



Saint Martin's
UNIVERSITY



UNIVERSITY FAMILY GUIDE

WHAT TO EXPECT | EVERYTHING YOU'VE ALWAYS WANTED TO KNOW | RESOURCES

UNIVERSITY FAMILY GUIDE

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THE BUCKLEY AMENDMENT STATEMENT

Letter from the PRESIDENT



Dear Families and Friends,

It is my great privilege to welcome you to Saint Martin's University! Founded in 1895 as an educational apostolate of Saint Martin's Abbey and institution of higher learning, Saint Martin's is committed to empowering students to make a positive difference in their lives and in the lives of others through the interaction of faith, reason, and service. Saint Martin's University offers a distinctive educational experience through our Catholic identity, Benedictine charisms, and liberal arts traditions.

What does this mean for our students—aka "Saints"?

Influenced by our Benedictine charisms, we believe that intellect alone cannot sustain a meaningful life. We work together as a community to unfold the potential of the whole person—to think, pray, serve, play, and live with heart.

This means as Saints our students will experience:

- a strong liberal arts curriculum infused with high impact practices, as well as professional and pre-professional programs;
- a campus community where all are welcomed and respected, and different viewpoints and cultures are appreciated; and
- an environment of academic excellence, where we cultivate creativity and the ability to communicate and pursue ideas; critical thinking and independent inquiry; academic proficiency; and the formation of sound ethical judgments.

What does this mean for family and friends of Saints?

In a way that mirrors Benedictine life, Saint Martin's nurtures the family spirit among all who participate in life at the University, including you as family, friends, and supporters. You are an important part of the educational journey, and we want to ensure you feel welcomed, included, and prepared.

Members of the Office of Student Affairs have compiled this resource book to assist you in successfully transitioning your Saint into the next exciting step of their life. We hope it will serve as a useful directory of resources available. Should you have any questions, feel free to contact our dean of students, Melanie Richardson, at 360-438-4367.

Thank you for entrusting your Saint to us!

With heart,

A handwritten signature in black ink that reads "JB Raacke". The signature is fluid and cursive, with the first letters of the first and last names being capitalized.

Jennifer Bonds-Raacke, Ph.D.

President • Professor of Psychology • She/Her/Hers



Mission statement

Saint Martin's University is a Catholic, Benedictine institution of higher education that empowers students to pursue a lifetime of learning and accomplishment in all arenas of human endeavor.

Saint Martin's students learn to make a positive difference in their lives and in the lives of others through the interaction of faith, reason and service.

The University honors both the sacredness of the individual and the significance of community in the ongoing journey of becoming.

Contact information

In case of emergency, contact Office of Public Safety at 360-438-4555; Public Safety staff will help locate your student on campus.

Admissions

360-688-2113
admissions@stmartin.edu

Alumni and Parent Relations/ Institutional Advancement

800-220-7722
alumni@stmartin.edu

Athletics

360-438-4305
sportsinfodirector@stmartin.edu

Campus Life

360-438-4299
campuslife@stmartin.edu

Campus Ministry

360-438-4381
campusministry@stmartin.edu

Career Center

360-438-4382
aadam@stmartin.edu

Center for Student Success

360-438-4569
css@stmartin.edu

Counseling and Wellness Services

360-438-6123
counselingCWC@stmartin.edu

Dean of Students

360-438-4367
mrichardson@stmartin.edu

Dining Services (Bon Appétit)

360-438-4563
bonappetit@stmartin.edu

Disability Support Services

360-438-4580
gbrown@stmartin.edu

Financial Aid

360-688-2150
finaid@stmartin.edu

Housing and Residence Life

360-412-6163
housing@stmartin.edu

Information Center/Operator

360-491-4700
information@stmartin.edu

International Programs

360-438-4504
intl@stmartin.edu

O'Grady Library

360-688-2260
circulation@stmartin.edu

Public Safety

360-438-4555
publicsafety@stmartin.edu

Registrar

360-438-4356
rvandergriff@stmartin.edu

Service & Diversity Initiatives

360-486-8847
jhopkins@stmartin.edu

Student Affairs

360-438-4367
staffairs@stmartin.edu

Student Financial Services

360-688-2180
accounts@stmartin.edu

Student Health Center

360-412-6160
healthcenter@stmartin.edu

Veterans Affairs

360-438-4356
veterans.services@stmartin.edu

ACADEMIC CALENDAR 2023/2024

ITEMS IN RED ARE REFERENCES FOR FACULTY/STAFF

FALL 2023

August 25	Faculty and Student Convocation
August 25	Residence halls open for first-year students
August 26-27	Residence halls open for upper class students
August 28	Fall semester Lacey campus classes begin
September 1.....	Add deadline (no notation) attendance accounting due
September 4.....	Labor Day (University Closed)
September 7	Mass of the Holy Spirit
September 8.....	Drop deadline (no notation) attendance accounting due
October 23	Mid-term grades due to registrar
October 23-24	Fall Break
November 1	Advising day: No Classes Lacey campus
.....	Students encouraged to schedule meeting with advisors
November 10	Saint Martin's Day/Veteran's Day observed (University closed)
November 13	Priority registration for Spring 2024 begins
November 17	Last day for withdrawal (W grade)
November 22.....	Thanksgiving recess; no Lacey classes (University open)
November 23-24.....	Thanksgiving recess (University closed)
December 4-7	Study week
December 8	Saint Thomas Aquinas Study Day; No classes
December 11-15	Semester final exams
December 16	Conferral date (Fall graduates)
December 19	Final grades due to Registrar

SPRING 2024

January 6	Residence halls open
January 8	Classes begin
January 12.....	Add deadline (No notation)
January 15.....	Martin Luther King Day (University closed)
January 19.....	Drop deadline (No notation)
.....	Attendance accounting due
February 19.....	Presidents Day (University closed)
March 4-8.....	Mid-Semester Break: No classes, University offices open
March 4.....	Mid-term grades due to Registrar
March 20	Advising day: No Classes Lacey campus
.....	Students encouraged to schedule meeting with advisors

March 21 Saint Benedict's Day: No classes Lacey campus
March 29..... Good Friday (University closed)
April 1 Easter Monday (University closed)
April 2..... Priority registration begins for Summer/Fall 2024
April 5..... Last day for withdrawal (W grade)
April 22-25..... Study week
April 23..... Honors Convocation and Scholars Day
April 25..... Senior Commencement Fair
April 26..... Saint Thomas Aquinas Study Day – No Lacey campus classes
April 29-May 3..... Final examinations
May 3 Chancellor's Baccalaureate Mass and Hooding Ceremony
May 4..... Commencement
May 7 Final Grades due to Registrar

SUMMER 2024

May 13..... Classes begin
May 20..... Add/Drop deadline (No notation) Attendance accounting due
May 27 Memorial Day (University closed)
June 19..... Juneteenth (University closed)
June 24..... Midterm grades due to Registrar
July 4 Independence Day (University closed)
July 12..... Last day for withdrawal (W Grade)
August 3 Summer main session ends
August 6 Final grades due to Registrar
August 17..... Conferral date (Summer graduates)

Guiding Principles and Benedictine Values

GUIDING PRINCIPLES

With the Catholic, Benedictine tradition as our guide, we accomplish our mission by recognizing the spiritual and ethical dimensions of all human activity and by celebrating the uniqueness and worth of each human being. Our goal is to provide a living and learning environment that prepares students for active, responsible and productive lives in their professions and as members of their local and global communities.

BENEDICTINE VALUES

- **Awareness of God:** To look for God not in the abstract but in the ordinary events of every day.
“We believe that the divine presence is everywhere.” Rule of Benedict 19
- **Community living:** To become who we are by our relationships with others.
“Let all things be common to all.” Rule of Benedict 33
- **Dignity of work:** To appreciate the dignity of work in God’s creation.
“They live by the labor of their hands.” Rule of Benedict 48
- **Hospitality:** To offer warmth, acceptance and joy in welcoming others.
“Let all...be received as Christ.” Rule of Benedict 53
- **Justice:** To work toward a just order in our immediate environment and in the larger society.
“That in all things God may be glorified” Rule of Benedict 57
- **Listening:** To hear keenly and sensitively the voices of persons and all created beings.
“Listen...with the ear of your heart.” Rule of Benedict Prologue



- **Moderation:** To be content with living simply and finding balance in work, prayer and leisure.
“All things are to be done with moderation.” Rule of Benedict 48
- **Peace:** To strive for peace on all levels: with self, others and God.
Rule of Benedict Prologue
- **Respect for persons:** To respect each person regardless of class, background or professional skill.
“No one is to pursue what is judged best for oneself, but instead, what is better for someone else.” Rule of Benedict 72
- **Stability:** To cultivate rootedness and a shared sense of mission.
“To stand firm in one’s promises.” Rule of Benedict 58
- **Stewardship:** To appreciate and to care lovingly for all the goods of this place.
“Regard all utensils as if they were the sacred vessels of the altar.” Rule of Benedict 31

History of Saint Martin's

Established in 1895, Saint Martin's University is a four-year, coeducational Catholic university located in Lacey, Washington. Saint Martin's is one of 13 Benedictine colleges and universities in the United States and the only one west of the Rocky Mountains.

Saint Martin's University stands proudly rooted in its unique Benedictine heritage. The Benedictine monks belong to the oldest monastic order in Western Civilization, with 1,500 years of tradition behind them. Over the centuries, their long record of scholarship and achievement have made the Benedictines well-suited to education. The monks of Saint Martin's Abbey founded the institution and today remain actively engaged in the life of the campus.

Saint Martin's began as a school educating boys and young men in college preparatory classes. College-level classes were added in 1900. During the Great Depression, the school closed its grammar school and developed its high school and college programs. In 1938, its four-year baccalaureate program was accredited, and two years later, its first graduates received their degrees.

After World War II, hundreds of veterans arrived at Saint Martin's College and enrolled under the G.I. Bill. To meet the needs of these students, Saint Martin's augmented its liberal arts curriculum by adding programs in accounting, business and engineering.

In 1965, well ahead of many Catholic colleges in the United States, Saint Martin's became coeducational. In 1972, Saint Martin's broadened its reach and began serving the needs of part-time adult students with the establishment of extension programs at nearby Fort Lewis Army Post and McChord Air Force Base, now known as Joint Base Lewis-McChord. The 1980s brought the addition of graduate courses and the creation of the Institute for Pacific Rim Studies, which has since evolved into the University's Office of International Programs and Development.

In 2001, the O'Grady Library opened. Designed by world-renowned architect Michael Graves, the library has become a signature building on the campus. In 2005, Spangler Hall, a new residence hall named in honor of President Emeritus David R. Spangler, Ph.D., was completed. That same year, Saint Martin's College officially became Saint Martin's University to more accurately reflect the institution's nature, better fulfill its mission, and recognize the wide variety of undergraduate and graduate programs available to students.

The years 2008 and 2009 brought many changes to the campus: the opening of the University's fourth residence hall, Parsons Hall, named for long-time Saint Martin's supporters Ken F. Sr. and Gale L. Parsons; the opening of Harned Hall honoring H.C. "Joe" Harned and which now houses classrooms, the Diversity and Equity Center and the Veterans Center; the dedication of a world-class track and field facility and the Jan Halliday '89 Memorial Plaza; and the completion of the Charneski Recreation Center. In 2009, the University also welcomed its 10th president, Roy F. Heynderickx, Ph.D.

In 2011, the name of the street guiding guests through Saint Martin's main entrance was changed from 6th Avenue to "Abbey Way" — part of the transformation of the north campus that culminated in 2013 with the Fr. Alfred Hulscher, O.S.B. Courtyard renovation behind Old Main. Also in 2013, the new Fr. Richard Cebula, O.S.B. Hall, home of The Hal and Inge Marcus School of Engineering, opened and achieved Platinum LEED certification; it is currently the highest-rated LEED-certified educational building in the Western Hemisphere and third highest in the world. Adjacent to Cebula Hall is the new 17,000-square-foot industrial lab building, the Panowicz Foundry for Innovation and the E.L. Wiegand Laboratories, which was completed in 2016. This May 2019, the University opened the Fr. Bede Ernsdorff, O.S.B. Center, a new 30,000-square-foot classroom and laboratory facility that houses the Fr. Placidus Reischman, O.S.B. Department of Natural Sciences. The new science building includes laboratories, classrooms, collaborative research spaces and offices. The Ernsdorff Center, Cebula Hall and the Panowicz Foundry for Innovation and the E.L. Wiegand Laboratories create a STEM complex at the core of the campus. Also in 2019, Saint Martin's University, in recognition of its long history of supporting veterans and their families, received the distinction of being named the first Purple Heart University in the state of Washington.

In 2022, Jennifer Bonds-Raacke, Ph.D., became the University's 11th president.

Through decades of change and growth, the University has held true to its Benedictine values — community, hospitality, stewardship, listening and dignity of work, among others — which remain central to life at Saint Martin's.

Services for Students

ATHLETICS

360-438-4305

epodowicz@stmartin.edu

www.smusaints.com

SMU Athletics is a member of the NCAA Division II and the Great Northwest Athletic Conference (GNAC) that sponsors 15 varsity sports with over 240 student-athletes. Success can be seen in the classroom and on the playing field with the student-athletes recording a 3.31 overall GPA along with student-athletes competing at NCAA regionals.

Our 380-acre campus means there's plenty of room for play! The Hal and Inge Marcus Pavilion seats 4,500 fans for our basketball games and volleyball matches. The 36,000 sq. ft. Charneski Recreation Center, features three multipurpose courts, a multi-lane running track, a batting cage and a 9,000 sq. ft. fitness center equipped with weights, cardio equipment, a multi-purpose classroom and an aerobics-dance studio. The on-campus baseball and softball fields along with the competition track and field facility, soccer field, and indoor golf facility provide a home for all of our athletes to hone their skills.

BON APPÉTIT

360-438-4563

www.cafebonappetit.com/SaintMartin

All food service at Saint Martin's University is managed by Bon Appétit Management Company, an award-winning company known for its standards of excellence and innovation in sustainable food service. Bon Appétit brings made-from-scratch restaurant-style dining to Saint Martin's University. Breaking bread together helps to create a sense of community and comfort.

The Bon Appétit staff recognizes the important role they fill and take great care to honor their position on the Saint Martin's campus. Food is purchased with high ethical standards and environmental impact in mind; eggs are cage-free, beef is range-fed, fish adheres to Seafood Watch guidelines, and produce is organic and grown locally whenever possible. Bon Appétit encourages feedback and gladly works with individual students to meet special dietary needs.

For more information on Bon Appétit's principles and standards, visit www.bamco.com. To learn more about Bon Appétit's food service at Saint Martin's University, visit www.cafebonappetit.com/saintmartin.



CAMPUS MAIL

Old Main, Room 109

The Saint Martin's mailroom receives and sends mail for the University community. The mailroom also sells stamps and provides mailboxes for students who sign up for one. Mail is usually available from 8 a.m. until 3:30 p.m., Monday through Friday. If a student receives a special delivery letter or package, a note is left in his or her mailbox with instruction to retrieve it from the SMU mailroom staff. When sending mail to your student, please use the following address to ensure speedy mail delivery:

[Student name]
Saint Martin's University
Box [number]
5000 Abbey Way SE
Lacey, WA 98503-7500

CAMPUS MINISTRY

Office: Old Main, Room 316
360-412-6155 • campusministry@stmartin.edu
www.stmartin.edu/campus-ministry

When a group of abbots and presidents representing Catholic Benedictine universities were asked what the centers of their schools were, they agreed: campus ministry.

The Office of Campus Ministry promotes the Catholic and Benedictine identity of Saint Martin's University. The office provides all members of our university community, regardless of faith perspective or religious affiliation, opportunities for spiritual awareness and growth. Through its ministries and programs, Campus Ministry seeks to animate our core themes of faith, reason, service and community.

CENTER FOR CAREER AND CALLING

Old Main, Room 257

360-688-2832 | careers@stmartin.edu

www.stmartin.edu/CareerCenter

Instagram: [smucareercenter](#)

Saint Martin's University's Center for Career and Calling is designed to assist students from their admission through graduation. The office provides the following services, programs and information to support students and alumni:

- **Saints Promise:** a program of career planning that results in a guarantee of successful outcome at graduation.
- **Internship Hub:** two dedicated staff to assist students in the internship process.
- **Online jobs database – Handshake:** The database contains employment opportunities with city, county, state, federal and private employers. Jobs, updated daily, include internships, part-time, full-time, summer, seasonal, temporary and permanent positions. Through this system, students and alumni are able to make in-person and virtual appointments, store resumes and access jobs, employer information, and career center events, including virtual career fairs and information sessions.
- **Resumes, cover letters and interviewing skill-building sessions:** These sessions are offered one-on-one or in groups throughout the year.
- **Assessments:** The Career Center has a number of interest assessments available to assist students in selecting their majors and careers, including the Washington State WorkSource site and O*NET, which provide detailed information on occupations, wages, job outlooks, professional associations and links to job openings. TypeFocus, which contains four assessments and career matches, is administered to incoming freshman students as part of their first-year seminar.
- **Career fairs:** Representatives from local, state, federal and private companies and agencies participate in career fairs and recruiting events throughout the year. The Career Center holds industry-specific events for each School and College within the University in the fall and spring.

- **Class:** BA 210 is a one-credit elective course in career readiness, offered each semester to all majors. Students develop networking skills, meet alumni and business professionals, and build their online social presence.
- **Etiquette dinner:** Hosted by the Career Center in the fall, this dinner — attended by several staff and faculty “table captains” — helps students develop the art of dining etiquette and conversation.
- **On-campus interviewing and recruiting:** This activity is scheduled to help meet the employment needs of students and employers. Announcements of interviewing and recruiting events are posted on bulletin boards, by email and through faculty.

CENTER FOR STUDENT SUCCESS

O’Grady Library, Lower Level
 360-438-4569 • css@stmartin.edu
www.stmartin.edu/center-student-success

The Center for Student Success serves as a hub for academic support available to all Saint Martin’s students. Located on the lower level of the O’Grady Library building, the Center offers services for students at all levels of achievement as they pursue their educational goals.

The Center is home to four units: the Writing Center, Tutoring Center, Advising Center, and Disability Support Services (DSS). Supports include peer tutoring for many academic subjects, peer readers to help with writing, and academic advisors to help students navigate course requirements and academic policies. All services are available at no additional cost to students (aka ‘Free’).

DSS staff support any student with a documented disability who is interested in using their accommodations. These students can connect with the DSS coordinator who will evaluate the documentation, determine appropriate accommodations, and serve as a learning resource and advocate. If you received accommodations at your previous institution, we encourage you to reach out to DSS early in your time at Saint Martin’s to get you off on the best possible start.

COMMUNITY MEDICAL RESOURCES

The following list is not provided as recommendations or endorsements.

Hotlines

24-hour Crisis Line
 800-270-0041

**Sexual Assault and Domestic
 Violence Services**
 24-hour Crisis Line
 800-799-SAFE (7233)

Medical Care

Kaiser Permanente

700 Lilly Rd NE, Lacey, WA
360-923-7740
<https://healthy.kaiserpermanente.org/>

Providence St. Peter Hospital

413 Lilly Road NE, Lacey, WA
360-493-7289 (emergency room)

Sea Mar Medical, Dental, and Behavioral Health

669 Woodland Square Loop SE, Lacey, WA
360-359-4840 (Medical)
360-359-4860 (Dental)
360-359-4880 (Behavioral Health)
www.seamar.org

Concentra Urgent Care

3928 Pacific Ave. SE, Lacey, WA
360-455-1350
www.concentra.com

Indigo Urgent Care

5128 Yelm Hwy SE Suite E, Lacey, WA 98503
360-763-7040
www.indigohealth.com/locations/urgent-care-lacey/

COUNSELING AND WELLNESS CENTER

Saint Raphael Center

360-412-6123 • Front Desk – counselingCWC@stmartin.edu
www.stmartin.edu/cwc

The Counseling and Wellness Center (CWC) promotes the health and development of Saint Martin's University students through professional mental health services, community outreach, and graduate training. The CWC staff empower students to advance their self-awareness, knowledge, and skills necessary to make healthy choices and build relationships in a multicultural world. The CWC provides consultative services and training to staff and faculty that fosters an environment supportive of student development and wellness.

Students seek counseling services from our diverse team of licensed providers for reasons such as stress, depression, anxiety, identity and developmental issues, relationship concerns, grief and loss or other life transitions, and substance use difficulties. Students also have access to free, virtual therapy through TimelyCare (available on mobile app or website)

Pharmacies

Fred Meyer Pharmacy

700 Sleater-Kinney Rd. SE
Lacey, WA
360-438-6483
www.fredmeyer.com

Rite Aid Pharmacy

691 Sleater-Kinney Rd. SE
Lacey, WA
360-491-4111
www.riteaid.com

Target CVS Pharmacy

665 Sleater-Kinney Rd. SW
Lacey, WA
360-486-8927
www.target.com

Walgreens

4540 Lacey Blvd. SE, Lacey, WA
360-438-2020
www.walgreens.com

What to expect:

- Students seeking counseling or therapy can access services Monday-Friday by calling, emailing, or walking into CWC to schedule an initial consultation appointment.
- Before meeting with one of our counselors, students will be asked to fill out forms with basic information about themselves. One of our counselors will then meet with the student, discuss what brought them in, provide information about available services, and collaboratively build a plan based on their goals and needs.
- Everyone is unique; therefore, each person's needs are individually assessed and considered to determine the best next step.
- Sometimes needs are met through a single meeting with a counselor.
- Some individuals may require additional services such as learning self-help skills by attending a workshop, participating in group therapy sessions, or engaging in short-term individual therapy.
- Services outside our scope of practice. The CWC provides outpatient treatment for a range of psychological conditions; however, we cannot provide intensive or long-term care. If it is determined that we do not have the appropriate resources to meet a student's treatment needs, our treatment approaches are not proving effective, or we have reached capacity, we may refer students to appropriate providers outside of SMU. Examples of issues where referral may be necessary include but are not limited to: a history of multiple hospitalizations, chronic suicidality and/or self-harming behaviors, history of repeated suicide attempts, the severity of alcohol or drug use that requires intensive outpatient or inpatient treatment, the severity of an eating disorder that requires intensive outpatient or inpatient treatment, evidence of progressive deterioration inability to function, need for formal psychological evaluation, and assessment of learning disability/ADHD or neurological testing. CWC does not provide Court-mandated assessments or treatment.

All services provided by the CWC are free of charge, no insurance required, and available to all enrolled students. Counseling services are confidential. Therefore, information regarding a student's participation or involvement with the CWC is only shared or released with consent from the student, unless there is a concern of imminent risk or safety to the student, a minor or a vulnerable adult, or as required by law.

Students, parents and concerned others may call, email or go to the CWC office, located in the Saint Raphael Center, Monday – Friday 8:00 a.m. – 5:00 p.m. The CWC is closed weekends, holidays, breaks and during all campus closures. CWC services are limited during the summer.

FINANCIAL AID

Old Main, Room 250

360-688-2150 • finaid@stmartin.edu

Applying for financial aid: Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov or Washington Application for State Financial Aid (WASFA) online at <https://wsac.wa.gov/apply>. The school code for Saint Martin's University is 003794. Students can begin filing their FAFSA/WASFA applications for the next school year on January 1 of the current year.

All types of aid are awarded on a first-come, first-served basis. Many funds are extremely limited.

Institutional gift aid: Institutional aid awarded upon admission into Saint Martin's University will remain constant for the next four years. Students should be aware that the names of the grants/scholarships they receive may change from year to year; however, the total dollar amount will remain the same.

Conditions of SMU Institutional Scholarships/Grants:

- Students receiving full tuition assistance* will not be eligible for institutional gift aid funds.
- Students must continue to maintain Satisfactory Academic Progress to remain eligible for institutional aid and federal aid.
- Award amounts will not be guaranteed for students who are not continuously enrolled.
- Students must be enrolled at least half-time at the Lacey campus.
- Students are only eligible to receive institutional gift aid for a maximum of:
 - 4 years: First-year
 - 2 years: Junior/Transfer students
 - Students may appeal for an additional year of eligibility

Institutional gift aid will be prorated based upon the total number of credits for which the student is enrolled at the Lacey campus if less than full-time. Students taking courses through extended learning sites or receiving a reduced tuition rate are not eligible for institutional gift aid for these courses.

Institutional gift aid is not always available for students who study abroad. Always speak with Student Financial Services and the Office of Financial Aid if considering a study abroad semester/year.

Students receiving full tuition funding through a sponsored agency or full tuition waiver from SMU will not be eligible for institutional gift aid.

*Examples of full tuition include, but are not limited to: Tuition Exchange, Tuition Remission, VA Voc Rehab, Ch 33, Yellow Ribbon, Boeing, Army ACS, ROTC, Army TA, Air Force TA, etc.

Verification: Each year, students who have filed the FAFSA may be selected by the federal government for verification. Selected students will be required

to turn in additional documentation before their financial aid can be finalized. Students can also view the status of their aid, or any required outstanding documents needed on their Financial Aid Portal.

Students are encouraged to utilize the IRS Data Retrieval Tool when completing their FAFSA application; this will expedite the verification process, should they be selected for verification.

Reducing/declining financial aid awards: If a student would like to reduce, decline or cancel any of the financial aid they receive, notification must be submitted to the Office of Financial Aid in writing via an Award Change Request Form, which can be found in the office or on the website.

HEALTH INSURANCE

Old Main, Room 250

360-438-4389 • accounts@stmartin.edu

www.stmartin.edu/student-insurance

Saint Martin's University requires that all students attending at least halftime have health insurance coverage. The University offers a student plan available for those students who do not have personal coverage. All students are charged the University's premium for insurance at the start of the fall semester. For students who have personal coverage and would like to waive the charge, waivers must be submitted and approved online only by the semester's deadline in order to opt out of the school's plan. Online waiver information is provided in the student's billing packet and the link to the waiver portal is also on our website. Online waivers are due around the third week of the semester; the official due date is provided in students' billing packets as well as in emails sent to the students' SMU email several weeks prior to the deadline. After this deadline, waivers cannot be accepted and the student will be responsible for the charge — so, please, be prompt in submitting the waiver if needed. Waivers approved for the fall semester are valid through the spring semester. However, if the student's private insurance information changes, it is the student's responsibility to notify the Student Financial Service Center of the change.

The waiver site will be available beginning July 10 for fall waiver submission. Students must be enrolled for fall classes and assessed the health insurance charge at least 5 business days prior to attempting to submit their waiver. This is to allow for the student's information to be uploaded into the waiver portal.

Students who receive insurance coverage through the University must submit a claim form to their physician at the time of service. Claim forms are available online through the student insurance online site. If the student is covered under a personal or family health insurance policy, please be sure the student has all information regarding their health insurance plan, including instruction on how claims are to be filed and reimbursed. Encourage the student to always carry a current insurance or HMO card, and to identify local participating providers that will accept their health care insurance.

HOUSING AND RESIDENCE LIFE

360-412-6163

housing@stmartin.edu

www.stmartin.edu/directory/offices-departments-directory/office-housing-and-residence-life

Saint Martin's University offers a variety of on-campus housing options within our four residence halls; from traditional doubles to suites and apartments with computer labs, laundry facilities, a convenience store, and fitness room. Interested in learning more about Benedictine values-based leadership, global affairs, nursing/pre-health, or sustainability? SMU also offers Living Learning Communities that examine these topics beyond the classroom through a co-curricular partnership. Your home away from home, our residential community offers programming throughout the week and weekend that will allow you to cultivate new friendships, deepen your academic interests, and expand your horizons. Embrace being a 24-hour Saint life by living on campus!

OFFICE OF DIVERSITY AND EQUITY

Harned Hall 202 • Lounge Harned Hall 207

360-486-8847 • jhopkins@stmartin.edu

www.stmartin.edu/directory/diversity-and-equity-center

The Diversity and Equity Center (DEC) of Saint Martin's University is committed to fostering an inclusive, supportive, and equitable learning environment for all members of the campus community. Inspired by our Catholic, Benedictine tradition, which honors the dignity of each person and strives for peace and justice in our world, the DEC seeks to build a campus community that engenders inclusive excellence, facilitates intercultural understanding, and promotes social justice learning. The DEC sponsors two broad initiatives:

- Services that support underrepresented and underserved students
- Programs that foster critical social justice awareness

These initiatives help Saint Martin's work toward a more inclusive and equitable campus community that prepares students to be fully engaged participants within our society.

O'GRADY LIBRARY

360-688-2260

circulation@stmartin.edu

www.stmartin.edu/ogrady-library

Study Spaces

The library has ten group study spaces that can be reserved online. Many students also study together in the upper-level Benedictine Reading Room and in the lower-level Curriculum Room. The upper level provides a number of individual study carrels, as well.

Technology for Checkout

The library has Microsoft Surface Pros, DSLR cameras, camcorders, tripods, and audio equipment for checkout. There are also graphing calculators, iPods, headphones, and many other types of equipment to assist with classwork.

Research Help

Librarians are available to help you with your research, both individually and in groups. Research help can include narrowing your topic, locating books and other sources, evaluating the sources you find, and managing citations. Working with a librarian is a good way to save time.

Research Resources

The library has access to over 300,000 print and ebook titles, over 50,000 print and electronic periodicals, 44,000 physical and digital videos, and 114 resource databases. The library also provides access to over 9 million titles in 36 other academic libraries through our Summit partnership. Bottom line, we have what you need for your research needs.

PUBLIC SAFETY

Old Main, Room 251

360-438-4555 • publicsafety@stmartin.edu

www.stmartin.edu/directory/office-public-safety

Saint Martin's Office of Public Safety operates 24/7 – 365 days a year to provide a safe campus environment. Public Safety employs 6 full-time professional staff and approximately 20 student officers. The office has primary responsibility for patrolling campus, responding to emergencies, providing a variety of emergency preparedness related training and enforcement of University rules, regulations and policy, as well as applicable local, state and federal laws.

Public Safety engages in community-oriented partnerships to develop problem-solving strategies and maintains a close training and working relationship with the Lacey Police Department and Lacey Fire Department. In addition, Public Safety offers safety escorts and a variety of training opportunities like first aid/CPR classes. It is also responsible for issuing student ID cards and parking permits.

Saint Martin's University uses Omnilert as our emergency alert notification platform to send time-sensitive emergency communications to campus community members. Saint Martin's will only use the system to provide official notification of critical emergencies (i.e., situations that pose an imminent, physical threat to the community) and emergency weather-related campus closures. Students can receive emergency notifications by text messaging, email and social media.

For information about the Office of Public Safety services and annual campus crime statistics visit www.stmartin.edu/directory/offices-departments-directory/office-public-safety.

STUDENT FINANCIAL SERVICES

(Student Billing/Payment Arrangements)

Old Main, Room 201B

360-688-2180 • accounts@stmartin.edu

Student Financial Services strives to provide efficient and welcoming service to all of the Saint Martin's community, and empathetic and respectful counsel to our students and their families in regard to their financial education concerns, inquiries or limitations.

PAYMENT/BILLING

Financial Responsibility Agreement: Students must agree to their financial obligations before authorized to register by completing the Financial Responsibility Agreement through Self Service on the Consents & Reports tab. This is currently a one-time authorization requirement.

How aid is applied: All financial aid funds, including outside scholarships and private loans, are first applied to the student's tuition and mandatory fees for the current term. Housing charges are deducted next unless the scholarship states it is specifically for housing. Not all financial aid may disburse at the same time. Some forms of aid require additional processes. Students should check their Student Aid Portal regularly to view any outstanding requirements and also their Self Service account to see what aid has posted and what may be missing.

Financial aid funds will not be disbursed to a student's account until after the add/drop period has ended and enrollment census is completed. This is generally the fourth week of the semester.

Refunds: When current term charges are paid in full, any financial aid or payment amounts over these costs are then refunded to the student. Refunds are processed within 30 days of the date the credit balance is reflected. SMU delivers your refund with BankMobile Disbursements, a technology solution, powered by BMTX, Inc. Students are asked to provide authorization whether or not they would like SMU to send their information to BMTX, Inc. for possible refund processing. This is done through the student's Self Service portal. If authorization allows SMU to do this, the student needs to have a refund preference in place with BMTX, Inc. to ensure timely refunding. Emails are sent to students along with a mailing from BMTX, Inc. explaining how to set up a refund preference. Credit balances resulting from Parent PLUS loans will be processed based on the parent's authorization on the PLUS application. Refunds sent to parents are processed directly from the school via paper check and not through BMTX, Inc. as are student refunds without an authorization or refund preference in place.

SMU TEXTBOOK PROGRAM

SMU has partnered with Barnes & Noble to offer a rental textbook program that provides course books to students by the first day of classes. Students are billed \$23.75 per credit to rent the books for the semester. Books must be returned to the SMU Bookstore by the last day of finals listed for the semester.

Students may opt-out of the program for the semester following the link on the SMU Textbook Program webpage. Check out the SMU Textbook Program page on the school's website at <https://www.stmartin.edu/academics/academic-support-success/smu-textbook-program>

When to consider an emergency short-term loan (E-Loan): A short-term loan up to \$500 may be available to students who are expecting a financial aid refund and need funds to help assist with personal costs that are not charged to their SMU account prior to receiving their funds. Short-term loans are limited to one per semester and are deducted from the student's expected refund. Short-term loans cannot be issued prior to the first day of the semester. Please contact Student Financial Services for more information. Students must also have authorized 'allowable charges' on the Consent form in Self Service to be eligible. Expected credit from a parent PLUS loan could affect eligibility for an e-loan. Check with Student Financial Services if this applies to you.

Tuition due dates: Payment is due in full, or satisfactory payment arrangements must be completed one week prior to the start of each semester for which the student is enrolled. All students must finalize their financial obligations with Student Financial Services; this process is referred to as "validation."

Payment options: For students' and family convenience, monthly payment plans are available through Nelnet. All payments/plans must be in place the week prior to the start of the semester by the validation deadline.

Monthly payment plan: Students and families can set up a monthly payment plan for the semester or for the school year (fall and spring) through Nelnet. There is an enrollment fee of \$77 to sign up for the monthly payment plan. Enrollment in a Nelnet payment plan is done directly online at <https://www.mycollegepaymentplan.com/saint-martins-university-2/> or by phone at 800-609-8056. Be aware that Nelnet's portal is not connected to Saint Martin's so you must be sure to budget with them correctly as they cannot see what your out-of-pocket balance is.

Type of payments accepted at SMU: Payment is accepted by cash, check, money order or traveler's checks, submitted either in person or by mail to Student Financial Services. Credit cards: VISA, MasterCard, Discover and American Express credit card payments are accepted online only, through the student's Self Service account. Please be aware that a service fee applies to payments made by credit/or debit card. Credit/debit card payments cannot be accepted in person or by phone, email, mail or fax. Electronic check payment (e-check) is another online option. E-check payments are free.

OTHER SERVICES

Check cashing: Students may cash checks up to \$30.00 with Student Financial Services.

Student work-study pay: The last working day of each month by direct deposit or a 'pay card' if no bank information is available. Direct Deposit is encouraged. Forms are available in Student Financial Service or with the Finance Office for payroll.

STUDENT HEALTH CENTER

Burton Hall Room 102

Monday thru Friday, 10 a.m. – 4 p.m.

360-412-6160 • healthcenter@stmartin.edu

<https://www.stmartin.edu/health-center>

The Student Health Center assists students with a wide range of health issues including upper-respiratory infections, injuries and most other medical concerns. Students may receive limited disease management for chronic health conditions as well. After-hours hospital or emergency room care, medical specialists and dental care, eye exams, hearing tests and X-rays are referred locally. All undergraduate and graduate students enrolled at Saint Martin's Lacey campus are assessed a Health, Wellness and Safety fee each semester and may use the services at the Student Health Center at no additional charge. Additional laboratory fees may apply. Appointments may be scheduled in advance and are recommended; however, walk-in hours and same-day appointments are available during fall and spring semesters.

Saint Martin's University follows the immunization guidelines from the Centers for Disease Control (www.cdc.gov), the American College Health Association (www.acha.org), and state and local public health departments.

Please see our webpage for the most current immunization requirements

International students who have had a positive TB skin test, have had close contact with anyone who was sick with TB, or are members of a high-risk population may require further evaluation by the Student Health Center.

Please see the online International Student Medical Form (www.stmartin.edu/documents/international-student-medical-history-record) for more information.

TECHNOLOGY SERVICES (ITS HELP DESK)

O'Grady Library, First Floor

360-688-2222 • help@stmartin.edu

www.stmartin.edu/directory/offices-departments-directory/integrated-technology-services

A network account is issued to each student at Saint Martin's. Network accounts provide access to computers and printing on campus, an SMU email account, Self-Service (registration, tuition, scheduling, grades), Moodle (learning management system used by online and hybrid-learning courses), and more. SMU email is the

official means of communication between the University and students. Students are expected to monitor their SMU email.

Personal devices must be registered with the University before they can access the campus network. Device registration must be done on campus, and each device using the network must be registered individually. Registration guides are handed out at orientation and are also available at the ITS Help Desk. You can also go to the SMU website www.stmartin.edu/directory/offices-departments-directory/integrated-technology-services. Please note that some devices require additional adapters to work their best at SMU. Network access via Ethernet cable is available for all students in their residence hall rooms. A minimum of one port is provided for each resident. In addition, wireless access is available in many locations on campus.

Computers are available to students in the O'Grady Library, Harned Hall, Old Main, and each of the residence halls. Hours of availability are posted at each site. Digital cameras, recorders, headphones, laptops, and many more electronics are available for check-out at the Circulation Desk in the O'Grady Library.

Students are granted funds for printing, and students may add more funds to their account if needed at the Copy Resource Center (Old Main Room 350) or the Circulation Desk in O'Grady Library. Print credit, which rolls over through summer semester, is added to student accounts at the beginning of each semester: \$10 for fall semester, \$10 for spring semester, and \$5 for summer semester. All print accounts are reset right before fall semester. Students can release print jobs to our "follow me" printing system's queue from anywhere in the world by using (<http://print.stmartin.edu>) with their network account. To release the print job, they simply need to locate any SMU copier, swipe their ID, and release the job. Printing on standard paper is \$0.03 per page for black and white, and \$0.10 per page for color print jobs.

Students are discouraged from using personal printers, as they are more expensive and use more resources than the copiers provided on SMU campus. Additionally, many wireless printing features interfere with our network. Console games and entertainment systems are supported, but at a lower priority than academic systems. Some games violate essential security processes; the University reserves sole discretion to block any Internet game.

The ITS Help Desk offers free technical services including hardware and software installations, troubleshooting, data transfers, virus support, and more. All active students, staff, faculty, adjuncts, and abbey members qualify to receive ITS services. Students qualify for a free copy of Microsoft Office during their time at the University, as well as discounts and free copies of additional programs. Students can also access Microsoft Office 365 Apps free of charge. Software information can be found online at www.stmartin.edu/directory/offices-departments-directory/integrated-technology-services/technology-help/software.

Students must comply with the University's Acceptable Use Policy. Violations of this policy will result in disciplinary action. Familiarize yourself with Saint Martin's Acceptable Use Policy here: www.stmartin.edu/sites/default/files/smu-files/ITS/acceptable_use_policy.pdf.

The Help Desk is open Monday through Friday from 8:00am to 5:00pm, and can be reached by phone at 360-688-2222. ITS is located on the main level of O'Grady Library. If your student is in need of support, please have them email ITS from their SMU email at Help@stmartin.edu or submit a help request using our online form: www.stmartin.edu/directory/integrated-technology-services/help-request.

TRANSPORTATION AROUND LACEY AND BEYOND

Intercity Transit System is the local bus system that serves the South Puget Sound region, with stops near Saint Martin's campus. (360-786-1881 / www.intercitytransit.com)

Sea-Tac Airport is located approximately 48 miles from Saint Martin's University. The airport is served by all major and several regional airlines. (www.portseattle.org/Sea-Tac)

Capital Aeroporter offers transportation service between Sea-Tac Airport and locations throughout the South Sound, including Saint Martin's University. Reservations are required 48 hours in advance to guarantee service. (800-962-3579 or 360-754-7113 / www.capair.com)

Amtrak serves Lacey along its north-south Coast Starlight route from Seattle to Los Angeles. The Amtrak passenger station is located at 6600 Yelm Highway SE in Lacey. (800-872-7245 / www.amtrak.com)





Families

WHAT HAPPENS NOW?

Remember what it felt like when your child first began to walk, went to school, began to drive, and started to date? The freshman year of college is another in that series of firsts. It is a time full of exciting adventures, challenges, newfound dreams, uncertainties, unfamiliar faces, new surroundings and personal growth.

There is a natural transition in the relationship you have with your child and redefining your role as a parent or family member will be important. The relationship with your student may take on new dimensions and there may be struggles as you find balance in the degree of involvement you wish to have with your child. The common goal of most parents and families is to see their child succeed and develop into responsible adults. The following pages include some information we hope will be helpful as you support your student.

MOVEMENT TOWARD SELF-RELIANCE

A basic task for first-year college students is separating from parents and homes, regardless of whether they live on campus or with you. Your new college student will be faced with additional freedom and responsibilities, greater demands and more choices. Your child will be learning and practicing how to make decisions and choices without the structure and guidance you once provided. As they vacillate between apprehension and certainty, indecision and conviction, know this process is normal and healthy! Your role may change to still be supportive and present for your child and still allowing them the space to take on more responsibility and autonomy.

IDENTITY FORMATION

For young adults (18-25) this stage in life is important in developing their identity. It is normal for your child to explore new ideas, subjects, interests, and beliefs, and often quickly shift from one interests to the next. In the search for greater self-knowledge and clarity about their identity, students may try out new ideas, theories and experiences to see if they fit with what they already know about themselves. Don't be surprised if your student comes home with ideas different from those taught at home, questions on issues once taken for granted, or a new piercing or haircut. This is part of the process of your child exploring and understanding their identity. Although your student may be exploring a new independence and identity, parental and familial acceptance and approval remain important. When you don't agree with or approve of particular choices or opinions, this may be a challenge. They will benefit from you supporting their exploration, even if you don't agree with them, and keeping the lines of communication open.

EXPLORING RELATIONSHIPS AND INTIMACY

Another important life task for young adults is the exploration of relationships and intimacy. It is normal for relationships to play a large role in your child's life. New friends or partners may be a priority for your child at times. For many, this is an important component of identity development. We develop a unique and deeper understanding of ourselves as we explore intimate partnerships. If you have the kind of relationship with your child where they might talk with you about how these relationships and experiences are going for them, consider opening the subject up and seeing if they want to discuss with you (be sure you are in the right head-space for this conversation; prioritize listening and validating if you can.)

ACADEMIC ADJUSTMENT

Your child's academic experience in college will probably vary greatly from that of high school. College forces students to solve problems and to express and defend a point of view. Memorizing information, while an important part of learning, is usually not sufficient to earn good grades. College will push your student, and likely cause frustration at times. You'll be curious about how things are going academically. When asking for progress reports, you might try asking your student to refrain from words such as "fine," "OK" and "class average" and instead to use numbers, for example, 78 out of 90 points, 35 with a class average of 30, and so forth. If your student's grades are lower than he or she expected, be supportive. Your student probably is more disappointed than you. If you notice that low grades are an ongoing problem, encourage him or her to seek help from professors or advisors.

Failures and disappointments are a necessary and normal part of maturing. At minimum, we expect students to not get 100% on every assignment. While students should be held accountable for their grades, they also should be encouraged to keep errors in perspective. For example, if your student fails a class, they haven't ruined their academic potential. It may be necessary to take a course again to graduate, and your student may get to practice taking personal responsibility by not blaming the professor for the grade and learning about what they need to be successful. Remind your child that everyone makes mistakes and that errors help us develop skills to handle new, adult situations and responsibilities and to move forward.

STRESS

College is stressful, and the demands on students sometimes exceed their resources. As your child begins college, he or she will face the stresses of becoming part of a new community, taking on a "job" for which he or she has not been fully trained, and adapting to a new social life. Reactions to the stress can range from losing sight of priorities and becoming overly involved in social life to exaggerating responsibilities and withdrawing from social life. Given time, most students achieve a happy medium between these extremes. If your student shows signs of

becoming too involved or too withdrawn, please talk to him or her immediately. Despite the common view that “these are the best years of your life,” the stresses of college are very real.

FINANCES

On their own for the first time, some students have problems managing money. Among the situations they will encounter is being bombarded with offers for credit cards and student loans that might be tempting to accept. Many students accumulate debt they cannot pay. Sit down with your student to discuss money. Talk through the larger issues of paying for tuition and room/board, as well as smaller ones such as spending money, and develop a plan. Meet again after the first semester to evaluate and revise the plan. Don’t let the important topic of money “work itself out.” Take charge of initiating these discussions.

HOMESICKNESS

Many students experience homesickness during their initial adjustment to a new environment — and periodically throughout their college years when pressures mount. Homesickness can be challenging for both students and parents/families. However, homesickness usually passes. Each bout of homesickness builds the “antibodies” of coping skills, making future episodes less intense.

When your child does come home you may find adapting to their return difficult, everyone is faced with the changes made while they were apart. Try to make room for your new adult. Negotiate new house rules and curfews that recognize your child as an adult. If you can, try to leave their room at home intact for at least the first semester. If a younger sibling wants to “move up,” wait until the next semester and let your college student help with the transition.

WHAT CAN PARENTS DO?

The elements that have enhanced your relationship with your child: mutual trust, caring, respect, commitment, and effective communication will be important to continue during this time of transition. As the nature of your role as a parent begins to change, remember that your child will still need you, just in different ways. Below are some helpful tips from parents who have experienced the college transition:

College students are moving into adulthood. Help your student by giving them room to take the responsibility that is necessary. Assist them in the decision-making process, offer a broad range of choices and possibilities, share your decision-making techniques, and reflect what you are hearing. Try not to make decisions for your student or give specific instruction on what to do. Trusting your student to make their own decisions underscores your belief in them. When concerned with a recent choice, remind yourself of the foundation you have built up to this point. Young adults carry that foundation with them. Most of the time, their decisions (including and especially the ones they regret) will contribute to their personal growth. You may need to accept changes in their values and goals, and to respect them for who they are becoming. Parents can be supportive, trusting and encouraging of their child's independence, and at the same time still be able to provide a safety net. In dealing with transitions, it usually helps when parents learn to accept that they will not know all the details of their student's life.

Students returning home for weekends or holidays can be an important time to deepen your connection with them and better understand how they are experiencing the college journey. However, some students might return home and be looking for privacy and space to quietly process their time away. Try to meet them where they are at and if you are unsure if they want space or are open to talking about school, ask them. By asking them, you are showing interest and support while also respecting their autonomy.

Some students go home often, others return only for major holidays and events. While you want your student to always feel welcome at home, encourage them to stay on campus as much as possible during the first few months of college. Participate in campus activities, especially those designed for new students. Attend classes and office hours to get to know their professors and advisor. Develop friendships and get involved in campus clubs. Being on campus and getting involved in campus activities on the weekends instead of going home can have a meaningful impact on a student's academic success and mental health especially in the first and second year of school. If you really miss each other but you want your student to stay on campus, consider visiting them so they can participate in campus activities but also spend some weekend time with you.

**ONCE A SAINT,
ALWAYS A SAINT**
SAINT MARTIN'S UNIVERSITY | 1895

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Confidentiality of student records

The Buckley Amendment Statement

Saint Martin's University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (also referred to as the Buckley Amendment or FERPA). This act affords matriculated students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. The University registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University registrar does not maintain the records, the student will be directed to the University official to whom the request should be addressed.
2. The right to request the amendment of their education records that a student believes is inaccurate or misleading. Students who wish to request an amendment to their educational record should write the University official responsible for the record, 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 student will be notified of the decision and advised of his or her right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records to third parties, except in situations that FERPA allows disclosure without the student's consent. One such situation is disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the University in an administrative, supervisory, academic, research or support staff position (including University law enforcement personnel and health staff); a person or company with whom the University has contracted; a member of the board of trustees; or a student serving on an official University committee, such as the honor council, student conduct council, or a 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.

The Buckley Amendment provides the University the ability to designate certain student information as “directory information.” Directory information may be made available to any person without the student’s consent unless the student gives notice as provided for below. Saint Martin’s has designated the following as directory information: the student’s name, addresses, telephone number, e-mail address, student ID photos, date and place of birth, major field of study, school, classification, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Any new entering or currently enrolled student who does not wish disclosure of directory information should notify the University registrar in writing. No element of directory information as defined above is released for students who request nondisclosure except in situations allowed by law. The request to withhold directory information will remain in effect as long as the student continues to be enrolled, or until the student files a written request with the University registrar to discontinue the withholding. To continue nondisclosure of directory information after a student ceases to be enrolled, a written request for continuance must be filed with the University registrar during the student’s last term of attendance.

If a student believes the University has failed to comply with the Buckley Amendment, he or she may file a complaint using the student complaint and grievance procedure as outlined in the student handbook. If dissatisfied with the outcome of this procedure, a student may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, D.C. 20202-4605.

