

Further details concerning the examination will be sent to eligible students and the chairs of their departments by the Office of the Director of Undergraduate Academic Affairs.

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.

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. Faculty advisers assist students in their freshman and sophomore years in planning their class schedules each semester.

Major field advisers guide their advisees' progress toward a degree by reviewing grade reports and degree evaluations, 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 including 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 by appointment.

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

Academic Support Programs

taking preparation, college reading techniques, college survival skills, and campus seminars and workshops. The Center also provides support for students whose first language is not English.

All services are confidential and free of charge.

Enhancement Program – Disability Services

The University of St. Thomas offers services for students with 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 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 from across the university use the Center for Writing. In intensive one-on-one conferences, students work with peer consultants to develop their ideas, create a focus, organize their papers, and clarify their sentences. Most bring course assignments, but many are revising graduate school applications, extensive research papers, master's theses, or dissertations.

The Center is staffed by peer consultants selected each spring semester through a rigorous application and interview process. The consultants do not edit nor proofread, but model critical reading, thinking, and writing as important facets of learning.

Conferences with peer consultants are free. For more information, please contact the Center for Writing in JRC 361 or through our website at www.stthomas.edu/writing.

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 pre-major adviser to a departmental major field adviser.

Information Resources and Technologies

Information Resources & Technologies encompasses five service and support departments: Client Services, Information Technology, UST Libraries, Networks & Telecom Services, and Web & Media Services. Our mission is to integrate people, processes, information resources and technologies in support of teaching, learning and strategic goals at the University of St. Thomas.

Client Services provides a single point of presence for accessing academic and administrative technology support services - in person, online, or by phone - and the complex coordination, cross-training, support, and knowledge management essential to success.

The Information Technology (IT) division manages centralized networks, servers, application software and database management software.

The University Libraries provide support for research, writing and information literacy. The libraries enrich scholarship and teaching by providing information resources, services, and instruction that support the curriculum and the intellectual development of St. Thomas students, faculty, and staff.

Networking & Telecommunication Services (NTS) is the central nervous system on which all facets of technology at UST depend on for their existence. NTS provides highly reliable, secure, and capacious voice and data service to the university community.

Web and Media Services (WMS) manages the university Web environment and offers services supporting effective uses of Web and media technology for instruction and promotion.

