

Academic Support Programs

The examination should have a central theme so that continuity can be maintained throughout the questioning. The student, in consultation with the chair of the committee, takes the initiative in determining this theme, and conveying it to the other examiners.

Further details concerning the examination will be sent to eligible students and the chairs of their departments by the Office of the Dean of the College of Arts and Sciences.

If a student's performance is judged not outstanding by the examination committee, the chair of the committee shall, with the concurrence of the student, reconvene the examination committee at a later time for the purpose of re-examination. The examination committee for the re-examination will consist of the original members. Should the candidate's performance be judged not outstanding at this second examination, or should the student choose not to be re-examined, the student will graduate magna cum laude.

If the candidate for *summa cum laude* is also a candidate for departmental honors that involve an oral defense of an honors thesis, this defense may be substituted for the *summa* honors examination, provided that the examination committee represents at least three departments and two academic divisions or schools of the undergraduate program and that the student's performance is judged to be outstanding by the members of the committee following the same guidelines as set forth for the *summa* honors oral examination.

If the student who is eligible for graduation *summa cum laude* chooses not to take the Honors Oral Examination, the student will be graduated *magna cum laude*.



Academic Counseling

Academic counselors register all new undergraduate students and counsel students with special registration problems.

Counselors also work with students who are experiencing academic difficulties including test anxiety and other academically related problems.

The staff assists the students with their educational goals, helps students evaluate their achievement, and offers encouragement and support.

The Office of Academic Counseling serves as a resource for faculty advisers and their advisees.

Faculty Advisers

Full-time faculty members serve as advisers to all students. During their freshman and sophomore years at St. Thomas, faculty advisers assist students in their academic orientation and in planning their class schedules each semester.

Major field advisers guide their advisees' progress toward a degree by reviewing grade reports and degree audits, and helping students solve academic problems.

Academic Development Program

The Academic Development Program (ADP) is a team-taught combination of courses designed to help incoming freshmen develop proficiency in reading, writing, library and learning skills necessary for college success.

Students are invited to participate in this program if high school records and entrance exams (such as the ACT) indicate weakness in the areas of reading and writing.

Participants in the program register for twelve or sixteen credits in fall semester: ENGL 110 Intensive Writing; a companion course covering one of the core curriculum requirements; and one or two additional courses of the student's choice.

ADP students are required to participate in seminars offered by the Academic Support Center.

Mathematics Resource Center

The Mathematics Resource Center (MaRC) provides a variety of resources, most at no cost to students of mathematics. These resources include a tutoring staff, placement testing, self-study/review programs, math CDs, and general mathematics advising. Also available from the MaRC is a list of private tutors, whose rates are subject to individual negotiations.

Students must satisfy all prerequisites in order to enroll in a math course. Most entry-level math courses require an appropriate Math Placement Code (MPC) derived from an ACT math score or from a UST Math Placement Exam, which may be taken in the MaRC during regular hours. Students whose MPC is NONE can prepare for Math 100 or Math 101 by taking the Basic Math Skills self-study review course (MATH 005). The course has a nominal registration fee.

Consult the Website for more information and the link to practice problems for the Math Placement Exam or for the Calculus II Readiness Assessment:

www.stthomas.edu/mathematics/MaRC

Academic Support Center

The Academic Support Center (ASC) provides academic support through tutoring and referral services, individual assistance in study skills improvement, test taking preparation, college reading techniques, college survival skills, and campus seminars and workshops.

All services are confidential and free of charge.

Enhancement Program – Disability Services

The University of St. Thomas offers services for students with learning disabilities, psychiatric disorders, Attention Deficit Disorder, traumatic brain injuries, and physical disabilities. Services are offered under the philosophical premise that qualified students with disabilities can succeed academically if given appropriate programming and adequate support. All accommodations, auxiliary aids, and services are offered through the Enhancement Program.

Qualified students with disabilities are responsible for identifying themselves and making all requests for accommodations and aids or services to the staff of the Enhancement Program.

Support services are provided to enrolled students and based on assessed needs. These services include screening interviews and referral services, accommodation and academic assistance service, interagency coordination and advocacy services.

To be eligible for these services, documentation from a licensed professional is required. The documentation should state the nature of the disability and the types of accommodations recommended by the licensed professional.

For more information, please contact the Enhancement Program Office, located in OEC 119 or consult the Website:

www.stthomas.edu/enhancementprog/

Center for Writing

Undergraduate and graduate students at all levels of experience and expertise across the university use the Center for Writing. In intensive one-on-one hourly sessions, students typically work on issues such as developing ideas, creating a focus, organizing materials, and clarifying sentences. Most students work on course assignments, but may work on graduate school and job applications, extensive research papers, master's theses and dissertations.

The Center is staffed by peer writing consultants who are selected through a rigorous application and interview process conducted each spring semester. The staff does not offer an editing service, but instead provides the much more valuable service of working collaboratively with students to help them best express what they want to say in their writing.

Services are free. Computers are available to work on during a session with most software for IBMs available.

Major Field Advisers

After a student has completed 48 semester credits, the student fills out a major field card and applies to be accepted as a major in his or her chosen field.

When the student has been accepted as a major in a particular department the guidance of her or his program is then transferred from the freshman/sophomore faculty adviser to a departmental major field adviser.

Information Resources and Technologies

Information Resources and Technologies (IRT) oversees the university libraries, information and computing technology (systems and desktop application acquisition, support and service) and instructional and institutional Web and media services.

IRT provides information technology (computing and library) support and service as well as telecommunication (telephone) services to students, faculty and staff. All public computing facilities are available to students for classroom, tutorial and research applications free of charge. Long distance telephone services and voice mail are available to on-campus students for a nominal fee.



Student Life

Students will find that there are many cultural, social, and educational events to attend and many activities in which they may participate. Students can further develop their leadership skills by being an active member in one of over 70 clubs and organizations on campus. Being involved with the student life on campus helps to create a well-rounded and spirited college experience.

All College Council

The All College Council (ACC) is the student government of the undergraduate program, representing undergraduate students. All student organizations and clubs fall directly under the Council. STAR (St. Thomas Activities and Recreation) and the ACC operations are financed by an activity fee assessed each full- and part-time student each semester.

Membership in the All College Council consists of six executive officers, two off-campus and two on-campus representatives, one Residence Hall Association representative, the class president and two representatives from each class, one International Student representative, one HANA student representative, one STAR representative, one St. John Vianney representative, one student organization's representative, an external affairs representative, and an adviser, who is the executive director for Department of Campus Life.

The ACC functions in an advisory capacity to administrative and faculty decision making.

Participation in Faculty Committees

Students of the undergraduate program work cooperatively with the faculty and administration on seven committees: the Student Life Committee, the Grievance Committee, the Committee on Discipline, the Undergraduate Planning and Policy Committee, the College of Arts and Sciences Curriculum Committee, the Undergraduate Committee on Studies, and the Budget Advisory Committee.

The function and authority of these committees may be found in the *Student Policy Book*.

Electronic Student Services

Electronic Student Services (ESS) is committed to enhancing the student learning experience and advancing technological communication for students, faculty, and staff. Working collaboratively within Student Affairs and the university community, ESS promotes, creates, and supports technology initiatives, develops divisional marketing strategies, coordinates division publications, and offers access to comprehensive cultural and outdoor educational experiences. As an advocate for technology, the ESS staff work to learn more about the technological needs, expectations, and interests of students and to share this information throughout campus.

Student Organizations and Clubs

There are approximately 70 clubs organized on campus for a variety of purposes including academic, athletic, honor and recognition, special interest, and