

2009-2010

Referral and Resource Guide

A referral guide for academic advisors, student affairs staff and parents.



Academic Advising

Resources:

Office of Academic Advising, Derham Hall, Suite 203

☎ 651.690-6803

Contact Staff:

- Lizette Bartholdi, Director of Academic Advising, 690-6509
- Cynthia K. Olson, Assistant Director of Academic Advising, 690-6675
- Heather D. Wallace, Academic Advisor, 690-6959
- Nina Exley, Pre-Nursing Academic Advisor, 690-6538
- Susan Halberg, Administrative, Assistant: 690-6803

Services Provided:

- ❑ Advising regarding choice of major and course selection
- ❑ On-going advising for upper class students who are deciding or changing majors
- ❑ Counseling regarding academic difficulties
- ❑ Support and referrals for students experiencing personal situations that interfere with coursework
- ❑ Degree requirement advising for students pursuing ACTC majors
- ❑ Advising regarding graduation requirements
- ❑ Advising concerning leaves of absence
- ❑ Conducting exit interviews for students taking leaves of absence or withdrawing from the University
- ❑ Administering Change of Major/Advisor, Petition-to-Major, and Four-Year Graduation Guarantee Forms

Websites:

- ❑ <http://www.stkate.edu/advising>
- ❑ To contact staff directly, individual email addresses are listed on department's website

On Your Own:

- ❑ Refer to your Catherine Connection folder; make sure you are taking advantage of both the curricular and co-curricular opportunities associated with your class year.
- ❑ Discuss your academic interests with your First-Year Advisor.
- ❑ Meet with faculty in your major department.
- ❑ Read your catalog and understand your academic responsibilities; check for course prerequisites and semester offerings.
- ❑ Verify course schedules and availability on-line at the Office of the Registrar's homepage
- ❑ Review what courses you've taken and make a list of courses you need/want to take for core, major and elective coursework.

Antonian Honors Program

Resources:

Dr. Jane Lamm Carroll, Coordinator
☎ 651.690-8813
Email: jlcarroll@stkate.edu
Whitby Hall 100
Honors Hub: Coeur de Catherine 470

Admission and Benefits:

- ❑ Early Admission Scholars for First Year Students through ACT/SAT scores, grade point average, rigorous high school work
- ❑ Rolling admission of First Year and Sophomore students
Admission requirements: 3.5 gpa, 2 faculty recommendations, an essay and completed application
- ❑ Benefits include: use of the Honors Hub (a study center); Interdisciplinary Honors Seminars, Honors sections of TRW and GSJ, Senior Honors Project with a faculty committee, networking with other Scholars for fun, friendship, and support for academic goals

Courses:

- ❑ Honors sections of The Reflective Women (Core 100)
- ❑ Honors section of Global Search for Justice (Core 399)
- ❑ Senior Honors Project (Honors 497)
- ❑ Honors Seminar (Honors 499)

Websites:

- ❑ Antonian Scholars Webpage
<http://minerva.stkate.edu/offices/academic/scholars.nsf/>
- ❑ Honors Program (Academic Catalog) <http://minerva.stkate.edu/academiccatalog.nsf>

On Your Own:

- ❑ Review admission criteria on website.
- ❑ Discuss with your interest in the Honors Program with academic advisor.
- ❑ Contact the Director of the Honors Program for more detailed information and questions.

Campus Ministry Center for Justice, Spirituality and Community

Resources:

Campus Ministry, Chapel

☎ 651.690-6724

Email address: campusministry@stkate.edu

Contact Staff:

Laurie Svatek: Director of Campus Ministry

Cathy Steffens, CSJ - Coordinator of Retreats and Spirituality

Lori True – Coordinator of Liturgy and Liturgical Music

Father John Forliti: University Chaplain

TBD - Coordinator of Social Justice Outreach

Linda Ovadia – Office Manager & Wedding Coordinator

Services provided:

- ❑ Word, Sacrament, and Music Opportunities:
 - Sunday Mass 10:30 a.m.
 - Private confessions and communal reconciliation (seasonal)
 - Worship ministries available – reader, greeter, communion minister, acolyte, instrumentalist, chapel choir singer, cantor
 - Taize prayer services, candlelight vigils, Christian and interfaith prayer opportunities
- ❑ Growing in Faith Opportunities:
 - Small group faith sharing (join our "Sharing of the Heart" groups)
 - Prayer Partners (with a Sister of St. Joseph, a CSJ Consociate, or a member of our community)
 - Spiritual Mentoring (one to one sessions with a spiritual mentor)
 - Retreats (extended, day, or evening experiences)
 - Seasonal gatherings for fun and community building!
- ❑ Justice and Peace Opportunities:
 - Volunteers in Action (VIA) service activities
 - School of the Americas vigil (Nov.)
 - Justice Service trips (a week or more January and over spring break)

Websites:

- ❑ <http://minerva.stkate.edu/campusministry.nsf>

On Your Own:

- ❑ Walk through the campus ministry area and pick up a brochure.
- ❑ Stop and chat with us about opportunities.
- ❑ Journal how you want to grow in faith or spirituality – ask us for what you need to help you on that journey. Help create new opportunities!
- ❑ Check the website <http://minerva.stkate.edu/campusministry.nsf> or bulletin boards in St. Mary Hall, Crandall, Stanton, Derham lower level, and campus ministry space for upcoming activities.
- ❑ Stop in to volunteer, to seek a mentor, or to join in worship on Sundays. All are welcome!

Career Decision Making, Choosing A Major, Occupational Information

Resources:

Career Development Office, Coeur de Catherine, Suite 460
☎ 651.690-8890

Services/programs offered:

- Career counseling
- Major selection assistance
- Website and career library with extensive information for everyone!
- KatieClick job and internship database
- Career shadowing opportunities
- Alumnae networking assistance
- Resume writing and cover letter writing assistance
- Internship postings and assistance in finding internships
- Guidance for academic credit and zero-credit internships
- Job fairs, job search assistance and job postings
- Interviewing opportunities with employers on campus
- Graduate school planning and selection
- Portfolio design and presentation – Electronic and hardcopy formats

Courses:

- ❑ INDI 2000 Career Development for Women (2 credits)
Career planning class offered to all students. The fall semester course is focused toward first and second year students, and the spring semester course is open to all students. Students explore career options and majors, identify personal values and interests, learn about internships and experiential opportunities, gain skills and knowledge of effective job search components and methods, and learn about graduate school possibilities. This class helps students to put the pieces together regarding their interests, majors, values and plans for their futures!

Websites:

- ❑ www.stkate.edu/career - great links for services offered on campus, career exploration, job fairs on and off campus, job search information and ideas, job and internship postings and more!
- ❑ KatieClick: <http://stkate.erecruiting.com>. St. Kate's very own job and internship site. [Look here to find on-campus jobs too!](#) All students should register with KatieClick and complete a "profile".

On Your Own:

- ❑ Make an appointment with a counselor in Career Development to discuss your interests, possible majors and what you might like to plan to do during and after St Kate's. CALL 690-8890!
- ❑ Discuss your academic interests with your first year advisor.
- ❑ Talk with faculty in your areas of interest.
- ❑ Secure names from the "alum database" from Career Development to conduct Informational Interviews with alumnae in fields you are considering.
- ❑ Join a student organization related to your area of interest.
- ❑ Shadow an alum for a day -- see what your career interest area is really like.
- ❑ Volunteer at a job site in your area of interest.
- ❑ Make plans to complete an internship by meeting with the Internship Director in Career Development.
- ❑ Register for KatieClick Mentors and connect with an alum who can guide you in your career planning and research.

Center for Community Work and Learning

Resources:

Center for Community Work and Learning
Coeur de Catherine, Room 233
☎ 651.690-6842

Contact Staff:

- Martha Malinski, Director
- D'Ann Urbaniak Lesch, Program Coordinator

Services/programs offered:

❑ Off-campus student employment:

America Reads is a literacy program to ensure that all young people are academically prepared. You can apply to be a tutor at Anishinabe Academy, Jane Addams School for Democracy, Longfellow Elementary, YWCA St. Paul or Roosevelt High School.

Community Leadership Program allows students to develop professional skills and leadership. Students have the opportunity to engage in meaningful work that often benefits their major or future career. Current sites include: Celeste's Dream (sponsored by the Sisters of St. Joseph), Jane Addams School for Democracy, Jeremiah Program, Minnesota Internship Center, NorthPoint Center for Health and Wellness, North High School, Roosevelt High School, West Side Community Health Services and YWCA St. Paul.

❑ Community Connections:

A variety of opportunities are available in the Twin Cities, including paid and unpaid positions. You can stop by our office and look through our resource book, or someone in the office will be happy to assist you in finding a position that suits you.

Courses:

- ❑ Each semester, courses are offered at the University that includes a community work and learning component. These courses enable classroom curriculum and theory to be applied to meaningful, hands-on work in the community. ASL Communications, CORE, FCNS, Psychology, Spanish, Sociology are among some of the participating academic departments. The number of courses offered each year varies. To find out more check our web site.

Websites:

- ❑ <http://www.stkate.edu/cwl>

On Your Own:

- ❑ Stop by our office to find out more information about our programs.
- ❑ Sign up to take a service-learning course.
- ❑ Apply for an off-campus student employment position.
- ❑ Get involved in the community by volunteering or interning with a community organization.

Counseling

Resources:

St. Paul Counseling Center
Derham Hall, Room 330
☎ 651.690-6805

Contact Staff:

Director: Heide Malat
Assistant Director: Laura Musegades
Psychologist: Donna Kulakowski
Psychologist: Lisa Dubois-Schmitz
Psychologist: Sarah Truesdell
Administrative Assistant: Gloria Larsen

Services provided:

- ❑ Free and confidential short-term individual counseling by Licensed Psychologists
- ❑ Walk-in hours daily, M-F. Daily hour for “crisis counseling” is available for students with more urgent and immediate counseling needs. No appointment necessary. See web site for hours.
- ❑ Help for a wide range of concerns, such as stress, depression, homesickness, self-esteem, relationships, etc.
- ❑ Consultation for parents, faculty and friends that protects privacy
- ❑ On-site consultation regarding psychiatric care and medication management
- ❑ Information about referral to community resources and programs
- ❑ Lending library of self-help books and CDs
- ❑ Relaxation room with recliner, table fountain, tapes and CDs
- ❑ Light-boxes for SAD (seasonal affective depression) to use on-site or to check out
- ❑ Brochures and information on a variety of emotional health topics

Websites:

- ❑ Counseling Center website:
<http://minerva.stkate.edu/offices/administrative/counseling.nsf>
Here you will find on-line screening, lists of books for borrowing, virtual pamphlets, and links to community resources.

On Your Own:

- ❑ Find people you can trust and confide in.
- ❑ Set up healthy habits of exercise, sleep and a diet of nutritious foods.
- ❑ Keep a sense of humor and balance.
- ❑ Recognize that there are many resources to help at the University and using them EARLY is a key to success.

Disability Services

Resources:

Resources for Disabilities Center, O'Neill Center for Academic Development,
Coeur de Catherine LL21

☎ 651.690-6563 (General Number for O'Neill Center)

Contact Staff:

Patty Wallway, Assistant Director O'Neill Center for Academic Development, Resources for Disabilities, 690-6882

Services/programs provided:

- ❑ Access advocacy – Accessible classrooms, etc.
- ❑ Help with strategies to cope with a disability
- ❑ Help with advocacy
- ❑ Individual, regular meetings and collaboration with disability services professionals
- ❑ Assistance in setting up appropriate academic accommodations, including but not limited to the following:
 - Alternative testing: extended time for testing and a private or distraction reduced room in which to test
 - Adaptive Technological Learning Aids
 - Classroom note-taking
 - Interpreters
 - Books in alternative formats
 - A scribe for test taking
 - Permission to tape record lectures
- ❑ Screening for a possible learning disability or attention deficit hyperactivity disorder
- ❑ Referral for further testing

Websites:

Check out the O'Neill Center web page at: <http://minerva.stkate.edu/offices/academic/oneill.nsf> or click on "Disabilities" on the A-Z Directory for the St. Kate's homepage

On Your Own:

For those who have documentation of a disability:

- ❑ Identify the areas that challenge you and think about what has helped in the past.
- ❑ Talk to your instructor about how you learn and how she/he can help you request a tutor from the department.
- ❑ If you need to have your textbooks taped or scanned, make an appointment with our office.
- ❑ Form a study group for your classes.
- ❑ Take advantage of the writing, math/science center in the O'Neill Center.
- ❑ Go to your professor and request a tutor.

If you are a student who suspects she may have a learning difference:

- ❑ Identify the areas you find easy and those that are difficult.
- ❑ Think back in your academic history to explore reasons for the present difficulties.
- ❑ Make an appointment with staff in the Resources for Disabilities office to discuss your questions, concerns, etc.

English as a Second Language Support

Resources:

Dr. Susan Boshier, Director of ESL
Whitby Hall, Room 110
sdboshier@stkate.edu
☎ 651-690-6862

Courses: (**Note:** These courses are open to all students who are non-native speakers of English. *Completion of ENGL 2130 and 2120 fulfills the foreign language requirement.*)

ENGL 2130 Written Communication for College – Fall semester, MWF, 12:15-1:20 (4 credits). *Note:* *This course counts as one writing-intensive course.* This course focuses on research-based writing and includes extensive practice paraphrasing, summarizing, analyzing, synthesizing, and documenting outside sources. Also addressed are the cultural assumptions of U.S. academic writing, in particular plagiarism and personal voice. Students complete a research paper on a topic of their own choosing, related to their intended major. Students also work on editing their papers.

ENGL 2120 Immigrant Perspective in Literature – Winter semester, MWF, 12:15-1:20 (4 credits). *Note:* *This course fulfills the liberal arts core requirement in literature.* This course explores the immigrant perspective in literature, in particular issues of cultural adaptation and change, and educational aspirations of immigrant women in the U.S. Students read four novels written by and about immigrants in various time periods and in different regions of the U.S. Through the exploration of literary content that is personally meaningful, students sharpen their analytical and critical reading skills. Students also develop confidence and ease contributing to discussions.

ENGL 2400 Grammar in Writing – Winter semester, T, 1:30-3:10 (2 credits). *Note:* *This course counts as an elective toward graduation credits.* This course should be taken concurrently with a writing-intensive course or one that requires writing several papers. This course focuses on language-related issues in writing. Instruction addresses advanced grammar topics and areas of difficulty for non-native speakers of English. Students practice editing papers for grammatical errors; they also work on increasing syntactic variety and complexity in their writing.

ENGL 2600 English for Cross-Cultural Nursing – Winter semester, MWF, 9:35-10:40 (4 credits). *Note:* *This course counts as one writing-intensive course.* This course prepares international and immigrant pre-nursing students for the reading, writing, and oral communication skills needed to succeed in the nursing program. Students read chapters from nursing textbooks and research articles from nursing journals, and write papers on nursing-related topics. Students work on communication skills for the clinical setting: therapeutic communication, interviewing, and assertiveness. Students listen to lectures by nursing faculty on culturally sensitive topics, such as sexuality and mental health, and practice note taking. A central theme is the influence of culture on nursing practice.

Websites:

<http://www.stkate.edu/English/ESL>

On Your Own:

Discuss with your instructor any concerns about your writing and/or reading comprehension. Contact Director of ESL about taking one or more English courses for non-native speakers. Meet with writing assistants in the O'Neill Center for Academic Development for feedback on the content/organization/grammar of your papers.

Financial Aid, Grants, Scholarships and Loans

Resources:

- ❑ Office of Financial Aid,
Derham Hall, Room 208
☎ 651.690-6540; email: finaid@stkate.edu

Financial Aid Counselors are available to answer your questions. Call the main office to set up an appointment, or stop by for walk-in counseling.

Websites:

- ❑ Refer to the St. Kate's financial aid web site at <http://minerva.stkate.edu/financialaid.nsf> for application procedures, deadlines, award information, and a list of frequently asked questions.
- ❑ Remember to file the Free Application for Federal Student Aid (FAFSA) every year. Go to <http://www.fafsa.ed.gov> and apply on-line.
- ❑ You can check your loan status with the Department of Education on line at <http://www.dl.ed.gov>
- ❑ Access your federal loan information, amounts, outstanding balances, loan statuses and disbursements on the National Student Loan Data System at <http://www.nslds.ed.gov>
- ❑ Go to <http://www.finaid.org> for access to Finaid! The SmartStudent guide to financial aid. Use the loan calculators, financial aid estimators, and gain access to several internet scholarship search databases at this site.

On Your Own:

- ❑ Apply for financial aid every year.
- ❑ Apply early, after January 1st, but before the April 15th priority deadline.
- ❑ Make a financial aid file, so you have your PIN number and all of your financial aid paperwork together.
- ❑ Make an appointment with the LSS Financial Counselor (☎ 1.888.577-2227) to develop your budget and spending plan; estimates of your monthly income and expenses. See what optional expenses you could live without for a month, semester, or during the school year.
- ❑ Estimate your school-year earnings, and plan how you will need to spend your wages before you get your paycheck.
- ❑ If your parents are helping you pay for college, ask them how much they will contribute, and when, so you can plan how you will finance together.
- ❑ Check you student account balance in KateWay monthly and confirm that paid amounts of financial aid match your expected awards. Check monthly to review changes.

Financial Counseling

Resources:

Contact Staff:

Shannon Doyle, Certified Consumer Credit Counselor, LSS (Lutheran Social Services)
Financial Counseling, Room 215 Derham Hall

☎ 1.888.577.2227 to make an individual appointment for financial counseling. Please indicate that you are a St. Kate's student when making your confidential appointment. Hours available for free, confidential, individual financial counseling appointments are on Tuesdays, 9:00 a.m. to 5:00 p.m.

TBD, Assistant Director for Financial Literacy/Student Employment, Room 215 Derham Hall
☎ 690-8685

Services Provided:

- ❑ One-on-one, confidential financial counseling to address issues of budgeting, credit card debt, money management, dealing with debt collectors and credit report reviews for improving credit.
- ❑ One-on-one, confidential pre-filing financial counseling for bankruptcy.
- ❑ Educational programs including workshops on various money management issues.

Courses and Workshops:

- ❑ *Personal Financial Fitness, INDI 2992*. A two credit course designed for first and second year students in learning the basics of financial literacy. Topics covered include basic budgeting, needs vs wants, credit and credit cards, values, insurance and more. Offered fall and J-term.
- ❑ *Personal and Family Financial Management, FACS 3650*. A four credit course that focuses on the practical study of budgeting, credit, consumerism, home financing, insurance, investments and taxes that are of concern in personal and family living. Offered spring semester to junior and senior status students.
- ❑ Attend the year-long, free, 🌱MONEY DOESN'T GROW ON TREES workshops on budgeting, credit card management, identity theft, insurance, financial aid, living simply, and more. Full schedule available on the Money Management website (www.stkate.edu/moneymanagement).

Websites:

- ❑ Visit www.lssmn.org/debt to learn more about our services
- ❑ Visit www.ftc.gov to learn more about your rights as a consumer and how to spot predatory lending practices before you sign on.
- ❑ Go to the St. Kate's Money Management website for further resources:
www.stkate.edu/moneymanagement

On Your Own:

- ❑ Use a budget: Having a plan for how and when you will spend the money you earn will save you money and many headaches throughout your life. It is the foundation for financial health.
- ❑ Save as much as you can: Make it easy by signing up for automatic deposit and/or transfers from checking into savings.
- ❑ Learn how to be a savvy consumer: Stay out of debt. Don't get tricked into "freebies" just for signing up for a credit card; shop around for the interest rates and terms that fit your needs. Read the small print that tells you what happens if you are late and/or fall behind and can't pay. If you do get a credit card, pay the balance in full each month, not just the minimum. And if you start to get high rates of interest or late fees, ask LSS about a Debt Management Plan to stop those fees and get out of debt faster.

Getting Connected and Involved at St. Kate's Student Center and Activities

Student organizations, student government, leadership options, meeting new people, and much more!

Resources:

Student Center and Activities (SCA)

☎ 651.690-6210

270 Coeur de Catherine

Services Provided:

- Information on student organizations that you can join
- Information on how to start a new student organization on campus
- Leadership opportunities on campus including LEAD Team
- Information on the Senate (Day Student Government)
- Information on SKAT (St. Kate's Activities Team) –events they are sponsoring for students and how to be part of the team
- Resources and assistance in planning student events/programs
- Information on the Re-Entry Adult Program (REAP) Student Board
- Opportunities for employment for students in varying levels of responsibility and leadership – SCA Office Assistant, Information Center Worker, Building Manager, Information Center Manager, etc
- Information on the WEC Student Advisory Board and developmental grants
- Information on the Graduate Student Advisory board.
- Find out about resources for commuter students - lockers, bus passes, study and lounge areas, the KatieCash.

Websites:

- The SCA website provides a wide variety of resources on involvement and leadership opportunities for students at St. Kate's. It also includes information on programs and events for students as well as access to on-line forms and Coeur de Catherine reservation processes. Find out how other students got involved on campus and get connected by going to:
<http://www.stkate.edu/studentactivities>
- Check out the websites of various student organizations including SKAT, REAP Board, LEAD Team, Senate or WEC Student Advisory Board by going to: www.stkate.edu/pages/students

On Your Own:

- Attend the Activities Fair on September 24, 2009, outside on the Quad (rainsite: Rauenhorst Hall in Coeur de Catherine) and meet current student organization leaders and members to find out which organizations you might join.
- Stop by the Student Center and Activities Office (SCA) to get a list of student organizations with a brief description of each organization.
- Look at the events calendar you received in your campus mailbox and attend at least one event every week or every other week. Meet new people – experience new things.
- Join a student organization related to your area of interest or just attend a meeting to see if it is for you.
- Attend a leadership workshop or program sponsored by the LEAD Team.
- Attend a Senate meeting (Day Student Government) on Tuesday's at noon during the academic year.
- Attend a WEC Board meeting on the first WEC Saturday of each month.
- Check out the Senate or WEC Student Advisory Board website www.stkate.edu/pages/students
- Attend the Opportunities and Majors Fair February 25, 2010 – identify involvement and leadership opportunities for next year –in addition to learning more about majors at St. Kate's.
- Get connected with other commuter students by contacting the Senate Commuter senators.
- Attend an event in the Pulse such as a concert or movie.

Global Studies: Study Abroad Experience

Resources:

Office of Global Studies. Derham Hall, Room 305

☎ 651.690-6472

Office Hours: M – F, 8:30 a.m. - 4:30 p.m., walk in or by appointment

E-mail: globalstudies@stkate.edu

Programs and services provided:

- ❑ Study abroad programs for a semester, year, or summer all over the world. Students take liberal arts classes and courses in their majors/minors. Recent examples of students' experiences: Literature at University College London, French in Paris, Spanish in Chile, International Relations in Denmark, Japanese at the University of Nanzan, Japan, Public Health in the Dominican Republic, ASL at Galludet University, Washington, D.C.
- ❑ Study abroad programs in non English-speaking countries where students study the host country language and take other classes in English. Recent examples: Czech Republic, Denmark, India, Italy, Japan, South Korea, South Africa, and Thailand.
- ❑ Study abroad programs can include internships, service learning, field experiences, and research opportunities. Recent examples: Scottish Parliamentary Internship, Edinburgh, pre-law internship in London, Australia rainforest project, internship at Merrill Lynch and seminar program in Washington, D.C., art gallery internship and classes in Barcelona, Spain, classes and community internship in women's shelter in Quito, Ecuador, community organization internship in the Twin Cities.
- ❑ Faculty-led study abroad courses, during January or summer session.
- ❑ SCU January or summer courses with an embedded study abroad component.
- ❑ Individual advising sessions to help you plan your study abroad (planning early is particularly important for students in programs with a prescribed curriculum, e.g. education, nursing, pre-Physical Therapy, pre-med and Social Work).

Courses:

- ❑ Many departments offer courses with international themes. A few examples: Latin American Art, Intercultural Communication, Global Financial Issues, Global Literature in English, Intercultural Foods, Human Geography, East Asia Since 1600, Music of Cultures Outside the Western Tradition, Introduction to World Politics.

Websites:

- ❑ Global Studies, including links to study abroad programs on St. Kate's list of programs approved for credit: www.stkate.edu/globalstudies

On Your Own:

- ❑ Discuss your desire to study abroad with your first year advisor.
- ❑ Talk about study abroad with faculty in your areas of interest.
- ❑ Make an appointment with the Office of Global Studies to talk about study abroad.
- ❑ Plan ahead! You must have sophomore status and a minimum GPA of 2.5 to study abroad for a semester or year. Applications due to Global Studies by Oct. 1st and Mar. 1st. Individual programs can have earlier deadlines and higher GPA requirements.
- ❑ Know that you can use your University financial aid for study abroad.
- ❑ Consider continuing the language study you began in high school, to prepare yourself for a study abroad program in that language.
- ❑ Consider including an internship in your study abroad experience.
- ❑ Attend the study abroad fair in February, a great opportunity to gather information and talk to representatives from study abroad programs.
- ❑ Join the Global Learning Organization (GLO).

Health and Wellness

Resources:

Health and Wellness Center, Butler Center, Room 100 (Entrance on east side of building).

☎ 651.690-6714

Contact Staff:

Amy Kelly, MD, MPH, Director, x6714

Services Provided:

- ❑ Health and Wellness is a medical clinic whose purpose is to provide health service to students enrolled at St. Kates
- ❑ Hours of Service:
 - Monday 10 a.m.-4:30 p.m
 - Tuesday 8 a.m.-7 p.m.
 - Wednesday 8 a.m.-5 p.m.
 - Thursday 8 a.m.-4:30 p.m.
 - Friday 8 a.m.-2 p.m.

After hours care is available through several urgent care's in the area. Please refer to the Health and Wellness website for a comprehensive list of off-campus and after-hours care resources. The clinic is closed weekends, holidays, school breaks and summer.

- ❑ Care is provided by certified nurse practitioners, certified mid-wives, and physicians.
- ❑ Health care providers are trained in a broad spectrum of primary and acute care needs, making it possible to treat majority of health issues
- ❑ Diagnosis and treatment of general medical problems, women's health care issues, laboratory services, immunizations and X-rays available.
- ❑ Prescriptions provided as needed.
- ❑ Office visits are free of charge to any registered SCU student, regardless of type of insurance.
- ❑ Lab tests, medications, EKG, Spirometry and supplies are available for a nominal fee.
- ❑ If students have SCU health insurance, Center will bill insurance for most services; for students without SCU insurance, student account will be billed

Website:

<http://minerva.stkate.edu/offices/administrative/healthwell.nsf/>

On Your Own:

- ❑ Call for an appointment, 690-6714. You can leave a message on our voice mail, 24 hours per day. Voice mail will be responded to as soon as possible.
- ❑ Visit the Health and Wellness Website for information and a variety of Health and Wellness resources.
- ❑ For information on the University's student health insurance plan, go to www.specrisk.com/StCatherine.

The Library

Resources:

St. Paul Library: 1st floor, Coeur de Catherine, (across from the Dining Room)

☎ 651.690-6647

St. Paul Library Reference Desk: 690-6652

St. Paul Library Circulation Desk: 690-8737

St. Paul Media Desk: 690-6658

Website: <http://library.stkate.edu>

- ❑ Research Guides: In addition to general research guides that are available, dozens of discipline-specific guides have been developed by St. Kate's librarians to assist students in doing research. Additionally, there are general research guides available. See the Library Web site under Help With Research.
- ❑ Library Reference Materials for The Reflective Woman (TRW): TRW students will find many useful resources divided by the various course units. See the Library Web site, under Subject Research Guides → CORE (TRW)
- ❑ Group and individual study rooms.
- ❑ Friendly assistance learning to use the Library and on-line services. Stop in, or email your questions to libweb@stkate.edu.
- ❑ Watch for workshops and courses scheduled by going to the Library Website for dates and content details. Information can be found under Services for You → Library workshops.

Websites:

- ❑ Start here: <http://library.stkate.edu>

On Your Own:

- ❑ Explore the Library Web site and all the resources available to students.
- ❑ The Library is a great place to study, meet classmates and friends, read a newspaper, view a video or obtain assistance on starting a project. The Library is food-friendly.
- ❑ Use CLICnet, the Library's online catalog. Our Library carries books on a wide variety of subjects, including fun or leisure reading materials.
- ❑ Computers are available in the Library and the nearby Computer Lab.
- ❑ Sign up to participate in a refresher course on how to conduct research.
- ❑ Meet with a librarian individually for instruction and information.
- ❑ Request a personal tour of the library. Virtual tours are available as well (linked from About Us on the Library Web site.)
- ❑ Contact a librarian by phone or mail with your questions.
By phone: 651.690-6652. (If you call when a librarian is not available, leave a message and your call will be returned as soon as possible, or at the start of the next business day.) Reference Desk: 651.690.6652. Please check the [reference hours](#) to make sure a librarian is available to take your call.
- ❑ In addition to contacting Library staff by email or phone, students can IM a librarian as well. Details for connecting using various IM services are listed on the Web page

Math and Science Support

Resources:

Math/Science Center: O'Neill Center for Academic Development, Coeur de Catherine, LL21
☎ 651.690-6853

Contact Staff:
Jennifer Larsen, Assistant Director

Services provided:

The Math/Science Center provides support to students of mathematics, statistics, chemistry, biology and physics. Peer tutors offer individualized and small group assistance and are available seven days a week on a drop-in basis. They are prepared to tutor topics found in math and statistics courses through calculus, and in most science courses through the 200 level.

- ❑ Algebra Brush-up workshops are offered seven times throughout the year.
- ❑ Study materials for the Math/stats placement assessment and retakes are administered here.
- ❑ OCAD 0700 (Problem Solving and Arithmetic) is offered through WEC and OCAD 0800 (Elementary Algebra) is offered through both WEC and DAY classes.
- ❑ Text and print review material is available for mathematics and science.

Courses:

- ❑ OCAD 0700 Problem Solving and Arithmetic is a course for students who need a review of basic mathematics. Topics include fractions, decimals, ratio and proportion, percent, signed numbers and measurement, with algebraic concepts integrated throughout the course. Successful completion ensures placement into OCAD 0800, MATH 1050, MATH 2500 or CSC1060.
- ❑ OCAD 0800 Elementary Algebra is a course for students who need to strengthen their basic algebra skills. Successful completion ensures placement into MATH 1050, MATH 1070, MATH 1080, MATH 2500, ECON 2200, ECON 2250, PSYC 2050 or CSCI 1060.
- ❑ The four credits of each OCAD courses are not applied to graduation credit requirement but do count toward course load and financial aid. These courses are offered at half the Day student tuition.

Websites:

- ❑ O'Neill Center Website <http://minerva.stkate.edu/offices/academic/oneill.nsf>
Click on "math center"

On Your Own:

- ❑ Stop by to obtain a copy of the drop-in hours schedule.
- ❑ Plan to do your math or science homework in the O'Neill Center.
- ❑ Ensure that your placement score is appropriate for the math/stat courses you intend to take.

Multicultural and International Programs and Services (MIPS)

Resources:

MIPS Office, 280 Coeur de Catherine

☎ 651.690-6784

Services and programs offered:

- ❑ *Programming*
MIPS organizes educational and social events around current multicultural issues, cultural months, and holidays. Contact MIPS for a calendar of events.
- ❑ *Peer Mentoring Program*
2nd and 3rd year students of color work as Peer Mentors to assist in the academic, emotional and social success of first year students of color.
- ❑ *Retreat for Women of Color*
In the fall, MIPS coordinates a retreat weekend, which helps students forge a community with one another, get to know MIPS staff and develop personally
- ❑ *Recruitment and Retention Videos*
MIPS' video projects are a culturally specific in-depth look into the St. Kate's University experience among Hmong, Somali and Latina students.
- ❑ *International Student Orientation*
Orientation introduces incoming international students to campus and procedures and to U.S. culture. One-on-one support is offered to new students during the first fall semester.
- ❑ *Heartwork*
This program provides opportunities for authentic dialogue around issues of racism and other forms of oppression.
- ❑ *Hmong Family Gatherings*
Ethnic specific family gatherings serve as a time dedicated to informing parents about the St. Catherine University experience so that they can be as supportive to their student as possible. Some topics discussed include: academics, student services, and financial aid.
- ❑ *Friendship Family Program*
This program pairs incoming international students with American families to ease transition into the country, learn about US culture and increase support network. Voice Magazine, a magazine by women of color and international students which offers essays on various topics and themes

Websites:

<http://minerva.stkate.edu/offices/administrative/mips.nsf>

On Your Own:

- ❑ Check the website for listing of movie for renting and lending.
- ❑ MIPS has a lending library including a variety of educational videos, DVDs and books relating to issues of race and culture and are available for checkout.
- ❑ MIPS welcomes student contributions and assistance in planning initiatives. Students should feel obliged to include themselves, their ideas and their friends through: submitting stories to the student-run VOICE magazine, checking out books or videos from the MIPS library and/or joining a student organization associated with MIPS:

American Born Cultured Desi
Asian Women's Association
Black Women's Association
Las Hermanas

Muslim Student Association
Somali Student Association
CSC International Student Organization
Women of Color

Office of Student Affairs

Resources:

Office of Student Affairs, Derham Hall, 3rd Floor, Room 306
☎ 651-690-6778; Hours 8:00 a.m. to 4:30 p.m.
Email Address: studentaffairs@stkate.edu

Contact Staff:

Brian Bruess, Vice President for Enrollment and Dean of Student Affairs, 690-6778
Curt Galloway, Associate Dean for Student Affairs, 690-6980
Wachen Bedell Anderson, Associate Dean for Students and
Multicultural Education, 690-6552
Ellen Richter-Norgel, Director of Student Retention, 690-8730
Colleen Keough, Administrative Assistant, 690-6778

Services provided:

- ❑ Assists students, faculty members, administrators, and parents who are navigating their way through various campus procedures
- ❑ Works directly with students to assist with student redress issues and assist individuals or groups in crisis management
- ❑ Works closely with students, faculty, and staff regarding a variety of issues including general student grievances, Code of Conduct (behavior issues in and outside of the classroom), non-discrimination policy, sexual assault, harassment and violence, and crisis/emergencies
- ❑ Serves as a general resource for students and will advocate for students when appropriate including the College's student insurance plan; provides information and referral about campus resources
- ❑ Coordinates a number of programs and services that promote student retention at St. Catherine University
- ❑ Provides leadership for the offices and services in the Division of Student Affairs
- ❑ Coordinates the Emergency Loan program for qualified students

Websites:

- ❑ <http://minerva.stkate.edu/studentaffairs.nsf>

On Your Own:

- ❑ Explore LeGuide, http://minerva.stkate.edu/leguide2.nsf/Portal_Policies to learn about specific policies and procedures in the various departments of Student Affairs.

Reading Skills, Writing Skills

Resources:

Writing/Reading Center, O'Neill Center for Academic Development, Coeur de Catherine LL21
☎ 651.690-6563

Contact Staff:

Nicole Montana, Assistant Director, 690-8658
Thelma Obah, Director, 690-6758

Services provided:

- ❑ Drop-in assistance with writing papers
- ❑ Individualized help from peer tutors
- ❑ On-going writing/reading support with professional staff
- ❑ Support for students who are users of a second language.

Courses:

- ❑ ENGL 200W: Writing for Life: Developing Skill and Confidence (4 credits). This course provides the practice and feedback needed to develop mastery of the writing skills employed at different stages of the writing process.
- ❑ ENGL 240: Grammar in Writing (2 credits). This course provides ESL students with practice in editing their own writing and provides input on advanced grammar topics and special areas of difficulty.

Websites:

Check the O'Neill Center website: <http://minerva.stkate.edu/offices/academic/oneill.nsf>
Check <http://owl.english.purdue.edu/handouts/index2.html>

On Your Own:

- ❑ Attend classes regularly and keep abreast of assignments.
- ❑ Think about topics assigned for reading or writing and jot down ideas.
- ❑ Talk with friends about ideas that occur to you for inclusion in your writing/reading assignment.
- ❑ Put your ideas in order and then write as freely as you can.
- ❑ Go over your draft and check for organization, development of ideas, grammar and spelling.

Residence Life

Resources:

Residence Life Office
Room 450, Coeur de Catherine
☎ (651)690-6617

Services offered:

- ❑ On-campus housing for undergraduate, Weekend College and Graduate Students
- ❑ Roommate mediation
- ❑ Roommate Finder on the Student Kiosk
- ❑ Educational and Social Programs
- ❑ Leadership opportunities through student staff positions and through the Residence Hall Association
- ❑ Connections to the residence life community
- ❑ Connections to other campus resources
- ❑ Apartment housing for students who are parents
- ❑ Theme housing

Websites:

www.stkate.edu/residencelife

On your own:

- ❑ Visit the Residence Life website to learn more about the amenities and services offered. Review the Community Policies.
- ❑ Contact your RA or AA to discuss programming and social opportunities, discuss a crisis situation or to advise you on roommate concerns. If you need further assistance, your RA will refer you to your Complex Coordinator.
- ❑ Run for leadership positions on the Residence Hall Association (RHA) in the fall and the spring of the year. Watch for postings or ask your RA for more information.
- ❑ Apply for Student Staff positions in February. Watch for postings and more information in your hall.
- ❑ Visit the My Housing link on KateWay to obtain information about the Housing Sign Up process, room vacancy lists, billing and rates, and important housing deadlines.

Student Accounts

Resources:

Office of Student Accounts,
229A Derham Hall

☎ 651.690-6503; email: studentaccounts@stkate.edu

Contact Staff:

Trina Bartok, Director, x8701; [email: tlbartok@stkate.edu](mailto:tlbartok@stkate.edu)

Nicole Dusterhoft, Loan and Collections Coordinator, x6858; email: nldusterhoft@stkate.edu

Carole Kauf, Lead Student Accounts Coordinator, x6568; email: cmkauf@stkate.edu

Susan Honsvall, Student Accounts Assistant, x6889; email: srhonsvall@stkate.edu

Services:

- ❑ Contact Student Accounts with questions regarding the on-line billing process and payment options.
- ❑ Student Accounts processes and distributes the refund checks of excess Financial Aid. Refunds are processed Tuesdays and Fridays, with checks available after 2 p.m.
- ❑ Student Accounts manages Nursing and Perkins loans.
- ❑ Students can cash their SCU work study paychecks or apply them toward their tuition balance, when endorsed by the student with a valid SCU student ID card.
- ❑ Students have two payment options for payment of their student accounts balance: Standard Payment Option, whereby payment is made in full by the first day of class or, the Installment Plan, whereby payments are made in installments and the student's account must be paid in full prior to registration for the following term. A 1% finance charge is assessed monthly to all accounts not paid in full by the first day of class.
- ❑ Contact Student Accounts for questions regarding holds for a past due balance, Initial Disclosure form and Title IV Authorization form and the action needed to resolve that hold.

Website:

- ❑ On KateWay, go to My Finances tab.
- ❑ Internal departmental website for Student Accounts: type "student accounts" in the Find It Yourway website search
- ❑ External website: http://minerva.stkate.edu/offices/administrative/stu_accounts.nsf

On Your Own:

- ❑ Be aware and review your monthly billing statements on your KateWay account. You will receive an e-mail notification informing you that you have an on-line billing statement available for viewing. Sign onto KateWay – My Finances, then View Statement.
- ❑ Students have the ability to create an "Authorized User" on KateWay, which gives a parent or other third party access to all student account activity. Sign onto KateWay, My Finances, View Statement, Authorized User.
- ❑ There are two forms that every student is required to fill out once per academic career. They are the Payment Agreement and Initial Disclosure form and the Title IV Federal Financial Aid Authorization form. They can be found on KateWay, under the My Finances tab (or the My Education tab). They are filled out and submitted on-line. Read each form carefully before signing. If not completed, a hold will be placed on the student's account.
- ❑ If you would like to give your parents or other third party the permission to discuss your student account, please fill out the Consent to Release Information form, also found on KateWay, under the My Finances tab.
- ❑ If you will be receiving tuition assistance from your employer, please fill out the Employer Tuition Reimbursement form, found in KateWay, under the My Finances tab. This form must be filled out for every term that you will be receiving reimbursement and grants you an extension to pay until 30 days after grades post. The 1% monthly finance charge is applicable.
- ❑ Your St Kate's e-mail account is the official means of communication with SCU. All correspondence with students will be through this e-mail account. SCI cannot e-mail confidential financial information to outside e-mail addresses or to parents or other third parties without written permission. Please be sure to include your St. Kate's student ID # on all correspondence.
- ❑ Please call us with any questions or concerns.

Student Employment

Resources:

Contact Staff:

TBD, Assistant Director Financial Literacy and Student Employment Coordinator, Derham Hall, Room 215 (for KatieClick and on-campus job search assistance)

☎ 651.690-8685; Mail # F-11

Diana Lee, Employment/HRIS Assistant, Human Resources, Room 8, Derham Hall, (for processing I-9, W-4 and Certification forms)

☎ 651.690-6982; Mail # F-17

Student employment at the St. Catherine University is an integral part of the learning experience, providing opportunities for students to acquire job skills and professional development. Through training, work experience and mentoring, students can take advantage of multiple levels of student employment including entry level positions, to teaching, program and research assistants.

Websites:

- ❑ All student employment positions are listed in KatieClick, (the University's own jobs and internships listing site.) Log in at: <http://stkate.erecruiting.com>

On Your Own:

- ❑ **Check Job Postings!** All open positions are posted through KatieClick (<http://stkate.erecruiting.com>). All students are encouraged to apply for the student employment opportunities, however, the hiring managers will be first reviewing those applications submitted by individuals with Federal or State work-study as part of their financial aid package. International students will also be reviewed as a priority as federal laws prevent these students from working off-campus.
- ❑ **Apply on line via KatieClick.** To apply, students must upload/submit a resume through KatieClick. Some departments may require additional materials/application forms. Any additional requirements will be noted in the job description.
- ❑ If you need assistance writing a resume, using KatieClick, or applying for position, make an appointment or stop by the Career Development Office in Coeur de Catherine, Room 460 or call, x8890.

Student Mentors for Chemistry, Biology and Nursing

Resources:

O'Neill Center for Academic Development,
Coeur de Catherine, LL21
☎ 651.690-6563

Contact Staff: Thelma Obah, Director

Services provided:

- Mentors are available in labs to answer questions
- Mentors will offer study tips to promote active learning
- Mentors direct Blackboard discussions
- Mentors can offer one-on-one assistance to students

Courses:

Student Mentors are available in the following courses:

Biology 2200
Biology 2510/2520
Chemistry 1010
Nursing 3270/3280

Website:

- ☐ Check the O'Neill Center Web site:
<http://minerva.stkate.edu/offices/academic/oneill.nsf>

OnYour Own:

- ☐ Talk with the student mentor about concepts and techniques that puzzle you as you encounter them throughout the semester.
- ☐ Attend classes regularly and attempt all assignments.
- ☐ Do some homework on you own and then collaborate with the Student Mentor in person or via Blackboard to obtain feedback on your understanding and to evaluate your progress.
- ☐ Use the Science Tutors available in the Math/Science Center of the O'Neill Center for Academic Development.

Student Parents

Resources:

Access and Success, Coeur de Catherine
Rooms 490, 491, 493 and 494
☎ 651.690-6894 and 651.690-8696

Contact Staff: Beth Hamer, Coordinator, Day Students
Shelly Bjick, Program Specialist, Weekend College Students

Services include:

- Child-friendly study area in 491 CDC
- Lactation room for nursing mothers in Room 490 CDC
- Child care grants to cover expenses for sick child care and MEA release days for school-aged children
- Information on affordable housing, child care providers and Childcare subsidies
- Emergency financial assistance
- Free laptop loan program for up to one week
- Babysitting resource book
- Emotional support and encouragement for managing stress of being a student parent
- Free tickets to community sporting and theatre events

Early Childhood Center
St. Mary Hall, Lower Level
☎ 651.690-6608

Contact Staff: Anne McLaughlin, Director

Services Provided:

- High quality programming for children aged 2 yrs, 9 mos-6 yrs
- Montessori preschool
- Children's Center open 7:30 a.m. – 5 p.m., Monday-Friday
- Bright, beautiful environments with an excellent experienced intercultural staff
- Observation and work-study site for CSC students

Websites:

- ❑ Access and Success website: www.stkate.edu/access
- ❑ You may also be interested in the financial aid scholarship database: http://minerva.stkate.edu/financialaid2.nsf/schol_list?OpenForm
- ❑ Early Childhood Center website: website can be accessed from College homepage or, <http://minerva.stkate.edu/offices/administrative/ecc.nsf>

On Your Own:

- ❑ Check out the Access and Success website for many helpful links.
- ❑ Attend student parent meetings on campus.
- ❑ Check email for important communication relevant to student parents.
- ❑ Read the *Student Parent News*, published quarterly.
- ❑ Watch for flyers around campus for events unique to student parents.

Study Habits, Study Skills, Exam Skills, Test Anxiety

Resources:

O'Neill Center for Academic Development
Coeur de Catherine, LL, Room 21
☎ 651.690-6563

Contact Staff:
Thelma Obah, Director
Sr. Joan Kain (Wednesdays)

To obtain assistance with:

- ❑ Time management
- ❑ Developing a study schedule that works
- ❑ Understanding your learning style
- ❑ Reading textbooks efficiently
- ❑ Improving note-taking techniques
- ❑ Learning test-taking techniques
- ❑ Dealing with procrastination
- ❑ Dealing with text anxiety/test stress

Courses and Workshops

- ❑ SAGE Workshops (*Skills and Approaches to Grade Excellence*). These workshops are offered at several times per year and focus on teaching participants techniques needed to overcome debilitating test anxiety. Contact the O'Neill Center for more information d/or to register to participate in SAGE at 690-6563.

Websites:

- ❑ Check the O'Neill Center at: <http://minerva.stkate.edu/offices/academic/oneill.nsf>
- ❑ Check <http://owl.english.purdue.edu/handouts/index2.html>

On Your Own:

- ❑ Plan to spend enough time studying each subject, at least 2-3 hours for each hour in class.
- ❑ Study in chunks of time, one to two hours at a time with breaks in between.
- ❑ Plan for regular reviews of class notes.
- ❑ Make up your own questions based on what you have learned so far and try to answer them.
- ❑ Check with your professor to clarify questions.
- ❑ Join or form a study group.

Department and Program Chairs Roster for 2009-2010

Quick Guide to Common Questions & Challenges for First-Year Students

1. Unresolved personal, family, relationship issues:
 - ❑ Discuss problem with RA if appropriate
 - ❑ Refer to Personal Counseling office, x6805
 - ❑ If unresolved issue requires student to be away from campus for extended period of time, contact the Dean of Students office, x6778.

2. Roommate conflict/issues:
 - ❑ Discuss problem with roommate
 - ❑ Talk to Resident Assistant (RA) or Complex Coordinator

3. Difficulty in classes (*poor grades, not understanding materials, etc.*)
 - ❑ Is student attending class? Studying at least 2-3 hours per hour in class?
 - ❑ Refer to course professor to discuss progress.
 - ❑ Refer to O'Neill Center for specific resource (study skills, reading/writing/math assistance and tutoring, x6563.

4. Undecided about a major:
 - ❑ Clarify why undecided:
 - *Does student have a clear career goal, but is not sure how best to get there?*
 - *Does student have several strong but disparate interests?*
 - *Is student afraid that there are few employment opportunities for people with the major she's most interested in?*
 - *Is student under family pressure to major in a field that doesn't interest her?*
 - ❑ Refer to faculty in the department(s) she's considering for her major, Career Development x8890 for assessment/discussion and to meet with a career counselor or Academic Advising Office for more information, x6803.

5. Does student have a learning disability? Has she requested accommodations?
 - ❑ Refer to Patty Hanson, x6882 or Deb Gottfried, x6706.

6. Experiencing difficulty with large lecture courses:
 - ❑ Suggest student sit toward front of room
 - ❑ Encourage student to attend every class
 - ❑ Suggest student develop or attend a study group

7. Student has received a letter of warning or has been placed on academic probation?
 - ❑ Have advisee read her letter with you; insure she understands the nature of the "warning" / "probation" and what that academic status means.
 - ❑ Specific recommendations in the warning letter and the terms of probation are not the same for all students. If you have questions about warnings or probation or about how best to work out a contract with an individual student, contact the Director of Academic Advising (x6509).
 - ❑ Discuss advisee's plans for improving her performance. Work out a contract with her (*e.g., she will seek assistance at the O'Neill Center at least once a week; she will attend all class sessions.*)
 - ❑ Meet or speak with your advisee soon after mid-semester grades are out to discuss her performance thus far and to revise the contract in any way you both think will be helpful.
 - ❑ Encourage student to seek out a study group or form one

- ❑ Encourage student to talk to professor about material, how best to learn material
- ❑ A student may be placed on “Financial Aid Probation or Suspension” if her GPA drops below the credit level for which she is funded. Refer to the Financial Aid office for more information, x6540.

8. Student is having difficulty with an instructor.

- ❑ Discuss the difficulty with the student and urge her to talk to the instructor. Help her figure out ways to best approach the instructor and state her concerns.
- ❑ At your discretion, call Academic Advising to discuss the situation and how you and the student can best handle it.
- ❑ If some intervention seems needed to resolve the difficulties, approach the instructor at your discretion or refer the student to Academic Advising or the department chair. If the instructor is the department chair, refer the student to the Dean of Arts and Sciences.

9. Medical and health concerns, sickness, etc.

- ❑ Refer to the Health and Wellness Center, x6714

10. Grade Point Average: How to calculate.

- ❑ Refer student to the GPA Calculator Worksheet below.

COURSE	# CREDITS	X	GRADE VALUE	=	QUALITY POINTS
Example: MATH2000	4	X	3.3 (B+)	=	13.2
Etc.					

Total Credits: _____

Total Quality Points: _____

Total Quality Points: _____ divided by Total Credits: _____ = GPA _____

GRADE VALUES:

A = 4.0
A- = 3.7
B+ = 3.3
B = 3.0
B- = 2.7
C+ = 2.3

C = 2.0
C- = 1.7
D+ = 1.3
D = 1.0
D- = 0.7
F = 0

Table of Contents
Referral & Resource Guide

	Page
Academic Advising.....	1
Antonian Honors Program.....	2
Campus Ministry Center for Justice, Spirituality and Community.....	3
Career Decisions, Choosing a Major, Occupational Information.....	4
Center for Community Work and Learning.....	5
Counseling.....	6
Disability Services.....	7
ESL Support.....	8
Financial Aid, Grants, Scholarships and Loans.....	9
Financial Counseling	10
Getting Connected (Student Organizations, Student Government, Leadership, Meeting New People and more!).....	11
Global Studies: Study Abroad Experiences.....	12
Health and Wellness.....	13
The Library.....	14
Math and Science Support	15
Multicultural and International Programs and Services.....	16
Office of Student Affairs.....	17
Reading Skills, Writing Skills.....	18
Residence Life.....	19
Student Accounts.....	20
Student Employment.....	21
Student Mentors for Chemistry, Biology and Nursing.....	22
Student Parents.....	23
Study Habits, Study Skills.....	24
Exam Skills, Test Anxiety	
Department and Program Chairs Roster 2009-10.....	25-26
Quick Guide to Common Questions & Challenges for First-Year Students.....	27-28