



Saint Martin's
UNIVERSITY



International Student Orientation

Fall 2023



Office of International Programs and Development (OIPD) Staff

OFFICE: OLD MAIN #430

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Dr. Roger Douglas
Dean



Jessica Cheng
Director



Dave Martin
Director



Dr. Heidi Schnebly
Assistant Director

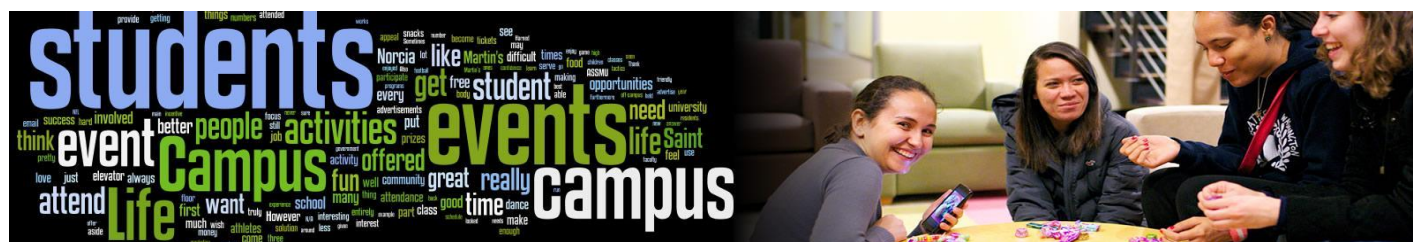
Important Contact Numbers

SMU Public Safety (24 hrs)- Old Main #251	360-438-4555
SMU Health Center-Burton Hall #102	360-412-6160
SMU Counseling & Wellness Center- Lynch Center	360-412-6123
Residence Hall (after 5pm and on call)	360-507-2511
	360-507-2512

Wednesday: AUGUST 23

Time	Activity	Location (see campus map, pg. 8)
8:00 a.m. - 8:45 a.m.	Breakfast	Harned Hall – Rm. 110
8:45 a.m. - 9:00 a.m.	Orientation Check In	Harned Hall – Rm. 110
9:00 a.m. - 9:30 a.m.	OIPD Staff Introductions	Harned Hall – Rm. 110
9:30 a.m. – 10:00 a.m.	Orientation Schedule Review Collect documents OIPD staff	Harned Hall – Rm. 110
10:00 a.m. – 10:30 a.m.	F1 & J1 Immigration Policies Dr. Roger Douglas, <i>Dean of International Programs</i>	Harned Hall – Rm. 110
10:30 a.m. – 10:50 a.m.	Academic Policies & US Classroom Culture Dr. Roger Douglas, <i>Dean of International Programs</i> Jessica Cheng, <i>Director of International Development</i>	Harned Hall – Rm. 110
10:50 a.m. – 11:00 a.m.	Break	
11:00 a.m. – 11:30 a.m..	Getting Connected- WiFi and accounts Benjamin Tan, Director of Data Center	Harned Hall – Rm. 110
11:30 a.m. – 12:00 p.m.	Housing and Res Life Sarah Haugh, <i>Assistant Director of Housing & Res Life</i>	Harned Hall – Rm. 110

12:00 p.m. – 1:30 p.m.	Lunch with Bon Appetit Carol Ann Beckwith, <i>General Manager of Bon Appetit</i>	St. Gertrude Café Atrium/Patio
1:30 p.m. – 2:00 p.m.	Public Safety Policies/Conduct Sharon Schnebly, <i>Director of Public Safety</i>	Harned Hall – Rm. 110
2:00 p.m. – 3:00 p.m.	Title IX & Sexual Assault/ Harassment Awareness Cynthia Johnson, <i>Associate Vice President, Human Resources and Title IX Coordinator</i> Justin Stern, <i>Associate Dean of Students and Director of Housing and Residence Life</i>	Harned Hall 110
3:00 p.m. – 3:15 p.m.	BREAK	
3:15 p.m. – 3:45 p.m.	Counseling and Wellness Services Yuki Richel, <i>Counseling and Wellness Center Clinician</i>	Harned Hall – Rm. 110
3:45 p.m. – 4:15 p.m.	Health Center Christie Carlson, <i>Health Center Administrator</i>	Harned Hall – Rm. 110
4:15 p.m. – 4:45 p.m.	Health Insurance Luis Valles, <i>PSI Health Insurance</i>	Harned Hall – Rm. 110
5:00 p.m.	Dinner - Pizza	TUB Lawn



Thursday: AUGUST 24

Time	Activity	Location (see campus map, pg. 8)
8:00 a.m. - 8:45 a.m.	Breakfast	Parsons Hall Lobby
9:00 a.m. - 12:00 p.m.	Walking trip to set up bank accounts, shopping for supplies, and cell phone service Liz Guadarrama, <i>Senator for International Students, Associated Students of Saint Martin's University (ASSMU)</i>	Meet at Harned Hall Lobby
12:00 noon - 1:00 p.m.	Lunch	St. Gertrude Café
1:00 p.m. - 2:00 p.m.	Campus Tour Visit Bookstore Liz Guadarrama, <i>Senator for International Students, Associated Students of Saint Martin's University (ASSMU)</i>	
2:30 p.m. - 3:00 p.m.	Library Resources/Tutoring Kael Moffat, <i>Information Literacy Librarian</i> Andrew Garcia, <i>Assistant Director of Academic Support</i>	Harned Hall - Rm. 110
3:00 p.m. - 3:30 p.m.	Campus Ministry and Abbey Nick Coffman, <i>Director of Campus Ministry</i> Emily Alberts, <i>Program Manager</i>	Harned Hall - Rm. 110
3:30 p.m. - 4:00 p.m.	Host Family & Community Activities & Clubs Dave Martin, <i>Director of Community Engagement</i> Liz Guadarrama, <i>Senator for International Students, Associated Students of Saint Martin's University (ASSMU)</i>	Harned Hall - Rm. 110
4:00 p.m. - 5:00 p.m.	Photo Shoot Dave Martin, <i>Director of Community Engagement</i>	Old Main Courtyard
5:00 p.m.	Dinner	Boston Harbor Marina

Friday: AUGUST 25

Time	Activity	Location (see campus map, pg. 8)
8:00 a.m. – 9:00 a.m.	Breakfast-On your own (meal plans begin)	St. Gertrude Café Old Main, first floor
9:00 a.m. – 11:30 a.m..	Meet with Advisors or OIPD staff with any questions	
12:00 p.m. – 1:00 p.m..	INCIPIO ACTIVITIES- <i>FOLLOW INCIPIO SCHEDULE</i> (next page) <i>LUNCH with INCIPIO group</i>	Orientation Tent
1:00 p.m. – 2:30 p.m.	STUDENT CONVOCATION	Old Main – Grand Staircase



2023 WELCOME WEEKEND

August 25- 27



Date/Time	Session	Location
Friday, August 25		
8:00am - 12:00pm	ID Cards & Parking Passes at Public Safety	Old Main 251
8:00am - 12:00pm	Bookstore Open	Old Main 272
8:00am - 12:00pm	<u>Offices Open:</u> Admissions, Financial Student Services, Registrar, Health Center, Center for Career & Calling	
11:30am	Student Check-In <i>Check-in for all new SMU students</i>	White Tent
12:00 - 1:00pm	Lunch with Welcome Weekend Groups	White Tent
1:00 - 2:00pm	New Student Convocation <i>Families & guests may attend Convocation at the Marcus Pavilion</i>	Old Main Grand Staircase
2:00-3:00pm	Family & Guest Farewell Reception <i>Students, families & guests are invited to a reception with appetizers</i>	White Tent
3:15 - 3:45pm	Student Welcome Program	Norman Worthington Conf. Ctr.
3:45 - 4:45pm	A Community that Cares	Norman Worthington Conf. Ctr.
5:00-6:15pm	Dinner with Welcome Weekend Groups	White Tent
6:15-7:30pm	Commuter Student Social	Trautman Union Bldg.
6:15 - 7:00pm	Residence Hall Meetings <i>Residential students will learn about all-things housing</i>	Residence Halls
7:30-10:30pm	Outdoor Movie Night <i>Relax with a movie and snacks on the TUB Lawn</i>	Cronk Plaza Lawn

Saturday, August 26

9:00-10:00am	Breakfast with Welcome Weekend Groups	White Tent
10:00-11:30am	Preparing for Academic Success at SMU	Norman Worthington Cnfc. Ctr.
11:30 - 12:00pm	Welcome Weekend Groups	
12:00 - 1:00pm	Lunch with Welcome Weekend Groups	White Tent
1:00 - 3:00pm	English Placement Exam & Re-Take	O'Grady Library
1:15 - 3:15pm	Campus Resource Break-Out Sessions <i>Learn tips & tricks for thriving in college from your Welcome Weekend Leaders</i>	Harned Hall Lobby
3:15 - 5:00pm	Campus Scavenger Hunt	Start at White Tent
5:00-6:30pm	Dinner with your Student Government Senators <i>Meet the Associated Students of Saint Martin's University (ASSMU)</i>	White Tent
7:00-8:00pm	High Stakes Bingo <i>Head over to the NWCC for competitive games of bingo--and prizes!</i>	Norman Worthington Cnfc. Ctr.
8:00-9:30pm	Chilaxing Activities <i>Wind down the evening with relaxing activities in the TUB</i>	Trautman Union Building

Sunday, August 27

9:00-10:00am	Breakfast with Welcome Weekend Groups	White Tent
10:00 - 11:30am	Discovering the Benedictine Values	Norman Worthington Conf. Ctr.
11:30 - 12:00pm	Welcome Weekend Groups	Norman Worthington Conf. Ctr.
12:00 - 1:00pm	Lunch with Welcome Weekend Groups	White Tent
1:00 - 2:00pm	Math Placement Exam & Re-Take	Harned Hall 109
1:00 - 4:00pm	Saints Summertime Magic <i>Annual Welcome Back Bash hosted by the Campus Activities Board (CAB)</i>	Trautman Union Bldg. Lawn
7:00pm	Student Mass (Optional)	Abbey Church
8:15pm	Discover Community-Ice Cream Social	Baran Hall Great Room

Save the Date, Saints!

Follow **@SMUCampusLife** on Instagram to stay updated this summer

Important Fall Dates

2023

Fall Classes Start:

Monday, Aug 28

Welcome Week:

Monday, Aug 28 - Saturday, Sep 2

Labor Day Bash:

Monday, Sep 4

Picnic on the Plaza &

Fall Involvement Fair:

Thursday, Sep 7

Thanksgiving Break:

Wednesday, Nov 22 - Sunday, Nov 26

Finals Week:

Monday, Dec 11 - Friday, Dec 15

Winter Break:

Friday, Dec 15 - Sunday, Jan 7



**Stay up to date on
campus events!**



Monday: AUGUST 28

Time	Activity	Location (see campus map, pg. 8)
All day	First Day of Classes – ESL, Undergraduate and Graduate	Saint Martin's University (SMU) Campus





BUILDINGS / FIELDS

1. Old Main
Bookstore and floor
Information Center 2nd floor
2. Monastery
3. Abbey Church
4. Saint Raphael Center
Abbey Guest House
5. Zavel Hall/Lacey Makerspace
6. Harrod Hall
Academic Building
7. Engineering Annex
Roostery and floor
8. Trautman Union Building, TVB
9. Hal and Inge Marcus Pavilion/
Norman Worthington Conference Center
10. Baran Hall, Residence
11. Burton Hall, Residence
12. Charneski Recreation Center
13. Kretschmer Hall, Music/Theatre
14. O'Grady Library
15. Spangler Hall, Residence
16. Parsons Hall, Residence
17. Softball Field
18. Tennis Courts
19. Baseball Field
20. Track and Soccer Field
21. Ernsdorff Center, Science
22. Cebula Hall, Engineering
23. Parowicz Foundry for Innovation
and the E. L. Weigand Laboratories

PARKING — *Permit required

- | | | |
|--|---|---------------------------------------|
| C. University and Abbey
Visitor lot | I. Baran/Spangler Hall
Resident student lot* | O. SE Pavilion lot
Open parking |
| D. Lynch, Employee lot* | J. Burton Hall
Resident student lot* | P. Employee lot* |
| E. Lynch, Private guest lot | K. Charneski Recreation Center
Resident student/student lot* | Q. South Pavilion lot
Open parking |
| F. O'Grady Library
Handicapped parking only | L. Employee lot* | R. Overflow lot
Open parking |
| G. Reserved, Employee lot* | M. NE Pavilion lot
Open parking | S. Grand Staircase
Student lot* |
| H. Parsons Hall
Resident student lot* | | |

St. Gertrude's Café Hours*

Monday – Friday

Breakfast: 7:30 – 9:30am
Lunch: 11:30am – 2:00pm
Dinner: 5:00 – 7:30pm

Weekends

Brunch: 10:00am – 1:00pm
Dinner: 5:00 – 7:30pm

**Please check your email regularly for updates/changes in hours during the school year*

Meal Plan 101

Board Meal Credits:

Board Meal Credits, also known as Meal Credits, are used to pay for an All You Care to Eat dinner and brunch. One dinner = one Meal Credit. One brunch = one Meal Credit.

Flex Cash:

Flex cash can be used to purchase food in the café, the Monk's Bean Café in Harned Hall, and the C-Store in Parsons Hall. Flex Cash remaining at the end of the Fall semester will roll over into the Spring semester. Flex Cash remaining on your account at the end of the school year will **NOT** roll over or be refunded. If you run out of Flex Cash before the end of the school year, you will have to use your personal credit card/debit card/cash, or Saint's Cash to purchase breakfast, lunch, and other retail items.

Saint's Cash:

Saint's Cash can be used to purchase food in the café. This money is loaded onto your Saint Martin's ID card by going to the café or Monk's Bean Café in Harned Hall with your personal credit card/debit card and requesting an amount be added.

How to Pay

Breakfast: Pay per item with: Flex Cash, Saint's Cash, or personal credit card/debit card/cash.

Lunch: Pay per item with: Flex Cash, Saint's Cash, or personal credit card/debit card/cash.

Dinner: When using Board Meal Credits dinner is All You Care to Eat. When using Flex Cash, Saint's Cash, or personal credit card/debit card/cash dinner is pay per item.

Brunch: **Available only on the weekends** When using Board Meal Credits brunch is All You Care to Eat. When using Flex Cast, Saint's Cash, or personal credit card/debit card/cash brunch is pay per item

Access your Email, Moodle, and Self-Service Accounts

Access Email:

Go to <http://mail.stmartin.edu> click on access my email.

Email Address: Firstname.Lastname@stmartin.edu

Password: Your Network password

**If your computer offers a separate field to enter the domain use:*

Username: *Firstname.Lastname*

Password: *Your Network Password*

Domain: *stmartin.edu*

Access Moodle and Self Service:

Most classes use our Moodle server for online collaboration.

Self Service is used to register for classes, access transcripts, view your student account, etc.

Both can be accessed from the links at the bottom of the SMU homepage

<http://www.stmartin.edu>

Use your network account to log in.

Please contact the ITS Help Desk at help@stmartin.edu or 360-438-4338 for further assistance.



How to Pay your Student Account

Flywire: Why pay through Flywire?

Eliminate hidden bank fees – ensure your institution receives the correct amount.

Save on exchange rates – in most cases you can make a payment in your home currency. Flywire will process the currency exchange – offering you wholesale exchange rates, unmatched by traditional banks.

Peace of mind – 24 hours multilingual customer support when you need it most. Know where your payment is in the bank transfer process.

www.flywire.com

Select Saint Martin's University and then click Get Started.

Wire Transfer:

ABA/Routing Number: 125000105

International/Swift Code: USBKUS44IMT

Bank: U.S. Bank

Bank Address: 1420 5th Avenue

Seattle, WA 98101

City/State/Country: Seattle, Washington, United States

Beneficiary Account Name: St. Martin's University
5000 Abbey Way SE
Lacey, WA 98503
360-688-2450

Beneficiary Account Number: 153505416633

***There is usually a fee from your bank to wire funds, please account for that fee in the amount that you wire.*

In the Student Financial Services Office:

Cashier's Check

Money Order

Personal Check

Cash

Self-Service:

Login to your self-service account

Go to the Finances Tab

Click on Balance

At the bottom of the screen it says "Make a Payment"

Enter the Amount

Another screen will open up, if not then you need to turn off your pop-up blocker

Once the other screen opens up you have two options to pay:

Credit Card: Enter your information, there is a 2.5% fee to pay with credit card

Bank Account: Enter your checking account routing number and bank account number, there is no fee for this.

You will receive a confirmation once this has been completed

***You can always come into the Student Financial Services Office for help.*

Banks near campus

Bank of America (360) 754-3600
601 Sleater Kinney Rd. SE
Lacey, WA 98503

A \$25.00 deposit is required to open a Safe balance account at Bank of America. If you are a student under 24 years of age there is no monthly charge.

Wells Fargo (360) 493-8484
1010 Sleater Kinney Rd. SE
Lacey, WA 98503

A \$25.00 deposit is required to open a Basic checking account at Wells Fargo. If you are a student under 24 years of age there is no monthly charge.



***NOTE: Due to the pandemic banks may require an appointment**



Cell phone service providers near campus

Fred Meyer – Several different options for SIM cards and phone service.

Verizon Wireless – SIM card and phone service.

T-Mobile – SIM card and phone service.

Boost Mobile – SIM card and phone service.

H2O – SIM Card can be purchased at Target (Same building as Kohl's on the map)

- ❖ St. Martin's University does not endorse any of the providers listed above. We try to provide options that are close to campus. Please feel free to use any providers you would like. Please note: **You are required to inform OIPD within 10 days of getting a US phone number.**

Emergency Services



Call 911
for urgent emergencies!

Reporting Sexual Assault and Harassment

Public Safety: 360-438-4555

Emergency Services: 911

Sharon Schnebly

Phone: 360-438-4354

Email: SSchnebly@stmartin.edu

Office: Old Main Room 251

Justin Stern

Phone: 360-688-2920

Email: JStern@stmartin.edu

Office: Residence Halls

Cynthia Johnson

Phone: 360-688-2290

Email: CJohnson@stmartin.edu

Office: Old Main Room 203

Nedra Robertson

Phone: 360-688-2280

Email: NRobertson@stmartin.edu

Office: Old Main Room 203

Counseling and Wellness Center

Office Hours:

Monday – Friday
8:00am – 5:00pm

Counselors are available to talk if you are:

Feeling sad
Feeling depressed
Feeling homesick
Or other mental health concerns

Contact the CWC to talk with a Counselor

360-412-6123 or email:

CounselingCWC@stmartin.edu

**For emergencies call the Crisis Clinic (24 hour) at 360-586-2800
or proceed to the nearest emergency room*

Health Center

Provider Hours by appointment only: Monday, Wednesday, Thursday and Friday 10:00am – 4:00pm

Nurse/MA Hours by appointment only: Monday, Wednesday, Thursday, and Friday 10:00am – 4:00pm

You can make an appointment by emailing healthcenter@stmartin.edu or calling 360-412-6160

**Closed during major federal holidays and school closures*

Medical staff are available on campus if you are:



Feeling sick
Need medicine
Need a vaccination
Located in Burton Hall #202



Connect with Us!

Office of International Programs and Development



Facebook: Saint Martin's University Office of International Programs and Development
@SMU.International



Twitter: oipd_smu



Instagram: smu_oipd



Snapchat: smu_oipd

Saint Martin's University



Facebook: Saint Martin's University
@saintmartinsuniversity



Twitter: @SMUNews



Instagram: saintmartinsuniversity