

Student Services

undergraduate and graduate students. These include new student orientation, student advocacy services, students' rights and responsibilities information, judicial services, emergency loans, and the publication of the *Student Planner*, the *Student Policy Book*, and the student directory.

The Student Planner & Student Policy Book

The *Student Planner* is a complimentary planner produced and distributed each year by the Dean of Student Life Office and Electronic Student Services. It includes an academic calendar as well as an easy resource guide providing information about the over 96 student organizations on campus and ways to become involved in campus life.

The *Student Policy Book* is published by the Dean of Student Life Office and Electronic Student Services. It contains information regarding the Student Code of Conduct and all expectations, guidelines and policies that govern student life. All students are responsible for familiarizing themselves with the expectations outlined in the *Student Policy Book* and will be held accountable for upholding the university's policies.



Campus Ministry

Campus Ministry believes that the depth of our faith powerfully affects the way we live and what we become. Christ affects us by giving our lives meaning and purpose. But faith can be especially challenged in college. It is in response to this challenge that Campus Ministry invites students, faculty and staff to explore their faith more fully through worship, service and personal growth.

In addition to six full-time professionals, Campus Ministry employs a team of residence hall chaplains and twenty student employees. The staff coordinates the religious life of the campus and offers a variety of programs.

In the area of worship, there are daily, Sunday and special community masses, penance services, evening prayer, and ecumenical services. Students can participate in worship through the Liturgical Ministers Program, Chapel Singers and the Liturgical Choir.

In the service area, Campus Ministry sponsors the Volunteers in Action program, VISION J-term and spring break volunteer service trips, and the Student Coalition for Social Justice.

To inspire personal growth, Campus Ministry has a number of programs, including prayer groups, retreats, pastoral counseling and referral, marriage preparation, crisis intervention, special groups for support (e.g., Faith in Action – a chapter of Courage ministry for those dealing with sexual orientation issues), and Common Ground – a house of hospital-

ity where students gather to relax, pray, study, and meet new people.

Campus Ministry also offers the Rite of Christian Initiation for Adults (RCIA) to those who are preparing for baptism, eucharist and confirmation in the Catholic Church.

The Center for Campus Ministry is located in Murray-Herrick Center.

Personal Counseling and Testing

Personal Counseling is available to help students deal with a wide variety of concerns from the problems of daily living to problems of a more serious nature. In addition to the professional counselors and psychologists employed by the university, outside referral sources are also available. Personal Counseling also provides groups, workshops, seminars and consulting services on a variety of topics. Walk-in hours are available every day and are listed in the *Electronic Daily Bulletin*. Complete confidentiality is maintained in accordance with legal requirements and the professional code of ethics.

Testing Services

Personal Counseling Office offers a full range of services including personality assessment and career testing.

Career Services

Career Services provides career development expertise and job-search assistance. The department gives individual help and easy access to quality resources. Services are available to St. Thomas students and alumni.

Individual counseling, seminars and a variety of resources are offered to assist in:

- Self-assessment and vocational testing
- Career choice and transition
- Major-field choice and change
- Research for specific careers and employers
- Job search services for full-time, part-time, summer and student employment opportunities
- Use of technology in job search and career development
- On-campus interviewing
- Classroom instruction
- Comprehensive Website

Career Resource Center

The Career Resource Center offers students access to written materials including literature from employing organizations. Career Assistants are available to assist students on a walk-in basis.

Individual appointments are available on both the Minneapolis and St. Paul campuses. Scheduled individual appointments are encouraged to ensure staff availability.

Career Counseling

Confidential, individual appointments and workshop presentations are used to assist students with skill building and career planning. Students explore their interests, values and abilities to determine possible career options.

Multicultural Student Services

Multicultural Student Services provides a variety of services for Latino/Chicano/a, African American, Native American and Asian Pacific Islander students functioning as a means of networking and advocacy. Initiatives addressing academic support, student programs and leadership development are designed to complement university services.

In addition to others available through the university, Multicultural Student Services offers several scholarships for American students of color. Information about these and other funding opportunities can be obtained from Student Financial Services.

International Student Services

International Student Services provides advising and programming to support international students as they pursue their educational, career, and personal goals. This includes promoting the full integration of international students into the university community and intercultural training for students, faculty and staff.

International Student Services provides the following services and programs:

- Orientation programs (2-4 days) for new students to academic, cultural, legal, and practical life at a US university
- Immigration advising for all nonimmigrant students and documentation for F-1 and J-1 students
- Counseling and advising on academic, cultural, financial, health, practical and personal matters
- Mentor Program: US and international students are hired and trained to serve as guides and helpers to new students
- Monthly International Student Newsletter
- A Website with information on programs and services, immigration rules, activities and programs, and the newsletter:
<http://department.stthomas.edu/oiss>
- Monthly International Tuesday Forums on international intercultural topics for U.S. and international students, staff and faculty
- Close cooperation with the Globally-Minded Student Association, with US and international members, which promotes interaction and interchange of ideas through social and cultural activities
- Cultural and educational programming
- Career and job-search workshops in cooperation with the UST Career Resource Center

Housing

The University of St. Thomas has accommodations for approximately 1,880 students in its residence halls, apartments, and other university-owned housing.

The residence halls – Brady, Cretin, Dowling, Grace, Ireland, John Paul II, Murray – are managed by professional staff and undergraduate resident advisers. Apartments in Morrison Hall, 2171 and 2175 Grand Ave are also managed by the university Residence Life Office. St. John Vianney Hall is the

college seminary residence.

The residence halls have computer rooms, laundry rooms, study lounges, recreation rooms and a hall desk with some sports equipment, tools, vacuums and games available for student use. Koch Commons has a fitness center and a snack food outlet, the Pit Stop.

Upon admission to the undergraduate program, each student will receive an *Application for On Campus Student Housing*. New students desiring space in the residence halls must complete the application and return it to the Office of Admissions with a \$200 room deposit which is credited to the student's room and board charges during the first semester of residence. These applications are considered on the basis of date received.

Students currently living in university housing must complete the *Application for On Campus Student Housing* by the date established by the Office of Residence Life for the coming academic year.

For specific financial information, each student should refer to the *Residence and Food Service Agreement*, and the *Summary of Financial Procedures* for the current year. Both are available from the Office of Residence Life, Koch Commons. With the exception of the Grand Avenue apartment residents, and juniors and seniors in Morrison Hall, all students living on campus must purchase one of the available options for a meal contract.

Students who will be residents should bring their own sheets, pillows, blankets, towels and washcloths. They also should bring their own desk accessories. Laundry rooms with automatic washers and dryers are available for student use.

Each student is provided with a bed, dresser, closet space, desks, desk chair, and lounge chair. Rooms in John Paul II and Murray Hall are provided with lamps and tables. John Paul II, Murray, and Grace Halls are also carpeted and have private bathrooms. Morrison Hall includes furnished living rooms, bedrooms, full bathrooms and kitchenettes.

Each student room has telephone service at no cost except for long distance charges, and voice mail. An Internet and cable TV connection is available in each room.

Additional information regarding residence hall life is contained in the *Resident Student Handbook*.

Dining Facilities

All food locations accept Flex or Express dollars and cash.

St. Paul campus

Murray-Herrick Center houses a number of dining areas designed to meet the needs of various segments of the student population.

The *Food Court* is on the second floor, along with several areas used for special dining and catered events. The Food Court dining area is used for students on the board plan, although anyone may eat in the facilities.

The *Grill* is located on the main floor. Besides its main function of serving food – breakfast through dinner – the Grill provides a central gathering place for students.

Student Services

Scooter's, located on the lower level, features pizza, gourmet burgers, Dunn Brothers coffee, espresso, various snack and beverage items. It has a dance floor, a stage for live entertainment, a large screen TV and special sound equipment.

The *C-Store* is located adjacent to Scooter's on the lower level. Assorted snacks and sundries are available.

The *Pit Stop*, is located on the lower level Koch Commons between Brady and Dowling Residences. It provides deli sandwiches, Freshens® smoothies, frozen yogurt, Pretzel Logic large fresh baked pretzels with various toppings, and snack items.

The *Binz Refectory* is located on the south campus adjacent to the soccer field. Students who have a food service contract, commuter students and guests may dine in the West dining room.

The *Binz Café* is located in the same building for those who wish to select refreshments, grill items and snacks.

Beakers is located on the second floor in the Owens Science building. It features Dunn Brothers coffee and espresso, Deli Express Sandwiches, and various snack and beverage items.

Minneapolis campus

Food for Thought restaurant is located on the second floor of the 1000 LaSalle building, offering grilled items, salad bar, soups and a variety of other food, snacks and beverage selections.

The Coffee Cart is located on the first floor next to the bookstore lounge area. It features Dunn Brothers coffee and espresso, pastries and snack items.

Student Health Service

An acute health care clinic, located in the lower level of Brady Residence Hall, is designed to competently meet students' individual clinical and preventative health needs in a compassionate, culturally sensitive and confidential manner. Health care needs are addressed by either a physician, nurse practitioner or a registered nurse.

The service is available Monday through Friday 8:00 a.m. to 4:30 p.m. with extended hours until 6:30 p.m. on Tuesdays and Wednesdays. Appointments are encouraged, but walk-in consultations are available.

Most services of the center are provided free of charge. In cases of a serious illness, students will be transferred to one of the area hospitals where they will be treated with charges billed to their insurance company.

In conjunction with a national insurance company, the university offers a plan of health and medical care insurance to U.S. citizens on an optional basis. International students are required to participate or demonstrate comparable coverage. The policy is designed to be a low-cost health plan for students. Information on these policies is sent to returning students and incoming freshmen every year.

All students must submit a health history and immunization record. A physical exam is required for any student wishing to participate in sports or study abroad.

All students born after 1956 who are enrolled in a Minnesota public or private college or university are required by Minnesota law to be immunized against diphtheria, tetanus, measles, mumps, and rubella. These immunizations must have been done within a certain timeframe. Questions about this requirement and exemptions allowed for by the law should be addressed to the Student Health Service. A *Record of Immunization* form is available from the Office of Admissions, Student Health Service or online through the UST Student Health Service Website.

Wellness Center

The Wellness Center is dedicated to assisting students, staff, and faculty in developing healthy lifestyle choices and promoting behaviors that result in enhanced well-being. The center embraces the concept of wellness in developing the whole person.

The center offers programs, resources, and educational material on health promotion and illness prevention. The center is designed to increase the overall health of the university community and promote healthy lifestyle choices that will serve individuals throughout their lives.

The center is located in the lower level of Koch Commons.

Public Safety and Parking Services

The Department of Public Safety and Parking Services is located on the first floor of Morrison Hall and is open 24 hours a day, 7 days a week for the community's convenience. Public Safety officers are always on duty to answer questions or assist in whatever way possible.

Parking

Parking lots on University of St. Thomas property are open to vehicles with the appropriate UST parking permit. Faculty, staff and students must have a permit to park on campus.

Permits may be purchased at the Department of Public Safety and Parking Services, or at designated locations throughout campus during the first week of the fall semester.

Visitors to the University of St. Thomas St. Paul campus may park in the Morrison Hall ramp, the parking meters, or in Lot T with a south campus visitor permit.

Resident students are required to enter a permit lottery in order to be eligible to purchase a parking permit. Lottery forms may be picked up from Public Safety and Parking Services during spring semester for the following fall.

In order to purchase a parking permit, a UST identification card and accurate license plate number of the car are required. Persons purchasing a parking permit will receive a parking map indicating the lots available for the type of permit purchased, and a book of rules and regulations regarding parking.

