UNIVERSITY FAMILY

GUIDE

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

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 student’s transition to the “Saint Martin’s Experience.” The transition to a new campus environment may be a challenge for him or her. It may be challenging for you as well, 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 he or she continues on the path you have worked so hard to pave. 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 resource book 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 directory, 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,

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

Admissions
360-438-4596
admissions@stmartin.edu

Alumni and Parent Relations/
Institutional Advancement
800-220-7722
alumni@stmartin.edu

Athletics
360-438-4305
sportsinfodirector@stmartin.edu

Campus Life
360-438-4299
campuslife@stmartin.edu

Campus Ministry
360-438-4381
campusministry@stmartin.edu

Career Development
360-438-4382
aadams@stmartin.edu

Counseling and Wellness Services
360-438-6123
counselingCWC@stmartin.edu

Dean of Students
360-438-4367
mrichardson@stmartin.edu

Dining Services (Bon Appétit)
360-438-4563
bonappetit@stmartin.edu

Disability Support Services
360-438-4580
gbrown@stmartin.edu

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

Information Center/Operator
360-491-4700
information@stmartin.edu

International Programs
360-438-4504
intladmissions@stmartin.edu

O'Grady Library
360-486-8800
library@stmartin.edu

Public Safety
360-438-4555
security@stmartin.edu

Registrar
360-438-4356
rvandergriff2@stmartin.edu

Service & Diversity Initiatives
360-486-8847
jhopkins@stmartin.edu

Student Accounts/Billing
360-438-4389
accounts@stmartin.edu

Student Affairs
360-438-4367
staffairs@stmartin.edu

Student Accounts/Billing
360-438-4389
accounts@stmartin.edu

Student Financial Service Center/
Financial Aid
360-438-4397
finaid@stmartin.edu

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

Center for Student Success
360-438-4569
learning.center@stmartin.edu

Veterans Affairs
360-438-4356
veterans.services@stmartin.edu
ITEMS IN RED ARE REFERENCES FOR FACULTY/STAFF

FALL 2019

August 23 ................................................................. Faculty and Student Convocation
August 23 ................................................................. Residence halls open for first-year students
August 24-26 ......................................................... Residence halls open for upper class students
August 26 ................................................................. Fall semester Lacey campus classes begin
August 29 ................................................................. Mass of the Holy Spirit
September 2 ........................................................... Labor Day (University Closed)
September 6 .......................................................... Add/Drop deadline (no notation) attendance accounting due
October 21 ............................................................. Mid-term grades due to registrar
October 21-22 ......................................................... Fall Break
November 4-8 ......................................................... Advising week; classes meet
November 11 .......................................................... Saint Martin’s Day/Veteran’s Day observed (University closed)
November 15 ......................................................... Last day for withdrawal (W grade)
November 1 ........................................................... Priority registration for Spring 2020 begins
November 27 ......................................................... Thanksgiving recess; no Lacey classes, (University open)
November 28-29 ..................................................... Thanksgiving recess (University closed)
December 2-6 .......................................................... Study week
December 6 ........................................................... Saint Thomas Aquinas Study Day: No classes
December 9-12 ....................................................... Spring Break: No classes, University offices open
December 14 .......................................................... Semester final exams
December 16 .......................................................... Conferral date, Fall graduates
December 14 .......................................................... Final grades due to Registrar

SPRING 2020

January 11 ............................................................... Residence halls open
January 13 .............................................................. Classes begin
January 20 ............................................................. Martin Luther King Day (University closed)
January 24 ............................................................. Add/Drop deadline (No notation)
.............................................................................. Attendance Accounting due
February 17 ........................................................... Presidents Day (University closed)
March 9-13 ............................................................ Spring Break: No classes, University offices open
March 9 ................................................................. Mid-term grades due to Registrar
March 21 .............................................................. Saint Benedict’s Day: No classes Lacey campus
March 23-27 ........................................................... Advising week: Classes meet
.............................................................................. students encouraged to schedule meeting with advisors
April 6......................................................... Priority registration begins for Summer/Fall 2019
April 10.......................................................... Good Friday (University closed)
April 13 .......................................................... Easter Monday (University closed)
April 14 .......................................................... Last day for withdrawal (W grade)
April 27 – May 1....................................................... Study week
April 28.......................................................... Honors Convocation and Scholars Day
April 30 .......................................................... Senior Commencement Fair
May 1................................. Saint Thomas Aquinas Study Day – No Lacey campus classes
May 4-7.......................................................... Final examinations
May 8................................. Chancellor’s Baccalaureate Mass and Hooding Ceremony
May 9.......................................................... Commencement
May 11.......................................................... Grades due to Registrar

**SUMMER 2020**

May 18.......................................................... Classes begin
May 25.......................................................... Memorial Day (University closed)
May 26..................................................Add/Drop deadline (No notation) Attendance Accounting due
July 3.......................................................... Holiday (University closed)
July 4.......................................................... Independence Day (University closed)
June 29.......................................................... Midterm grades due to Registrar
July 17.................................................. Last day for withdrawal (W Grade)
August 08.......................................................... Summer main session ends
August 10.......................................................... Final grades due to Registrar
August 22.......................................................... Conferral date (Summer graduates)
GUIDING PRINCIPLES

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

BENEDICTINE VALUES

- **Awareness of God**: To look for God not in the abstract but in the ordinary events of every day.
  “We believe that the divine presence is everywhere.” Rule of Benedict 19

- **Community living**: To become who we are by our relationships with others.
  “Let all things be common to all.” Rule of Benedict 33

- **Dignity of work**: To appreciate the dignity of work in God’s creation.
  “They live by the labor of their hands.” Rule of Benedict 48

- **Hospitality**: To offer warmth, acceptance and joy in welcoming others.
  “Let all...be received as Christ.” Rule of Benedict 53

- **Justice**: To work toward a just order in our immediate environment and in the larger society.
  “That in all things God may be glorified” Rule of Benedict 57

- **Listening**: To hear keenly and sensitively the voices of persons and all created beings.
  “Listen...with the ear of your heart.” Rule of Benedict Prologue
• **Moderation:** To be content with living simply and finding balance in work, prayer and leisure.

“All things are to be done with moderation.” *Rule of Benedict 48*

• **Peace:** To strive for peace on all levels: with self, others and God.

*Rule of Benedict Prologue*

• **Respect for persons:** To respect each person regardless of class, background or professional skill.

“No one is to pursue what is judged best for oneself, but instead, what is better for someone else.” *Rule of Benedict 72*

• **Stability:** To cultivate rootedness and a shared sense of mission.

“To stand firm in one’s promises.” *Rule of Benedict 58*

• **Stewardship:** To appreciate and to care lovingly for all the goods of this place.

“Regard all utensils as if they were the sacred vessels of the altar.” *Rule of Benedict 31*
Established in 1895, Saint Martin’s University is a four-year, coeducational Catholic university located in Lacey, Washington. Saint Martin’s is one of 13 Benedictine colleges and universities in the United States and the only one west of the Rocky Mountains.

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

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

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

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

In 2001, the O’Grady Library opened. Designed by world-renowned architect Michael Graves, the library has become a signature building on the campus. In 2005, Spangler Hall, a new residence hall named in honor of President Emeritus David R. Spangler, Ph.D., was completed. That same year, Saint Martin’s College officially became Saint Martin’s University to more accurately reflect the institution’s nature, better fulfill its mission, and recognize the wide variety of undergraduate and graduate programs available to students.
The years 2008 and 2009 brought many changes to the campus: the opening of the University’s fourth residence hall, Parsons Hall, named for long-time Saint Martin’s supporters Ken F. Sr. and Gale L. Parsons; the opening of Harned Hall honoring H.C. “Joe” Harned and which now houses classrooms, the Diversity and Equity Center and the Veterans Center; the dedication of a world-class track and field facility and the Jan Halliday ‘89 Memorial Plaza; and the completion of the Charneski Recreation Center. In 2009, the University also welcomed its 10th president, Roy F. Heynderickx, Ph.D.

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

Through decades of change and growth, the University has held true to its Benedictine values — community, hospitality, stewardship, listening and dignity of work, among others — which remain central to life at Saint Martin’s.
All food service at Saint Martin's University is managed by Bon Appétit Management Company, an award-winning company known for its standards of excellence and innovation in sustainable food service. Bon Appétit brings made-from-scratch restaurant-style dining to Saint Martin's University. Breaking bread together helps to create a sense of community and comfort.

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

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

The Saint Martin’s mailroom receives and sends mail for the University community. The mailroom also sells stamps and provides mailboxes for students who sign up for one. Mail is usually available from 8 a.m. until 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 with instruction to retrieve it from the SMU mailroom staff. When sending mail to your student, please use the following address to insure speedy mail delivery:

[Student name]
Saint Martin’s University
Box [number]
5000 Abbey Way SE
Lacey, WA 98503-7500
When a group of abbots and presidents representing Catholic Benedictine universities were asked what the centers of their schools were, they agreed: campus ministry.

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

- **Online jobs database – Handshake:** The database contains employment opportunities with city, county, state, federal and private employers. Jobs, updated daily, include internships, part-time, full-time, summer, seasonal, temporary and permanent positions. Through this system, students and alumni are able to store resumes and access jobs, employer information, and career center events.

- **Resumes, cover letters and interviewing skill-building sessions:** These sessions are offered one-on-one or in groups throughout the year.

- **Assessments:** The Career Center has a number of interest assessments available to assist students in selecting their majors and careers, including the Washington State WorkSource site and O*NET, which provide detailed information on occupations, wages, job outlooks, professional associations and links to job openings. TypeFocus, which contains four assessments and career matches, is administered to 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. The Career Center holds industry-specific events for each School and College within the University in the fall and spring.

- **Class:** BA 210 is a one-credit elective course in career management, offered each semester to all majors. Students develop networking skills, meet alumni and business professionals, and build their online social presence.

- **Etiquette dinner:** Hosted by the Career Center in the fall, this dinner — attended by several staff and faculty “table captains” — helps students develop the art of dining etiquette and conversation.

- **On-campus interviewing and recruiting:** This activity is scheduled to help meet the employment needs of students and employers. Announcements of interviewing and recruiting events are posted on bulletin boards, by email and through faculty.
• **Saints Have a Plan:** A campaign for undergraduate students to create a plan for life after SMU. The campaign is an effort to engage students in their career plan before graduation and to take advantage of the resources available. They receive a t-shirt and raffle tickets for prizes donated by the on- and off-campus communities.

• **Virtual career center:** Resources and a calendar of events for the Career Center are available www.stmartin.edu/careercenter. We also invite students, parents, family members, alumni and employers to follow @smucareercenter on Twitter, where we post news and events of interest.

**COUNSELING AND WELLNESS CENTER**

Saint Raphael Center  
360-412-6123 • Front Desk – counselingCWC@stmartin.edu  
www.stmartin.edu/CounselingCenter/

The Counseling and Wellness Center (CWC) is committed to helping students meet the challenges of life they may experience during college. Integrating faith, reason and service, we empower students to develop self-awareness, knowledge, and skills necessary to make healthy choices and build relationships in a multicultural world.

Students seek counseling services for diverse reasons such as stress, depression, anxiety, identity and developmental issues, relationship concerns, grief and loss or other life transitions. Sexual orientation, academic challenges, mental health conditions, and problems related to alcohol or drug use, as well as other issues of concern, are all reasons students utilize and seek counseling services.

We treat each student with respect and sensitivity, providing strength based counseling services that value the diversity and uniqueness of each individual.

Our professional team of licensed counselors and graduate trainees provide time-limited individual and group counseling, crisis response, consultation, and wellness workshops. The CWC also provides care coordination services for individuals requiring specialized or longer treatment. Services are free of charge and available to all students enrolled in classes.

Counseling services are confidential. Therefore, information regarding a student’s participation or involvement with the CWC is only shared or released with consent from the student, unless there is a concern of imminent risk or safety to the student, a minor or a vulnerable adult, or as required by law.

Students, parents and concerned others, may call, email or stop by the CWC office, located in the Saint Raphael Center, Monday – Friday 9:00 – 5:00, for assistance; some workshops and groups are provided in evening hours. The CWC is closed weekends, holidays, breaks and during all campus closures. CWC services are limited during the summer.
Saint Martin’s University requires that all students attending at least half-time have health insurance coverage. The University offers a student plan available for those students who do not have personal coverage. All students are charged the University’s premium for insurance at the start of the fall semester. For students who have personal coverage and would like to waive the charge, waivers must be submitted and approved online only by the semester’s deadline in order to opt out of the school’s coverage. Online waiver information is provided in the student’s billing packet. Online waivers are due around the third week of the semester; the official due date is provided in students’ billing packets as well as in emails sent to the students’ SMU email several weeks prior to the deadline. After this deadline, waivers cannot be accepted and the student will be responsible for the charge — so, please, be prompt in submitting the waiver. Waivers approved for the fall semester are valid through the spring semester. However, if the student’s private insurance information changes, it is the student’s responsibility to notify the Student Financial Service Center staff of the change.

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

Students who receive insurance coverage through the University must submit a claim form to their physician at the time of service. Claim forms are available online or at the Student Financial Services Center.

If your student is covered by your health insurance policy, please give him or her all information regarding the health insurance coverage, including instruction on how claims are to be filed and reimbursed. Encourage your student to always carry a current insurance or HMO card, and to identify local participating providers that will accept their health care insurance.
19 community that engenders inclusive excellence, facilitates intercultural understanding, and promotes social justice learning. The DEC sponsors two broad initiatives:

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

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

**CENTER FOR STUDENT SUCCESS**
O’Grady Library, Lower Level
360-438-4569 • AReiff@stmartin.edu
Amber Reiff, Administrative Assistant
www.stmartin.edu/LearningWritingAdvising/

**Learning: 360-438-4570**
The Learning Center offers free drop-in subject area tutoring in STEM majors, accounting, business, and world languages. The STEM Study Center provides collaborative space with flexible seating and white boards for sharing ideas. The peer tutoring staff are trained to guide students through difficult coursework and to reinforce self-directed approaches to learning and studying.

**Writing: 360-438-4533**
The Writing Center offers students a comfortable place to meet and discuss academic, personal, creative 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.

**Advising: 360-438-8823**
Pre-major and exploratory advising is provided to students who are in need of gathering information about different fields of study and careers. First and second year students are guided by an advisor in their choice of courses. Ongoing outreach services help to refer students to appropriate resources on campus as needed.

**Disability Support: 360-438-4580**
Disability Support Services assists students with documented disabilities who are eligible for academic accommodations. Students who have sustained a temporary injury, need help with self-advocacy or academic support can also seek professional assistance from the DSS office.
The O’Grady Library supports student success by bringing together research assistance, tutoring, and technology in one location. Books, journals, reference materials, videos, and music are available both in the library and online on- or off-campus. Students can also check out Surface Pro tablets, digital camcorders, digital voice recorders, and other multimedia equipment. The library participates in Summit, the shared catalog of the Orbis Cascade Alliance, which makes available to Saint Martin’s students resources from 38 academic libraries in the Pacific Northwest.

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

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

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

For information about the Office of Public Safety services and annual campus crime statistics visit www.stmartin.edu/directory/office-public-safety.
STUDENT FINANCIAL SERVICES CENTER
(Financial Aid and Student Accounts/Billing)
Old Main, Room 250
360-438-4389 • accounts@stmartin.edu or
360-438-4397 • finaid@stmartin.edu
www.stmartin.edu/sfs/

The Student Financial Service Center team strives to provide efficient and
welcoming service to all of the Saint Martin’s community, and empathetic and
respectful counsel to our students and their families in regards to their financial
education concerns, inquiries or limitations.

Applying for financial aid: Complete the Free Application for Federal Student Aid
(FAFSA) online at www.fafsa.ed.gov. The school code for Saint Martin’s University
is 003794. Students can begin filing their FAFSA applications for the next year on
October 1 of the previous year. Students are encouraged to file the schools priority
deadline of January 1.

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

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

Conditions of SMU Institutional Scholarships/Grants:

• Students receiving full tuition assistance* will not be eligible for institutional
gift aid funds.

• Students must continue to maintain Satisfactory Academic Progress to
remain eligible for institutional aid and federal aid.

• Award amounts will not be guaranteed for students who are not continuously
enrolled.

• Students must be enrolled at least half-time at the Lacey campus.

• Students are only eligible to receive institutional gift aid for a maximum of:

  • 4 years: Freshman
  • 2 years: Junior/Transfer students

• Students may appeal for an additional year of eligibility

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

Students receiving full tuition funding through a sponsored agency or full tuition
waiver from SMU will not be eligible for institutional gift aid.
Examples of full tuition include, but are not limited to: Tuition Exchange, Tuition Remission, VA Voc Rehab, Ch 33, Yellow Ribbon, Boeing, Army ACS, ROTC, Army TA, Air Force TA, etc... Students may use institutional gift aid at direct exchange universities. If a student selects another study abroad opportunity whether a semester or a short term experience other financial aid may be applied but institutional gift aid is not able to be utilized.

**Verification:** Each year, students who have filed the FAFSA may be selected by the federal government for verification. Selected students will be required to turn in additional documentation before their financial aid can be finalized. The Student Financial Service Center will notify students if they need to submit additional documentation. Students can also view the status of their aid or any required outstanding documents needed on their SFSC Student Aid Portal.

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

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

**PAYMENT/BILLING**

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

**Receiving your financial aid:** All financial aid funds, including outside scholarships and private loans, are first applied to the student's tuition and mandatory fees for the current term. Housing charges are deducted next. When current term charges are paid in full, any financial aid amounts over these costs are then refunded to the student. SMU partners with BankMobile to process student refunds. Students are asked to provide authorization whether or not they would like SMU to send their information to BankMobile for possible refund processing. This is done through the student’s Self Service portal. If authorization allows SMU to do this, the student needs to have a refund preference in place with them to ensure timely refunding. Emails are sent to students along with a mailing from BankMobile explaining how to set up a preference for possible refunding. Credit balances resulting from Parent PLUS loans will be processed based on the parent's authorization on the PLUS form. Refunds sent to parents are processed directly from the school via paper check and not through BankMobile as are student refunds without a BankMobile authorization.

Financial aid funds will not be disbursed to a student's account until after the add/drop period has ended (approximately the third week of the semester).
**Book vouchers:** If a student is expecting a refund from financial aid, they may be eligible to receive a book voucher. Book vouchers allow students to charge their books and supplies from the Saint Martin’s University Bookstore to their account and have the costs deducted from their aid. Credit balance authorizations must be completed through the student’s Self Service Portal allowing for book charges to be deducted from their aid in order to be eligible. Credit balances due to Parent PLUS Loans require an “allowable charges” authorization from the parent to use a book voucher. This authorization is done at the time of the PLUS loan application. Book vouchers can be issued two weeks prior to the start of the semester. Check with Student Financial Services to see if the student is eligible.

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

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

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

**Monthly payment plan:** Students and families can set up a monthly payment plan for the semester or for the school year (fall and spring) through *Nelnet/Tuition Management Systems. There is an enrollment fee of approximately $77 to sign up for the monthly payment plan. To sign up for a monthly plan with Tuition Management Systems (TMS), visit www.afford.com/stmartin.

*This website is subject to change as Nelnet has recently acquired TMS. Contact Student Financial Services for assistance.

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

We invite students, parents and families to stay connected with our staff via:

Website: www.stmartin.edu/sfs/
Facebook: @smu.studentfinancialservices

OTHER SERVICES

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

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

Refunds: Refunds are processed within 30 days of the date the credit balance is reflected. Refunds are processed weekly with SMU and through our servicer BankMobile provided an authorization was received by the student to allow information to be sent to BankMobile. If no authorization is received and/or the student has not selected a BankMobile preference and the student is due a refund, a paper check will be issued by the University and mailed to the student.

STUDENT HEALTH CENTER

Burton Hall Room 102
Mondays, Wednesdays, Thursdays and Fridays, 10 a.m. – 4 p.m.
360-412-6160 • healthcenter@stmartin.edu
www.stmartin.edu/HealthCenter

The Student Health Center assists students with a wide range of health issues including upper-respiratory infections, injuries and other medical concerns. Students also may receive limited disease management for chronic health problems. After-hours hospital or emergency room care, medical specialists and dental care, eye exams, hearing tests and X-rays are referred locally.

All undergraduate students enrolled at Saint Martin’s Lacey campus are assessed a health services fee each semester and may use the majority of services at the Student Health Center at no additional charge. Additional laboratory fees may apply. Graduate students may utilize the center for a fee of $20 at the time of the visit. Appointments may be scheduled in advance and are recommended; however, walk-in hours and same-day appointments are available.

Saint Martin’s University follows the immunization guidelines from the Centers for Disease Control (www.cdc.gov), the American College Health Association (www.acha.org), and state and local public health departments. The immunization requirement, described below, applies 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;
(3) Medical verification showing immunity to rubeola measles (rubeola titer)

Students who live in the residence halls are also required to provide proof of current meningitis vaccination within the last five years.

International students who have had a positive TB skin test, have had close contact with anyone who was sick with TB, or are members of a high-risk population may require further evaluation by the Student Health Center. Please see the online International Student Medical Form (www.stmartin.edu/healthcenter/Forms/internationalTBForm.pdf) for more information.

COMMUNITY MEDICAL RESOURCES

The following list is not provided as recommendations or endorsements.

Hotlines
24-hour Crisis Line
360-586-2800

Sexual Assault and Domestic Violence Services
24-hour Crisis Line
360-754-6300

Medical Care
Group Health Cooperative
700 Lilly Rd NE, Lacey, WA
360-923-7670 / 800-565-1393
www.ghc.org/

Providence St. Peter Hospital
413 Lilly Road NE, Lacey, WA
360-493-7289 (emergency room)

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

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

Westcare Clinic
3000 Limited Lane NW, Olympia, WA
360-357-9392
www.westcareclinic.com

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

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

Shopko Pharmacy
5500 Martin Way, Lacey, WA
360-456-4057
www.shopko.com

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

Walgreens
4540 Lacey Blvd. SE, Lacey, WA
360-438-2020
www.walgreens.com
ATHLETICS
360-438-4305
sportsinfodirector@stmartin.edu
www.smusaints.com

SMU Athletics is a member of the NCAA Division II and the Great Northwest Athletic Conference (GNAC) that sponsors 15 varsity sports with over 200 student-athletes. Success can be seen in the classroom and on the playing field with the student-athletes recording a 3.22 overall GPA along with student-athletes competing at NCAA regionals.

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

HOUSING AND RESIDENCE LIFE
360-412-6163
housing@stmartin.edu
www.stmartin.edu/office-housing-and-residence-life

SMU offers a variety of residence options, from traditional doubles to suites and apartments with computer labs, laundry facilities, convenience store, and fitness room. Interested in learning more about Benedictine values-based leadership, global affairs, or sustainability? SMU also offers special learning communities that examine these topics beyond the classroom. A home away from home, residence halls offer programming throughout the week and weekend that will allow you to cultivate new friendships, deepen your academic interests and expand your horizons. Embrace 24-hour Saint life by living on campus!

CAREER SERVICES
Office of Career Development
Old Main, Room 257
360-486-8842
careers@stmartin.edu
www.stmartin.edu/careercenter • SMU Career Services @smucareercenter

The SMU Office of Career Development 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 lifetime career services to support students and alumni:
• Online jobs database – Saints4Hire, which contains internship and employment opportunities both on and off-campus
• Resumes, cover letters and interviewing skill-building sessions
• Interests Assessments
• Career Fairs, small and large, throughout the year
• Career Management class (BA210), a one-credit elective course offered each semester to all majors
• Etiquette Dinner attended by staff and faculty “table captains” helps students develop the art of dining etiquette and conversation
• Alumni connections for mentoring and career advice

Saints Have a Plan: a campaign for students beginning freshman year through senior to complete a qualifying plan of action for life after SMU. The campaign is an effort to engage students in their career plan before graduation and to take advantage of the resources available. They receive a t-shirt and raffle tickets for prizes donated by the on- and off-campus communities.
A network account is issued to each student at Saint Martin's. Typically these accounts are created automatically, but can be requested at (www.stmartin.edu/directory/integrated-technology-services/technology-help/network-accounts). Network accounts provide access to computers and printing on campus, an SMU email account, Self-Service (registration, tuition, scheduling, grades), Moodle (learning management system used by online and hybrid-learning courses), and more. SMU email is the official means of communication between the University and students. Students are expected to monitor their SMU email.

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

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

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

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

The ITS Help Desk offers free technical services including hardware and software installations, troubleshooting, data transfers, virus support, and more. All active students, staff, faculty, adjuncts, and abbey members qualify to receive ITS services. Students qualify for a free copy of Microsoft Office during their time at the University, as well as discounts and free copies of additional programs. Software information can be found online at (www.stmartin.edu/directory/
Students must comply with the University’s Acceptable Use Policy. Violations of this policy will result in disciplinary action. Familiarize yourself with Saint Martin’s Acceptable Use Policy here: (www.stmartin.edu/sites/default/files/smu-files/ITS/acceptable_use_policy.pdf).

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

TRANSPORTATION AROUND LACEY AND BEYOND

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

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

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

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

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

It is a time full of exciting adventures, challenges, newfound 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 and family members also feel sad or as if they’re being left behind. Most will experience a combination of emotions. As the loved one 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 leave home.

You may have encountered positive changes in your life: more room at home, lower grocery bills or increased 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 or family member. The relationship with your student may take on new dimensions. Time together may become more precious. You may struggle to find balance in the degree of involvement with his or her 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 and families is to see their child succeed, be content and develop into responsible adults. The following pages include some information we hope will be helpful as you support your student during this crossroad in his or her life.
WHAT TO EXPECT

CHANGES
Starting college and being exposed to many new challenges and experiences can affect your student’s social, vocational and personal choices. Students will begin to formalize their 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 and 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 him 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 in, 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 family members, particularly those who have been close with one another, when students shift away from the family and turn 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 may be exploring a new independence and identity, parental and familial acceptance and approval remain important. When you don’t agree with or approve of particular choices or opinions, this may be a challenge. 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. Remember, these are normal parts 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” and instead to use numbers, for example, 78 out of 90 points, 35 with a class average of 30, and so forth. If your student’s grades are lower than he or she expected, be supportive. Your student probably is more disappointed than you.
If you notice that low grades are an ongoing problem, encourage him or her to seek help from professors or advisors. If you notice that low grades are an ongoing problem, encourage him or her to seek help from professors or advisors. 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 can be an important learning experience for future situations. Mistakes, failures and disappointments are a necessary and normal part of maturing. 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. For example, if 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 taking 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 debt they cannot pay. Sit down with your student to discuss money. Talk through the larger issues of paying for tuition and room/board, as well as smaller ones such as spending money, and develop a plan. Meet again after the first semester to evaluate and revise the plan. Don’t let the important topic of money “work itself out.” Take charge of initiating these discussions.

VACATIONS
While the initial leave-taking is hard, adapting to your student’s return home for holidays and summer can be just as difficult, as both sides are faced with the changes made while they were apart. 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 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 no friends outside of their hometown; or their family is experiencing distress from separation, divorce or illness of a family member. Homesickness is uncomfortable for both students and parents/families, and you will worry in proportions equal to your student’s unhappiness. However, homesickness usually passes. Each bout with homesickness builds the “antibodies” of coping skills, making future episodes less intense.
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. Below are 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 your student by giving him or her the room to take the responsibility that is necessary. Assist him or her in the decision-making process, offer a broad range of choices and possibilities, share your decision-making techniques and reflect back what you are hearing. Try not to make decisions for your student or give specific instruction on what to do. Trusting your student to make 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 be 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, your student has been accustomed to having to be concerned about only his or her own daily routine, not the family’s, and has lived without the house rules that may have been in existence prior to college life. He or she may come home with new expectations for family members. It’s a transition time for everyone.
When your student was living at home, you likely talked every day about what was happening, where your student was going, and what he or she was doing. Now that your son or daughter 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 or she has time to talk, or arrange times to connect. Of course, text messaging allows for quick, short messages and updates.

**EMAIL AND SOCIAL MEDIA**
Email provides a great way to communicate with college students because they can read and respond at their convenience. In your messages, talk about what’s happening at home and ask open-ended questions that require more than one-word answers. News from home and family, however mundane it may seem, is always welcome. Don’t be discouraged if you don’t get a reply to every message. It doesn’t mean your child doesn’t care — just that he or she is busy. Despite a seemingly challenging time of breaking away, at least from your end, your student is assured that whatever happens, your connection will always be there.

Social media, especially Facebook and Twitter, provide another popular means of communicating with your student. To follow what is happening at Saint Martin’s University through social media, like us on Facebook at [www.facebook.com/saintmartinsuniversity](http://www.facebook.com/saintmartinsuniversity) or follow us on Twitter at [@SMUNews](http://@SMUNews).

**HOME VISITS**
Some students go home often, others return only for major holidays and events. While you want your student to always feel welcome at home, encourage him or her to stay on campus as much as possible 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
Even in today’s world of email, texting and Facebook, there is still something special about receiving “snail mail.” There’s nothing better than opening mail — a card, a postcard or a package — from home. A “survival kit” or “care package” with treats and goodies around midterms or finals is especially welcome.

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.

Familiarizing yourself with campus resources is just one step toward supporting your student. It may be helpful to keep this list of campus resources handy so you can refer your student to on-campus individuals or departments that can provide assistance when needed.

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 parents 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. Don’t make conversations feel like quizzes. Questions can be about new experiences and new friends being made. 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 OVERREACTION
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. Offer your student a helping hand toward a successful college experience by reminding him or her of strengths, and of successful ways past mistakes were handled. Your son or daughter may need encouragement in the transition from high school to college. Not all first-year students understand how rigorous the academic expectations are. Your student may not be fully aware of the accountability, responsibility and independent hard work involved in earning a college degree. It is typical for grades to go down in the first year; if you sense your student may be feeling down about grades (or any other issues), encourage them to get help from the campus resources. Students who seek a little assistance typically get back on track and do fine.

SHARE YOUR HUMANITY

Research has shown that when we share our humanity, we build stronger connections, stronger rapport and greater empathy. Empathy and validation 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 recognize 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.

Share some of your own weaknesses and challenges, as well as your wisdom in how you have been able to learn from mistakes. In doing so, you teach your son or daughter about the value of having the humility to admit mistakes, having the courage to pick oneself up and move on, and having the commitment to make change. These values contribute to your student's awareness of reality, which in turn prepare them for life, both during the college years and after graduation.
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
The transition in your relationship with your child may be as confusing for him or her as it is for you. Let your student 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 a student’s work is piling up, grades aren’t what they’d hoped, they’re feeling overwhelmed and their coping skills begin to fail. When this happens, a student feels upset and, chances are, he or she will call parents or family members. 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 to 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!

Resources for families of a college student

collegetipsforparents.org: Website that provides information, news and tips for parents of college and college-bound students.

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

*Bonding and Breaking Free, John Baucom*
Published by Zondervan, NY

*Campus Health Guide, Otis and Goldingay*
Published by College Board, NJ

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

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

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

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

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

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

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

*When Your Kid Goes to College: A Parent’s Survival Guide*
Carol Barkin

*You’re on Your Own (But I’m Here If You Need Me)*
Marjorie Savage
Saint Martin’s University is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (also referred to as the Buckley Amendment or FERPA). This act affords matriculated students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their education records within 45 days of the day the University receives a request for access. The University registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University registrar does not maintain the records, the student will be directed to the University official to whom the request should be addressed.

2. The right to request the amendment of their education records that a student believes is inaccurate or misleading. Students who wish to request an amendment to their educational record should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records to third parties, except in situations that FERPA allows disclosure without the student’s consent. One such situation is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by the University in an administrative, supervisory, academic, research or support staff position (including University law enforcement personnel and health staff); a person or company with whom the University has contracted; a member of the board of trustees; or a student serving on an official University committee, such as the honor council, student conduct council, or a grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
The Buckley Amendment provides the University the ability to designate certain student information as “directory information.” Directory information may be made available to any person without the student’s consent unless the student gives notice as provided for below. Saint Martin’s has designated the following as directory information: the student’s name, addresses, telephone number, e-mail address, student ID photos, date and place of birth, major field of study, school, classification, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information. Any new entering or currently enrolled student who does not wish disclosure of directory information should notify the University registrar in writing. No element of directory information as defined above is released for students who request nondisclosure except in situations allowed by law. The request to withhold directory information will remain in effect as long as the student continues to be enrolled, or until the student files a written request with the University registrar to discontinue the withholding. To continue nondisclosure of directory information after a student ceases to be enrolled, a written request for continuance must be filed with the University registrar during the student’s last term of attendance.

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