



**Saint Martin's**  
UNIVERSITY



# International Student Orientation

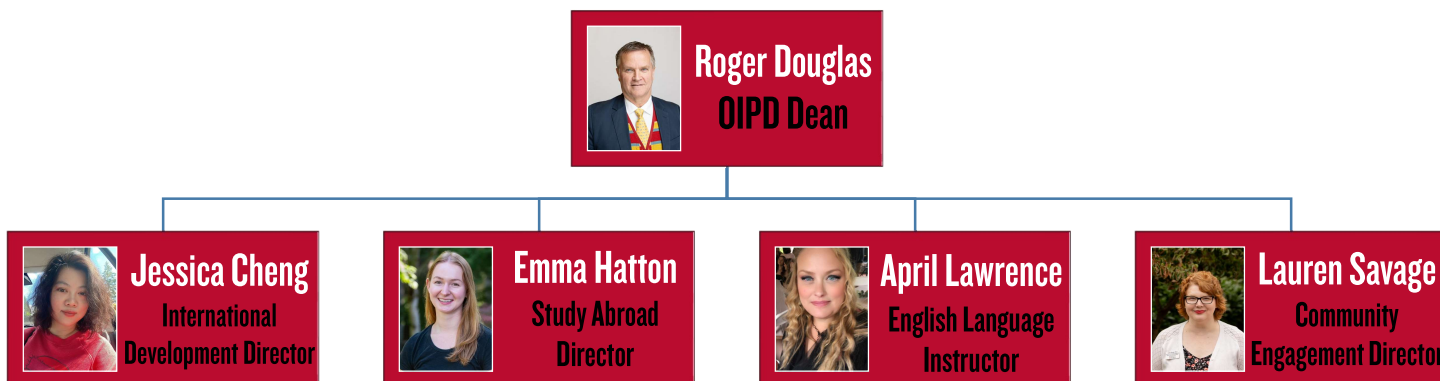


Fall 2025

Office of International Programs and Development

# Office of International Programs and Development (OIPD) Staff

Location: Old Main 430



## Staff Contact Information

Person	Phone	Email
Roger Douglas	360-688-2065	<a href="mailto:RDouglas@stmartin.edu">RDouglas@stmartin.edu</a>
Jessica Cheng	360-688-2061	<a href="mailto:JCheng@stmartin.edu">JCheng@stmartin.edu</a>
Emma Hatton	360-688-2069	<a href="mailto:EHatton@stmartin.edu">EHatton@stmartin.edu</a>
April Lawrence	360-412-6147	<a href="mailto:ALawrence@stmartin.edu">ALawrence@stmartin.edu</a>
Lauren Savage	360-688-2068	<a href="mailto:LSavage@stmartin.edu">LSavage@stmartin.edu</a>

## Important Resource Contact Information

Entity	Location	Phone Number(s)
SMU Public Safety (24/7)	Old Main 251	360-438-4555
SMU Student Health Center	Burton Hall 102	360-412-6160
SMU Counseling and Wellness Center	Saint Raphael Center	360-412-6123
Residence Hall Advisor Off Hours Phone (after 5:00 pm and on-call)	N/A	360-507-2511 360-507-2512

**Fall Semester 2025**  
**International Student Orientation Schedule**  
**Wednesday, August 20, 2025**

**Important: Bring your passport and immigration documents (DS-2019 or I-20) today.  
 Get your student ID card at the Public Safety office (Old Main 251).**

Time	Activity	Location	
8:00-9:00 am	Orientation Check-In   Catered Continental Breakfast <b>Hint:</b> Use some of this time to get your student ID made in Old Main 251	Cebula Hall Third Floor Event Space (Building 22 on map)	
9:00-9:05 am	Dr. Roger Douglas, Dean, International Programs and Development: Welcome		
9:05-9:30 am	Lauren Savage, Director, Community Engagement: Orientation Overview and Icebreaker Activity – Finding Friends		
9:30-10:00 am	Dr. Roger Douglas, Dean of International Programs: F-1 and J-1 Immigration Policies Immigration Paperwork and Document Collection		
10:00-10:30 am	Justin Stern, Associate Dean of Student Affairs, Director of Housing and Residence Life: Title IX and Residence Hall Overview		
10:30-11:00 am	Jessica Cheng, Director, International Development: Academic Policies and US Classroom Culture		
11:00-11:30 am	Madi Wenger, LewerMark Insurance: Health Insurance Plan Information		
11:30-12:00 pm	Sharon Schnebly, Assistant Director, Public Safety: Safety On and Off Campus		
12:00-1:00 pm	Lunch Taco Bar catered by BonAppetit		
1:00-2:00 pm	Campus Walking Tour Led by Student Peers		All around SMU
2:00-3:00 pm	Lindsay K. Meyer, PhD, Director of Counseling & Wellness Center: Counseling and Wellness Center Services		Counseling and Wellness Center
3:00-4:00 pm	Benjamin Tan, Director of the Data Center, and Stephanie Gorzelsky, Library Director: Library and Campus Technology Overview	O’Grady Library (Main Level Classroom)	
4:00-5:00 pm	Christie Carlson, Health Center Administrator: Health Center Services	Health Center (Burton Hall Room 102)	
5:00-6:00 pm	Pizza Dinner	Parsons Hall Great Room	



**Saint Martin’s**  
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**Fall Semester 2025**  
**International Student Orientation Schedule**  
**Thursday, August 21, 2025**

<b>Time</b>	<b>Activity</b>	<b>Location</b>
8:15-8:45 am	Tasmiah “Taz” Shams, Assistant General Manager, Bon Appetit Breakfast, Welcome, and Meal Plans 101	Saint Gertrude’s Café
8:45-9:00 am	Lauren Savage, Director of Community Engagement: Daily Schedule Overview, Q&A, Walk to Grand Staircase Base	Saint Gertrude’s Café
9:00 am-12:00 pm	Intercity Transit, Bus Buddy Volunteers: Learn the Local Bus System	Lowest Steps, Old Main Grand Staircase (GS on map)
12:00-1:00 pm	Emily Alberts, Campus Ministry Program Manager & Father Peter Lunch with Campus Ministry and a Monk	Saint Gertrude’s Café
1:00-5:00 pm	Andrew Garcia, Interim Director of Academic Advising: Academic Advising Session – Finalize your course selections  <b>Note:</b> Once your schedule is sorted or while you are waiting for your turn, you will have time to unpack, rest, or go shopping at Fred Meyer and/or Target. This is also a great time to get your SMU ID made if you have not done so yet.	Center for Student Success
5:00 pm-8:00 pm	Food Truck Night! Walk to the nearby depot. Dinner is on us!	Lacey Food Truck Depot 5700 Lacey Blvd SE Lacey, WA 98503

**Fall Semester 2025**  
**International Student Orientation Schedule**  
**Friday, August 22, 2025**

<b>Time</b>	<b>Activity</b>	<b>Location</b>
8:00-8:50 am	Breakfast	Saint Gertrude’s Café
9:00 am-12:00 pm <i>Exact time is not yet finalized, but sometime within this range</i>	Shanna Paxton, Official Saint Martin’s University Photographer Photography Session with Nations’ Flags	Harned Hall, Monk’s Bean (Bldg. 6 on map)
12:00-2:00 pm	Welcome Weekend Kickoff Lunch and Resource Fair	White Tent (near Grand Staircase)
2:00-4:30 pm	Join Your Welcome Weekend Group, Blessing, Group Photo	White Tent (near Grand Staircase)
4:30-5:30 pm	New Beginnings Dinner	Charneski Recreation Center
6:00-7:00 pm	Residence Hall First Floor Meetings	Your Residence Hall

# St. Gertrude's Café Hours\*

## Monday – Friday

Breakfast: 7:30 – 9:30am  
Lunch: 11:30am – 1:30pm  
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.

## Paying for Meals on Campus

**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 Cash, Saint's Cash, or personal credit card/debit card/cash brunch is pay per item

# Accessing Your Student Email, Moodle, and Self-Service Accounts

## Email:

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

Email Address: [Firstname.Lastname@stmartin.edu](mailto:Firstname.Lastname@stmartin.edu)

Password: *your own network password*

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

Username: *Firstname.Lastname*

Password: *Your Network Password*

Domain: *stmartin.edu*



## 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.

For further connectivity assistance, please contact the ITS Help Desk at:

[help@stmartin.edu](mailto:help@stmartin.edu) or 360-438-4338.



## Banks Near Campus

Often, a \$25.00 cash deposit is required to open a savings account. Lauren Savage can help you schedule an appointment. Please bring your passport to your account setup appointment.

These banks are walking distance from campus:

### Bank of America

601 Sleater Kinney Rd SE

Lacey, WA 98503

Phone: (360) 754-3600

### U.S. Bank

5520 Martin Way

Lacey, WA 98516

Phone: (360) 923-2475



## 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.

Mint Mobile – SIM card with one free month of service in your welcome packet.



- Saint 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.**

# Public Safety Office

Phone: 360-438-4555

Location: Old Main 251

Need someone to walk with on campus at night? Give this number a call.

Did you lose your student ID? Stop by this office with your alternate ID.



## Emergency Services



Remember, only call 9-1-1  
for serious emergencies!

## Reporting Sexual Assault and Harassment

Public Safety: 360-438-4555

Emergency Services: 911

### Sharon Schnebly

Phone: 360-438-4354

Email: [SSchnebly@stmartin.edu](mailto:SSchnebly@stmartin.edu)

Office: Old Main Room 251

### Ann Adams

Phone: 360-688-2832

Email: [AAdams@stmartin.edu](mailto:AAdams@stmartin.edu)

Office: Old Main Room 206

### Cynthia Johnson

Phone: 360-688-2290

Email: [CJohnson@stmartin.edu](mailto:CJohnson@stmartin.edu)

Office: Old Main Room 203



# Student Health Center

Medical staff are available on campus if you are:



- Feeling sick
- Need medicine
- Need a vaccination



Location: Burton Hall #102

Provider hours are available by appointment only:

Monday, Wednesday, Thursday and Friday: 10:00am – 4:00pm

To make an appointment:

email [healthcenter@stmartin.edu](mailto:healthcenter@stmartin.edu) or call 360-412-6160

*\*Closed during major federal holidays and school closures*

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# Counseling and Wellness Center

Feeling sad? Feeling depressed? Feeling homesick? Have other mental health concerns?

Please contact a counselor online or in-person



Contact the CWC to talk with an on-site counselor at 360-412-6123 or

email [CounselingCWC@stmartin.edu](mailto:CounselingCWC@stmartin.edu)

Location:

Saint Raphael Center

Office Hours:

Monday – Friday 8:00am – 5:00pm

*\*For emergencies call the Crisis Clinic (24/7) at 360-586-2800  
or proceed to the nearest emergency room.*

# Notes

We would love to better understand your specific reason for coming to study at Saint Martin's University. Please fill out this optional survey to share with us.



**Best wishes in your fall semester classes!**