The Academic Counseling staff is able to serve all undergraduate students in a variety of areas, including: major and minor choices, class registration, core curriculum requirements, major and minor field requirements, academic probation contracts, degree planning, notifying instructors of emergencies or extended illness, responding to academic alerts from instructors, assessing study skills, reading abilities, or test taking strategies.

The Career Development Center can assist students who are exploring careers and academic major. The career counselors also work with students on job search skills including resume writing and interviewing skills. Recent job/internship opportunities are posted on the Career Development website on a regular basis.

The Center for Writing provides all undergraduate and graduate students with assistance in writing. Our goal is to help students develop your approaches to reading, writing and critical thinking. Through free one-on-one sessions, peer writing consultants assist students with course papers, more extensive research papers, as well as personal writing and letters of application. Peer tutors provide guidance to assist students in understanding an assignment, developing ideas, creating a focus, organizing and revising sentences and word choices for clarity.

Many academic departments offer free individualized and group tutoring. Contact your instructor or the department chair for departmental tutoring hours and locations.

Disability Resources serves qualified students with documented disabilities. Academic accommodations are provided to students based on their specific disability and the requirements of their courses. Accommodations are provided in accordance with section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

Contact the Tech Desk by phone at (651) 962-6230, email techdesk@stthomas.edu, or visit us in person in the O'Shaughnessy Educational Center if you need assistance with your UST password, PIN, e-mail, Blackboard, wireless, or just a general "how do I...?" question.
### International Education Center (Study Abroad)

[http://studyabroad.stthomas.edu/](http://studyabroad.stthomas.edu/)  
651-962-6450  
MHC 212

The International Education Center sponsors programs abroad for a semester, year, January term, or summer. A wide variety of courses are offered so students of all majors can find one to fit their schedule at some time during their St. Thomas experience. Staff advisors and peer advisors are available to discuss options and help students find the program to best suit their needs.

### International Student Services

[http://www.stthomas.edu/oiss/](http://www.stthomas.edu/oiss/)  
651-962-6650  
ASC 218

The Office of International Student Services (OISS) supports international students and scholars by providing services that enable the pursuit of educational, career, and personal goals. Staff members work with students to promote their ability to function fully in the United States and integrate into the university community. OISS offers programs and training to foster intercultural awareness among all students, faculty and staff and we work with related departments to promote internationalization of the university.

### Math Resource Center (MaRC)

[http://www.stthomas.edu/MaRC](http://www.stthomas.edu/MaRC)  
651-962-5529  
OSS 235

The Mathematics Resource Center provides free drop-in math tutoring from peer tutors, student study space, access to solutions manuals, and computers with mathematics software as a service of the UST Mathematics Department for any ACTC student taking MATH 100 through 200. The MaRC is open Monday - Thursday from 9am-9pm, Fridays 9am-2pm, and Sundays 6pm-9pm.

### Student Diversity and Inclusion Services

[http://www.stthomas.edu/studentdiversity/](http://www.stthomas.edu/studentdiversity/)  
651-962-6460  
ASC 224

Student Diversity and Inclusions Services is concerned with providing a comprehensive system of advocacy and support for United States students of color and immigrants in order to improve their prospects for retention and the quality of the University of St. Thomas experience. SDIS serves students by networking with academic and administrative offices to serve students, providing educational support on diversity issues, serving as an advocate/mediator in conflict situations, providing support to multicultural student organizations, and implementing institutional initiatives designed to create an inclusive educational environment.

### Counseling & Psychological Services

[http://www.stthomas.edu/counseling/](http://www.stthomas.edu/counseling/)  
651-962-6780  
MHC 356

Counseling & Psychological Services provides counseling and therapy services for the University of St. Thomas community. A full range of psychological services is offered to students. Some of the services include individual counseling, group counseling (small groups facilitated by two counselors), crisis counseling, alcohol assessment, consultation/outreach, and referrals.

### Registrar (Records Office)

[http://www.stthomas.edu/registrar/](http://www.stthomas.edu/registrar/)  
651-962-6700  
MHC 126

The Office of the University Registrar’s primary function is to provide and maintain accurate student records. Additional services provided include: information about registration (both UST and ACTC courses); process transcript requests; maintain academic policies; address change(s); degree and enrollment verification; academic calendars; and many other services as outlined on their website.