



Saint Martin's
UNIVERSITY



UNIVERSITY PARENT GUIDE

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

Promoting the Catholic Benedictine
understanding of faith, reason, service, and community,
the Department of Student Affairs educates students through experiential,
co-curricular programming. We teach continual listening and reflection
in order to foster an awareness of difference that encourages students
to work towards a just society. Our students will understand their moral
obligation to a multicultural world and become faithful, compassionate
and conscientious stewards of their communities.

UNIVERSITY PARENT GUIDE

TABLE OF CONTENTS

4 LETTER FROM THE PRESIDENT

5 MISSION STATEMENT

6 ACADEMIC CALENDAR

8 CAMPUS MAP

9 GUIDING PRINCIPLES AND ACADEMIC VALUES

10 CONTACT INFORMATION

12 HISTORY OF SAINT MARTIN'S

14 SERVICES FOR STUDENTS

30 TIPS FOR PARENTS

32 WHAT TO EXPECT

36 WHAT CAN PARENTS DO?

37 WAYS TO STAY IN TOUCH

38 WAYS TO COMMUNICATE WITH YOUR STUDENT

41 BOOKS FOR PARENTS OF COLLEGE STUDENTS

42 THE BUCKLEY AMENDMENT STATEMENT

Letter from the PRESIDENT

Dear Parents,

Welcome to Saint Martin's University! The families of our students are important members of our educational community—a community founded on the 1,500-year-old Benedictine traditions of hospitality, respect, service and stewardship. Driven by these values, the faculty and staff of Saint Martin's are dedicated to the success of each student, both inside and outside the classroom.



You play an important role in your son or daughter's transition to the "Saint Martin's Experience." The transition to a new campus environment may be a challenge for your student. It may be challenging for you, too, as your child may no longer rely on the daily guidance you have been providing for so long. Our community will support your student to become a strong and independent individual, while ensuring that they continue on the path you have worked so hard to pave for them. In doing so, we pledge to you that we will be open and welcoming to your questions and need for information.

Members of the Office of Student Affairs have compiled this guide to assist you in successfully transitioning your child into the next exciting step of his or her life. We hope it will serve as a useful directory of resources available here at Saint Martin's University. Should any questions arise as you are reading through the guide, feel free to contact our dean of students, Melanie Richardson, at 360-438-4367.

University life is a fun, challenging and exciting time for students and families alike. We hope you enjoy it!

Thank you again for entrusting your student to us. I look forward to partnering with you in this educational endeavor.

Sincerely,

A handwritten signature in black ink, which appears to read "Roy F. Heynderickx". The signature is fluid and cursive, written over a light-colored background.

Roy F. Heynderickx, P.h.D.
President



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.

SUMMER 2011

Advising and registration for new students: Session 1.....	July 7–8
Advising and registration for new students: Session 2	July 14–15
Advising and registration for new students: Session 3.....	July 21–22
Summer Bridge to Success	July 23–31
AHANA Connections	August 23–25
Saints in Service	August 24–25
Leap-in Leadership Traditions Camp	August 24–25
Fall Incipio (First-year)	August 26–29
WOW! Weeks of Welcome	August 30– September 11

FALL 2011

Extension term I begins.....	August 8
Faculty Convocation and Student Welcome.....	August 26
Residence halls open to new students	August 26
Residence halls open to returning students	August 28
Classes begin.....	August 30
Mass of the Holy Spirit.....	September 1
Labor Day (holiday)	September 5
Last day to change or add a class	September 9
Extension term I ends	October 3
Midterm break	October 13–14
Midterm grades due in Records Office	October 17
Extension term II begins	October 17
Last day to withdraw from a class	October 28
Advising and preregistration begins.....	October 31
Saint Martin's Day (holiday)	November 11
Thanksgiving recess.....	November 24–25
Last day of classes.....	December 7
St. Thomas Aquinas Study Day (no classes)	December 8
Semester examinations	December 12–15
Extension term II ends.....	December 13
Date for December graduates	December 16
Grades due in Records Office.....	December 19

WINTER BREAK 2011/2012

Christmas	December 25
New Year's Day.....	January 1

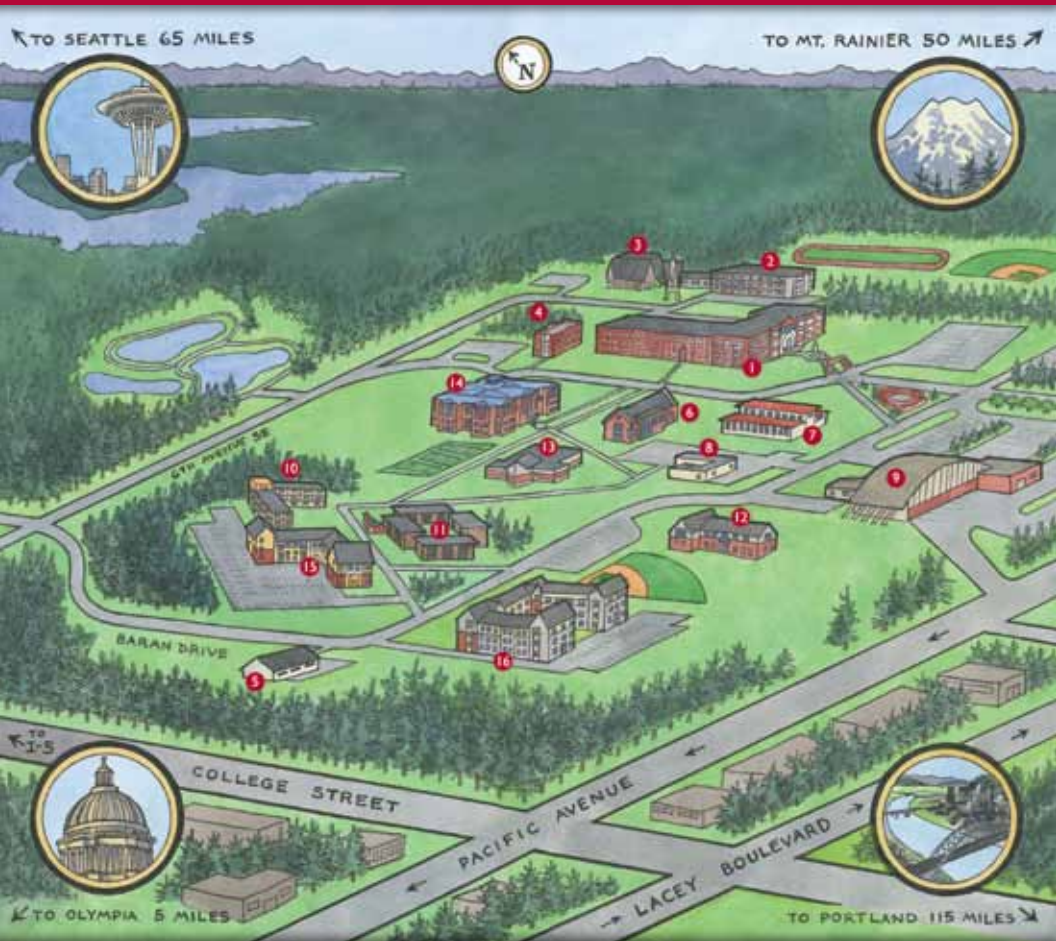
SPRING 2012

Extension term III begins.....	January 9
Spring Incipio Orientation (new students)	January 13
Residence halls open to new students	January 13
Residence halls open to returning students	January 15
Martin Luther King, Jr. Day (holiday).....	January 16
Classes begin.....	January 17
Last day to change or add a class	January 27
Presidents Day (holiday).....	February 20
Extension term III ends.....	March 7
Spring vacation begins after last class	March 16
Midterm grades due in Records Office	March 19
Extension term IV begins	March 19
Saint Benedict Day (holiday)	March 21
Classes resume after spring vacation.....	March 26
Advising and preregistration begin	April 2
Good Friday (holiday)	April 6
Easter.....	April 8
Easter Monday (holiday)	April 9
Honors Convocation and Scholars Day (no afternoon classes)	April 24
Last day of classes.....	May 3
Saint Thomas Aquinas Study Day (no classes)	May 4
Senior Commencement Fair	May 4
Semester examinations	May 7-10
Bachelor Baccalaureate and Hooding Ceremony.....	May 11
Master Hooding Ceremony.....	May 12
Commencement.....	May 12
Extension term IV ends	May 12
Grades due in Records Office.....	May 14

SUMMER SESSION 2012

Extension term V begins.....	May 21
Summer session 1 begins.....	May 21
Memorial Day (holiday).....	May 28
Summer session 1 ends.....	June 29
Summer session 2 begins	July 2
Independence Day (holiday)	July 4
Extension Term V ends	July 18
Summer Session 2 ends.....	August 10
Grades due in Records Office.....	August 13

Campus Map



BUILDINGS

1. Old Main (Bookstore on 2nd floor)
2. Monastery
3. Abbey Church
4. Lynch Center (Abbey Guest House)
5. Zaverl Hall (Maintenance Building)
6. Harned Hall (Academic Building)
7. Cebula Hall (Engineering)
8. Trautman Student Union Building (TUB)
9. Marcus Pavilion/
Norman Worthington Conference Center
10. Baran Hall (Residence)
11. Burton Hall (Residence)
12. Charneski Recreation Center
13. Kreielsheimer Hall (Arts Education)
14. O'Grady Library
15. Spangler Hall (Residence)
16. Parsons Hall (Residence)

Guiding Principles and Academic 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.

ACADEMIC VALUES

- **Knowledge:** We emphasize broad geographic and historical perspectives, cultural and linguistic plurality, and scientific and aesthetic understanding.
- **Spirituality:** We provide and encourage the development of personal recognition of spiritual values beyond the intellectual and physical.
- **Hospitality:** We welcome and include in our community people from diverse backgrounds and locations. We encourage diverse viewpoints and the appreciation of different cultures.
- **Service:** We expect that our students will live exceptional lives dedicated to serving others in the local and the global community. We expect such service to mirror the Catholic, Benedictine life and to nurture the family spirit among all who participate in the University.
- **Creativity:** We expect our students to find joy in acts of creation and recognize artistic expression as the bridge between interior and exterior spaces.
- **Communication:** We provide opportunities for students to pursue ideas and communicate them in varied forms.
- **Inquiry:** We work to develop thoughtful graduates able to engage in honest and thorough analysis and critical and independent thinking, and who are prepared to address the complex nature of our society.
- **Discovery:** We believe that discovery, including self-discovery, is developed in the context of learning, serving and valuing the worth of others.
- **Holistic education:** We believe that intellect alone cannot sustain a meaningful life and, thus, we work to unfold the potential of the whole person.

Contact information

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

DEPARTMENT	TELEPHONE
Information Center	360-491-4700
Admissions	360-438-4596
Alumni/Institutional Advancement	800-220-7722
Athletics	360-438-4305
Campus Life	360-438-4299
Campus Ministry	360-438-4381
Career Services	360-438-4382
Counseling and Wellness Services	360-438-4371
Dean of Students	360-438-4367
Dining Services (Bon Appétit)	360-438-4563
Disability Support Services	360-438-4580
Financial Aid	360-438-4397
Housing and Residence Life	360-412-6163
International Student Services	360-438-4504
Intercultural Initiatives	360-486-8844
Learning and Writing Center	360-438-4569
O'Grady Library	360-486-8800
Public Safety	360-438-4555
Registrar	360-438-4356
Student Accounts	360-438-4389
Student Health Center	360-412-6160
Student Affairs	360-438-4367
Veteran's Affairs	360-438-4356



A. 1913



St. Martin's

COME TO ME
ALL YOU THAT LABOR
AND ARE BURDENED



History of Saint Martin's

Saint Martin's University was established in 1895 by monks of the Roman Catholic Order of Saint Benedict. The Order, the oldest in Western Civilization, was founded by Saint Benedict of Nursia in about 528. From that early period to the present, Benedictines have worked in education, their abbey schools nurturing and guarding the legacy of the classics of Western Civilization.

Benedictine history in the United States began in 1845 when Abbot Boniface Wimmer, O.S.B., established the first American abbey school, Saint Vincent College, near Latrobe, Pennsylvania. From there, Benedictines founded high schools, colleges and universities throughout the country. Saint Martin's is one of 18 Benedictine colleges and universities in the United States and Canada, and the only one west of the Rockies.

The site of Saint Martin's University and Abbey, on a wooded hillside in rural Lacey, Washington, was selected in 1893 by Abbot Bernard Locnikar, O.S.B., of Minnesota's Saint John's Abbey, Saint Martin's mother house. Saint Martin's first enrolled boys and young men between the ages of 10 and 20. The new school admitted its first student, Angus McDonald, September 11, 1895. Both boarders and "day scholars" were accepted and taught from a curriculum of preparatory and high school classes, plus classical and commercial college courses.

By 1897, 29 grammar and high school students were attending Saint Martin's. College-level courses were added in 1900 to provide the necessary education for candidates planning to enter the Benedictine priesthood.

Saint Martin's became a four-year, accredited, baccalaureate-granting institution in 1940, and became coeducational in 1965. It changed its name from Saint Martin's College to Saint Martin's University in August 2005 to more clearly define its nature and programs, strengthen its outreach and better fulfill its mission.

SAINT MARTIN OF TOURS

Saint Martin of Tours, patron saint of Saint Martin's University, figures prominently in the development of Christianity in fourth-century Europe. During his lifetime, Martin established about 3,500 churches. Martin spent his youth as a cavalryman in the Roman army, but he longed for something more.

He horrified his father, a tribune in the army, by studying to become a Christian. Legend has it that Martin, while still a soldier, chanced upon a shivering beggar clutching his rags about him in the bitter cold. Martin cut his flowing cavalry cloak in two and gave half to warm the beggar. Some time thereafter, Martin had a vision in which the beggar revealed himself to be the Lord Jesus Christ. Soon after, Martin obtained a discharge from the army.

As a free man, he began his commitment to Christianity in earnest, studying under famous scholars and teachers of the era. Soon, he was considered the holiest man in France. He chose to remain a missionary until 371, when the people of Tours, France, prevailed on him to become bishop.

Saint Martin's Abbey and University take their name from this illustrious patron.

ABBEY CHURCH

The Abbey Church, a beautiful modern structure adjacent to the monastery, is the liturgical center of the Saint Martin's community. The church's serene atmosphere, brilliant stained glass, banners, artwork and surrounding gardens draw many people from campus and the nearby community.

The church is used for daily Mass and monastic office, and occasionally for small concerts, lectures and convocations.

SAINT MARTIN'S ABBEY

Saint Martin's Abbey has begun its second century of monastic life in Western Washington. The monks' involvement in pastoral work actually began in 1891 at Tacoma's then-newly established Holy Rosary parish. At the behest of German-speaking Catholics, Saint John's Abbey (Collegeville, Minnesota) sent Fr. William Eversmann, O.S.B., to be pastor of the new parish. Within a few years, the Benedictines of Minnesota sent enough monks to found a new monastery and school about 50 miles south of Seattle in what was to become Lacey, Washington.

The school has been through a number of stages over the years. Initially, there was an abbreviated grade school, a high school and a two-year college. In the early 1940s, the grade school was dropped and the college became a four-year institution. By the mid-1970s, the monks decided that their only educational apostolate would be the college.

At present there are 33 monks vowed to Saint Martin's Abbey. The monks, both priests and brothers, still work in a variety of jobs in Saint Martin's University—from teaching to staff positions. The primary activity of the monk is always prayer, especially the communal prayer of the Divine Office. The monks meet three times daily for the Divine Office, and they celebrate the Eucharist together every day.

Services for Students

CAMPUS MAIL

Old Main Room 207

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.

Outgoing mail must be at the mailroom no later than 2 p.m., Monday through Friday, for posting the same day. Mail is usually available from 8 a.m. until 4:30 p.m., Monday through Friday. If a student receives a special delivery letter or package, a note is left in his or her mailbox instructing him or her to retrieve it from the SMU mailroom staff. To insure speedy mail delivery, please use the following address:

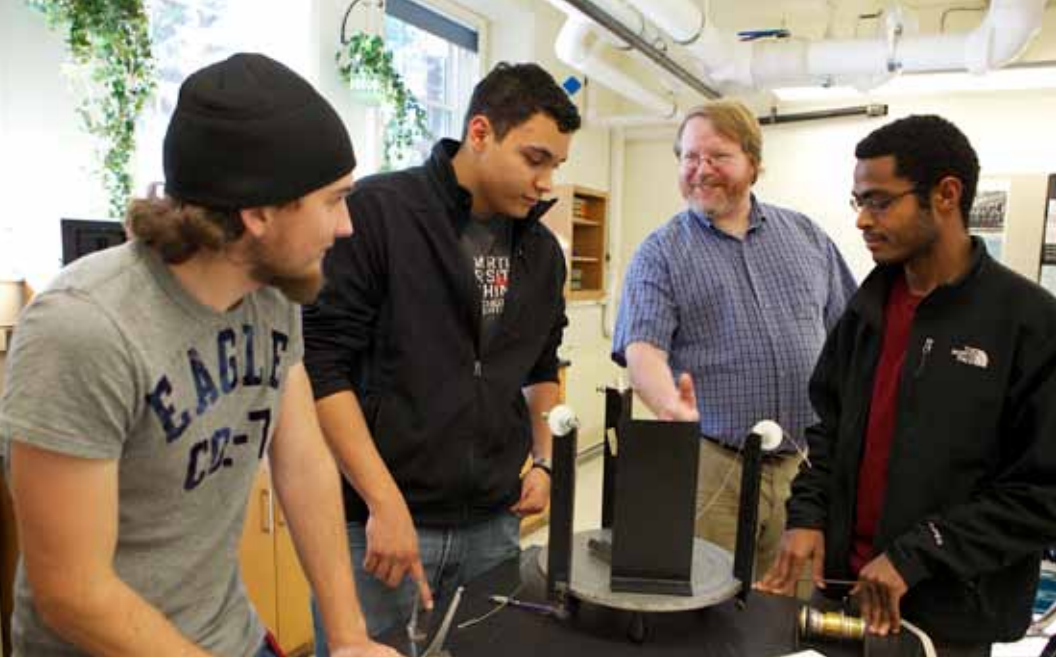
[Student name]
Saint Martin's University
Box [number]
5300 Pacific Ave. SE
Lacey, WA 98503-7500

THE IMPORTANCE OF FOOD

At Bon Appétit Management Company, we recognize the great power and importance of food. Dining rooms are gathering places. Breaking bread together helps to create a sense of community and comfort. We recognize the important role we fill and take great care to honor our position on the Saint Martin's University campus. We are a culture driven to create food that is alive with flavor and nutrition, prepared from scratch using authentic ingredients. We do this in a socially responsible manner for the well-being of our guests, communities and the environment.

We show this care in our operations every day by:

- Cooking food from scratch using fresh seasonal ingredients.
- Taking our role in the community seriously and making socially responsible purchasing decisions.
- Serving great-tasting, authentic and nutritious food that exceeds the expectations of our guests, including vegetarian, vegan and international diners.
- Providing opportunities for all our employees, including student workers, to develop their potential and abilities.



- Recognizing that every client we serve is unique and creating tailored food programs for each one.
- Serving a wide variety of menu items at each meal, each day keeping things fresh, fun and interesting. You won't find a cycle menu at Bon Appétit.
- Viewing our operations as on-site restaurants competing with local off-campus restaurants — never resting on the idea of a “captive audience.”
- Being a leader in our industry by working to create a more sustainable food system.

OFFICE OF PUBLIC SAFETY

Old Main Room 251

360-438-4555 • security@stmartin.edu

The Office of Public Safety is responsible for campus safety and security 24 hours a day, seven days a week. Public Safety employs three full-time staff and approximately 20 student officers. The office has primary responsibility for enforcement of University rules, regulations and policy, as well as applicable local, state and federal laws. The staff has a close working relationship with local police and fire services. Security officers patrol the campus and offer a safety escort to cars, residence halls and other buildings on campus 24 hours a day. An escort can be requested by calling the Office of Public Safety. Information concerning the Office of Public Safety, services provided and annual crime statistics can be found online at www.stmartin.edu/security.

AREA TRANSPORTATION

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

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. For more information or reservations, call 800-962-3579 or 360-754-7113.

Amtrak serves Olympia 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. For information or reservations, call 800-872-7245.

Intercity Transit System is the local bus system that serves the South Puget Sound region, with stops near Saint Martin's campus. For information, call 360-786-1881 or visit www.intercitytransit.com.

OFFICE OF CAMPUS MINISTRY

Office: Old Main Room 201-F

Lounge: Old Main Room 202

Lounge hours: Monday – Friday, 8 a.m. – 5 p.m.

360-438-4381 • campusministry@stmartin.edu

A place. A home. A tradition. Where you can be you...

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

Saint Martin's Campus Ministry has a rich tradition. For years it has served the Catholic Benedictine identity on campus and connected the monastic and school communities together through opportunities to grow in faith, reason and service.

Campus Ministry is not only for Catholics. Whoever you are, wherever you're from, you'll find a welcoming and inviting place to meet new people and enter into the Saint Martin's University community in the fullest and most meaningful way.

Campus Ministry offers many events throughout the year. The following is just a sample:

FAITH AND FORMATION

Student Liturgy

- All are welcome to join the community on Sundays in the Abbey Church for an active weekly Mass, where students take leadership roles.

Hall Mass

- Students are invited to celebrate Mass at night in the residence halls.

Retreats

- Students are encouraged to attend these can't-miss opportunities to retreat from school and grow in their relationships with God, themselves and those around them.

Prayer Groups

- Students join prayer groups led by peers.

RCIA

- Students can attend classes to learn about Catholicism or to prepare to receive the Sacraments of Initiation—Baptism, Communion and Confirmation.

Cultural Immersion Trip

- Students have the opportunity to experience another culture by traveling the world.

SERVICE AND JUSTICE

HANDS of Campus Ministry Club

- Students are encouraged to join this community service club.

Portland Immersion Trip

- Students find God in the poor by traveling to Portland, Oregon, twice a semester on this two-day trip.

Community Kitchens

- Students serve meals to the needy in our area.

Service Trips

- Students travel to do service in our greater community.

Hope Concert

- Members of the SMU community gather to enjoy performances by their peers, with all proceeds going to charity.

OFFICE OPPORTUNITIES

Volunteer and paid positions

- Students interested in on-campus employment or great volunteer opportunities in an exciting office are encouraged to visit Campus Ministry and meet the staff!

OFFICE OF INTERCULTURAL INITIATIVES

Trautman Student Union Building (TUB)

Monday – Friday, 8 a.m. – 5 p.m.

360-486-8847 • jhopkins@stmartin.edu

The Office of Intercultural Initiatives sponsors a variety of programs that create a welcoming and respectful learning environment for the entire Saint Martin's community. Initiatives focus on three areas:

- Services that support underrepresented and underserved students.
- Programs that foster critical multicultural awareness.
- Opportunities that engage participants in social justice education and action.

Emphasizing these areas helps Saint Martin's work toward a more engaging campus community that prepares students to be fully engaged participants within the global society.

COUNSELING AND WELLNESS CENTER

Old Main Room 201

Monday – Friday, 9 a.m. – 5 p.m.

360-438-4371 • jberney@stmartin.edu

360-438-4513 • lligasan@stmartin.edu

Counseling services are available to all enrolled students of the University without charge and are confidential. Our counselors are licensed, professionally trained and skilled at working with college-age students.

The Counseling and Wellness Center provides individual and couples counseling, support groups, community referrals, consultations, workshops and a variety of resources. Students, staff and faculty may contact counselors either by telephone, email or in person to schedule an appointment.

Some common issues of concern to students include: adjustment to college life, academic stress, relationship difficulties, family issues, stress, depression, anxiety and sleep issues. The University's counseling staff is available to assist students with these and a wide range of other issues to promote a successful college experience.

The center offers a variety of educational material for students to take with them to read, as well as electronic pamphlets about several mental health topics on our website. Our substance abuse prevention program coordinator is available to provide education and assess and refer students who are struggling with substance abuse issues. Cold and flu care information as well as limited over-the-counter medications and referrals to medical resources are also available.

STUDENT HEALTH CENTER

Burton Hall Room 102

Call to schedule an appointment

360-412-6160 • healthcenter@stmartin.edu

The Student Health Center assists students with a wide range of health issues including colds, flu and other medical concerns. At the center, students may have prescriptions written and receive limited disease management for chronic health problems. The center does not provide after-hours hospital or emergency room care, nor does the center offer dental care, eye exams, hearing tests or X-rays. The staff is familiar with community resources for these services and can make referrals. Required services that extend beyond the scope of the center will be referred out.

All main campus undergraduate students are assessed a health services fee and may use the services of the Student Health Center at no additional charge. Graduate students may utilize the center for a fee (\$20) paid at the time of visit.

Appointments may be scheduled in advance and are recommended. Acute care, walk-ins and same-day appointments are permitted.

In order to maintain the health and safety of all members of our campus community, Saint Martin's University has adopted the following immunization requirement guideline from recommendations by the U.S. Center for Disease Control (www.cdc.gov), the American College Health Association (www.acha.org), and state and local public health departments, applicable only to those students born on or after January 1, 1957:

- (1) Verifiable proof of two doses of MMR or rubeola vaccine since 1969;
- OR**
- (2) Diagnosis and verification from a medical provider indicating the student had rubeola measles;
- OR**
- (3) Medical verification showing immunity to rubeola measles (rubeola titer)

International students who have had a positive TB skin test, 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 for more information).

COMMUNITY MEDICAL RESOURCES

The following list is not provided as recommendations or endorsements.

24-hour Crisis Line

360-586-2800

Sexual Assault and Domestic Violence Services

24-hour Crisis Line

360-754-6300

CLINICS

Group Health Cooperative

700 Lilly Road NE

Lacey, WA

360-923-7670

800-565-1393

Pacific Walk-In Clinic

3928 Pacific Avenue SE

Lacey, WA

360-455-1350

Providence St. Peter Hospital

(emergency room)

413 Lilly Road NE

Lacey, WA

360-493-7289

Sea Mar Community Clinic

3030 Limited Lane

Lacey, WA

360-704-2900

Sea Mar Clinic

(dental)

409 Custer Way SE

Tumwater, WA

360-570-8016

Urgent Care of Olympia

3700 Martin Way

Olympia, WA

360-923-5565

Westcare Clinic

3000 Limited Lane NW

Olympia, WA

360-357-9392

PHARMACIES

Fred Meyer Pharmacy

700 Sleater-Kinney Road SE

Lacey, WA

360-438-6483

Rite Aid Pharmacy

691 Sleater-Kinney Road SE

Lacey, WA

360-491-4111

Shopko Pharmacy

5500 Martin Way

Lacey, WA

360-456-4057

Target

665 Sleater-Kinney Road SW

Lacey, WA

360-486-8927

Walgreen Drug Store

4540 Lacey Boulevard SE

Lacey, WA

360-438-2020



DISABILITY SUPPORT SERVICES

O'Grady Library

Monday – Friday, 8:30 a.m. – 5:00 p.m.

360-438-4580 • gbrown@stmartin.edu

Saint Martin's University is committed to providing a campus environment that is accessible to students with disabilities. Services and accommodations are coordinated by Disability Support Services.

Students seeking academic or other accommodations for a disability are responsible for initiating contact with Disability Support Services. They are encouraged to do so prior to the beginning of their first semester. The office then will assess the student's individual needs as outlined in the documentation of their disability. The student and Disability Support Services collaborate in communicating and facilitating those needs with faculty and staff. The office also aids the student in obtaining materials, services and assistance necessary to successfully pursue a full and participative education.

HEALTH INSURANCE

Old Main Room 250

Monday – Friday, 8 a.m. – 5 p.m.

360-438-4389 • accounts@stmartin.edu

Saint Martin's University requires that all students attending at least half-time have health insurance coverage. The University offers a plan 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 deadline in order to waive out of the school's coverage. Online waiver information is provided in the student's billing packet. Online waivers are due no later than the last day to *add/drop courses for the semester*, which is the second Friday of the semester. After this date, waivers cannot be accepted and the student will be responsible for the charge. 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 Office of Student Accounts of the change.

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 or with Student Accounts.

If your student is covered by your health insurance policy, please make sure he or she always carries a current insurance or HMO card. Please give your student all information regarding his or her health insurance coverage, including instruction on how claims are to be filed and reimbursed.

Also make sure you and your student have identified local participating providers that will accept your health care insurance.

OFFICE OF CAREER SERVICES

Old Main Room 257

Monday – Friday, 8 a.m. – 5 p.m.

360-438-4382 • aadams@stmartin.edu

The Office of Career Services is designed to assist students from their admission through graduation. Services are also available to alumni of Saint Martin's. The office provides the following services, programs and information to assist students and alumni:

- **Online Jobs Database:** The database contains employment opportunities with city, county, state, federal and private employers. Updated daily, jobs include part-time, full-time, summer, seasonal, temporary and permanent positions. Through this system, students and alumni are able to store resumes and access jobs, employer information, career center events and alumni mentors.
- **Skill-building sessions:** Resumes, cover letters, interviewing and negotiation skill-building sessions are offered one-on-one or in groups throughout the year.
- **Assessments:** The Office of Career Services 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 and professional associations as well as links to job openings. MyPlan, which contains four assessments and career matches, is administered to all 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. Events are held for each school/college, and the annual career and internship fair is held in the spring.
- **Career Resource Library:** Books on jobs, resumes, career decision-making, scholarships, cover letters, interviewing, various directories and similar subjects can be checked out.
- **Internet access:** Computers are available in Career Services for Internet job searches and job information.
- **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.



- **Graduate School Testing:** Information is available on the GRE, GMAT, LSAT/LSDAS and MCAT.

Encourage your student to take advantage of their Office of Career Services resources!

TECHNOLOGY SERVICES FOR STUDENTS

O'Grady Library – ITS Help Desk
Monday – Friday, 8 a.m. – 5 p.m.
360-438-4338 • help@stmartin.edu

It is the mission of the Department of Integrated Technology Services (ITS) to actively support the educational goals of the University by providing services, resources, facilities and technology in order to provide access to information and knowledge.

ITS provides and supports a range of technology services to the University. Below is a summary of these services:

- A network/email account is issued to each student. Please note email is an official means of communication between the University and students; students are expected to monitor their @stmartin.edu mailbox.
- Open computer labs are available in O'Grady Library, Harned Hall and Old Main, and in each of the Residence Halls. Hours of availability are posted at each site.
- Network access via Ethernet cable is available for all students in their residence hall rooms.
- Wireless Internet hotspots are available at many locations on campus.
- The ITS Help Desk offers free service to students for troubleshooting hardware and software problems and setting up email and network accounts. The Help Desk's email address is help@stmartin.edu; online tech support can be found at www.stmartin.edu/its/techsolutions.htm.



- New students are provided with a copy of Microsoft Windows and Microsoft Office (PC or Mac) for use while they are attending Saint Martin's. Media for the software may be obtained for a nominal fee at the O'Grady Library. The current media fee is \$15.
- Antivirus software is also provided free-of-charge and is required for all computers used on campus.
- Digital cameras, video cameras and laptop computers are available for short-term loan at either O'Grady Library or the Computer Resource Center.
- Console games and entertainment systems are supported, but at a lower priority than academic systems. Many games require reduced Internet security and may not work immediately. The ITS Help Desk will work with students on request to enable game play; students should schedule time through the Help Desk to bring in the game. Some games violate essential security processes; the University reserves sole discretion to block any Internet gaming.

Students are required to register their computer with the ITS system the first time they connect to the Internet or to SMU servers. Computers without up-to-date antivirus protection will not be granted access, so students are encouraged to update their system prior to their arrival.

The student's network account is required for all SMU's computer labs and classrooms. Students may apply for the account as soon as they are enrolled at the University. They may apply online at www.stmartin.edu/its/account_creation.htm or in person at the Help Desk in the O'Grady Library.

Students must agree to the terms of the University's Acceptable Use Policy. Violation of the policy results in the disabling of the student account. With technology being so critical to the Saint Martin's experience, we strongly advise students to adhere to the standards of the policy.

OFFICE OF STUDENT ACCOUNTS STUDENT FINANCIAL SERVICE CENTER

Old Main Room 250

Monday – Friday, 8 a.m. – 5 p.m.

360-438-4389 • accounts@stmartin.edu

The Student Accounts staff is committed to assisting students throughout their education at Saint Martin’s University. The University offers a monthly payment plan through Tuition Management Systems (TMS) in order to make students’ financial experiences as positive as possible. The following information is provided to assist you with the services and policies of the office:

- **Check-cashing:** Students may cash personal checks up to \$30. To do so, students must show their Saint Martin’s University ID card and checks must be made payable to “SMU Cash.”
- **Payments:** Full payment or satisfactory payment arrangement for the semester is due by the first day of the semester. (See the following pages for TMS monthly plan information.) All payments, including monthly payments, made on students’ accounts are processed through the Office of Student Accounts, which is located in the Student Financial Service Center. All students, including those receiving financial aid, must finalize their financial obligations with the office by the first day of the semester. The office receives deposits for housing and tuition as well.

PAYMENT OPTIONS

- >> *Credit card (MasterCard, Discover, or American Express):* Credit card payments can only be made online. Please note that each payment is assessed a 2.5 percent convenience fee. Due to specific VISA regulations, VISA cannot be accepted. (Credit card payments made through TMS have a separate convenience fee; please see the following page for payment plan information.)
- >> *Electronic check (e-check):* These payments can be made online for free.
- >> *Cash, check, money order or traveler’s check:* These payments have not changed and can be made in person or by mail.

*PLEASE NOTE: Online payments are made through the student’s Self Service account.

- **Payment plans:** Students or their parents may develop a monthly payment plan for the academic year (fall and spring) through TMS. TMS offers a convenient way to pay educational expenses by paying monthly rather than all at once. Fall-only or spring-only plans are available through TMS for those students attending only one semester during the academic year. Payment plans must be in place by the first day of the semester. Students need to be familiar with calculating their budget for the year when determining their monthly payment plan. Work study and student employment awards should not be used in the calculation. Book costs are separate and not used in the budget calculation, as those payments are made directly to the University bookstore at the time of purchase. Federal PLUS Loans could have up to a 4 percent origination fee depending on the lender chosen, so be sure to deduct this amount when determining the net amount of any PLUS Loan. Federal Direct Loans have an origination fee of .5 percent. Remember to deduct this .5 percent from your loan amount to determine the net amount that will arrive at the school. If the calculation results in a balance owed and a monthly payment plan is desired, students and/or parents may apply for a monthly plan with TMS. (Information regarding application for this plan is available by calling 888-713-7234 or visiting www.afford.com/stmartin.) If you need assistance in determining your payment plan budget, please do not hesitate to contact a Student Accounts staff member at 360-438-4389. We will be happy to assist you.
- **Student work study checks:** Student paychecks are available for pick up the last working day of the month. Automatic deposit is encouraged and is available through the Payroll Office. Forms for automatic deposit are available in the Office of Student Accounts.
- **Refunds:** Refunds are processed within 30 days of the date the credit balance is reflected. Refunds are processed weekly on Fridays and are mailed to the student's permanent address unless written authorization for pick-up is received. Pick-up time is after 1 p.m. on Fridays.

O'GRADY LIBRARY

Fall Hours:

Monday – Thursday, 7:30 a.m. – 11 p.m.

Friday, 7:30 a.m. – 5 p.m.

Saturday, 10 a.m. – 6 p.m.

Sunday, 1 p.m. – 9 p.m.

360-486-8800 • library@stmartin.edu

O'Grady Library, designed by the internationally acclaimed architect Michael Graves, opened in January 2001. This remarkable building enhances students' access to both research materials and technology by integrating library and computer services under one roof.

The library features the Information Commons, Curriculum Resource Center, Multimedia Center, six group study rooms, three media rooms, two technology classrooms and the spacious Benedictine Reading Room. The building has 550 network ports, as well as wireless access throughout. Reference materials, books, journals, videos, CDs, computers and multimedia equipment are available for use by the entire Saint Martin's community.

The Information Commons blends traditional reference services with technology support. Here, students can confer with a librarian on a research strategy, consult reference books, explore resources in the library catalog or one of the library's web-based databases, search the Internet, write papers, and get help publishing projects to a class website.

The Multimedia Center holds the library's audio and video collections and has equipment and viewing rooms for using these resources. The center also features computer workstations with scanners, specialized computer graphics software and video-editing tools. Laptops, digital cameras, digital voice recorders, digital camcorders and other multimedia equipment are available for student check-out at the library's circulation desk.

The Curriculum Resource Center, developed to support education students, houses an extensive collection of children's and young adult books, classroom sets and other teaching-related materials.

Group study rooms can be reserved in advance for team projects or study sessions. The networked technology classrooms support multimedia presentations and offer a setting conducive to hands-on classroom projects.

The library extends its resources through participation in various consortia. Summit, the catalog of the Orbis Cascade Alliance, offers Saint Martin's students access to more than 9 million titles from over 36 academic libraries

in the Pacific Northwest, with two-to-three business-day courier delivery to O'Grady Library.

The Cooperating Libraries In Olympia (CLIO) project provides Saint Martin's students with borrowing privileges at The Evergreen State College Library and the Washington State Library. Traditional interlibrary loan services also are available.

The O'Grady Library staff provides: professional, personal service; immediate reference assistance; technology troubleshooting; and individualized research or technology consultations. Librarians are committed to developing students' information literacy skills, and the entire staff is dedicated to addressing students' information needs.

LEARNING AND WRITING CENTER

O'Grady Library

Monday – Thursday, 8:00 a.m. – 5:00 p.m.

Friday, 8:00 a.m. – 3:00 p.m.

360-438-4569 • ddebow@stmartin.edu

The Learning and Writing Center offers students opportunities and resources for improving their academic performance. A well-trained student staff of peer tutors and readers, skilled in many subject areas, are available on a drop-in or by-appointment basis.

Small group or individual tutoring sessions are offered in specific content areas such as biology, chemistry, physics, accounting, math, economics and world languages. One-on-one sessions not only help students with difficult subject areas, but also help them develop more effective approaches to studying and independent learning.

At the Learning and Writing Center, students find a comfortable place to meet and discuss their academic, personal and professional writing with peer readers. In a relaxed atmosphere removed from the classroom setting, peer readers ask questions and make suggestions that help writers generate topics, develop a thesis, organize materials and clarify ideas.

The center's staff provides individualized learning consultations, pre-approved test proctoring and a variety of study-skill resources on strategic reading, note-taking, planning an academic calendar and preparing for exams.

Learning and Writing Center services are free and open to all students. Students can either make an appointment or drop in at the front desk.



Tips for Parents

WHAT HAPPENS NOW?

Remember what it felt like when your child first began to walk, went to school, began to drive, started to date? The freshman year of college is another milestone in that series of “firsts.” Over the next year, your son or daughter will embark on a remarkable journey—college life. During this stage, your child will make the next step toward becoming an adult.

It is a time full of exciting adventures, challenges, new-found dreams, uncertainties, unfamiliar faces, new surroundings and personal growth. As you watch this process take place, you may feel a sense of satisfaction, personal fulfillment and relief.

Many parents also feel sad or as if they’re being left behind. Most parents will experience a combination of emotions. As the parent of a new college student, you’ll follow a parallel road of change that includes a mixture of feelings and experiences, especially if this is your first or last child to attend college.

You may soon encounter positive changes in your life: more room at home, lower grocery bills or more access to the family car. Other, more subtle, changes can be anticipated. With extra time together, you and your partner may have the opportunity to talk more, get to know each other better and reclaim some of the lifestyle you shared before children became part of your life. Similarly, extra time and energy may be available for your other children and their interests and activities.

This year will be a time of reflection on the years that have brought you and your college student to this major turning point. As you transition from protector to guide, advisor and sounding board, you’ll be redefining your role as a parent. The relationship with your child may take on new dimensions. Time together may become more precious. You may struggle to find balance in the degree of involvement with your child’s life.

Whatever the changes, as an individual and as a family, you will be affected by your student’s college years. Regardless of background and culture, the common goal of most parents is to see their children succeed, be content and develop into responsible adults. On the following pages, we have included some information we hope will be helpful as you support your child during this crossroad in his or her life.

CHANGES

Starting college and being exposed to many new challenges and experiences can affect your student's social, vocational and personal choices. Your student will begin to formalize his or her identity through a process of questioning and exploration. Realizing that change is a normal part of the developmental process can be helpful.

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, increased responsibilities, greater demands and more choices. Your student also will have less structure or guidance than in the past. He or she will be learning and practicing how to make decisions and choices without the structure and guidance you once provided. While balancing freedom and responsibility may be a challenge, it is a valuable lesson that will carry through life. This new freedom and responsibility can place demands on the family. Other family members may have personal needs that conflict with your college student's need to separate and take responsibility for himself or herself. For example, a parent's desire to be reassured that academics are going well may conflict with the student's drive to run his or her own life. Trust and communication are paramount at this time.

IDENTITY FORMATION

Child psychologists say that this is a time of great change in a young adult's life. Individuals of this age will increasingly define who they are, what they believe and what they want to do with their lives. To do so, they may begin to associate with and belong to particular groups, question previous beliefs, and explore different courses and interests. They may appear confused before they reach self-definition.

EXPLORING INTIMACY

New relationships emerge at this time in students' lives. Some will end old relationships, some will have their first love, and others will explore new relationships or new kinds of relationships. At times, those relationships may be the most important thing in their lives. It can be difficult for families, particularly those who have been close, when students shift away from family members as their primary supports toward friendships and romances to satisfy their desire for closeness and intimacy. Students usually learn more about themselves through these experiences.

NEW EXPERIENCES, CONCEPTS AND PHILOSOPHIES

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. Take it in stride. The important thing is to keep communication lines open.

APPROVAL

Although your student is exploring a new sense of independence and identity, parental acceptance and approval remain important. When you don't agree or approve of particular choices or opinions, this may be a challenge. Give your student support whenever possible.

CONFUSION AND INDECISION

While your student may start with an idea of what he or she believes, wants to do and likes to do, it is possible that he or she will begin to question such certainties. Your student may dive into new experience after new experience—or regress and cling to old, familiar ways. This is a normal part of the process of self-definition.

APPREHENSION

New situations, faces, expectations and uncertainties about the new environment at college can lead a student to begin slowly and go through an adjustment period. This is common, especially during the first semester. Reminding your child of new situations faced in the past and identifying how he or she successfully handled the challenge can ease the transition.

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 thus cause frustration at times. If you're like most parents, 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"; instead, encourage them 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.

MISTAKES

All students will make mistakes during their college experience. Mistakes, failures and disappointments are a necessary and normal part of maturing, and an important learning experience for future situations. At minimum, we expect students to get parking tickets, get sick or change majors. While students should be held accountable for their mistakes, they also should be encouraged to keep errors in perspective. If, for example, your student fails a class, he or she hasn't ruined his or her life; it may be necessary to take the course again to graduate, and your student may get to practice accepting personal responsibility by not blaming the professor for the grade. Remind your child that everyone makes mistakes and that errors help us develop skills to handle new, adult situations and responsibilities and to move on.

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.

MONEY

On their own for the first time, some students have problems managing money. Among the situations they'll encounter is being bombarded with offers for credit cards. Many students accumulate debts 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.



VACATIONS

While the initial leave-taking is hard, adapting to your student's return home for vacations and summer can be just as difficult, as both sides are faced with the changes made while they were apart. This is true whether your student lives on campus or at home. Make room for your new adult. You may wish to negotiate some new house rules and curfews that recognize your child as an adult. Try to leave his or her 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. Mentally preparing now may make vacations easier for the whole family.

HOMESICKNESS

Many students living on campus experience homesickness during their initial adjustment to a new environment—and periodically throughout their college years when pressures mount. Students are more prone to homesickness if: they have no experience with living and working away from home; they are reluctant to initiate social events; they have hobbies that don't involve other people, such as computer games, reading, etc.; they have few friends outside of your hometown; and/or your family is experiencing distress from separation, divorce or illness of a family member. Homesickness is uncomfortable for both students and parents, and you will worry in proportions equal to your child's unhappiness. However, homesickness usually passes. Each bout with homesickness builds the "antibodies" of coping skills, making future episodes less intense.

WHAT CAN PARENTS DO?

Parents frequently ask, “What can I do to support my daughter or son?” or “What things should we be prepared for?” It is important to remind yourselves of what you already know about parenting.

The elements that have enhanced your relationship with your son or daughter – mutual trust, caring, respect, commitment and effective communication – will still work at this time of transition. As the nature of your role as a parent begins to change, remember that your son or daughter will still need you – just in different ways! The following pages include some helpful tips from parents who have experienced the college transition:

The issue of independence, transitions and collegiate life adjustment

College students are moving into adulthood. Help by giving your student the room to take the responsibility that is necessary. Assist them in their own decision-making process, offer a broad range of choices and possibilities, share your decision-making techniques and reflect back to them what you are hearing. Try not to make decisions for them or tell them what to do. Trusting your student to make his or her own decisions underscores your belief in him or her. When concerned with a recent choice, remind yourself of the foundation you’ve built up to this point. Young adults carry that foundation with them. Most of the time, their decisions 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. You also may need the courage to watch them make mistakes and be understanding without saying “I told you so.” Parents can be supportive, trusting and encouraging of their child’s independence, and at the same time still able to provide a safety net.

In dealing with transitions, it usually helps when parents learn to accept that they won’t know every detail of their student’s life. Understand that your student may have difficulties returning home on holidays after experiencing life on his or her own. For the last several months, they’ve been accustomed to having to be concerned about only their own daily routine, not the family’s, and they’ve lived without the former house rules that may have been in existence. Sometimes they also come home with new expectations for family members. It’s a transition time for everyone.

WAYS TO STAY IN TOUCH

When your student was in high school, you likely talked every day about what was happening, where they were going and what he/she was doing. Now that your student is in college, your communication will change.

CELL PHONES

Cell phones make it easy for parents to stay in contact with students. It may be best to let your student call you when he/she has time to talk, or arrange times to connect with him or her. Of course, text messaging allows for quick, short messages and updates.

EMAIL

Email is a great way to communicate with college students because they can read and respond at their convenience. In your emails, talk about what's happening at home and ask open-ended questions that require more than one-word answers.

HOME VISITS

Some resident students go home often, and others return only for major holidays and events. While you want your student to always feel welcome at home, encourage your son or daughter to stay on campus as much as possible to help them during the first few months of college. Developing friendships and getting involved in campus activities in their new community contribute to a student's college success.

VISITING CAMPUS

Another option for staying connected is a campus visit to meet your child's new friends and see his or her surroundings. Be sure to arrange these visits ahead of time.

SNAIL MAIL

There's nothing better than opening mail from home. Surprise your student with an occasional letter, postcard or humorous greeting. A "survival kit" or "care package" with treats and goodies around midterms or finals is especially welcomed. News from home and family, however mundane it may seem, is always appreciated, too. Don't be discouraged if you don't get a reply to every letter; it doesn't mean your child doesn't care—just that he or she is busy. Despite the seemingly challenging time of breaking away (at least from your end), your student is assured that whatever happens, your connection will always be there.



CAMPUS RESOURCES

Be knowledgeable about campus resources. Check out the academic calendar included in this handbook so you're aware of significant times of the year. If your student is living on-campus, read the residence contract and other materials enclosed with the room assignment. You'll find a wealth of information about campus and residence resources, services and staff.

Knowing your campus resources is just one step toward supporting your student. It may be helpful to keep this list of campus resources handy (e.g., contact numbers on the fridge), so you can refer your student to individuals or departments on campus that can assist them.

WAYS TO COMMUNICATE WITH YOUR STUDENT

LISTEN

Take time to listen attentively to your student's excitement, as well as to difficulties, without offering solutions. Often, a young adult isn't looking for you to solve the problem, but to understand how he or she feels about it.

BE INTERESTED

This is a new world for your child. Show concern about your student's life by understanding his or her struggles. Ask questions but try not to invade his or her privacy; questions can be about new experiences and new friends. Avoid making conversations feel like quizzes. Ask your student what they are learning in class instead of always focusing on grades. If your student mentions a new person's name, casually ask about that person rather than drill for details. If the new experiences aren't shared with you immediately, don't give up. Often, students talk to parents more in the later years of college. Your student will let you know what is happening, but at his or her own pace and timing.



Be open to those opportunities when they arise. Most of all, balance your communication by not always making it about them. Share what's happening in your life, too!

DON'T OVERREACT

If you want your student to share his or her college experience with you, don't overreact to what you're told. If you blow up, worry excessively, or are exceedingly disapproving or mistrustful, your student will be much less likely to share these new experiences in the future.

BE ENCOURAGING

“Encouragement” means “to give courage.” Parents can offer their children a helping hand toward a successful college experience by reminding them of their strengths as well their past successes in handling mistakes. One area where your student may need extra encouragement is the transition from high school to college. Not all students understand the academic expectations, accountability, responsibility and independent hard work that is involved in a college education. It is typical for grades to go down in the first year. If this happens, try to help your student maintain perspective; encourage them to get help from campus resources, as students who seek a little assistance typically get back on track and do fine. If your student is a commuter, encourage him or her to participate in campus life as much as possible. Commuters enjoy access to the residence hall throughout the day, and are invited to take part in all campus activities, student clubs and University-sponsored events.

SHARE YOUR HUMANITY

Research has shown that when we share our humanity, we build stronger connection, rapport and empathy. Empathy and validations are essential aspects of growth and learning as your students face the realities of life. In college, students are beginning to experience some disillusionment.

They begin to see that the world is no longer perfect and authority figures do have flaws, eventually facing some hard truths about life, including the fact that we all make mistakes. Be willing to share some of your own weaknesses and challenges, as well the wisdom you've gained from the mistakes you've made. In doing so, you'll begin to teach them values such as humility to admit mistakes, commitment to make change and courage to pick ourselves up and move on. These values help contribute to your student's awareness of reality, which will prepare them for adulthood.

BE PATIENT

Changes, mistakes, confusion, new identities—all of these are challenging and stressful for both you and your student. Allow time for him or her to sort things out. Be patient and understanding—with yourself, too. Trust your son or daughter. Finding oneself is a difficult enough process without feeling that the people whose opinions you respect most are second-guessing your own second-guessing.

BE FLEXIBLE

Your child needs the opportunity to pull away and come back, to try on new ideas and to experiment with identity. What is a certainty in your student's mind one semester may change the next. Your flexibility will not only help your child, but also will help you keep up with the changes without becoming frustrated.

BE SUPPORTIVE

College and the transition in your relationship with your child may be as confusing for him or her as it is for you. Let him or her know that you understand the stress associated with this challenging time and that you're supportive of his or her ability to make sound decisions. Be prepared for "the phone call." Often it comes just after midterm exams or near the end of the first semester, when student's work is piling up, grades aren't what they'd hoped, they're feeling overwhelmed and their coping skills begin to fail. They're upset and, chances are, they're going to call you.

It's important that you don't panic; remember that this is normal, and as much as you'd like to alleviate their stress, you cannot (and should not) "fix this" for them. They will rely on you to be calm and reassure them of their ability to successfully work through the challenge(s). Encourage them to seek help from campus resources.

MAINTAIN A SENSE OF HUMOR

Laughter is a great antidote to many ills!

A portion of the "Tips for Parents" was taken from "What Happens Now? A Guide for Parents of Gustavus Students," Counseling Center of Gustavus Adolphus College. Adapted from Robinson, J. www.reslife.net/html/ppreparing_0700a.html

Books for parents of college student

The iConnected Parent: Staying Close to Your Kids in College (and Beyond) While Letting Them Grow Up
by Barbara K. Hofer and Abigail Sullivan Moore

Parents' Guide to College Life: 181 Straight Answers on Everything You Can Expect Over the Next Four Years (College Admissions Guides)
by Robin Raskin.

You're on Your Own (But I'm Here If You Need Me)
by Marjorie Savage

Don't Tell Me What to Do, Just Send Money
by Helen E. Johnson and Christine Schelhas-Miller

Letting Go: A Parent's Guide to Understanding the College Years
by Karen Levin Coburn and Madge Lawrence Treeger

When Kids Go to College: A Parent's Guide to Changing Relationships
by Barbara and Philip Newman

When Your Kid Goes to College: A Parent's Survival Guide
by Carol Barkin

Empty Nest, Full Heart: The Journey From Home to College
by Andrea Van Steenhouse and Johanna Parker

Almost Grown: Launching Your Child From High School to College
by Patricia Pasick

Campus Health Guide, by Otis and Goldingay, published by College Board, NJ

Bonding and Breaking Free, by John Baucom, published by Zondervan, NY

Parenting Through the College Years, by Giddan and Vallongo,
published by Williamson Publishing Co.

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 and Regulations Office, U.S. Department of Education, Washington, D.C. 20202.

OUR 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." R. B. 19

COMMUNITY LIVING

To become who we are by our relationships with others.
"Let all things be common to all." R. B. 33

DIGNITY OF WORK

To appreciate the dignity of work in God's creation.
"...they live by the labor of their hands." R. B. 48

HOSPITALITY

To offer warmth, acceptance, and joy in welcoming others.
"Let all...be received as Christ." R. B. 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" R. B. 57

LISTENING

To hear keenly and sensitively the voices of persons and all created beings. "Listen ... with the ear of your heart." R. B. Prologue

MODERATION

To be content with living simply and finding balance in work, prayer, and leisure. "All things are to be done with moderation." R. B. 48

PEACE

To strive for peace on all levels: with self, others, and God. R. B. 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." R. B. 72

STABILITY

To cultivate rootedness and a shared sense of mission.
"To stand firm in one's promises." R. B. 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." R. B. 31

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Saint Martin's
UNIVERSITY

www.stmartin.edu