

Academic Support Programs

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

The Office of Academic Counseling serves as a resource and referral agent for both students and faculty.

Through one-on-one partnerships, academic counselors challenge undergraduate students to determine meaningful career and life goals by encouraging them to reflect upon their educational experiences and achievements. In addition to offering special support to those students who are experiencing academic challenges, the staff provides academic counseling and assistance with class registration and long term academic planning.

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 preparation, 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 is taken online.

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.

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

Students at all levels of experience from across the university use the Center for Writing. Through individualized conferences, peer consultants work with writers to help them focus, develop, and organize their ideas, and revise and edit their drafts. Writers can seek assistance on any work in progress before they write, as they write, or after they write. Most writers bring course assignments, including analytical, research, and capstone papers. Those writing essays for application to graduate school, or on theses or dissertations, are welcome.

The Center is staffed by peer consultants selected each spring through a rigorous application and interview process. The consultants do not edit or proofread, but instead encourage critical thinking, reading, and writing.

Conferences with consultants are free and confidential. Appointments are recommended. For more information, please contact the Center for Writing in JRC 361, 651-962-5601, or through our website 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 seven service and support departments: Budgets, Acquisition and Inventory, Client Services, Information Security, Information Technology, Networks & Telecom Services, University Libraries, 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.

The Budgets, Acquisition and Inventory group is responsible for managing the IRT operating budget and the university IT equipment leasing budgets, responding to and processing requests for software, hardware and audio/visual items for multiple departments and the university. BAI manages the installation and upgrade of IT and presentation systems in instructional facilities, and the acquisition, inventory and processing of equipment for the annual replacement of faculty, staff and lab desktop computing resources.

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. Client Services provide both rapid response to technical break/fix issues in faculty and staff offices and classrooms as well as consultative-based support for productivity tools and technologies to facilitate course content delivery.

The Information Security team is responsible for a combination of network and system security including the policies, procedures and technologies to be used for this purpose. These systems include the network firewalls, wireless network registration system, enterprise monitoring systems, and IP addressing. The team also is the point of contact for IRT on all investigations and complaints regarding security or compliance related issues.

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

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.

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.

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.

