on campus, the Intercultural Center (known as the “IC”) is a vibrant hub for diverse students and their friends to meet, network and have fun. The IC promotes cross-cultural understanding and inclusivity by encouraging the campus community to socially engage and interact with one another respectfully in a diverse environment. Everyone is welcome in the IC.

Student Senate

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.

Student Alumni Association

The Student Alumni Association plans and organizes many events throughout the year including the annual Talent Show and Oozeball.

Other Opportunities for Student Involvement

Campus Representatives will have the opportunity to share St. Scholastica’s rich history as well as your personal experiences with students and their families who are visiting the campus. It is a great opportunity to meet new people and help in the recruiting and marketing aspects of the College. Reps will gain public speaking and public relation skills that will help them in the future. Campus reps are paid per tour and it is not considered a student employment position. If interested please contact Mary Meyer, Admissions Event Specialist in T1114, x6626, x6192.

InnKeepers are St. Scholastica students who reside in Somers Hall or Somers Suites and host prospective students needing overnight accommodations. Innkeepers carry on the Benedictine tradition of hospitality. Contact Mary Meyer if interested-T1114, x6626, x6192.

Peer Advisors are a group of students that work with new students during orientation and for five weeks in the fall. They are selected through an application process in December and begin training in January. The training sessions include issues surrounding the first year of college and registration information to aid incoming students. Contact the, Orientation Coordinator in T1107B.

The Shadow Program is an exciting recruitment effort that offers prospective students the opportunity to experience “a day in the life of a college student” by shadowing a current St. Scholastica student. During the day they attend classes, have lunch, etc. and gain an insider’s view of the College. Contact Mary Meyer if interested-T1114, x6626, x6192.

VIP Team – Volunteer Interaction and Promotion Team works directly with the Admissions staff and prospective students. VIPs are involved in all of the on-campus recruiting activities such as Campus “Open House” Programs, Winter Getaway, etc., where they interact with students and their parents, answering questions and making them feel comfortable during their visit. Contact Mary Meyer if interested-T1114, x6626, x6192.

Resident Advisors - There are 18 resident advisors on campus whose goal is to foster a close and caring community of students in the residential hall and apartments. They serve as a listening ear and resources person for students. Any student who is interested may apply to be a residential advisor. The selection process begins in January and new RAs are chosen in February.

CAMPUS MINISTRY

The campus ministry coordinators, student peer ministers, and student VITA (Volunteers Involved Through Action) Coordinators are here to serve all students of the College community, regardless of religious affiliation, in the framework of the Catholic and Benedictine tradition. We wish to support and promote personal and spiritual growth through personal contact, by offering retreats, workshops, liturgical celebrations, faith sharing/discussion groups, volunteer community service opportunities, and a variety of other activities.

Grief/Crisis Ministry

If you experience a death or crisis in your immediate family or with someone close to you while you are enrolled at The College of St. Scholastica, please contact one of the campus ministry coordinators or the dean of students right away, whether it be during the semester or during a break. We are here for you, to be present to your needs, and support you through your experience. We will also see that the necessary College personnel are notified, e.g., your advisor, professors.

STUDY ABROAD

My study abroad experience in Ireland not only gave me a chance to test my independence in another culture, but also gave me a chance to learn about that culture firsthand. That awareness also opened my views on a variety of other things as well. I came back to CSS a different individual and the change was for the better. I wouldn't trade my Ireland experience for anything!" (student, Misty Esler)

Summer Travel and Study in Russia

St. Scholastica students have an opportunity to travel and study in Russia by taking part in the summer language camps the College sponsors in cooperation with the Karelian State Pedagogical University in Petrozavodsk, Duluth's sister city in Russia. Russian language camps are held in June and July. Language classes are taught at the beginner through advanced-intermediate level by the faculty of the Karelian Pedagogical University. The camps include cultural and recreational activities as well as extended visits to St. Petersburg and Moscow. The language camps are an integral part of St. Scholastica's Russian language program, but they are open to all students, including those with no previous Russian language experience. Students earn four credits that may be applied to the Cultural Diversity portion of the area distribution requirements.

In alternate summers, St. Scholastica faculty offer English language camps for students from Petrozavodsk. St. Scholastica students also are encouraged to participate in these camps as hosts to the College's guests from Russia. The next Russian camp will be held in summer 2009.

[Ireland in the Spring](#)

Each spring semester, two faculty and up to 24 students travel to Louisburgh, County Mayo, where the faculty and students learn in a unique setting of cottages, peat fires and town folk in a very small village on the west coast of Ireland. Classes are held four days a week, allowing time for weekend travel through most of Ireland.

First year students through seniors are eligible for this program. The courses have no prerequisites but require an open mind and an adventuresome spirit, as well as the willingness to plan ahead to see which year will best fit a major and a GPA of 2.0. The usual financial aid is available as well as additional loans and some grants. Check the bulletin board next to Tower 2150 for additional information and application forms. You can also access information and forms via the web site above.

[Semester in Mexico](#)

Each fall a group of up to 20 students travels with two faculty to Cuernavaca, Mexico. The group stays at a study center dedicated to teaching social justice from the point of view of the poor in Mexico. The full-time program consists of Spanish language and the history of Mexico, two classes on Latin American topics taught by the faculty, and a one month service learning project in the community. This program is designed to improve your Spanish, challenge your world view, immerse you in another culture, and open you to compassion for others.

You must be at least a sophomore and have completed one semester of college Spanish, or its equivalent, to be eligible. Financial aid is available for this semester abroad. See Jay Newcomb in the Service Learning Office for applications and information. (T244 or call ext. 6552).

[Leipzig Exchange Program](#)

This unique 2 week exchange matches CSS Health Science students with their student counterparts at the Medical Training Institute of the University of Leipzig. Students shadow the German students as they attend classes and participate in clinicals, offering a chance to network with Germans in matching professional fields.

All CSS students who have a German language background (either the completion of GMN 1104 or 3 years of high school study) are eligible to apply. The exchange takes place immediately after the CSS school year ends (mid-May) as the culmination of a preparatory Spring semester course, GMN 3300, Leipzig Seminar. This exchange is subsidized both by CSS sources and the University of Leipzig, and thus costs the students only the round trip airfare to Europe.

[HECUA](#)

The College of St. Scholastica is a member of HECUA, the Higher Education Consortium for Urban Affairs. HECUA is a group of approximately twenty member colleges that offer off-campus educational experiences focused on social justice issues. With programs in the US and abroad, HECUA examines the systems that create inequality and the ways that social change are made. HECUA gives students the chance to bridge their academic learning with direct

experience of the urgent social challenges facing society. Students test academic theories in the real world of urban communities and develop critical analysis and hands-on skills for creating social change. HECUA has study centers in the U.S. and in Asia, Europe, and Latin America. Faculties from the member colleges participate as teachers. Please consult their Web site at www.hecua.org.

Regent's College London

The British American College London (BACL) shares the Regent's College campus with two British business schools. Some 2,000 students from over 100 countries are enrolled at this international, multi-ethnic college set amidst trees and ornamental gardens in the heart of London. The curricula offered enable students to earn credits toward general education requirements. The college has a special affiliation that enables The College of St. Scholastica to award academic credits directly for BACL courses. All students reside on campus. BACL also offers summer classes including Shakespeare in the Park. Many courses focus on the history and civilization of Britain as well as the fine and performing arts. Special courses take students to the theater and inside museums and historic buildings as a part of their coursework. Continental Europe is a train ride away. BACL follows the American semester calendar and learning approach. Its faculty is predominantly British. Please consult their Web site at www.bacl.ac.uk.

Argentina

The College of St. Scholastica has a special affiliation with Lincoln University College (LUC) in Buenos Aires, Argentina. LUC is fully accredited by the government of Argentina as an institute of higher education. It is an American institution with an international faculty, housed in a grandiose villa in the heart of the city. LUC provides a range of general education courses along with a strong business program. Argentina offers many opportunities for travel, both within the country and to nearby Latin American destinations. All courses are taught in English and students take intensive Spanish to enrich their learning experience. Tango lessons are also available! Their Web site is www.lincoln.edu.ar.

For complete information about these and other study abroad opportunities, contact the director of international education in Tower 3105 where there is also a display of program brochures.

BOOKSTORE

Location: Tower Hall

Ext: 6622

Hours -- M-F, 8:30 a.m. – 4:30 p.m.

Normal bookstore hours are 8:30 a.m. to 4:30 p.m., Monday-Friday. However, there are extended hours at the beginning of each semester to accommodate working students or students who want to avoid the long lines during the first few days of classes.

Nebraska Book is committed to providing excellent customer service. The bookstore carries a variety of merchandise such as school supplies, film, College of St. Scholastica imprinted clothing and gifts, greeting cards, gift wrap, candy and snacks and, of course, new and used textbooks.

LIBRARY

Through the CSS Library, information is available to students in print format, through databases, and via interlibrary lending among all the libraries in Minnesota. Students on and off campus have the same access to materials, through our “proxy” authentication for database usage, and the Rover delivery service.

The Library’s policies and services are described in the Student Handbook and on the Library’s home page. Librarians are available in person, by phone (723-6140 or 800-447-5444), or via e-mail (library@css.edu).

MONASTERY AND CHAPEL

Today over 160 women call St. Scholastica Monastery home. Many sisters reside in the Monastery or in the Duluth area. Since 1892 the women of St. Scholastica Monastery have made outstanding contributions to education. Among the pioneers are the first woman to receive a doctor of philosophy degree from the Catholic University of America, the woman who developed the first collegiate program for medical record administrators in this country, and the first woman to become dean of the Catholic University of America.

The spirit of the Benedictine way of life is captured in the Prologue of Benedict’s rule: “Listen, my child to your master’s precepts and incline the ear of your heart...” Benedictines seek God through common life under the guidance of the Rule and a Prioress or Abbot. Monastics gather for daily communal prayer and set aside time for personal prayer, study, and work. In rule, Benedict emphasizes moderation, respect for every person, hospitality, and stewardship. These principles are foundational to education today, and indeed to life itself.

Monastery Hours: The Benedictine Sisters of St. Scholastica Monastery welcome students to join them anytime for Community Prayer in Our Lady Queen of Peace Chapel.

Sunday:

Morning Prayer 7:30 am

Eucharist 8:30 am

Evening Prayer 5 p.m.

Saturday and holidays:

Morning Prayer 10 a.m.

Eucharist (when possible) 11:45 a.m.

Evening Prayer 5:10 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.

Chapel Hours

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