Saint Martin's UNIVERSITY

FAMILY GUIDE

Essential resources, dates and support to help your Saint thrive



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Welcome to the Saint Martin's Family Guide

This guide gives families the essentials–the right resources at the right time–without duplicating long policy text. Each section links to live webpages so information stays current throughout the year.









Letter from the president

Dear families and supporters,



Welcome to Saint Martin's University. It is a joy to have your student—and you—join our Benedictine community. As your student embarks on this transformational journey, our mission remains grounded in hospitality, academic excellence and the formation of the whole person.

Your student will encounter opportunities to learn deeply, serve generously and grow as a leader who contributes to the common good. Our faculty and staff are committed to supporting that growth with compassion, purpose and care.

We value your partnership. This guide highlights the resources, connections and support designed to help Saints thrive. Thank you for entrusting your student to us.

Go Saints!

William L. Brownsberger

William Brownsberger, S.T.D.
President, Saint Martin's University

Our Benedictine values

Awareness of God – To look for God, not in the abstract, but in the ordinary events of every day. "We believe the divine presence is everywhere." – *Rule of St. Benedict 19.*

Community Living – To become who we are by our relationships with others. "Let all things be common to all." — *Rule of St. 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 St. Benedict 48*

Hospitality – To offer warmth, acceptance and joy in welcoming others. "Let all...be received as Christ." — *Rule of St. 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 St. 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 St. 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 St. Benedict 48*

Peace – To strive for peace on all levels: with self, others and God. — *Rule of St. 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 St. Benedict 72*

Stability – To cultivate rootedness and a shared sense of mission. "To stand firm in one's promises." — *Rule of St. 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 St. Benedict 31*

Connect with us!

Center for Student Success (CSS)
360-438-4569
css@stmartin.edu

IT Help Desk (ITS)
360-688-2222
help@stmartin.edu

Counseling & Wellness Center (CWC)
360-688-2016
counselingCWC@stmartin.edu

Public Safety (24/7)
360-438-4555
publicsafety@stmartin.edu

Financial Aid
360-688-2150
finaid@stmartin.edu

Student Financial Services
360-688-2180
accounts@stmartin.edu

Housing & Residence Life
360-412-6163
housing@stmartin.edu

Student Health Center
360-412-6160
healthcenter@stmartin.edu



Not sure where to start?

Contact:

Dean of Students
Graydon Stanley
360-438-4367
gstanley@stmartin.edu

Contact information

Academic calendar *(at a glance)*

Always refer to the official academic calendar for real-time updates.

Fall 2026

Key dates

- **Residence halls open (First-year):** August 21
- **Residence halls open (Upper-class):** August 22–23
- **Classes begin:** August 24
- **Add deadline:** August 28
- **Drop deadline:** September 4

University-observed holidays

- **Labor Day:** September 7 — University closed
- **Columbus Day/Indigenous People's Day:** October 12 — Holiday, classes still in session
- **Saint Martin's Day / Veterans Day observed:** November 11 — University closed

Breaks and no-class days

- **Mass of the Holy Spirit:** September 10 — No classes 11:00 a.m.–1:00 p.m. (Lacey)
- **Fall Break:** October 19–20 (Lacey 16-week sessions)
- **Advising Day:** November 4 — No Lacey campus classes
- **Thanksgiving recess:** November 25 — No classes
- **Thanksgiving holiday:** November 26–27 — University closed
- **Saint Thomas Aquinas Study Day:** December 4 — No classes

Academic deadlines

- **Midterm grades due:** October 19
- **Last day to withdraw (W):** November 13
- **Study week:** November 30–December 4 — No University-sponsored social or club activities

End of term

- **Final exams:** December 7–11
- **Conferral date for fall graduates:** December 12
- **Final grades due:** December 15
- **Winter break:** December 12–January 10



Spring 2027

Key dates

- **Residence halls open:** January 9
- **Classes begin:** January 11
- **Add deadline:** January 15
- **Drop deadline:** January 22

University-observed holidays

- **Martin Luther King Jr. Day:** January 18 — University closed
- **Presidents Day:** February 15 — University closed
- **Good Friday:** March 26 — University closed
- **Easter Monday:** March 29 — University closed

Breaks and no-class days

- **Spring break:** March 8–12 (Lacey 16-week sessions)
- **Saint Benedict's Day:** March 21
- **Advising Day:** March 24 — No Lacey campus classes
- **Saint Thomas Aquinas Study Day:** April 30 — No Lacey campus classes

Academic deadlines

- **Midterm grades due:** March 8
- **Last day to withdraw (W):** April 2
- **Priority registration (summer/fall 2027):** April 5
- **Study week:** April 26–30 — No University-sponsored social or club activities

End of term

- **Final exams:** May 3–7
- **Chancellor's Baccalaureate Mass:** May 7
- **Commencement:** May 8
- **Final grades due:** May 11

Summer 2027

For the most current summer dates, please refer to the academic calendar.

First six weeks - quick navigation

- **Week 1–2:** Set up **Meadow Pay** authorized users; confirm classes; meet advisor.
- **Week 3:** Visit **CSS** for study plan; explore tutoring & writing support.
- **Week 4:** Wellness check-in — **CWC** groups, **TimelyCare** 24/7 support
- **Week 5:** **Career** touchpoint — join **Saints Ready**; build a resume draft.
- **Week 6:** Midterm prep; confirm holds cleared in **Self-Service**.

Start here *(Top links and how we communicate)*

Top links

- **Billing & payment** (**Meadow Pay**) — View statements, due dates, payment plans.
- **Financial Aid Portal** — Check missing items, view awards, track disbursements.
- **Academic calendar** — Official academic dates and deadlines.
- **Center for Student Success** — Academic **advising**, **tutoring**, **writing support** and **disability support services**.
- **Housing** & **dining** — Residence hall assignments, housing requests, **meal plans** and dietary support.
- **Health Center** & **CWC** — Appointments, counseling and health services.
- **Public Safety** & alerts (**Omnilert**) — Safety resources and notifications.

Accessing classes & academic tools

Faculty may use different platforms to support coursework and advising.

- **Moodle** is commonly used for course materials, assignments and announcements.
- **Stellic** helps students plan degree progress and track graduation requirements.
- Students access these tools through the **SMU portal**, which serves as the main entry point to University systems, or directly through Student **Self-Service**.
- Need help getting started? **Step-by-step guides** for using Student Self-Service are available through the Center for Student Success.

How we communicate

- Official communications go to your student's SMU email.
- Families can stay informed through the **Parent Portal**.

Talk with your Saint

- What class are you most curious about this term, and why? (Ask before Week 2)
- What's your plan for office hours or tutoring before midterms? (Week 3–4)
- What campus event or club will you try this month? (Any time)
- How are you managing sleep, meals and movement? (Wellbeing check)
- What's one step you took toward internships or campus jobs this week? (Career)
- Is there anything that could become a hold? How can I support you? (Money/holds)

Student services & success resources



Student support & wellbeing

- **Saints Care** — Coordinated care and early-alert support for academic, social, emotional and personal concerns. **Submit a concern** or **learn more**.
- **TimelyCare** (24/7 virtual care) — Free on-demand emotional support, scheduled counseling, health coaching and self-care tools.
- **Counseling & Wellness Center (CWC)** — Confidential counseling, groups and workshops at no additional charge. Appointments and walk-ins available; students may call or email to schedule.
- **Health Center** — Care for common illness/injury, immunizations, referrals and health education. Appointments and walk-ins available during clinic hours; students may call or email to schedule.

Academic success

Families can encourage self-advocacy: prompt your student to email instructors, schedule advising early and use tutoring before midterms.

- **Center for Student Success (CSS)** — Advising, tutoring, writing support, disability support services and academic coaching.
- **Textbook Rental Program** — Required course materials are available through the campus bookstore's rental program, helping reduce textbook costs.
- **Saints Promise** — A four-year roadmap that integrates advising, academic planning, and career readiness milestones.

Career development & internships

Career readiness timeline: First-year: resume workshop | Sophomore: practice interviews | Junior: internship search opens in fall | Senior: job fairs in early spring.

Career development & internships *(continued)*

- **Internship Hub** — Dedicated staff help students secure and succeed in internships.
- **Saints Ready** (Virtual Career Center) — Self-paced modules, templates and videos to prepare for internships and jobs.
- **Handshake** — SMU's job and internship board; register for career fairs and events.
- **Student employment and work-study** — On-campus jobs and federal work-study opportunities supported through Financial Aid.





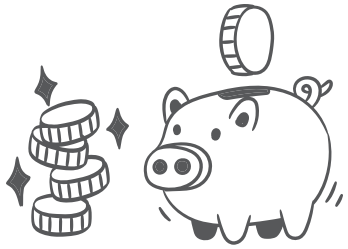
Campus experience & living

- **Campus Ministry** — Liturgy, retreats, service and interfaith engagement.
- **Housing & Residence Life** — Living-learning communities, residence programming and 24/7 support.
- **Campus recreation** — Fitness facilities, intramural sports and recreational opportunities available to students.
- **Dining** (Bon Appétit) — Made-from-scratch menus with dietary accommodations.
- **Public Safety** — 24/7 patrols, safety escorts, parking and emergency training; Omnilert alerts.
- **Technology Services** (ITS Help Desk) — Microsoft 365, device support, printing and loaner equipment.
- **Academic software discounts** — Free or discounted software available to SMU students, including Microsoft products and other academic tools.
- **Lacey MakerSpace** (on campus) — SMU students may join at no cost and use shared tools for prototyping, fabrication and creative projects as a student perk

Getting around

- **Free Intercity Transit with SMU ID** — Students ride Intercity Transit at no cost by showing their student ID for easy access around Lacey, Olympia and Tumwater. Late evening? Request a **safety escort** through the Office of Public Safety.

Money matters:
Billing, aid & payment plans



- **Where to pay:** Meadow Pay — View statements, set up monthly payment plans and add authorized users so family members can view and pay.
- **Due dates:** Payment is due one week before classes unless an approved payment plan is in place.
- **Financial aid:** Aid typically disburses after add/drop and enrollment census. Students should clear any missing documents in the **Financial Aid Portal**. Outside scholarships may adjust the remaining balance.
- **Refunds:** If payments or aid exceed charges, refunds are issued according to the student's refund preference in Meadow Pay (timing varies by method).
- **Holds:** Common hold reasons include a past-due balance, missing aid items, immunizations or advising. Students can see the hold reason and office in **Self-Service**.
- **Financial stress:** If finances are stressing your student, encourage a check-in with **Saints Care** or **TimelyCare** for supportive problem-solving and next steps.

Health, safety & emergency alerts

Health & wellness

- **Health Center** — Appointments for common illnesses, immunizations and referrals.
- **Counseling & Wellness Center (CWC)** — Individual counseling, groups and workshops.
- After-hours: Use **TimelyCare** for 24/7 emotional support or scheduled virtual counseling.

Campus safety

- **Public Safety** (24/7) — Safety escorts, patrols, parking and emergency training.
- **Omnilert Emergency Alerts** — Students should enable alerts for urgent messages and closures.
- **Emergency number — Public Safety**: 360-438-4555



Tip:

Encourage your student to save Public Safety's number in their phone and to review the Omnilert settings each term.

Parent and family engagement: new parent portal

Introducing the Saint Martin's parent portal

- Personalized reminders and campus updates
- Guidance during key moments (billing deadlines, registration, move-in)
- Resource guides and how-to tools
- Monthly family newsletter

Sign up for launch access **here**.



Key policies

FERPA (Privacy of student records)

When a student turns 18 or enrolls in college, FERPA rights transfer to the student. The University generally cannot share grades, schedules or financial details without the student's written consent. Students may grant family access to academic information by contacting the **Registrar's Office**. Students may also add authorized users in **Meadow Pay** to provide access to billing information. Learn **more** (including the **U.S. Department of Education's Parent Guide to FERPA**).

Annual Security & Fire Safety Report (Clery Report)

View Saint Martin's annual **campus safety statistics**, **policies** and **fire safety information**. View the **Jeanne Clery Act**.

Hazing policy & report

Saint Martin's prohibits **hazing**. See definitions, reporting options and the University's latest report.

Study abroad – family note

Credit earned abroad applies to the SMU degree with prior approval; some aid and scholarships may be portable depending on program type. Planning typically starts 6–12 months in advance. **Learn more about Study Abroad**.





Frequently asked questions (FAQ)

ACADEMICS & ADVISING

Q How does my student get academic help?

A The **Center for Student Success (CSS)** offers advising, tutoring, writing, support, academic coaching and Disability Support Services. Free!

Q How often should my student meet with an advisor?

A Students are encouraged to meet with their advisor at least twice each semester—once to discuss and select upcoming courses and once to check in on academic progress, goals and any concerns. New students may benefit from meeting more frequently as they transition to college. Advising is coordinated through the **Center for Student Success (CSS)**.

Q How does my student find out who their advisor is?

A Students can log in to **Self-Service** to view their assigned advisor. Advisor information is listed at the bottom of the Schedule page (not the Grid View).

Q Where can my student receive disability support services?

A Students can access **disability support services** through the **Center for Student Success (CSS)**. The CSS works with students to determine appropriate accommodations and connect them with resources that support their academic success.

CAMPUS LIVING

Q How does mail and package delivery work?

A Students receive mail and packages through Campus Mail Services. Amazon orders can be sent to the on-campus locker "Marty SMU". Shipping instructions and pickup details are available through **Housing and Residence Life**.

CAREERS

Q When should my student start internships?

A Early. The **Center for Career and Calling** supports internships and career preparation across all four years using tools like the Internship Hub, Saints Ready and Handshake.

Q How does my student get a job on campus?

A All on-campus jobs are posted in Handshake, where students can search and apply for positions. Students can also connect with the **Center for Career and Calling**, located on the Lower Level of O'Grady Library, for assistance navigating **Handshake**, exploring opportunities, and preparing application materials.

DINING

Q Can allergies/religious needs be accommodated?

A **Dining (Bon Appétit)** partners directly with students to accommodate dietary restrictions to the best of their ability.

GETTING AROUND

Q Is transit free and what about nights?

A **Intercity Transit** is free with SMU ID; request **Public Safety** escorts late in the evening.

HEALTH

Q How does my student access medical care?

A Students access medical care through the **Student Health Center**, including treatment for common illnesses and injury, immunizations and referrals.

Frequently asked questions (FAQ)

HOUSING

Q **Who helps with roommate questions?**

A Housing and Residence Life supports students with roommate concerns, and staff are on-call after hours.

MONEY

Q **When is tuition due and how do payment plans work?**

A Tuition is due one week before classes unless a Meadow Pay payment plan is active. Details and enrollment are available in Meadow Pay.

Q **When will financial aid be disbursed?**

A Financial aid typically disburses after add/drop and the enrollment census date, once all items are complete in the Financial Aid Portal.

Q **How can I view or pay the bill?**

A Ask your student to add you as an authorized user in Meadow Pay to view statements or make payments.

POLICIES

Q **Why can't the University share grades or schedules with me as a parent?**

A The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Because academic information belongs to the student, the University cannot share grades, class schedules or other education records without the student's permission. Students who wish to grant limited access may contact the Registrar's Office to add authorized users where applicable.

POLICIES *(Continued)*

Q **There's a hold and my student can't register. What now?**

A Students should log in to Self-Service to review any registration holds and follow the instructions provided. If additional assistance is needed, students can contact Student Financial Services at **360-688-2180**.

SAFETY

Q **How will my student receive emergency alerts?**

A Students and family members can sign up to receive emergency notifications through Omnilert. The University's Office of Public Safety operates 24/7 and provides safety escorts as needed. For assistance, contact Public Safety at **360-438-4555**.

TECHNOLOGY

Q **Who helps with email, Wi-Fi, multi-factor authentication and printing?**

A The ITS Help Desk supports Microsoft 365, passwords, Wi-Fi, printing and loaner equipment.

WELLBEING

Q **I'm concerned about my student's wellbeing. What can I do?**

A Submit a Saints Care referral or encourage your student to connect with the Counseling & Wellness Center or TimelyCare (24/7)





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