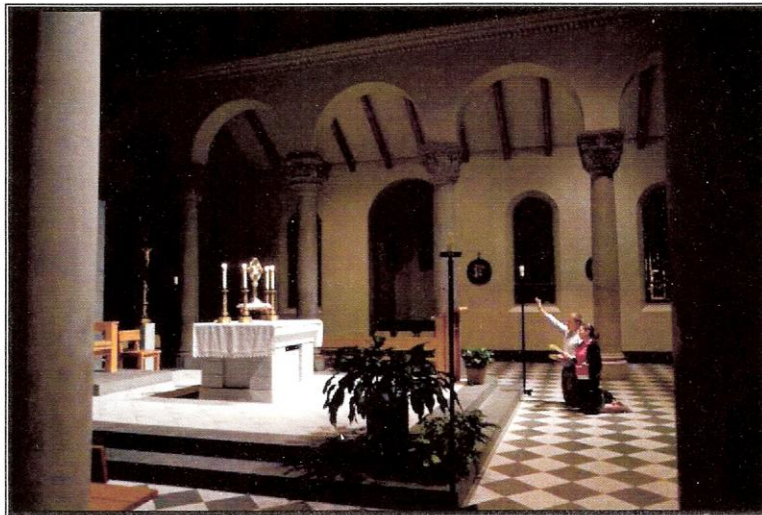




# The Saint Paul Seminary School of Divinity



## Student Handbook 2009-2010

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**The Saint Paul Seminary  
School of Divinity Handbook  
for Lay Students  
2009-2010**

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August 27, 2009

Dear Brothers and Sisters in Christ,

Welcome to The Saint Paul Seminary School of Divinity. Our programs train men and women to be morally responsible and doctrinally prepared leaders in the faith who think critically, act wisely, and work skillfully to build up the Body of Christ.

The mission of the Church is to carry on the mission of Jesus Christ Himself, namely to proclaim and to establish among all peoples the Kingdom of God, a kingdom of truth and life, of holiness and grace, of justice, love, and peace.

Clearly, Jesus intended His mission of proclaiming the gracious presence of God to be continued when He invited his disciples to love one another as He loved them and to make disciples of all nations.

In using your gifts and specific calling in a collaborative way with those ordained to priestly service you help make Christ's Church the perfect *imago Christi*, the sacrament of Christ in the world. As laborers called and graced to work in God's vineyard which is the world with your priests you are companions in the Spirit, co-disciples and collaborators in the mission.

And so I greet you and I welcome you who will serve the Lord and His Church as leaders in faith for this new millennium to The Saint Paul Seminary School of Divinity.

Msgr. Aloysius Callaghan  
Rector and Vice President

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## **Formation for the Master of Divinity (Lay Program) & Master of Arts in Pastoral Ministry Degree Programs**

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Lay students of The Saint Paul Seminary School of Divinity are expected to be adequately prepared for their area of service upon graduation, and to develop skills to continuously attend to formation.

Lay students in the MDiv and MAPM develop personal goals for each semester in the areas of Intellectual, Spiritual, Pastoral and Personal Formation. Similar to the program for seminary students, lay students are encouraged to reflect on the areas of intellectual, spiritual, pastoral and personal formation. A balance of these areas provides a solid basis for theological study and ministry. Students who are in the MDiv, MAT, MARE and MAPM degree programs have a Faculty Advisor who not only advises for course selection but also serves as a Formation Advisor to guide them in their overall development. The various program directors assist in coordinating retreats, spiritual direction, spiritual-personal formation sessions, ministry placements, ministry formation sessions, internship/ pastoral projects and formation assessments.

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### **Intellectual Formation**

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*“Given the depth and breadth of the theological sciences, nothing less than a thorough education will suffice to supply a sure foundation for fruitful leadership for the years ahead.”*  
~ Pope John Paul II

#### **Faculty Advisors**

Faculty academic advisors not only offer important counsel on program requirements, but assist students in the process of planning their studies in light of their personal and professional goals. Entering students are assigned an advisor by the Dean. At the end of the first semester, students are free to request a new advisor if they so choose.

Students consult with their faculty advisors on all matters related to the degree program. However, students have the primary responsibility to ensure that they fulfill all requirements for their degree as specified in the catalog. The catalog is distributed upon admission and can be obtained from the Registrar’s Office.

#### **Theological Research**

In cooperation with Archbishop Ireland Memorial Library, the Dean’s Office provides newly admitted students a series of workshops addressing a variety of skills needed for successful theological writing and research. Topics include: ways to improve reading efficiency and note taking, skills for better writing and designing a research project. Students may also contact the University’s Academic Support Center for more specialized services.

## **Library Services**

The Archbishop Ireland Memorial Library, the graduate theological library of the University of St. Thomas and The Saint Paul Seminary, houses 110,000 volumes and subscribes to over 400 periodicals and newspapers, as well as numerous electronic and web-based resources for study and research. Information regarding all UST libraries is available at their website: [www.stthomas.edu/libraries](http://www.stthomas.edu/libraries).

O'Shaughnessy-Frey Library, the main library for the University of St. Thomas, houses over 305,000 volumes and subscribes to over 2,000 periodicals. The University archives and special collections are also located in the main library.

Library hours vary and are regularly updated through the website. For current library hours, please check the main library website at:

<http://www.stthomas.edu/libraries/about/hours/default.html>

Students must present a bar-coded UST ID card at the circulation desk in order to check out materials. There is no limit on the number of books that may be checked out. Materials circulate for six weeks and may be renewed for two additional loan periods. The library reserves the right to recall a book after three weeks if another patron requests it. Reference books and periodicals do not circulate. Reserve books are to be used in the library; however, Ireland Library reserve books may be checked out two hours before closing and must be returned by 9 a.m. the following day. Photocopy machines are available in both libraries.

## **Academic Support Center**

The **Academic Support Center** (ASC) (formerly known as the Reading and Study Skills Center) 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 ASC is located in Room LL14, in the tunnel between John Roach Center and the entrance to the O'Shaughnessy-Frey Library. All services are confidential and free of charge. Students can stop in, or call **(651) 962-6317** to make an appointment. To learn more about their services visit their web site at [www.stthomas.edu/academic-support/](http://www.stthomas.edu/academic-support/).

## **The Minnesota Consortium of Theological Schools**

The Minnesota Consortium of Theological Schools is the formal association of the five major Catholic and Protestant seminaries in Minnesota: United Theological Seminary, Saint John's University School of Theology, Bethel Seminary, Luther Seminary, and The Saint Paul Seminary School of Divinity. In addition to participating in special projects undertaken by the consortium, students from member schools can cross-register for courses during the regular academic year at no additional expense. Selection of appropriate courses should be made in consultation with a student's faculty adviser. Approved courses must be applicable to The Saint Paul Seminary School of Divinity's degree programs. Registration for courses offered by another school is coordinated through The Saint Paul Seminary School of Divinity Registrar's Office.

## **Time Management**

Time management is planning ahead with creativity, realistic expectations, and self-knowledge. Following through with time management goals requires discipline and motivation. God has called each student to be a leader and provided opportunities for education. Integrating all of these aspects of formation into a fulfilling life is the challenging and rewarding task of a student guided by the Holy Spirit. Here are two online resources for time management:

*[www.academictips.org/acad/timemanagement.html](http://www.academictips.org/acad/timemanagement.html)*

*<http://www.stthomas.edu/academic/support/studyLinks/default.html>*

## **The Center for Writing**

The Center for Writing provides students with assistance in writing for current assignments and coursework. Undergraduate and graduate students at all levels of experience and expertise across the university come to work in our intensive one-on-one hourly sessions. Peer writing consultants can help students with reading, understanding an assignment, developing ideas, creating a focus, organizing, and revising for clarity. Services are free. The staff does not offer an editing service, but instead works collaboratively with students to help them best express what they want to say in their writing. The Center is open in the fall and spring semesters Mondays through Thursdays, 9 a.m.- 8 p.m., Fridays from 9 a.m. – 12 noon and Sundays in O’Shaughnessy-Frey Library from 6-9 p.m.

Contact the Director: Dr. Susan Callaway, Rm. 361, John Roach Center for the Liberal Arts, St. Paul Campus (651) 962-5601 or through email: [writing@stthomas.edu](mailto:writing@stthomas.edu) web site:

*[www.stthomas.edu/writing/](http://www.stthomas.edu/writing/)*

## **Career Development Center**

The Career Development Center provides expertise and information to students and alumni in the areas of vocation and career. This includes assistance with the tools and methods necessary for finding jobs and internships. The department provides individual assistance and convenient access to quality resources.

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

- Self-assessment and vocational testing
- Career choice
- Major field choice and change
- Researching specific careers and employers
- Seeking internships, full-time, part-time, and summer employment
- On-campus interviewing
- Utilizing technology in career development

**Career Coaching and 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.

**Web Services:** Our services can be accessed on the Web from campus, work, home, or anywhere with an Internet connection. Our website is an invaluable asset, acting as a technological enhancement to broaden the reach of our services. Our website features seminars, handouts, and information produced by our office, as well as suggested links to career resources on the web.

The **Career Development Center** is located in 350 Murray Herrick Center. Career counseling and testing are available by appointment. For further information call **(651) 962-6761**, or learn more about their services by visiting their web site at: [www.stthomas.edu/careerdevelopment](http://www.stthomas.edu/careerdevelopment).

### **The Enhancement Program/People with Disabilities**

The mission of the Enhancement Program is to ensure that all qualified students with disabilities achieve their educational, career, and personal goals through the full range of institutional and community resources. Therefore, students with disabilities receive comprehensive support services and accommodations to allow equal access to all university programs. Students qualify for services through the Enhancement Program upon self-disclosure of a disability and the presentation of current and comprehensive documentation. Reasonable academic accommodations are arranged on an individual basis in order to provide students with disabilities equal access to all university programs. The University of St. Thomas is committed to compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Visit their website at: [www.stthomas.edu/enhancementprog/](http://www.stthomas.edu/enhancementprog/).

### **Financial Aid and Grants**

Students are encouraged to do financial aid planning well in advance of the start of the academic year. If the student's resources are not sufficient, there are three sources of assistance at The Saint Paul Seminary School of Divinity: loans, work-study, and grants. *Loans* are available through various state and federal programs at competitive interest rates or through diocesan offices. Repayment is generally deferred until after graduation or termination of studies. Application is made through the Registrar's Office.

There are various *work-study opportunities* within The Saint Paul Seminary School of Divinity and the University of St. Thomas. The Saint Paul Seminary School of Divinity jobs are posted at the beginning of each term.

*Grants* to help meet general educational and personal living expenses or financial emergencies are available through the Seminary Endowment Program. Students interested in such grants should contact the Dean.

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## Spiritual Formation

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*The [lay ecclesial] minister develops a spiritual maturity formed in theological reflection, based on Gospel values, and nurtured in private, communal, and liturgical prayer. The minister views God, church, and the world in a holistic manner and engages in communal worship and social justice. ~ National Certification Standards for Lay Ecclesial Ministers*

Spiritual formation is an important component of educational preparation for ministry, complimenting the student's intellectual formation and ministry experiences. Spiritual formation seeks to strengthen the authentic identity of the lay minister, and helps to promote cooperation and mutuality in ministerial relationships.

### **Spiritual Formation Philosophy**

Spiritual formation is based on the one mission and the one call to holiness in which all members of the Church participate, though in different ways. An authentic spirituality is focused on the kingdom of God, permeated by the liturgy and sacraments, enriched by the total experience of the Catholic tradition, informed theologically, expressed in service, and respectful of the dynamics of human growth. Lay ministers and theologians discern the will of God in their lives and in the work to which they are dedicated. Knowledge of personal gifts, practice of spiritual growth, and attentiveness to the events and phenomena of the world lead individuals to more freely and confidently respond to the activity of the Holy Spirit. Self-reflection and willingness to be touched by the struggles and joys of others draw us to compassionate response in the light of Christian faith. Community in worship unites us in our common mission to serve God and to support and affirm one another. Spiritual formation provides direction, motivation, and sustenance for pursuing the call to leadership and study.

### **Spiritual Formation Opportunities for Lay Students**

**Retreats:** MDiv and MAPM students participate in two required retreats during their studies. The school provides guidance as to possible places and some financial assistance with these retreat opportunities.

**Spiritual Direction:** All students are encouraged to have a spiritual director during their time at SPSSOD. Spiritual direction is a component of formation for students who are enrolled in the Master of Divinity (M.Div.) and MAPM degree. For those in the MDiv and MAPM, the School of Divinity provides funds for spiritual direction and has a list of spiritual directors.

**Community Liturgies:** Lay students are invited to participate in the daily celebration of the Eucharist and the Liturgy of the Hours celebrated in Saint Mary's Chapel, as well as in the communal celebrations of the Sacrament of Penance in Advent and Lent and the individual celebration of the sacrament on Wednesday afternoons.

**Days of Recollection:** Once each semester the entire school participates in a Day of Recollection, centering on the Feast of the Triumph of the Cross (Fall) and Ash Wednesday (Spring). Lay students are welcome to listen to the speaker and to join in the day of prayer.

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## Pastoral Formation

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*Active pastoral engagement stimulates students to continued learning...through prayer and theological reflection, pastoral experience is integrated with personal life and academic education. Program of Priestly Formation 398*

For lay ministers and theologians, pastoral formation is an important aspect of the application of study. A pastoral sense is necessary to convey the teachings of the Church, to do ministry among the poor and to lead the parish community effectively. Pastoral formation has direct implications for students in the M.Div., MARE and MAPM programs in which students endeavor to serve the church in a specific way

### **Ministry Formation Sessions**

School of Divinity students participate in integration, reflection and theological reflection sessions. Ministry Formation groups are helpful for ministers and theologians as they contemplate the challenges of personal faith, theological education, and encounters with others. The Director of Lay Formation facilitates Ministry Formation Sessions for both the MDiv and MAPM students.

### **Ministerial Formation Supervisor**

Students in the M.Div. and MAPM programs are assigned an On-Site Mentor that serves as a supervisor throughout the degree program. The On-Site Mentor is selected and assigned in collaboration with the Director of Lay Formation and with the Rector.

### **Ministry Placement**

Students in the M.Div. and MAPM programs are engaged in parish activity, ministry placements and pastoral leadership preparation during the time of study. The students also work with the pastor, ministry director, staff, clients and parishioners as they fulfill their degree goals and learn about the ministry and/or parish life. Students spend about twenty hours per month at their Ministry Site.

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## Personal Formation

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*Active pastoral engagement stimulates students to continued learning...through prayer and theological reflection, pastoral experience is integrated with personal life and academic education. Program of Priestly Formation 398*

Personal formation is an active acknowledgement of the gift of our lives. Care for self must be established in order to serve others. A healthy person cares for his/her own physical, mental, emotional, and psychological well-being. Through honest reflection and discipline, a well-informed student will find the balance of healthful exercise, eating, and sleeping habits to balance fruitful study. Self-awareness and responsibility in regard to emotional and psychological stability may be achieved with the use of the many good resources available to students. Personal formation is foundational for a life of service and leadership.

### Personal Counseling

Personal Counseling provides licensed psychologists experienced with the issues seminarians and Divinity students face. Available daily, Monday through Friday and evenings by appointment. Personal Counseling is warm, caring, free and completely confidential. The office suite is located on the third floor of Murray-Herrick. For information about counseling, self-help for you (or a friend), screening for depression, alcohol and eating disorders, visit their website at [www.stthomas.edu/personal](http://www.stthomas.edu/personal). For more information, or to schedule a confidential appointment, call (651) 962-6780.

### Athletic Facilities

McCarthy Gym on the south campus is available without cost to all currently registered students. Students must present a *Tommy eXpress* card (UST student ID) at the main desk in order to use the facilities.

#### McCarthy Gym (651-962-5925)

Monday-Thursday	6:00 a.m. - 9:30 p.m.
Friday	6:00 a.m. – 7:00 p.m.
Saturday	7:00 a.m. - noon
Sunday	CLOSED

Hours at the gym are modified during holidays, summers, and the January Interim. Some sports facilities must be reserved and others have limited hours due to public use. Updated information on the schedule of activities is published regularly.

### Student Health Service & Wellness Center

Student Health Service & Wellness Center (SHS&WC), located in the lower level of Brady Residence Hall on the university campus, is an acute care clinic committed to enhancing all aspects of our student's health with knowledge, skill, compassion and respect. SHS&WC promotes a holistic approach to the well-being of our diverse campus community with confidential, comprehensive and quality health care. Services are available to all current students without a charge for clinic visits. Appointments are preferred, but walk-in visits are sometimes available.

Clinic hours are Monday – Friday, 8:00 am – 4:30 pm. To make an appointment, please call (651) 962-6750.

As the health care resource for the University of St. Thomas, Student Health Service & Wellness Center provides an extensive range of health care services for all students including, but not limited to:

- Primary care (Physical Exams, Acute & Chronic Care Needs)
- Specialty care (Sports Medicine, Psychiatry, Allergy & Travel Health)
- Immunizations
- Laboratory testing
- Referral resources
- Health Education and Wellness Promotion

The SHS&WC staff includes Family Practice, Internal Medicine, Travel Medicine, Sports Medicine Physicians, a Psychiatrist, Nurse Practitioners, Registered Nurses, Health Educator and a Clinic Coordinator.

Extensive information and resources including local emergency centers, other local clinics, pharmacies, insurance forms, and health care links are available on the Web at: [www.stthomas.edu/studenthealth/](http://www.stthomas.edu/studenthealth/).

### **Health Insurance**

Beginning August 1, 2007, graduate, professional or law students enrolled in 9 or more credits are required to demonstrate health insurance coverage every fall and spring semester. **Students who meet this requirement must complete the health insurance verification process or they will automatically be enrolled in and billed for the UST sponsored plan (Aetna Student Health Insurance Plan) for that semester.** Students who do not meet the credit requirement for health insurance may voluntarily purchase the Aetna Student Health Insurance Plan during the enrollment periods.

Domestic students must enter their health insurance information or purchase the Aetna Student Health Insurance Plan via Murphy Online at <https://banner.stthomas.edu> Students will receive reminders each semester to complete this process.

Please remember that if you were insured under the 2008/09 insurance plan and wish to continue the insurance with no lapse in coverage, you must sign up through Murphy Online by September 30, 2009.

The new Student Health Insurance Plan through Aetna Student Health begins fall semester 2009. The Plan will cost \$429 per semester.

Some Highlights of the 2009-2010 plan include:

- \$1,000,000 coverage
- No Deductible
- Maximum \$5,000 out-of-pocket expense
- 5 visits per year covered at 100% for care received at the UST Student Health Service
- Prescription coverage plan

- Access to local and national preferred providers
- Access to Dental, Vision, Fitness, and alternative Health Care Discount Programs
- Travel Assistance Service and Worldwide Medical Coverage while studying abroad
- 24 hour nurse telephone line
- Disease management program

Online enrollment will open via UST Murphy Online August 1, 2009 with a coverage effective date of August 15, 2009.

For additional questions, please contact the UST Student Health Insurance Office at 651-962-6752 or at [stuhealthins@stthomas.edu](mailto:stuhealthins@stthomas.edu)

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# SPSSOD COMMUNITY

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*The minister acknowledges this [baptismal] call as affirmed, recognized, and nurtured by the church and the local community, as well as in ministerial and personal relationships.*

National Certification Standards for Lay Ecclesial Ministers

## Community Worship

The mission of The Saint Paul Seminary School of Divinity is to enable women and men to assume their baptismal call to a deepened faith, broadened knowledge and full and active role of servant-leadership in the church. Such an active role is founded on participation in the Church's life of worship. Lay students are often involved in their local parishes, but are also welcome and encouraged to worship as part of The Saint Paul Seminary School of Divinity community. The Constitution of the Second Vatican Council on the Sacred Liturgy, *Sacrosanctum Concilium* describes Eucharist as the summit and the source of the Church's life. Holy Mass is celebrated daily at The Saint Paul Seminary School of Divinity. Liturgy of the Hours is also part of community worship to which all students are welcome.

## Weekly Liturgical Schedule

The weekly schedule for liturgies in St. Mary's Chapel which lay people are invited to participate is as follows:

Sunday	10:00 a.m. 8:00 p.m.	Mass Holy Hour with Evening Prayer
Monday, Tuesday, & Thursday	7:00 a.m. 11:35 a.m. 5:00 p.m.	Morning Prayer Mass Evening Prayer
Wednesday	8:15 a.m. 11:35 a.m. 5:00 p.m.	Morning Prayer w/Fellowship Mass Evening Prayer
Friday	7:00 a.m. 11:35 a.m.	Morning Prayer Mass

Fridays are special days of prayer and fasting for peace. Generally, Morning Prayer is celebrated for this intention at 7:00 a.m. in Saint Mary's Chapel. Special events will occasionally alter the worship schedule. Changes will be published in the **Daily Bulletin**.

## Other Times for Prayer

In addition to liturgical prayer, opportunities for devotional prayer are available to the students on a regular basis:

Mon-Friday	6:00 a.m.-7:00 a.m.	Eucharistic Adoration
Mon-Thurs.	8:45 p.m.	The Rosary
Fridays of Lent	5:00 p.m.	Stations of the Cross

## Dress Code

Ordained and lay ministers need to have a developed sense of dressing appropriately. With this in mind, the dress code for The Saint Paul Seminary School of Divinity is simple: Lay students are to wear clothing that is neat, clean, cared for, and suited to the occasion (dress clothes for the chapel, 'business casual' for the classroom). The dress code for liturgical ministries is to be observed when exercising any liturgical ministry.

## Music Ministries

Music ministry at The Saint Paul Seminary School of Divinity is an integral part of the worship life of the praying community. Participants in this ministry include the singing assembly, Director of Music and assistants, cantors, cantors in formation, instrumentalists, choir, and *schola*. The school encourages and welcomes all students to participate.

## Community Life

The experience of community plays a significant role in the personal and spiritual development of leaders in the Church and academic theology. Through sharing the experiences of academic study, community worship, and fellowship, students are engaged in an encouraging and valuable environment. As an expression of engagement in community life, all students are encouraged to attend SPSSOD events.

### 2009/2010 SPSSOD Events

#### Banquets/Receptions/Special Events

Wednesday	September 9	5:00 p.m.	Gaudeamus Mass & Banquet
Saturday	October 3	7:00 p.m.	Rector's Bowl Football Game
Friday-Sunday	November 6-8	5:00 p.m.	40 hours Celebration
Monday	November 23	5:00 p.m.	Thanksgiving Mass & dinner
Monday	February 8	5:00 p.m.	St. Paul Day Mass & dinner
Wednesday	February 17	9:00 a.m.	Day of Reflection
Tuesday	April 6	5:00 p.m.	Easter Mass & dinner
Friday	May 14	5:00 p.m.	Jubilemus Mass & dinner

#### Transitional Order Celebrations

Thursday	September 17	7:00 p.m.	Admission to Candidacy, Reception
Tuesday	October 13	7:00 p.m.	Installation of Acolytes, Reception
Friday	February 12	7:00 p.m.	Installation of Lectors, Reception
Saturday	May 1	2:00 p.m.	Diaconal Ordination, St. Mary's Basilica
Saturday	May 29	10:00 a.m.	SPM Ordination to Priesthood, St. Paul Cathedral

## Official Communication

### Daily Bulletin

The *Daily Bulletin* lists the schedule of the day, events, guests, and/or other pertinent information regarding the St. Paul Seminary School of Divinity community. Copies of the *Daily Bulletin* are posted on the official bulletin boards in the Administration Building near the mailroom, the first floor of the seminarian residence, and the Ireland Memorial Library. Seminarians are encouraged to consult these bulletin boards daily to gain information about daily activities.

### Bulletin Board Notices

Seminarians may post notices on bulletin boards with prior approval. If posting in the Administration Building, the notice must be initialed by the Dean of Men or the Director of Student Services. If posting on the Seminary Residence boards, the posting must be initialed by an RA. Please sign and date all postings.

### St. Paul Seminary Blog

A blog is maintained by the communications office so that seminarians can provide their perspective on their formation and important events for the larger community. At various times certain seminarians will be asked to post, and should consider this an important way to help others understand seminary life and promote vocations.

### Directory

Every fall, The Saint Paul Seminary School of Divinity publishes a school directory that includes the names, contact information, and photos of faculty, staff, and students. This is an important resource for all seminarians. The directory is also available on-line.

## Information Resources and Technologies

The division of Information Resources and Technologies (IRT) encompasses the technology-driven departments on campus: Information Technology; Information Resources include the UST libraries, Web Services; and Client Services.

### Locations

Although the division is comprised of offices throughout the university, client-related services are housed primarily in Foley Theater on the St. Paul campus and Client Services@Scholars on the Minneapolis campus.

### Services Offered

The IRT Client Resource Center (CRC) is designed to be a “one stop shop” for all client requests. Services include the Tech Desk, rapid response team, technical training and consulting, and educational facilities support.

### **Telephone and E-mail**

To place a call outside the university system dial 8 plus the number. To call within the university system, dial the last number of the prefix plus the last four numbers.

Instructions for setting up voice mail will be sent to each resident student via e-mail during the first week of school. After your voice mail is activated, access voice messages by pressing the VMAIL button and entering your passcode. Press the 7 button to play your messages, and press the 3 button to delete messages.

The Information Resources and Technologies (IRT) Department at the University of St. Thomas will set up an e-mail account for each student. A postcard will be sent to each student with instructions on how to activate their e-mail account and set up their password. Call the IRT tech desk at extension **(651) 962-6230** with questions about your e-mail account.

### **Web and Media Services**

IRT Web & Media Services, housed in lower level OEC, provides audio and visual production services as well as consultation on effective uses of web and media technology for instruction and promotion, graphic design, the development of graphics to aid in instruction and communication, instructional design, the effective organization and presentation of content that capitalizes on the strength of new media technology to promote learning, multimedia development and project management. IRT will bring together a team to work with you from start to finish on the development and implementation of your project.

### **Tech Desk and Rapid Response team**

Call the Tech Desk first at **(651) 962-6230** for assistance with any technology-related concern. Most calls are resolved within 90 seconds while other questions may be escalated for more in-depth assistance. If a problem cannot be resolved over the phone, a Rapid Response technician will be dispatched to resolve the issue for UST-owned equipment.

### **Technical Training and Consulting**

IRT offers technical training and consulting on popular applications to the university community through a variety of means including Training and Development and the IRT Learning Center (students). Students are encouraged to call the Tech Desk or visit the Learning Center in the lower level of OEC.

### **Educational Facilities Support**

IRT provides training, mentoring, and support for students as they use hardware and software packages for word processing, spreadsheets, database management, and statistics. Services are also available to help students set up e-mail accounts, access the Internet to exchange e-mail, search library catalogues and databases, and use other Internet accessible services.

### **Audio and Visual Production Services**

IRT offers services in all facets of media production. In addition to providing production support to faculty, facilities are available to students producing and editing audio and video materials for course-related projects. Assistance is available in all facets of media production.

A note to students: Typically, you must have taken appropriate production courses to have access to these areas; the responsible faculty member or adviser must request scheduling and use of equipment; and you should plan as far in advance as possible for scheduling facilities, equipment, and support personnel.

### **Computing Facilities (labs)**

Public computing facilities are available to all UST students and typically offer both PCs and Macintoshes, depending on location. These facilities are located in O'Shaughnessy Education Center (OEC), O'Shaughnessy Science Hall (OSS), McNeely Hall, Koch Commons in Saint Paul, and Terrence Murphy Hall on the Minneapolis Campus. Please note that hours vary depending on location and time of year.

### **Information Commons**

The O'Shaughnessy-Frey Library Information Commons (OSF) is the largest public student computer lab on the University's St. Paul campus. The lab is located on the first floor, lower level, and sub level of the OSF Library. The Information Commons hours during the academic year are:

Monday-Friday	7:00 am – 2:00 am
Saturday	10:00 am – 6:00 pm
Sunday	12:00 pm – 2:00 am

The Info Commons is staffed with lab consultants who are available to assist with general questions regarding lab technology. Additionally, the Info Commons provides reference materials and CD-Rom tutorials on the lab software. For additional information about the Information Commons, check the web site:

*<http://www.stthomas.edu/irt/support/labs/infocommons.html>*

### **Contact IRT**

Contact IRT for any technology-related question as follows: Your first stop for in-person assistance is Foley Theatre on the St. Paul campus and Scholars in Opus Hall on the Minneapolis campus during regular business hours. Your first phone call for assistance is **(651) 962-6230**. The Tech Desk consultant will either be able to assist you or redirect your call appropriately. Your first e-mail request for assistance should be addressed to: **IRTHelp@stthomas.edu**. Your question will either be answered (during monitored hours) or redirected to the appropriate IRT personnel.

## **Student Services**

### **Mail Service**

U.S. mail and inter/intra campus mail is handled by the seminary mailroom, located in the Administration Building, Room 107. Each resident seminarian is assigned a locked post office box for receipt of U.S. mail and campus information.

The mailroom is federally owned property and, in order to maintain confidentiality, only authorized personnel are permitted access to this room. Please note package pick-up times are listed outside of the mailroom door. In the event that nobody is available to retrieve a package, the Rector's Secretary also has access to the mailroom.

The Saint Paul Seminary School of Divinity does not have post office services. Stamps are available through the receptionist. Special mailing services are available in Murray-Herrick Hall on the university's main campus. Mail drops for first class mail and inter/intra-campus correspondence are located in the mailroom. All inter-campus correspondence requires the use of a special envelope (located on the top shelf of the mailroom) bearing the recipient's name and the University of St. Thomas mail number. These numbers are listed in the Online Directory.

### **Nametags**

The Saint Paul Seminary provides permanent nametags for students. Nametags should be worn during orientation, the month of September (the first two weeks of school), at all school events, dinners, supervisor meetings, and any event where guests are present.

If nametags are lost, students should contact the Student Services Coordinator for a replacement, and must pay the replacement cost of \$12.

### **Liability for Personal Property**

Students are responsible for the safety and protection of their personal property. The Saint Paul Seminary School of Divinity does not accept liability for lost, damaged, or stolen property unless such loss, damage, or theft occurs as a result of verified gross neglect on the part of the Seminary. Thefts should be reported to a Residence Assistant or the Director of Student Services immediately and a written report of the loss given to the Director of Student Services.

## General Campus Information

### Parking Regulations

In order to park on campus, students must register their vehicles through the UST Parking Services website: <http://www.stthomas.edu/psps/Parking/Parking%20Home.htm> . Once they have received a printed confirmation they may obtain the actual permit from the seminary receptionist. Payment for the permit must be made through the UST student billing account.

The permit is designed to hang from the inside rear view mirror so that can be clearly visible from the outside of the car. Students can park in Lot P and one row just south of Loras Hall. Lot P is reserved exclusively for The Saint Paul Seminary School of Divinity. Overflow parking will be available in lots V, X, and Y. Parking permits do not allow students to park on the main university campus lots.

On-street parking requires a city permit, which is available only to permanent residents of the neighborhood. The street sides adjacent to St. Thomas on Summit, Goodrich, Cretin and Cleveland Avenues are available with no permit, but spaces are very limited.

During the winter months the parking lots will need to be cleared of snow. Information bulletins will be posted. Vehicle owners are expected to observe snow emergency schedules.

The Public Safety Department checks the parking lots two to three times a day and tickets vehicles regularly. Seminararians will be fined and/or their vehicle immobilized for any infraction of the rules set forth in the UST Parking Rules and Regulations Handbook. Please consult this Handbook for specifics.

Parking fines are paid at the Parking Services Office located at 2119 Grand Avenue, or payment may be sent to the address on the back of the ticket. Payment must be made no later than ten days after receiving the ticket. Unpaid tickets will be added to the seminarian's account each month along with a late fee and a processing charge, and after three unpaid tickets, cars are booted. A new permit will not be issued for the following year to a seminarian with outstanding parking fines. Anyone wishing to dispute a parking fine must obtain a written appeal form from the Public Safety Office and submit the completed form within ten days of the ticket's receipt. The Parking Services Office number is (651) 962-7275.

Applications for permanent or temporary state parking permits for the handicapped are available from Public Safety. Applications must be returned to: Department of Public Safety, Vehicle Services Division, Transportation Building, St. Paul, MN 55115, (651) 296-1814. Vehicles parked in spaces reserved for the handicapped without a permit will be ticketed by St. Paul police and/or university security personnel.

Motorcycles are to be parked in areas designated for motorcycles. Call Public Safety: (651) 962-5100, for locations. Motorcycles do not need permits. Please note, The Saint Paul Seminary cannot be responsible for guests' cars nor is temporary parking of non-residents' cars permissible.

**Binz Refectory**

The Food Service Department provides meals in the Binz Refectory for members of The Saint Paul Seminary School of Divinity Community. Meals for those students who are not on a meal plan and for guests are on a cash basis. The price per meal: Breakfast \$6.75; Brunch (Sat/Sun only) \$8.00; Lunch \$8.00; Dinner \$8.25.

Food Service furnishes three meals daily, Monday through Friday, for students during academic periods, with a brunch and dinner option on Saturday and Sunday. Food Service will accommodate any student whose medical condition, certified by a physician or nurse, requires a special diet. For more information about dining schedules, menu options, group meals, bag lunches, meal exchanges and other services, please visit their website: [www.stthomas.edu/foodservice](http://www.stthomas.edu/foodservice) the schedule for Binz Refectory is as follows:

<b><u>BREAKFAST</u></b>	<b><u>LUNCH</u></b>	<b><u>BRUNCH</u></b>	<b><u>DINNER</u></b>
<b>Monday-Friday</b>	<b>Monday-Friday</b>	<b>Saturday, Sunday, Holidays</b>	<b>Monday-Friday</b>
<i>West Binz</i> 7:00 a.m. – 9:00 a.m.	<i>West Binz</i> 11:30a.m. - 1:00p.m.	<i>West Binz</i> 11:00 a.m. – 1:00 p.m.	<i>West Binz</i> 5:30 p.m. – 6:30 p.m.
			<b>Saturday - Sunday</b> <i>West Binz</i> 4:30 p.m. – 6:00 p.m.

**2009-2010  
Food Service Calendar**

<b>DAY</b>	<b>DATE</b>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>
Sat-Sun	Sept. 5-6			
Mon	September 7 (Labor Day)			BINZ
Tues-Fri	September 8-11	BINZ	BINZ	BINZ
Sat-Sun	September 12-13		BINZ	BINZ
Mon-Fri	September 14-18	BINZ	BINZ	BINZ
Sat-Sun	September 19-20		BINZ	BINZ
Mon-Fri	September 21-25	BINZ	BINZ	BINZ
Sat-Sun	September 26-27		BINZ	BINZ
Mon-Fri	September 28-October 2	BINZ	BINZ	BINZ
Sat-Sun	October 3-4		BINZ	BINZ
Mon-Fri	October 5-9	BINZ	BINZ	BINZ
Sat-Sun	October 10-11		BINZ	BINZ
Mon-Fri	October 12-16	BINZ	BINZ	BINZ
Sat-Sun	October 17-18		BINZ	BINZ
Mon-Fri	October 19-23 (Fri – midterm break)	BINZ	BINZ	BINZ
Sat-Sun	October 24-25 (midterm break)		BINZ	BINZ
Mon-Fri	October 26-30	BINZ	BINZ	BINZ
Sat-Sun	October 31-November 1		BINZ	BINZ
Mon-Fri	November 2-6	BINZ	BINZ	BINZ
Sat-Sun	November 7-8 (St. Chas. Borromeo Weekend)		BINZ	BINZ
Mon-Fri	November 9-13	BINZ	BINZ	BINZ
Sat-Sun	November 14-15		BINZ	BINZ
Mon-Fri	November 16-20	BINZ	BINZ	BINZ
Sat-Sun	November 21-22		BINZ	BINZ
Mon-Wed	November 23-25	BINZ	BINZ	BINZ
Thurs-Sat	November 26-28 (closed-Thanksgiving)			
Sun	November 29 (closed-Thanksgiving)			BINZ
Mon-Fri	November 30 - December 4	BINZ	BINZ	BINZ
Sat-Sun	December 5-6		BINZ	BINZ
Mon-Fri	December 7-11	BINZ	BINZ	BINZ
Sat-Sun	December 12-13		BINZ	BINZ
Mon-Thurs	December 14-17	BINZ	BINZ	BINZ
Fri	December 18	BINZ	BINZ	
Sat-Sat	Dec. 19– Jan. 2 (closed-Winter break)			
Sun	January 3			BINZ
Mon-Fri	January 4-8	BINZ	BINZ	BINZ
Sat-Sun	January 9-10		BINZ	BINZ

***Binz = Binz Refectory***

<b>DAY</b>	<b>DATE</b>	<b>BREAKFAST</b>	<b>LUNCH</b>	<b>DINNER</b>
Mon-Fri	January 11-12		BINZ	BINZ
Sat-Sun	January 16-17		BINZ	BINZ
Mon	January 18 (MLK Holiday)			
Tues-Fri	January 19-22		BINZ	BINZ
Sat-Sun	January 23-24		BINZ	BINZ
Mon-Fri	January 25-29		BINZ	BINZ
Sat-Sun	January 30-31		BINZ	BINZ
Mon-Fri	February 1-5	BINZ	BINZ	BINZ
Sat-Sun	February 6-7		BINZ	BINZ
Mon-Fri	February 8-12	BINZ	BINZ	BINZ
Sat-Sun	February 13-14		BINZ	BINZ
Mon-Fri	February 15-19	BINZ	BINZ	BINZ
Sat-Sun	February 20-21		BINZ	BINZ
Mon-Fri	February 22-26	BINZ	BINZ	BINZ
Sat-Sun	February 27-28		BINZ	BINZ
Mon-Fri	March 1-5	BINZ	BINZ	BINZ
Sat-Sun	March 6-7		BINZ	BINZ
Mon-Fri	March 8-12	BINZ	BINZ	BINZ
Sat-Sun	March 13-14		BINZ	BINZ
Mon-Fri	March 15-19	BINZ	BINZ	BINZ
Sat-Sun	March 20-21		BINZ	BINZ
Mon-Fri	March 22-26	BINZ	BINZ	BINZ
Sat-Sun	March 27-28 (Closed-Mid Term Break)			
Mon-Sun	March 29-April 4 (Closed-Mid Term Break)			
Mon	April 5			BINZ
Tues-Fri	April 6-9	BINZ	BINZ	BINZ
Sat-Sun	April 10-11		BINZ	BINZ
Mon-Fri	April 12-16	BINZ	BINZ	BINZ
Sat-Sun	April 17-18		BINZ	BINZ
Mon-Fri	April 19-23	BINZ	BINZ	BINZ
Sat-Sun	April 24-25		BINZ	BINZ
Mon-Fri	April 26-30	BINZ	BINZ	BINZ
Sat-Sun	May 1-2		BINZ	BINZ
Mon-Fri	May 3-7	BINZ	BINZ	BINZ
Sat-Sun	May 8-9		BINZ	BINZ
Mon-Fri	May 10-14	BINZ	BINZ	BINZ
Sat-Sun	May 15-16		BINZ	BINZ
Mon-Thurs	May 17-20	BINZ	BINZ	BINZ
Fri	May 21	BINZ	BINZ	

***Binz = Binz Refectory***

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## Policies & Procedures

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### **University Rules, Regulations, and Procedures**

Rules, regulations, and procedures concerning student rights, grievances, academic policies, and discipline are listed for the University of St. Thomas at:

[www.stthomas.edu/policies/graduate\\_student\\_book/Code\\_of\\_conduct.asp](http://www.stthomas.edu/policies/graduate_student_book/Code_of_conduct.asp)

The Student Policy Book is a general guide to the policies, procedures and rules at the University of St. Thomas. Students should read the Policy Book carefully and are responsible for its contents. It can be accessed online at:

[http://www.stthomas.edu/policies/graduate\\_student\\_book/index.htm](http://www.stthomas.edu/policies/graduate_student_book/index.htm)

Included in the online Student Policy Book are policies and guidelines regarding:

- Alcohol and Drugs
- Bulletin Boards – Murray-Herrick Campus Center
- Computing Resources
- Consenting Relationships
- Event Request Policy
- Gambling, Raffles and Games of Chance
- Policy Responsibility for Personal Safety
- Sales and Solicitation on Campus
- Sexual Violence
- Sexual Harassment
- Student Employment
- Students with Disabilities
- Telecommunications
- University of St. Thomas AIDS Guidelines
- Use of Tobacco

## **Policies of The Saint Paul Seminary School of Divinity:**

### **Notification of Rights as Required by FERPA**

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the university registrar written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar will advise the student of the official to whom the request should be addressed.
2. The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the university registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contacted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of St. Thomas to comply with the requirements of FERPA.

**The university also advises students that:**

1. The university may deny access to the following classes of records: Financial information submitted by parents; confidential letters or recommendations placed in the file prior to January 1, 1975; confidential letters or recommendations to which the student has waived rights of inspection; private records of instructors, counselors, or administrators kept for their own use; alumni records which contain only directory information and information collected after the student has left the university; and medical, psychiatric, psychological or similar records.
2. The University may disclose educational records without written consent of students to the following: (see #3, previous page).
3. Directory information may be released without the written consent of the student, unless the student specifies to the contrary as described below. Directory information includes student name, address, e-mail address, photographs, telephone number, class year, current schedule of classes, major field of study, dates of attendance, degrees and awards, current membership in clubs or fraternities, participation in activities and sports with weight and height of team members, high school and other colleges attended, parent's names and address.
4. Students may refuse disclosure of one or more categories of directory information by filling out the appropriate form in the registrar's office within one week after the beginning of the fall semester of each academic year (or the semester in which the student registers). Students may not choose individual items to be withheld or released but may choose the category to which the item belongs.
5. When personally identifiable information other than directory information is released, a notice will be given that the recipients are not permitted to disclose the information to unauthorized persons without written consent of the student. University personnel will be informed annually of this restriction and their responsibilities under this Act so that individual notices will not be required.

To withhold certain categories of directory information from the public, the student must file a form available in the office of the registrar and at:

*[www.stthomas.edu/registrar/forms/Nondisclosure](http://www.stthomas.edu/registrar/forms/Nondisclosure)*

within one week from the beginning of the fall semester (or the semester in which the student enters). The order for withholding will remain in effect until the student rescinds it in writing. The form for withholding directory information will inform the student of some possible consequences. For example, if the student's name is withheld, he or she cannot participate in intercollegiate athletics where team rosters are published, or commencement ceremonies. Graduate students will fill out this form in their respective graduate offices. School of Continuing Studies students will fill out this form in the SCS office, OEC 119.

**UST Policy on Equal Employment**

The Saint Paul Seminary School of Divinity of the University of St. Thomas does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance in the employment of faculty, staff, or student workers, in the admission or treatment of students, or in the operation of its educational programs and activities.

### **Policy on Discrimination and Harassment**

The Saint Paul Seminary School of Divinity holds firmly that hatred of any kind has no place in a community of Christian disciples. Thus, harassment of or discrimination against an individual or group of individuals that is based on the human characteristics of race, gender, sexual orientation, age, national origin, marital status, creed, religion, socio-economic status, physical or mental disability is completely unacceptable.

The Saint Paul Seminary School of Divinity has no tolerance for threats or acts of discrimination or harassment by or against members of the community. Such conduct is subject to disciplinary action up to and including dismissal, civil and/or criminal prosecution where it is appropriate.

Every administrator, faculty or staff member, and student has a responsibility of taking seriously any complaint of discrimination or harassment and any threats of violence. All such acts should be reported immediately to the Rector/Vice-President or to the Vice-Rector. They will immediately communicate with University officials and with the Department of Safety and Security. Every administrator, faculty or staff member, and student has the right to notify the UST Department of Safety and Security **(651) 962-5555** when confronted by an imminent or actual act of violence, and should freely exercise this right.

Every administrator, faculty or staff member, and student has a responsibility to report incidents of discrimination and harassment to the Rector/Vice-President or to the Vice-Rector. Upon receipt of such a complaint:

1. The Rector/Vice-President or the Vice-Rector will immediately communicate with University officials and with the UST Department of Safety and Security.
2. The investigation of complaints of discrimination or harassment will be guided principally by the UST Department of Safety and Security.
3. The Rector/Vice-President or the Vice-Rector will communicate information about such incidents to the faculty as soon as possible because of the faculty's responsibility for the formation of students and its responsibility for the good of the School.
4. The Rector/Vice-President or the Vice-Rector will disclose as much information as possible to the student body, respecting the right of privacy of the victim(s) and the necessity of not disseminating unsubstantiated information about the perpetrator(s). At a minimum, the Rector/Vice-President or the Vice-Rector will report that an incident has been reported and is being investigated.
5. The Rector/Vice-President or the Vice-Rector will provide updates to the faculty, staff, and students on a regular basis even if there is no new information to share, thus assuring all that the investigation of the incidents is continuing.
6. The Rector/Vice-President or the Vice-Rector will establish a forum that allows members of the community to ask questions, and they will provide information that does not violate the rights of victim(s) or disseminate unsubstantiated information about an alleged perpetrator.

7. When making a complaint to the Rector/Vice-President or the Vice-Rector, the victim may ask that the complaint would not be disclosed to the broader community. If honored, the victim is also bound by confidentiality. The Rector/Vice-President or the Vice-Rector may choose, however, to discuss the incident(s) with the broader community if the circumstances warrant it. If this occurs, the victim is also released from confidentiality. When exercising this discretion, the Rector/Vice-President or the Vice-Rector will disclose only what is necessary for the protection of the common good.

### **UST Policy on Sexual Harassment**

The University of St. Thomas believes strongly in the human dignity of each individual. Therefore, the university strongly condemns and opposes any behavior on the part of any of the members of its community that constitutes sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. For a complete description of the University's policies and guidelines regarding sexual harassment, please go to the following link:

*[www.stthomas.edu/deanofstudents/sexualviolencepolicies/default.html](http://www.stthomas.edu/deanofstudents/sexualviolencepolicies/default.html)*

### **SPSSOD Procedure for Student Grievance**

The following procedure is to be followed by a student with a complaint against a member of the faculty regarding any matter that seriously adversely affects academic course work or student life.

The first intention of The Saint Paul Seminary School of Divinity is to resolve grievances informally, if possible. With this in mind, the student shall first approach the faculty member directly, explain the disagreement, and try to resolve it in a mutually satisfactory way. It is entirely appropriate for the student to request assistance from or otherwise consult with her/his Faculty Advisor. If the Faculty Advisor is implicated in the grievance, the student may contact any other faculty member that she/he deems helpful.

If the grievance cannot be resolved informally, the aggrieved student may take the second step of filing with the Dean a written formal complaint if it is an academic grievance or with the Vice-Rector for other grievances. The complaint shall describe the incident that precipitated the grievance and the unsuccessful attempt to resolve it informally. This formal complaint shall be filed no later than fifteen (15) days after the incident that precipitated the grievance.

The Dean or the Vice-Rector will promptly notify the student that the complaint has been received and the faculty member that a complaint has been filed. The student and the faculty members will be advised that they are to arrange a joint meeting with the Dean or the Vice-Rector within ten (10) days. The student and the faculty member will then be able to present to the Dean or the Vice-Rector information that they deem relevant to the complaint. The Dean or the Vice-Rector will then attempt to resolve the dispute in a manner that is mutually satisfying.

If it is impossible to reach a resolution that is mutually satisfying or if the Dean or the Vice-Rector makes a decision to which either the student or the faculty member seriously object, the student or the faculty member can take the third step of requesting a hearing from the faculty. Such a request is made in writing.

If the grievance is non-academic, the request for a hearing is addressed to the Faculty Affairs Committee. This Committee would authorize a panel of faculty members to hear the details of the complaint, after consulting with the Rector. The Vice-Rector, the student's academic and formation advisors and the faculty member against whom the complaint is made are ineligible for this panel. The faculty panel will meet with the student and the faculty member within fourteen (14) days of its authorization to learn the basis of the complaint, the steps already taken toward resolution, and pertinent information from the student and the faculty member. A majority vote of the faculty panel will decide the matter. The Committee will then bring that decision to the Rector/ Vice President. The decision will be final, and will be communicated to the student and to the faculty member. If the grievance is academic, the request for a hearing is addressed to the Graduate Studies Committee. The appeal procedure that is described in the *Handbook on Academic Policies* would then apply and would be determinative of the outcome of the appeal.

#### **Policy on the Use of the Internet and E-Mail**

The Saint Paul Seminary School of Divinity provides its students with access to electronic communications resources. These resources allow students opportunities to learn, explore, and grow. They are valuable aids to study, research, work on behalf of the seminary, and personal and professional communication. The seminary also recognizes that this communication tool can be misused.

The Saint Paul Seminary School of Divinity has no intention of monitoring electronic communications as a standard practice. Students who use the electronic communications facilities provided by the seminary agree to use them in such a way that they do not adversely reflect on the seminary. By their use of these facilities they consent to the interception of any electronic communications when activities are called into question.

The seminary restricts access to its computing resources, and requires that users identify their accounts with a username and a password. Students are prohibited from sharing their accounts with others.

All communications done through the Internet should be held to the same professional standards as with any other form of business communications.

The Internet connection provided by the seminary is not to be used for the transmission or reception of morally inappropriate, violent, or sexually explicit messages and images.

Users must ensure that their conduct in public forums, e-mail, and the Internet conforms to the teachings of the Catholic Church.

Copyrighted software and computer data are protected by the norms of law. Generally, copyrighted software or data cannot be copied without the express written consent of the copyright holder.

When research materials are taken from Internet sources, the source of information must be cited. Failure to do so may constitute plagiarism.

Faculty, staff, or students who are aware of conduct that is contrary to these standards are to report it to the Rector or the Vice-Rector. In the case of plagiarism, it is also to be brought to the attention of the Dean because of the added violation of academic standards. Such conduct is subject to disciplinary action up to and including dismissal.

### **UST Policy on Immunization**

Minnesota law (M.S. 135 A.14) requires students to show documentation of certain immunizations in order to be enrolled in most post-secondary educational institutions throughout the state.

This law impacts students who:

- ◆ were born in 1957 or later;
- ◆ are enrolled in more than one class; or
- ◆ are enrolled in one class and housed on campus.

The law requires that the student provide documentation showing the month and year of the following immunizations:

- ◆ diphtheria and tetanus (administered within the last ten years);
- ◆ measles, mumps, and rubella (series of two).

Please use the web address listed below to access the Murphy on-line Immunization Record form provided for this purpose:

*<http://www.stthomas.edu/studenthealth/immunization/default.html>*

All incoming students must submit the required documentation to the Registrar by using the Murphy Online connection within 45 days of the beginning of the semester. Failure to submit immunization documentation will result in a hold placed on student's registration for the following semester.

There are two categories of exemption:

- ◆ Those that are conscientiously opposed to immunization may submit a notarized statement to that effect.
- ◆ Those who have a medical contraindication to any particular immunization, have laboratory evidence of immunity, or have had the natural disease may submit a statement to that effect.

### **UST I.D. Card Policy**

All UST students, faculty and staff must have a Tommie eXpress Card (UST I.D. card) to access buildings, the library, athletic facilities and public computer labs. Your I.D. card is also needed to purchase a parking permit, ride the intercampus shuttle bus, cash checks and carry out other business on campus. You should carry your UST I.D. card with you at all times when you are on campus.

## Directory of Resource Numbers

Academic Dean	109 Administration	962-5786
Bookstore	Murray-Herrick	962-6850
Counseling/Career Services	361 Murray-Herrick	962-6761
Food Service	Binz Refectory	962-6082
Guest Services	107 Residence	962-5053
Gym	McCarthy Gym	962-5925
Health Service	Brady Hall	962-6750
IRT	Foley Theater	962-6830
International Students	107 Murray Hall	962-6650
Libraries		
Archbishop Ireland Memorial Library		962-5450
O'Shaughnessy-Frey Library		962-5400
Personal Counseling	356 Murray-Herrick	962-6780
Public Safety & Parking Services	203 Morrison Hall	962-5100
Reading/Study Skills Center	LL 14	962-6317
Reception Desk	School of Divinity	962-5050
Rector/Vice President	158 Administration	962-5052
Student Services	111 Administration	962-6893
Teaching Parish	146 Administration	962-5059
Telecommunications	AQU Lower Level	962-6260
Vice Rector	154 Administration	962-5068
Writing Center	361 John Roach Center	962-5601

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