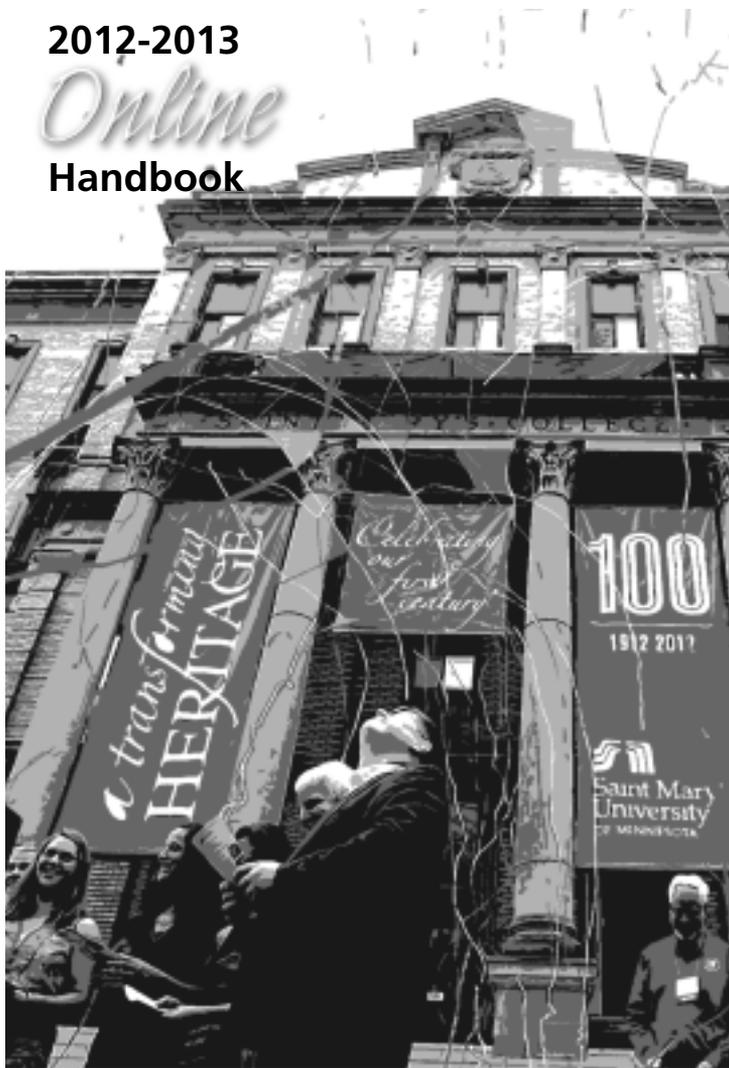


2012-2013

Online

Handbook



www.smumn.edu



Saint Mary's
University
OF MINNESOTA

Nondiscrimination Policy

Saint Mary's University of Minnesota adheres to the principle that all persons have equal opportunity and access to admissions, employment, facilities, and all programs and activities of the University regardless of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, marital status, or status with regard to public assistance. The following person has been designated to handle inquiries regarding the university's nondiscrimination policies:

Equal Employment Opportunity Officer
Saint Mary's University of Minnesota
700 Terrace Heights, #38
Winona, MN 55987

The Equal Employment Opportunity Officer may refer discrimination inquiries or complaints to other offices or individuals as appropriate. Discrimination inquiries or complaints should be directed to the Equal Employment Opportunity Officer at 507-457-1421.

It is the responsibility of Saint Mary's University of Minnesota students to be aware of all university policies that may affect their status or progress as students. University policies relating to community expectations, residence life, and student discipline may be found on the university's website at www.smumn.edu/handbook. Additional academic policies may be found in the university catalog. The university reserves the right to adopt or amend any policy at any time. All students enrolled at the university are required to abide by such revised and additional policies. The university may take disciplinary action for the off-campus behavior of students if that behavior reflects negatively on the university.

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COMMUNITY EXPECTATIONS

Introduction

Students at Saint Mary's University are free to help create an environment that is stimulating to both their educational and social growth. Along with that freedom comes a responsibility to respect the rights of fellow students to pursue their own growth. The best discipline is self-discipline. The best correction is self-correction. However, no group of people can live without rules and regulations. While it is the university's desire to place as little emphasis on the imposition of regulation, the large number of individuals sharing the campus makes it incumbent upon university officials to delineate boundaries and to establish limits for the common good. The vice president for student life and dean of students are responsible for establishing, implementing and articulating the university's philosophy on student conduct and limits of the community. The general expectations for student behavior, and the consequences for those who choose to ignore those expectations, are covered in this section of the *Online Handbook*.

Community expectations have been established for the welfare of the Saint Mary's community. Coupled with the judicial process, community expectations have the ultimate goal of building community while challenging and educating students in an atmosphere where self- and mutual-respect prevail.

Complaints against individuals for disruption of the campus expectations should be directed to the Vice President for Student Life or the dean of students. Proven violations of community expectations may be grounds for penalties as serious as expulsion from Saint Mary's University. The university may withhold transcripts, grades, diplomas, housing privileges, or other official records pending the disposition of student disciplinary matters.

The university reserves the right to adopt or amend any policy herein. Not every behavioral expectation can be specified in a rule or regulation; students will be expected to use common sense, courtesy, and judgment.

The university can prosecute a person in the courts for an unlawful act occurring on university property. The university may take action for off-campus behavior that reflects negatively on the university or any member of the Saint Mary's University community.

Disciplinary Judicial Process

The disciplinary judicial process at Saint Mary's University was designed to uphold the rights of all students. The goal of the process is not to punish, but rather to educate students about appropriate behavior for a community living environment, and to hold people accountable for their actions. It is important for students to acquaint themselves with the rules and regulations of Saint Mary's University as stated in the *Online Handbook* and the *University Catalog*. Students should be aware of the options, possible disciplinary actions, appeals and the general judicial processes outlined.

All members of the Saint Mary's community must take part in preserving an atmosphere in which free discourse, open exchange of opinion and the right of peaceful dissent are not impeded. They must live in reasonable harmony with one another and with the larger community of which the university is a part. Students are responsible for their actions and will be held accountable. A student who chooses to violate university regulations or is involved in misconduct off-campus that reflects negatively on the university is subject to disciplinary action. The judicial process at Saint Mary's University is not intended to duplicate the system of attorneys, judges and courts. The process is, however, designed to accomplish fact-finding and decision-making in the context of an educational community and to encourage students to accept responsibility for their own actions and respond appropriately to the consequences.

Staff members of the university have the responsibility to impose reasonable sanctions or consequences for student behavior that is not acceptable in the university community. When a situation is deemed more serious, the staff member may follow steps for referring students to the dean of students, who is the chief judicial officer of the university.

The following are disciplinary actions which may be taken when student behavior is deemed inappropriate; they are not necessarily progressive steps. A staff member may elect to refer a matter immediately rather than simply writing it as an Incident Report.

I. Incident Report

Written by a residence life professional staff member, campus safety officer, resident assistant, faculty member or administrator, this report formally refers someone to the disciplinary process. The report should be made for first-time or persistent violations of university expectations. The report should state the name(s) of the parties involved in the alleged violation and the date, location and description of the event. All students and staff involved in the situation, in any manner, must be referred to in the incident report. An official incident report can be obtained in the Office of Residence Life.

II. Initial Review

Following submission of an incident report, the dean of students or his/her designee will decide as to whether sufficient basis exists to believe a violation of university expectations has occurred. The dean or his/her designee will then determine who needs to meet for follow-up on the alleged violation.

III. Hearing Process

The dean of students, or his/her designee will contact the accused student to set a date for a follow-up meeting. When the meeting is complete, a decision will be rendered. If there is reason to believe the violation has occurred, disciplinary consequences will be imposed. In most cases, a residence life professional staff member will act as the dean's designee. If a student refuses to meet with the dean of students, or his/her designee, a decision might be made without the student present. This will only happen after one week of trying to contact the student (in writing).

IV. Determination of Consequences

In determining disciplinary consequences, the student's previous disciplinary record and any or all other pertinent information will be taken into account. **The types of consequences that may be imposed include, but are not limited to, restitution for damage, community service, educational sanctions, letter of apology, reaction paper, seminar attendance, trespass notice, residential probation, relocation to another residence hall, disciplinary probation, suspension, or expulsion.**

Disciplinary Probation — Disciplinary probation is a sanction assigned for elevated behavior issues, including multiple conduct violations, assault, harassment, possession and/or use of illegal substances, etc. A student may be placed on probation for his/her first policy violation depending on the level of severity, as determined by the Dean of Student. Probationary status restricts the student's rights for a specified period of time. Restrictions may include: exclusion from participation in extracurricular activities, eviction from the residence halls, including the possible loss of a refund for room and board, and loss of housing privileges in all university residence areas. Probationary status may include the imposition of conditions with which the student must comply, such as a chemical dependency assessment or psychological evaluation. Individuals on probation cannot violate other university policies. If they do, their sanctions may be more severe because of their current probationary status. These sanctions can include removal from the residence halls and/or removal from campus.

Suspension — Separation from the university for a fixed period of time or until specific conditions are met.

Expulsion — Separation from the university permanently. Normally, conditions and restrictions will not be imposed until the student has exhausted the right to appeal. However, where the dean of students determines that a student's presence is detrimental in the residence hall or the campus community, restrictions may be imposed immediately.

V. Appeal of a Disciplinary Decision

The Right to Appeal

All students have the right to appeal a disciplinary decision. The original decision including the sanctions, restrictions, etc. will stand until the appeal is heard. Those decisions made by a hall director can be appealed to the director of residence life or his/her designee. Decisions made by the director of residence life or his/her designee can be appealed to the dean of students or his/her

designee. Decisions made by the dean of students or his/her designee can be appealed to the Vice President for Student Life. All appeals must be made in writing within 24 hours of the notification of the original sanctions.

University Policies

ACADEMIC DISHONESTY

Students at Saint Mary's University are expected to maintain the highest standards of academic honesty. Academic dishonesty, in any form, will not be tolerated and will subject the student to disciplinary sanctions up to and including dismissal. Academic dishonesty comes in a variety of forms. The most common forms are plagiarism, fabrication, abuse of internet sources, cheating, lying, and academic misconduct.

- **Plagiarism** is the presentation of someone else's words, ideas, or data as one's own. When a student submits work for credit that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, as well as quotation marks if verbatim statements are included. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments. Examples of plagiarism include: copying someone else's previously prepared material such as lab reports, class papers, etc.; copying a paragraph or even sentences from other works; and self-plagiarism (turning in for new credit your own work from a previous class without authorization).
- **Fabrication** is the intentional use of invented information or the falsification of research or other findings with the intent to deceive. Examples include: the citation of information not taken from the source indicated; submission in a lab report of falsified, invented or fictitious data; submitting as the student's own work prepared by another, including purchasing or downloading from the Internet; and falsely representing hours or experience in a field experience or internship.
- **Abuse of Internet sources** is the acquisition or presentation of information obtained by purchase or downloaded for free from the Internet without explicit written acknowledgment of the source. Examples include: submission of a paper prepared by other persons or agencies, including commercial organizations; the combination of passages from various sources presented as one's own thoughts or analysis.
- **Cheating** is an act or attempted act of deception by which a student seeks to misrepresent that he/she has mastered information on an academic exercise that he/she has not mastered. Examples include: copying from another student's test; allowing another student to copy from a test paper; taking a test for someone else; collaborating during a test or assignment with another student by giving or receiving information without the instructor's permission; or using notes when disallowed.
- **Lying** is giving false or misleading information to gain an academic advantage such as requesting an extension on a quiz/exam, paper or other assignment or for missing a class.
- **Academic misconduct** is the intentional violation of university policies by tampering with grades or taking part in obtaining or distributing any part of an administered test. Examples include: accessing academic files without appropriate permission, duplicating computer software that has been copyrighted, and forging another person's signature.

Consequences of Academic Dishonesty

An instructor who has reason to believe a student has committed an act of academic dishonesty should investigate. As part of the investigation, the instructor should meet with the student to provide a fair opportunity for response to the allegation. If an instructor determines that there has been an instance of academic dishonesty, he/she must file an incident report with the Office of the Vice President of Academic Affairs, who will keep a file of all confirmed accusations of academic dishonesty. The incident report may include a suggested sanction (a failing grade for the assignment or the course; in egregious circumstances, dismissal from the university).

Upon referral, the Office of the Vice President for Academic Affairs will also investigate the charge of academic dishonesty. The student will be provided the opportunity to respond to the allegation. The Office of the Vice President for Academic Affairs will then render judgment and impose sanctions. The student may appeal the judgment or sanction to the student judicial council. The basis for the appeal and the procedures that will be followed are as specified for disciplinary matters. No student accused or in

violation of the university's policy regarding academic dishonesty may withdraw from a course without the consent of the Office of the Vice President for Academic Affairs until the allegation of dishonesty has been resolved. In cases where academic dishonesty has been established, the student may not withdraw from the course.

COPYRIGHT LAW

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the creators of "original works of authorship," including literary, dramatic, musical, artistic, and certain other works. Protection is available to both published and unpublished works, but the work must be fixed in a tangible medium of expression. The owner of the copyright is given exclusive right to make copies, to create derivative works based upon the original work, to distribute the work to the public, to perform or display the work publicly, and, for sound recordings, to perform the work publicly by means of digital or audio transmission.

All employees and students of Saint Mary's University must conduct their activities, including, but not limited to, any research or writing activities, in such a fashion as to meet and comply with all the requirements of U.S. copyright laws. Violations of copyright laws could subject a student or employee to civil and criminal penalties as well as disciplinary action under university policies.

ALCOHOL POLICY

The College

Saint Mary's University of Minnesota is mandated and obligated (through the Federal Drug-Free Workplace Act) to take an active role in making the campus a safe, productive, healthy, and law-abiding place to live, work, and play. Although many students begin college having already experimented with alcohol, it is important to recognize that flagrant illegal underage consumption of alcohol will not be tolerated.

Saint Mary's University of Minnesota takes seriously the issue of alcohol abuse, as this chosen behavior can and does interfere with an individual's ability to succeed in college, both inside and outside of the classroom. Saint Mary's University recognizes that some students may choose to consume alcohol disregarding legal and health guidelines aimed at reducing risky drinking behaviors. Students who choose to engage in risky drinking behaviors do suffer negative consequences including, but not limited to, impaired driving, poor test performance, and unwanted sexual contact.

This policy clearly identifies the consequences that may occur if a student chooses to violate the university alcohol policy. As a Lasallian Catholic institution, our mission includes instilling a sense of personal responsibility and a concern for the welfare of self and others, and to ignite a thirst for knowledge and a respect for legitimate authority in those students entrusted to our care. The university makes education the starting point in helping students address the consequences of poor decision-making regarding alcohol consumption. If a student is documented for alcohol and drugs, the student will receive sanctions related to both violations (i.e., Alcohol 101 and Drug 101).

Alcohol Policy Regulations

Please note that any student who chooses to violate these policies will face disciplinary action.

Drinking age: Persons 21 years of age or older may drink alcoholic beverages only in private residence hall rooms.

Location: On campus, alcohol is permitted only in private rooms in residence halls and Villages, where at least one resident is 21 years of age or older. Alcohol is not permitted in Saint Edward's Hall, Saint Benilde Hall, LaSalle Hall, Skemp Hall and the wing/floor designated as substance-free in Hillside Hall regardless of the age of the students there. Alcohol is not permitted in any public area or outdoors on campus without prior approval from the Office of Student Life. Public areas include but are not limited to: residence hall lounges, study rooms, common kitchens and hallways; the Plaza; all academic buildings; athletic and recreational venues; parking lots; residence hall patios; and outdoor areas owned and operated by the university. Consumption of alcohol on the trails or bluffs is not allowed. Possession of open containers of alcohol is prohibited at all times at all campus locations, except at and during any contracted events where alcohol is served.

Responsibility: Residents of a room or a Village/Residencia/apartment are ultimately held responsible for their guests and for any violation of university policy, any disorder, or any damage associated with their or their guests' use of alcohol. If one roommate is 21 or older (legal age) and one roommate is under 21 years of age, and any minor is found to be under the influence of alcohol and/or possesses alcohol in the room, all alcohol in the room will be confiscated. It is illegal for anyone to sell or give a person under legal age any alcoholic beverage or to solicit a person to purchase or attempt to purchase an alcoholic beverage for a person under the legal age. Students found responsible for providing alcohol to minors will face disciplinary action.

Underage consumption of alcohol: A student may be disciplined for the underage consumption of alcohol if they are found in a location where alcohol is present. To avoid being charged with underage consumption of alcohol, any minor that has not drank alcohol must prove their sobriety to avoid sanctions by submitting to a breathalyzer test. Failure to do so will result in assumed guilt, and the student will go through the conduct process. Students must report to the Office of Campus Safety with a valid student ID within 30 minutes of the incident and request an alcohol breathalyzer test. The results of the test (either positive or negative for alcohol) will be shared with the student and forwarded to the staff member who filed the initial incident report. If Campus Safety is not available to administer the test, please go to the Information Desk (first floor, Toner Student Center), and they will radio Campus Safety (reminder, the breath test needs to be administered within 30 minutes of the incident). Campus officials have the right to refuse to administer the breathalyzer test if a student is acting aggressively, non-compliant, or presents potential harm to the staff member or self.

If a student does not follow these conditions and/or tests positive for presence of alcohol, he/she will be subject to formal disciplinary action.

Flagrant misuse of the breathalyzer: Students are expected to take the breathalyzer to prove they have no alcohol in their system. Students who test positive will face an additional \$15 fine. Underage students who have been caught under the influence of alcohol are encouraged to be honest and take responsibility for their behavior and avoid this additional fine.

Student Identification: Students are expected to carry their student ID with them at all times. In the event that a student is documented and does not have their ID, the student may be subject to being photographed by a campus official for purposes of identification. If the student provides a false identity, refuses to identify self or fails to provide identification to a campus official, they will face up to a \$50 fine and/or confiscation of the false ID in addition to any other sanctions linked to the original documentation.

Amount of alcohol: No stockpiling of alcohol is allowed, as this can be an indicator of binge drinking. There should be no more than one (1) full case of beer or (2) bottles of wine or one (1) bottle of hard liquor in each residence hall room occupied by students of legal age. Residents residing in a Village apartment where it is occupied to capacity (4 roommates) and all roommates are of the legal drinking age may possess up to but no more than two (2) full cases of beer or four (4) bottles of wine or two (2) bottles of hard liquor.

Alcohol containers: No kegs, party balls, beer-bongs, mass-quantity or common sources of alcohol are allowed on campus. For safety purposes, glass alcohol containers (cups, bottles, mugs and glasses) are prohibited outdoors. All empty alcohol containers must be disposed of properly and should not be used for decorative purposes.

Binge Drinking: The university does not allow drinking games identified as being used for the mass consumption of alcohol. These include, but are not limited to, card games, flip cup, beer pong, etc. All items used for this purpose will be confiscated and destroyed. The university will not return these items. Students participating in such activities may face additional sanctions.

Public intoxication: Public intoxication is not permitted, as it shows disrespect for one's self and for the university community. Additionally, more times than not, public intoxication is coupled with a community disruption of some sort. Additional fines may be given for higher levels of intoxication based on the observations and reports of campus officials.

Personal intoxication: Personal intoxication is not permitted as it shows disrespect for one's self and can cause physical harm. University officials may at any point in time intervene when there is concern for a student's safety due to intoxication. Additional sanctions, such as personal alcohol education and off-campus alcohol assessments, may be given for higher levels of intoxication.

Drinking and Driving: Students of legal age are strongly encouraged to refrain from any drinking and driving. Students must not drive when under the influence of alcohol. Reaction times, judgment and general driving abilities are impaired once alcohol enters the body. Students suspected of impaired driving due to alcohol (dangerous or highly erratic driving patterns) will be questioned and may face disciplinary action. Open alcohol containers are not permitted in personal or university vehicles at any time. If students are seen entering or exiting a vehicle with an open alcohol container, they may be subject to university sanctions, including loss of parking privileges.

Alcohol and Academics: Students are prohibited from appearing at any university classroom/clinical site/or controlled facilities with the presence of alcohol in his/her body.

Alcohol during finals: Due to the personal need for an environment conducive to academics and extra consideration for fellow students one week prior to and during finals, violations of the alcohol policy by students during this time may result in additional consequences, including a \$100 fine.

Alcohol over breaks: Students need to be reminded that all residences are inspected for maintenance and safety related issues during breaks. If alcohol or paraphernalia linked to alcohol or other drugs are found in a room of a resident who is underage, the student will face a minimum \$30 fine and the alcohol/paraphernalia will be removed and disposed of according to normal procedures. Of-age students with excessive alcohol/paraphernalia will face the same consequences as listed above. The student may also face additional sanctions.

Guest restrictions: For fire safety purposes, all residence halls and Villages have specific capacity restrictions. At any time, there should be no more than three guests present per number of students allowed to live in a residence. For example, a room with a capacity of two can have six guests (three per resident) plus themselves, to total eight people present at one time.

Campus-sponsored student events: Alcohol is prohibited at all campus events, including but not limited to athletic events, club and organization meetings and events, and music or theatrical events. The Office of Student Life may make exceptions to this general policy. The Office of Student Life may impose precautionary measures on any approved on- or off-campus event with alcohol. Those measures may include, but not be limited to, hiring a law enforcement officer to be present at the expense of the student organization.

Student Organizations: Any student organization that is inappropriately providing or allowing alcohol to be present at a formal or informal event/gathering affiliated with its organization will face disciplinary action that could ultimately result in university disbandment or suspension of activity. A student organization in this context refers to all clubs, organizations, fraternities, sororities, honor societies, athletic teams, musical groups, etc.

Student Responsibility Clause: Students are expected to take responsibility for their actions, environment and well-being. Students should consistently check email for communication from various departments, including residence life and campus safety. Students are expected to meet with university officials upon request. Students are also responsible for any and all guests they may have on campus. Non-compliance will add an additional fee of \$35 to any documentation.

Serving Underage Students: Any individual or organization that implements, supports and/or promotes an alcohol-related event, on- or off-campus, where underage students are being served and/or excessive drinking is permitted, will be subject to possible dismissal from the university.

Hosting an event with alcohol: Violations by residents living in any residence hall on campus will face additional sanctions including community service (5-10 hours) and fines (\$50-\$100). Individuals who have social gatherings where alcohol is served must follow all university regulations. The host or hosts assume all legal obligations for serving alcohol and for the behavior of their guests including, but not limited to, paying for any damages caused by guests. No mass-quantity serving devices may be utilized on campus.

Uncompleted sanctions: Students who violate university policies are expected to meet with campus officials and complete sanctions in a timely manner. Students will face additional consequences (including fines and possible removal from university housing) for failure to complete sanctions by the deadlines. Students who withdraw from the university will also face additional fines for uncompleted sanctions. Students interested in readmitting to Saint Mary's will need to complete any pending sanctions.

Student Judicial Responsibility: The responsibility to attend judicial meetings with staff members lies with the student. Students who refuse to meet with staff or judicial bodies to discuss policy violations or who do not complete assigned consequences in a timely manner are subject to additional, more severe, consequences. Students are strongly encouraged to finish sanctions in a timely manner.

Students will NOT be allowed to register for classes until the sanctions are complete. Disciplinary records are cumulative and consequences can carry over from year-to-year. Students who have specific consequences, which have carried over from the previous year, will be notified of their responsibilities upon their return to campus.

Parental Notification: Saint Mary's University, utilizing FERPA regulations, will notify the parents of students under the age of 21, who are found responsible for multiple and/or serious violations of the alcohol policy. Students who violate the university drug policy also face notification of parents. The university intends to partner with parents in combating the consequences of high-risk behaviors associated with alcohol and illegal drug use. The university will provide educational programs, counseling options and other services to address the responsible use of alcohol and consequences of using illegal drugs.

Off-campus living, events and travel programs: Although students may study abroad or in a different city/state, or live and socialize off-campus, as Saint Mary's students, they are held accountable for the values espoused by the university. When the off-campus actions or behaviors of an enrolled student come to the attention of university officials while classes are in session, the student will face disciplinary action.

Consequences for Alcohol Policy Violations

The following are guidelines of mandatory minimum sanctions; the level of violation severity will increase the severity of the sanction.

Level I — First-time violations may include:

Confiscation of alcohol, meet with relevant staff members/judicial officials, possible notification of parents, Alcohol 101, mandated counseling, \$25-\$50 fine, community service, restitution for any damages.

Level II — Repeated or more serious violations may include:

Confiscation of alcohol, meet with relevant staff members/judicial officials, notification of parents, Alcohol 201, mandated counseling, \$50-\$100 fine, community service, restitution for any damages.

Level III — Most serious violations, multiple violations of Level I and/or II may include:

Confiscation of alcohol, meet with relevant staff members/judicial officials, Alcohol 301, \$100-\$200 fine, community service, restitution for any damages.

Level IV — Multiple violations of Level I, II and/or III may include:

Off-campus assessment and a one-week ban from the residence halls. If a student has not violated the alcohol policy for one or more full semesters, they may be asked to re-take Alcohol 301 instead of the one-week ban from the residence halls.

Additional consequences at any level may include

Residence hall probation, a behavior contract, loss of student position (work study or unpaid), suspension and/or expulsion.

Driving under the influence of alcohol - All violations

Immediate involvement of local law enforcement, possible loss of campus parking privileges up to and including the remainder of the student's academic career.

DRUG POLICY

The College

Saint Mary's University of Minnesota recognizes that illegal production, distribution, and use of illegal drugs are evident throughout all facets of our society. The dangers associated with these substances are clear, and Saint Mary's University of Minnesota strongly encourages students to be aware of the risks involved. The university recognizes that students are expected to obey the law and take personal responsibility for their conduct. Saint Mary's University of Minnesota takes the issue of illegal drugs

seriously and provides clear consistent guidelines for students to follow to help them have a safe and successful academic career at the institution. Emphasis is placed on education and personal development for students on these issues, and multiple resources are available to students throughout the year to learn about drug abuse and receive counseling support.

Drug Policy Regulations

Please note that any student who chooses to violate these policies will face disciplinary action.

The university will hold a student accountable for the use of illegal drugs and other substances if and when:

1. The student's use of illegal drugs threatens order, causes public disturbances, poses danger to the student and/or others, or results in property damage.
2. The student's use, possession, or distribution of illegal drugs or drug paraphernalia comes to the attention of university residence hall staff and other officials.

Possession, Use, Distribution or Sale of Drugs: The possession, use, distribution or sale of marijuana, hallucinogens, narcotics, un-prescribed amphetamines, un-prescribed medications, barbiturates, or any synthetic substance with the purpose of producing the effects of a controlled substance (K2, spice, bath salts, etc.) is prohibited by the university. Students found responsible for illegal drug use are subject to the loss of their federal financial aid and dismissal from the university.

Possession or Sale of Prescription Drugs: The possession of prescription drugs is permissible, if and only if, the prescription is made out to the individual using the drugs. Any sale or sharing of prescription drugs is prohibited.

Paraphernalia: The possession or use of bong, pipes or other drug devices (including Hookahs) is against the law, and these items are prohibited on campus. Residence hall staff and university officials will confiscate any and all such items and turn them over to the police for destruction.

Illegal Drugs and Academics: Students are prohibited from appearing at any university classroom/clinical site/or controlled facilities with the presence of illegal drugs in his/her body.

Student Judicial Responsibility: The responsibility to attend judicial meetings with staff members lies with the student. Students who refuse to meet with staff or judicial bodies to discuss policy violations or who do not complete assigned consequences in a timely manner are subject to additional, more severe, consequences. Students are strongly encouraged to finish sanctions in a timely manner.

Students will NOT be allowed to register for classes until the sanctions are complete. Non-compliance will add an additional fee of \$35 to any documentation.

Consequences for Drug Policy Violations

Level I first time violations may include:

Confiscation of drug/paraphernalia, meet with relevant staff members/judicial officials, Drug 101, \$100-\$200 fine, automatic notification of parents, community service.

Level II second time/more serious violations may include:

Confiscation of drug/paraphernalia, meet with relevant staff members/judicial officials, automatic notification of parents, community service, off-campus assessment and compliance with recommendations, \$200-\$300 fine, loss of on-campus housing/removal from housing for week, suspension, expulsion.

Contesting use of Marijuana

A student may be disciplined for being in a room where the use of an illegal drug is occurring. Students may avoid formal disciplinary sanctions by taking a THC screen at Winona Health. Upon attending the judicial meeting in a timely manner the student may contest their use and be given the option to take a urine analysis screening at the lab. The screen should be set up and taken no more than 72 hours after the judicial meeting or within the agreed time frame discussed at the meeting. Failure to provide a negative sample will result in the student being found responsible for the infraction. The designated collection site is Winona Health, located at 859 Mankato Avenue in Winona, MN. Appointments should

be scheduled ahead of time by calling 507-457-4323. A valid state I.D. or driver's license is required at the time of the collection to identify the student. Once the sample is collected it will be tested through Medtox. It is the responsibility of the student to pay for the up-front costs of collection and testing (approximately \$45.) If the student is found not responsible as a result of the test, then the incurred cost of testing will be refunded to the student. If the student tests positive or there are concerns about tampering, then all costs fall on the student, and the student will be found responsible for the infraction.

SMOKING AND TOBACCO USE POLICY

The College

Saint Mary's University of Minnesota recognizes that some individuals choose to use tobacco products. Given the extensive evidence linking tobacco use and adverse health risks for individuals who smoke and for others who consume secondhand smoke, the university has a responsibility to provide students with a clean and healthy environment. State and national trends are moving towards greater restrictions for individuals who smoke in an attempt to reduce the risks associated with tobacco use. Saint Mary's University of Minnesota will provide encouragement and support to those students trying to quit while providing a smoke-free environment to non-using students.

Tobacco Use Policy Regulations

Please note that any student who chooses to violate these policies will face disciplinary action

Smoking and tobacco use are prohibited in all Saint Mary's University facilities. This prohibition includes residence halls, classrooms, athletic and recreational venues, and laboratories. Tobacco use includes the use of smokeless tobacco such as chewing tobacco. Smoking includes smoking cigarettes, cigars or pipes. Neither smoking nor other tobacco use is permitted in university-owned or university-leased vehicles. Smoking is not permitted within 20 feet of an outside building entrance. At no time should tobacco paraphernalia be used (including Hookahs) anywhere on campus.

Consequences for Tobacco Policy Violations

Level I first time violations may include:

Meet with relevant staff members/judicial officials, restitution for any damages, Tobacco 101, community service, fines.

Level II second time/multiple violations may include:

Meet with relevant staff members/judicial officials, restitution for any damages, Tobacco 201, fines, community service, suspension from residence halls, loss of on-campus housing.

GOOD SAMARITAN POLICY

The College

Saint Mary's University of Minnesota recognizes the risks associated with heavy alcohol consumption, which can be fatal in extreme cases. This policy addresses the issue of seeking medical attention due to excessive consumption of alcohol. Saint Mary's University of Minnesota places a high value on the health and safety of its students and wishes to avoid students making decisions based on fear of disciplinary sanctions from the university.

If a student receives medical assistance or seeks assistance for a peer as the direct result of excessive alcohol consumption or due to a serious injury resulting from alcohol intoxication, he/she may avoid formal disciplinary sanctions for violating the university alcohol policy if she/he takes the following steps:

1. Within two days of the incident (for those students hospitalized, within two days of returning to campus), the student schedules a meeting with the dean of students.
2. The student timely completes any recommended alcohol education, assessment, or treatment as determined at this meeting.

If a student does not follow these conditions, he/she will not qualify under the Good Samaritan Policy and will be subject to formal disciplinary action.

To the extent permitted by law, university officials reserve the right to contact parents of students that are hospitalized for alcohol abuse or that are unconscious or otherwise in serious physical jeopardy. In these cases, parental notification will be taken as a precautionary measure.

The university cannot control how local law enforcement offices will respond should they become aware of an alcohol-related incident.

Signs of Alcohol Poisoning

Exhibiting one or more of the following symptoms requires immediate medical evaluation:

- Inability to rouse the person with loud shouting or vigorous shaking (unconsciousness)
- Inability of a person who lost consciousness to stay awake for more than 2-3 minutes (semi-consciousness)
- Slow or irregular breathing or lapses in breathing
- Weak pulse, very rapid pulse or very slow pulse
- Cold, clammy or bluish skin
- Vomiting while unconscious or semi-conscious, not waking up after vomiting or incoherent while vomiting

What to do in an alcohol emergency

- Call for help (911 and then 511 - campus safety).
- Stay with the person until help arrives.
- Turn the person on his/her side to prevent choking if the person vomits.
- Be prepared to give the emergency medical personnel as much information as possible, including any drugs or medications taken.

Educational Initiatives

Saint Mary's University takes seriously its responsibility to educate students on the issues of alcohol and drug abuse and use.

Risks of Alcohol and Other Drugs: The consumption of alcohol and other drugs often interferes with an individual's ability to succeed as a student.

When persons become dependent on drugs for relaxation, fun or to stay awake, they can lose their natural ability to control their feelings and actions. With that can come a loss of the ability to cope with the world. The consequences of alcohol and drug use to change moods can impair one's biological, psychological, social and spiritual functioning. One of the most serious risks is that of binge drinking.

Binge drinking is defined as consuming five or more drinks for a male, four or more drinks for a female, in a sitting. This type of high risk drinking — that is, drinking to get drunk — poses serious consequences. Binge drinking can lead to alcohol poisoning; alcohol-related driving crashes; unprotected, unplanned sex; violence; trouble with the law; and problems with roommates, parents and class work. Alcohol is a dangerous and addictive drug; it is a powerful depressant that slows down the mind and body.

Drugs also pose a serious risk to the individual student. The following list by drug category is only a sample of the risks involved.

Stimulants (caffeine, tobacco, No-Doz, amphetamines, ecstasy, cocaine/crack) can make one feel jittery, nervous and paranoid, and can cause respiratory paralysis, heart disease, cancer and even death.

Depressants (alcohol, barbiturates, tranquilizers, methaqualone) can cause slowed reactions, confusion, drowsiness and loss of coordination, liver and heart damage, and cancer. Overdoses can cause coma, respiratory arrest, convulsions and even death.

Hallucinogens (LSD, PCP, mescaline) can cause distorted perception, depression, confusion and irrational behavior. LSD use may result in death by suicide or accident. A PCP overdose can cause psychosis, convulsions, coma and death.

Predatory/Date Rape/Club Drugs (GHB, rohypnol, ketamine) are central nervous system depressants that are often connected with drug-facilitated sexual assault, rape and robbery. These drugs can cause muscle relaxation, loss of consciousness and an inability to remember what happened hours after ingesting the drug. Ketamine is an animal anesthetic that, when used by humans, can cause impaired motor function, high blood pressure, amnesia, seizures and respiratory depression.

Narcotics (heroin, morphine, opium, codeine) can cause lethargy, apathy and loss of concentration, self-control and judgment, as well as respiratory arrest, coma, convulsions and death.

Cannabis (marijuana, hashish) can cause difficulties with short-term memory as well as depression, panic, hallucinations, paranoia and a psychosis-like state. Heavy or long-term use can cause chronic lung disease and possible lung cancer.

On-Campus Resources

Jay Johnson Wellness Center

The Jay Johnson Wellness Center is located in the basement of the Toner Student Center and provides opportunities for students to obtain information about alcohol and drug use/abuse. Individual and group counseling, online educational CD-ROMs, books, and pamphlets are available for students use.

Off-Campus Resources

Hiawatha Valley Mental Health Center
Substance Abuse Services
122 2nd Street 111
Winona MN 55987
Phone: (507) 453-7933 ext. 222
Hotline: (800) 657-6777

Winona Counseling Clinic
Chemical Dependency Services
Market Street, Suite 3-A
Winona, MN 55987
Phone : (507) 454-3909

Wenden Recovery Services Inc
69 Lafayette Street
Winona, MN 55987
Phone: (877) 574-7328

THE LEGAL SIDE OF ALCOHOL AND DRUGS

The State of Minnesota requires that one must be 21 years of age to purchase, possess or consume an alcoholic beverage. It is unlawful for anyone to sell or give a person under legal age any alcoholic beverage or to induce such a person to purchase or attempt to purchase a beverage. The law forbids misrepresenting one's age for the purpose of obtaining or consuming alcoholic beverages.

The State of Minnesota prohibits the sale or possession of cocaine, narcotic drugs, hallucinogens, marijuana, heroin and other Controlled Substance Act (CSA) Schedule. The definition of cocaine includes powdered cocaine and crack. The CSA Schedule of drugs may be obtained in the Jay Johnson Wellness Center. In addition to charging offenders with possession and sale crimes, Minnesota prosecutors can charge drug offenders with the following, depending on the circumstances: (1) failure to purchase drug tax stamps from the State Commissioner of Revenue; (2) money laundering, if the person conducted a financial transaction with the money that he/she knew were the proceeds of a felony drug crime; (3) racketeering; and (4) forfeiture of real and personal property used to possess or facilitate possession of a controlled substance.

Federal Law: The sale or possession of cocaine, marijuana, heroin and other Controlled Substance Act (CSA) Schedule drugs is also against federal law. The definition of cocaine includes powdered cocaine and crack. Penalties for conviction of a controlled substance crime may include mandatory minimum prison sentences. In addition, federal law also provides for the following, depending on the circumstances: (1) forfeiture of personal and real property used to possess or facilitate possession of a controlled substance; (2) forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance; (3) a civil fine of up to \$10,000; (4) denial of federal benefits, such as

student loans, grants, etc; (5) ineligibility to purchase a firearm; and (6) revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing, tenancy, etc.

APPROPRIATE USE OF TECHNOLOGY RESOURCES

Saint Mary's University of Minnesota recognizes that technology resources can be a means for intellectual, social and cultural growth, but said resources can also be a means for harassment and destructiveness. As a Catholic institution, the university has an obligation to encourage civility and respect in the use of technology resources. Consequently, members of the university community – students, faculty, and staff – are expected to exercise responsibility, operate technology resources ethically, respect the rights and privacy of others, and operate within the bounds of the law and of university policy and standards when using university technology resources.

The use of technology resources at the university is a privilege. The university reserves the right to restrict the use of its technology resources and limit access to the same when faced with violations of federal or state laws or university policies or standards. The university reserves the right to inspect software, files, and materials stored on or transmitted by university technology resources. The university reserves the right to remove or limit access to material posted on or transmitted by its technology resources. Technology resources include the university's computing facilities, network file storage system, electronic mail system, voice mail systems, and Internet access.

Responsibilities of Each Technology Resources User

I. Appropriate Use of Technology Resources

- A. Each user must use technology resources for the purposes for which they are intended. The university maintains technology resources for the purposes of conducting and fostering the instructional, educational, and research activities of the university as well as furthering the business interests of the university. Users will not use technology resources for commercial purposes or unauthorized financial gain. Users will not use technology resources for political purposes.
- B. Each user must use appropriate language when utilizing technology resources. Appropriate language is language that reflects the academic and institutional values of the university. Users will not send harassing, intimidating and/or threatening messages through electronic mail, voice mail or other means.
- C. Each user must use technology resources consistent with local, state, and federal laws. Users must comply with federal copyright law in their use of technology resources. Users who repeatedly infringe on the copyrights of others may have their access to technology resources terminated. Unless authorized by the software developer, users may not reproduce computer software or its related documentation. Users will only use computer software in accordance with license agreements, whether the software is licensed to the university or to them.
- D. Each user must use technology resources consistent with the limited availability of said resources. Academic use will be the first priority for computing facilities. Users will not initiate or encourage the promulgation of chain letters, unauthorized automated or mass postings, or other types of unauthorized large scale distributions. Users will not use technology resources in a way that is wasteful of any resource, including processor, memory, disk storage or input/output resources.
- E. Each user must respect the physical security of technology resources. Users will not create or release computer viruses or engage in other destructive or potentially destructive programming activities. Users will not disrupt the timeshare functions or network traffic by recklessly or intentionally overloading the system or otherwise deny or restrict the access of others. Users will not modify, alter or otherwise tamper with systems hardware or software unless explicitly authorized to do so. Users will not tamper with terminals, microcomputers, printers or any other associated university-owned equipment. Removal of computer equipment, disks, toner cartridges, paper or documentation from a computing facility, without authorization, constitutes theft. Users will be prosecuted accordingly.

- F. Users of the university's technology resources assume full responsibility for their experiences. The university cannot and will not protect users against the existence or receipt of material that may be offensive to them except in cases of violation of the law or of university policy or standards, and then only when technically feasible. Individuals using technology resources are warned that they may willingly or unwillingly receive or discover material that they find offensive.
- G. By using the university technology resources, the user agrees to indemnify, defend (with counsel acceptable to the university) and hold harmless the university, its trustees, officers and employees against any and all claims for injury to person or damage to property (including claims of employees of user) associated with the user's use of the university's technology resources.
- H. The university requires that users of technology resources demonstrate respect for others, respect for the university, and respect for the values of a Lasallian Catholic university when using technology resources.

II. Account and System Security

- A. Users of the university's technology resources are responsible for any activity that takes place through their account. Accordingly, each user should:
 1. Choose a secure password
 2. Not disclose that password to others
 3. Not share his/her account with anyone, without exception
 4. Always sign out of his/her account
- B. Users of the university's technology resources are responsible for maintaining a secure system environment. Accordingly, each user must:
 1. Immediately report security concerns to technology staff, an appropriate supervisor or an appropriate administrator
 2. Not modify or attempt to modify any technology resources equipment or software
 3. Not crash or attempt to crash technology resources systems
 4. Not circumvent or attempt to circumvent system security measures or restrictions
 5. Not access or attempt to access any unauthorized accounts, either internally or externally
- C. The university reserves the right to monitor the use of all the technology resources it provides or that are used within its jurisdiction or in its name. The university respects the privacy of users; however, users are advised that in an institutional setting, no absolute guarantee of privacy exists.
- D. Technology staff will investigate the inappropriate use of technology resources and will take appropriate action for account and system violations whenever said staff is notified of or observes such inappropriate use.
- E. The university will cooperate with local, state, and federal authorities investigating violations of local, state, or federal law involving technology resources of the university.

Recourse for Violations by Users

III. Investigations

- A. Alleged violations of this policy by students on the Winona campus will be investigated by the Office of the Vice President for Student Life. Alleged violations of this policy by students on the Twin Cities campus and all other university campuses or delivery sites will be investigated by the dean of the academic area. The technology resources staff will assist in investigations, as appropriate.
- B. Inappropriate use of technology resources by undergraduate students on the Winona campus will be handled using the disciplinary judicial process outlined in this *Online Handbook*. Inappropriate use of technology resources by students of the Twin Cities campus and all other university campuses or delivery sites will be handled using the Grievance Procedure from the most recent Twin Cities Graduate and Professional Programs Catalog and *Student Handbook*. The use of technology resources may be suspended during an investigation if technology resources staff reasonably believes that the inappropriate use of technology resources has occurred.

- C. Alleged violations of this policy by employees will be investigated by the employee's supervisor. The supervisor will be assisted in the investigation, as appropriate, by the technology resources staff.
- D. Inappropriate use of technology resources by employees will be handled using the disciplinary process outlined in the *Employee Handbook*, the *Faculty Handbook*, or the *Schools of Graduate and Professional Programs Handbook*, as appropriate.

IV. Consequences

- A. If a student violates this policy, he/she may face sanctions up to and including expulsion from the university. A student may lose computing privileges as a sanction for violation of this policy.
- B. If an employee violates this policy, he/she may face sanctions up to and including termination from employment at the university.
- C. The use of technology resources to commit an act of academic dishonesty may subject a student to separate sanctions for academic dishonesty and for violation of this policy.
- D. Students and employees may face civil and criminal consequences, independent of action by the university, if their inappropriate use of technology resources violates local, state, or federal law.

Use of Copyrighted Works

Students should be aware that the unauthorized sharing of peer-to-peer file copyrighted works, including music, pictures, and movies, is a violation of campus computer use policy. It is also illegal and may carry significant money and/or criminal sanctions. It is the responsibility of the student who is downloading or uploading documents to make certain that they are not copyrighted works, or that the student has the permission of the copyright holder.

CLASS ATTENDANCE

Students are expected to attend all class meetings of courses for which they are registered. Absences from any class meeting weaken the learning experience. Instructors are encouraged to adhere to the following guidelines on student absences.

- For any absence which is anticipated, the student is responsible for notifying the instructor by the class prior to the missed class.
- When athletic games are rescheduled due to weather, student-athletes must notify their instructors at least 18 hours prior to the missed class.
- If any evaluative instrument is due on the day that the student will miss class, the student is responsible for submitting the work prior to the scheduled class meeting.
- If a student fails to speak with the instructor prior to the absence and/or fails to complete the assignments, quizzes, or exams by the due date, the instructor is under no obligation to provide a make-up exam, quiz, or to accept late work, unless stated otherwise in the syllabus. A grade of "0 points" on late work is appropriate.
- In a class in which there are participation points given based solely on attendance, students will lose participation points even if they contact the instructor prior to missing class, except in the cases noted below:
 1. Student-athletes participating in one of the 21 NCAA sports.
 2. Students participating in music ensembles.
 3. Student senate officers representing the student body at professional meetings.
 4. Students representing specific programs at events which promote the university (e.g., students participating in the Saint Mary's Convention – Chicago).
 5. IHM seminarians who are required to serve in liturgical events in their diocese (e.g. Holy Week services).

Students who are absent for two or more consecutive classes because of an acute illness or personal emergency should notify the director of academic advising, who will, in turn, notify instructors of the illness or personal emergency. Such absences are not covered by the recommendations above and instructors are encouraged to find ways to allow students to complete missed work.

Instructors are required to include their attendance policy, in as much detail as possible, in their syllabi to reduce the possibility of confusion or misinterpretation. In addition, instructors must announce their policy within the first week of class and require that student-athletes or music students who are scheduled to miss several classes speak with them after class. A student who anticipates several absences may be able to be moved to a different section or take the class in another semester.

Excessive absence policy — A full-time student may be dismissed from the university upon failure to maintain regular attendance in at least 12 credit hours per semester. When the university staff become aware of a student not regularly attending at least 12 credit hours of class in a semester, notification will be made to the Office of the Vice President for Academic Affairs, who will convene a committee consisting of the dean of students and representatives from academic advising, academic skills center, faculty, and the Wellness Center to meet with the student, review the circumstances and provide a recommendation to the Office of the Vice President for Academic Affairs regarding the student's future status at Saint Mary's.

The committee may recommend dismissal or may recommend that the student be allowed to continue at Saint Mary's. If the committee determines that allowing the student to continue at Saint Mary's is appropriate, the student may be required to conform to more rigid academic requirements than the general student body. Upon receiving the recommendation of the committee, the Office of the Vice President for Academic Affairs will make a decision and notify the instructors and student of the decision in writing. The student may appeal the judgment or sanction to the student judicial council. A student who is dismissed for excessive absence may appeal to the academic standing committee for readmission the following semester.

DISCRIMINATION/SEXUAL HARASSMENT/SEXUAL ASSAULT

Statement

Saint Mary's University of Minnesota prohibits and will not tolerate discriminatory practices, sexual harassment or sexual assault of any member of this university community on any university-owned property. Saint Mary's University of Minnesota supports federal and state laws which prohibit discrimination against any person because of race, color, creed, religion, national origin, gender, sexual orientation, age, marital status, status with regard to public assistance, or disability. The university has adopted a Discrimination/Sexual Harassment/Sexual Assault Policy. A copy of this policy may be found on the university's website.

Sexual Assault Grievance Procedures

Saint Mary's University will not tolerate sexual assault in any form. The university will do its best to offer safety, privacy and support to the victim/complainant of sexual assault. Those who file a charge of sexual assault will do so without reprisal.

As part of the larger community, Saint Mary's University abides by and supports Minnesota state and local ordinances regarding sexual conduct. Under Minnesota law, sexual activity, including sexual penetration or sexual contact carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the victim/complainant is mentally handicapped or physically helpless constitutes criminal sexual conduct. While excessive use of alcohol and drugs precedes many assaults, use of these substances does not diminish personal accountability.

Having a previous relationship of any nature, including sexual contact with the victim/complainant, is not an accepted defense to sexual assault. The victim/complainant does not need to produce a witness or prove that she/he resisted. The relative age of the persons involved, the victim's/complainant's fear of bodily harm to self or another, the use of or threat to use a weapon by the perpetrator or an accomplice, and the infliction of either physical or emotional anguish upon the victim/complainant are among the criteria taken into account by the laws of the State of Minnesota.

Saint Mary's University strongly encourages students who have been sexually assaulted to report the assault to the university and proper legal authorities, as well as to seek out any needed support. There are several options for a victim/complainant seeking redress. A victim/complainant may or may not choose to use the disciplinary process of Saint Mary's University, or the services of the Equal Opportunity Office on campus; or an external service such as the Winona Women's Resource Center, and/or civil or criminal legal processes.

The university's internal procedures and external procedures are not mutually exclusive. A person may use an internal procedure at the same time as she/he uses one or more of the external procedures. However, if an individual chooses a formal internal procedure, she/he may only use one of the procedures, not more than one.

Internal Procedures

Students may report to the dean of students for informal resolution, mediation and/or for further information as to options available to them. Students may choose to use the disciplinary judicial process by filing a report of sexual assault with the dean of students. The university judicial system is not designed to process acts of sexual assault utilizing rules of criminal procedure. Where there is likely cause to believe that the university's regulations prohibiting sexual assault have been violated, the dean of students will pursue the matter once a report of sexual assault has been made. The result of such an investigation may result in sanctions up to and including expulsion. If in the judgment of the dean of students the safety or the general welfare of a person or the community is endangered or sufficiently upset, the accused may be required to leave campus immediately.

During this campus process, a victim/complainant has the right to:

- a. request to be shielded from unwanted contact with the person against whom the complaint is brought;
- b. not have her/his past sexual history discussed during the hearing;
- c. make a victim impact statement and suggest an appropriate penalty if the accused is found in violation of school policy.

Members of the university community are asked to be sensitive to the fact that the person who has been a victim of sexual assault or who has been accused of assaulting someone may be re-victimized by rumors and innuendo that inflame the case.

Those who harass a witness, a victim, or the accused, after a complaint has been made, will also be subject to appropriate disciplinary action.

In addition to the judicial process (outlined previously in this handbook) the rights of the victim/complainant and accused will be protected as follows: Both the victim/complainant and the accused may be accompanied by an advocate (faculty, staff, or student) of their choice throughout the reporting and campus judicial/disciplinary process. In addition, both the victim/complainant and accused have the right to be informed immediately as to the outcome of the hearing.

External Procedures

A student desiring to press charges should contact the City of Winona Police Department at the Winona County Law Enforcement Center. (In the case of a sexual assault, it is vitally important that all evidence of the assault be preserved; for example, do not wash clothing or take a shower.) The authorities there will immediately commence an investigation into the circumstances surrounding the sexual assault. The matter may be referred to the Winona County Attorney's Office for a determination on whether criminal charges should be filed. A statute of limitations exists for the criminal prosecution of most sexual assaults. Realistically, however, if too much of a delay occurs between the sexual assault and the report to the law enforcement authorities, information from the witnesses may be difficult to obtain and evidence may be destroyed.

If a student or someone a student knows has been sexually assaulted, telephone Campus Safety through the university switchboard and contact the assaulted student's hall director. If requested by the victim, contact the Winona County Law Enforcement Center by telephoning 511 or asking a staff member to call. Emergency care at the hospital will treat any physical injuries, provide emotional support, and gather evidence.

It is strongly recommended that the victim of a sexual assault seek support and assistance from professionals on- or off-campus as soon as possible. Health Services, Counseling, Residence Life, Student Life, and the Equal Opportunity Office are all resources on campus that can provide assistance to the victim of a sexual assault or direct the victim to the most appropriate type of assistance.

Additional information regarding "Victim's Rights" and a listing of addresses and telephone numbers of off-campus resources are available in the Equal Opportunity Office. A detailed copy of the Saint Mary's Discrimination/Sexual Harassment/Sexual Assault Policy is distributed by the Equal Opportunity Office to all current members of the university community and is posted throughout the campus.

CONFIDENTIALITY OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- A student has the right to inspect and review the student's education records within 45 days of the day the university receives a request for access. The student should submit to the registrar, dean, head of the academic department, or other appropriate official a written request that identifies the record(s) he/she wishes to inspect. The university official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.
- A student has the right to request that the university amend his/her records that the student believes are inaccurate or misleading. The student must request the amendment in writing, clearly identifying the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If the university decides to not amend the record as requested by the student, the university must notify the student of the decision and advise the student of his/her rights to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when the student is notified of the right to a hearing. Any request for grade changes must follow the procedure as outlined elsewhere in this catalog.
- The student has the right to consent to the disclosure of personally identifiable information contained in his/her records, except where FERPA authorizes disclosure without consent. School officials with a legitimate educational interest may have access without the student's consent. A school official is a person employed by the university in an administrative, professional, supervisory, academic, research, or support staff position; a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of trustees; or a student serving on an official committee (such as a disciplinary 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 to the university. Upon request, the university may disclose education records without consent to officials of another school in which the student seeks to enroll or is already enrolled.
- The university designates the following information as directory information, which may be released without student consent and is not subject to the above regulations: student name; home address; home telephone listing; campus e-mail address; state of residence; age; date and place of birth; gender and marital status; major field of study; classification as a First-year student, sophomore, junior, senior, or graduate student; class schedule and class roster; dates of attendance; graduation and degree(s) earned; the most recent educational institution attended, participation in officially recognized activities and sports; weight and height of members of athletic teams; honors and awards received; photographic, video, or electronic images of students taken and maintained by the university.
- A student may prevent the release of any or all of the categories of Directory Information outlined above by notifying the registrar, in writing, of the categories of information the student does not want disclosed. Notification must occur within ten (10) calendar days of the first scheduled day of classes for the fall, spring, or summer terms. The university will honor all written requests for nondisclosure for one(1) academic year; therefore, students must request nondisclosure annually.
- A student may file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-4605.

In order for a parent or guardian to receive information about their student's progress, the student must complete the online Consent to Disclose.

HAZING

Hazing is defined as committing any act against a student or coercing a student into committing an act, on- or off-campus, that creates a substantial risk of mental or physical harm, embarrassment,

harassment, ridicule, or injury to the student, in order to be initiated into or affiliated with a student organization. Student organizations include, but are not limited to, student groups recognized by the Student Senate, academic honor societies, campus ministry groups, fraternities and sororities, and intercollegiate, intramural, and club athletic teams.

Any incidents of hazing should be reported to the Vice President for Student Life or the dean of students, who will investigate the report and take disciplinary action against the student and the organization as appropriate. Disciplinary action against a student may include sanctions up to and including expulsion. Disciplinary actions against the organization may include sanctions up to and including banning the organization from campus.

HIV/AIDS STATEMENT

The purpose of the policy on HIV/AIDS is to establish broad guidelines for responding to individuals infected with human immunodeficiency virus (HIV) within the Saint Mary's University community. The policy is based on recommendations of the American College Health Association as well as other state and federal agencies.

The primary responsibility of Saint Mary's University with regard to HIV/AIDS is educational. The main purposes of such a response are to: prevent the spread of infection by promoting and supporting positive behaviors which reduce the spread of infection; and provide support for HIV-infected individuals. The university's Wellness Center will be primarily responsible for providing educational information on HIV/AIDS.

HIV, the virus causing AIDS (acquired immune deficiency syndrome), is transmitted by intimate sexual contact and by exposure to contaminated blood and body fluids. Current medical findings indicate that students and employees infected with HIV do not present a risk to others in an academic or work setting. Therefore, individuals with HIV will be permitted full access to university programs and activities, as long as they are physically and emotionally able to function as students or employees. The university expects those testing positive for HIV to protect the welfare of others by acting responsibly in preventing the spread of the virus.

Saint Mary's University will handle, with sensitivity, information relating to any student or employee with HIV/AIDS. The university reserves the right to disclose a student's or an employee's HIV status to appropriate individuals on a need-to-know basis. Other decisions regarding a student or employee with HIV will be made on a case-by-case basis depending on the particular facts unique to each situation.

NONCOMPLIANCE

The threat and/or use of physical violence, coercion, intimidation, or harassment against the university or members of its faculty, staff, student staff, legitimate representatives of law enforcement agencies, or other persons engaged in official business on the campus is prohibited. Failure to comply with verbal and/or written instructions of university officials acting in the performance of their duties, and made within the scope of their authority, can result in disciplinary action (see compliance with requests from university officials).

POLICY REGARDING AVAILABLE PRODUCTS AND SERVICES

Out of sensitivity to the concerns of members of the university community, and in an awareness that opinions of particular minorities are to be treated with the same respect given to the majority, it is appropriate to engage in discussion and arrive at a process for dealing with concerns regarding non-academic periodicals, products, and services which are made available on campus. Clearly, there is a distinction to be made between the freedoms and responsibilities involved in the pursuit of truth and understanding as students and educators, compared to the differing freedoms and responsibilities related to non-academic pursuits on a private university campus. This policy concerns itself only with the latter category.

Likewise, this policy does not involve itself with issues related to cable television and Internet access. While such features are available for both academic and leisure purposes, it is the clear and unequivocal intent of the university that they should only be used for appropriate academic and leisure pursuits, and that their use otherwise is in opposition to the mission of the university.

With particular regard to magazines, the bookstore management will take steps regarding their display so that only the titles of magazines are visible to the consumer. If there is a magazine, product, or service whose presence is found offensive by members of the community, the following process may be initiated:

Concerned members of the university community may seek signatures on a relevant petition. If 250 signatures, including students, faculty, and staff, are collected and presented to the Vice President of the College, the Vice President will seek discussion and written reaction to the petition from the following groups:

- The Student Senate
- The executive committee of the faculty
- A representative group from the university staff

Each group can consider the matter as it deems appropriate. Within 10 days of the receipt of the petition, the written responses of these groups will be collected by the Vice President of the College, and presented to the president's cabinet, which will provide its reaction to the president of the university. As usual, individuals are free to present their views to the president in writing on any issue.

Within ten days, and after consultation with the president's cabinet and other individuals and groups that may be solicited, the president of the university will make the final decision on the specific matter at hand, and communicate that decision to the university community.

If there is a magazine, product, or service which is not available on campus, but is desired by members of the community, such members should make their request to the appropriate responsible person (e.g., bookstore manager, food service manager, or other area representative). If such products or services are provided by an outside contractor, such as the bookstore or the food service, it is presumed that said outside contractor will make reasonable business decisions consistent with their relationship with Saint Mary's University. For requests being made to areas which are part of the corporate university, members of the community may pursue the process above if not satisfied with the decision of the designated Saint Mary's University representative.

POTENTIAL HARM TO THE WELFARE AND SAFETY OF SELF AND/OR OTHERS

Saint Mary's University recognizes the importance of maintaining a safe environment for students, faculty and staff. Any harm to self, any threats of suicide, violence or other distress, any threatening behavior, or any significant health risks may result in immediate action to secure the safety of the individual and the community. Students who engage in self-destructive behavior are subject to disciplinary action up to and including dismissal from the university. All members of the university community, including faculty, staff and students, should report concerns regarding students to the Office of Student Life immediately, especially when there is a potential threat to welfare and safety. The Vice President for Student Life and the dean of students evaluate reported situations to determine appropriate action.

Students at Saint Mary's University of Minnesota are expected to demonstrate the ability to assure their own welfare and meet reasonable obligations as a members of the campus community. Essentially, students must be capable of behaving in ways that support their constructive growth and academic advancement while not impeding similar growth and advancement in other students. Behaving in this manner includes, but is not limited to, caring for their physical and emotional health, dealing appropriately with life challenges, successfully getting along with others, making adequate academic progress, and abiding by codes of conduct, academic standards, and applicable laws.

Should circumstances arise that compromise a student's ability to respond effectively to the emotional, social, medical, or academic dimensions of their lives, students are expected to seek out and accept appropriate assistance. Saint Mary's University of Minnesota is committed to facilitating the welfare, safety, and success of all its students.

If there appears to be a potential threat to welfare and safety, any or all of the following immediate actions may be taken:

1. Immediate notification of appropriate university staff as indicated:
 - a. Director of Counseling Services and/or Health Services
 - b. Dean of Students
 - c. Director of Campus Safety
 - d. Vice President for Student Life

2. Notification of the Winona Police and/or Fire Department
3. Emergency transfer to the emergency room for evaluation via Winona Police and/or Fire Departments.
4. Immediate removal from the university community (housing, classes and/or activity restriction).
5. Notification of student's parent(s) and/or emergency contacts by student life personnel.
6. A search of the student's room (or property) and confiscation of any items which are potentially harmful, against university policy, or are considered to be evidence of potential harm.
7. In the case of a student presenting a potential threat, said student shall be in the presence of a staff member at all times until a disposition of the situation has been implemented.
8. The student will be given written notification of the disposition and guidelines for returning to campus.
9. Interviews will take place with the student(s) and staff involved in the situation.
10. University resources will be consulted as required by the situation.

Regardless of what immediate actions are taken, a student considered to be a potential threat to the welfare and safety of self or others may be suspended from the university on an interim basis.

The process for ending the interim suspension is as follows:

1. The student must have a psychologist, psychiatrist or medical physician (depending on the nature of the concern) evaluate him or her. Prior to the evaluation taking place, the psychologist, psychiatrist or medical physician must first confer with the director of Health Services and/or Counseling Services or designee in order for pertinent information regarding the university's concerns to be communicated.
2. The student must complete all necessary release forms allowing communication between the director of Counseling Services and/or Health Services or designee and the psychologist, psychiatrist or medical physician.
3. Prior to determining the outcome of the student's situation, the director of Counseling Services and/or Health Services must receive in a statement, preferably in writing, from the external provider (psychologist, psychiatrist or medical physician) indicating the student is not presenting a potential threat to the welfare and safety of self and others and is cleared to return to campus.
4. In addition, the external provider must outline the appropriate treatment plan for the student. The external provider and the university personnel from Counseling Services and/or Health Services must confer and agree on the treatment plan. University personnel will exercise judgment as to whether external or internal counseling and support is appropriate. The university reserves the right to take action contrary to the external provider's recommendation if there are issues that remain a concern to the university.
5. If cleared to return to the university community, the student must agree to follow the recommended treatment plan as agreed upon by the external provider and the university personnel (director of Counseling Services and/or director of Health Services). The student must agree to have his/her compliance with the treatment plan monitored by the director of Counseling Services and/or Health Services or designee. In addition, the student must provide a release for the director of Counseling Services and/or Health Services or designee to report to the dean of students on the student's compliance with the treatment plan.
6. If at any time the student is to be found not in compliance with the treatment plan or new information regarding the stability of the student's situation is revealed, the dean of students will take immediate action. This action may range from the student's immediate removal from campus up to permanent expulsion from the university.

This entire process is under the supervision of the Vice President for Student Life.

RESIDENCE LIFE POLICIES

Housing at Saint Mary's University is a privilege. There are a wide variety of residence facilities on campus, each has policies and procedures particular to the type of residence area. With the number of students who reside on campus, it is imperative that community guidelines and expectations be developed for self as well as group governance. It is equally important that the residents of each hall or village, in conjunction with the residence life and student life staff, develop these policies so they specifically meet the needs of each living environment. Expectations must be in accordance with the guidelines of the university and federal and state laws, ensuring that policies embody respect and sensitivity for the rights of all. All residents have the right to reside, study, and rest in a comfortable and safe environment. The following policies are set forth to help build a strong residential community at Saint Mary's University. Violation of any of the following community guidelines and expectations will result in disciplinary action. Policy exceptions are made for village residents. Please refer to the "Villages" section.

The university reserves the right to amend this section at any time.

Air Conditioners

Students may not install air conditioners in their residence areas. If special housing considerations are required because of medical circumstances, this matter should be brought to the director of health services for consideration. University air conditioners (Hillside, Brother Leopold & Pines) will be turned on only after the outside temperature is consistently warm. This will be determined by the maintenance department.

Assembly

No person or persons will assemble for the purpose of creating noise or disturbance. Assembly that obstructs the free movement of persons about the campus, including the free and normal use of university buildings and facilities, or prevents or obstructs the normal operations of the university is prohibited. This regulation, while not usurping the prerogatives or policies of the other institutions, also applies to the actions of Saint Mary's University students on the Winona State University campus and in the local community.

Bathrooms

Students who live in a co-ed facility must respect fellow residents by always using the common bathrooms specified for their gender. Students who live in a single-sex residence hall and have guests of the opposite gender must have these guests use the bathrooms in the lobby or other areas that are designated for their use. Private bathrooms in Skemp and Heffron Halls may be used by any guest.

Bathrooms contained within the student room must be maintained by the resident(s).

Bicycles on Campus

If you choose to bring a bicycle to campus you should chain your bicycle to the bike racks provided by the university. Do not chain bikes to stairwells or trees. Such violations could lead to immediate impounding of the bicycle. Due to snow removal, students need to take bicycles home during the inclement winter months. Bikes cannot be stored in residence halls, individual residence hall rooms or in the bike racks. Any bikes left on campus after graduation will be removed and donated.

Break Housing

During scheduled university breaks, the residence halls/villages are officially closed. Students are strongly encouraged to take these periods of time to get away from the rigors of class work and hall life. Staff and other student support services are employed minimally during breaks. Only those students who will be participating in SCHOOL-SPONSORED activities, or whose homes are located more than a day's drive (more than 8 hrs.) from campus will be granted break housing. Permission to remain on campus during breaks is not automatic, and those seeking approval must register with the Office of Residence Life by the deadlines posted in the calendar portion of the *Resource Guide and Daily Planner*. Failure to meet the deadline will result in a late fee. In order to be officially registered, students must go to the Office of Residence Life, present their I.D., and then fill out a break housing contract.

Those students who indicate a "special need" for break housing due to other situations, must receive approval from the Office of Residence Life. If it is determined that it is not essential for a student to remain, he/she will be informed that a daily fee will be imposed for break housing.

Special residence hall keys will be issued for students staying over break. A fine will be assessed if break keys are not returned (\$5 per day, with the fifth day resulting in a \$75 fine.) As a safety measure, security personnel routinely check all units in the residence halls and villages during periods when school is not in session. Occupancy of any campus housing during breaks without authorization may result in a fine and/or loss of campus housing. Residence hall staff will check student rooms during break periods to ensure that no safety hazards exist. If a staff member should notice evidence of a violation of federal, state, or local laws, or a violation of university policies or procedures, the staff member can confiscate items in question and will file a report with the Office of Residence Life. Due to health concerns, all students should clean their room before leaving for break (i.e., remove trash, food, etc.). Failure to do so may result in a fine.

Bulletin Boards

All signs to be hung in the residence halls must be approved by the Office of Residence Life. No postings are to be on doors, windows, or with anything other than sticky tack. Hall staff will remove non-approved items.

Candles, Incense, Potpourri Burners and Halogen Lamps

Because of the danger of fire, candles (lit or unlit), candle warmers, incense or potpourri burners or exposed bulb halogen lamps are not permitted in any living units of the university. These items will be confiscated and may not be returned.

Ceiling Tiles

Ceiling tiles should not be used to hang items from, moved, painted or removed. If any of these violations are witnessed by residence hall staff, a fine or sanctions may result.

Check-In Procedure/Room Inventory

Upon arrival to the residence hall, each student must complete the required paperwork with a residence life staff member. This process allows the resident and the hall staff to evaluate the condition of the room upon occupancy. Damages, defects, or anything not in working order should be noted at this time so as to avoid being charged for these damages when moving out. After you have completed the required paperwork, you need to return it to a member of the residence hall staff within one week from the date of check-in. Failure to follow check-in procedure may result in a \$100 fine.

Check-Out Procedure

When a student is moving out of a residence area, whether at the end or middle of the semester, even if switching rooms, a formal check-out must be undertaken with a residence life staff member. All personal possessions must be removed when vacating rooms and the room must be left clean and in good condition. A room inventory form will be consulted during the check-out process to determine resident responsibility for damages incurred since the check-in process. Items left in the area will be disposed of 30 calendar days after the end of the semester/year. Failure to observe the appropriate check-out procedure may result in a fine of \$100. In addition, should it be necessary to clean a room which was not left in good condition or to remove possessions left behind, further charges will be added to a student's bill. Damage appeals can be made to the Office of Residence Life. All appeals must be completed by June 30. Appeals must be in writing by the student charged and should include the reason for appeal and information about any other students who should be charged for the damage. Verification (via email) of the appropriate student taking responsibility for the damage must occur before the charge is removed.

Community Safety or Community Concerns/Common Area Damage Charges

Causing damage to common areas is prohibited. Acts that harm or otherwise negatively affect the appearance of residence hall building exteriors, interiors or furnishings by failing to exercise reasonable care or in specific acts of vandalism are prohibited. The cost of repair will be charged to the responsible individual(s). If the person responsible cannot be identified, the charges will be prorated among all community members. When Common Area Damage (CAD) occurs, the hall staff will inform the students of the reason for the CAD charge. The total amount for all CAD will be divided among the residents.

Failure to pay the CAD will result in the student account being billed (a minimum of \$5). If there should be a time when an individual would want to contest a CAD, he/she must use the following guidelines:

1. The resident must submit concerns as reasons for appeal to the hall director in writing.
2. The hall director will then accept or deny the appeal on the basis of the facts presented.
3. If the hall director denies the appeal, the resident may then appeal to the Office of Residence Life. The appeal should include the information submitted to the hall director and any other additional information. The decision of the Office of Residence Life is final.

Compliance with State and Federal Statutes

It is expected that students will conduct themselves responsibly at all times. This includes following appropriate state and federal statutes. Behaviors restricted by state and federal statutes are not appropriate behaviors in which to engage in the residence halls and villages. Based on this principle, public indecency, for example, would be inappropriate in the residence halls although a specific Saint Mary's University policy may not name it specifically.

Compliance with Requests from University Officials

The residence life staff is responsible for helping to create a secure atmosphere conducive to studying, socializing and learning to live with other individuals. Each resident is expected to respond appropriately to requests from staff and fellow residents concerning behavior that disrupts this secure atmosphere.

Failure to comply with a reasonable request of a university official, including failure of a student to present his or her university identification card when requested, is a violation of university policy. Refer to the "Noncompliance" policy outlined earlier in the "Community Expectations" section.

When a university staff person is engaged in the performance of authorized duties, the following behaviors by students are strictly prohibited and may result in a \$35 fine, removal from the university residence halls or expulsion from the university:

1. Verbal or written abuse
2. Physical intimidations or menacing behavior directed at a staff member
3. Display of visual materials that demeans or humiliates a staff member
4. Interference with staff member engaged in the performance of assigned duties
5. Failure to comply with a reasonable request from a staff member

Confiscation Policy

Any items that are prohibited from the residence halls, per the student handbook, will be confiscated by a university official and destroyed.

Cooking

Cooking in residence rooms (other than residence hall and village kitchens) is prohibited. Woks, toaster ovens, Foreman grills, hot plates, or other methods of cooking are not allowed, as is the use of an open heating element or the use of cooking fats and grease. Non-commercial air popcorn poppers, crockpots, rice cookers, coffee makers and small, room-sized microwave ovens are allowed. Kitchens are available in each residence hall. It is the responsibility of the students cooking to keep the area clean, use the proper utensils, and always consider the safety of yourself and others. If these responsibilities are not met, the kitchen area may be locked down by residence hall staff for a determined amount of time. If a student damages a kitchen area (ex. burns the counter top), they will be responsible for the cost of the damage. Village residents, please reference the Village information at the end of this section of the Student Handbook.

Courtesy and Quiet Hours

You share close quarters with many people in a residence hall. Consideration with regard to noise is vital to maintaining the quality of your environment. Courtesy hours that promote a positive living atmosphere are in effect 24 hours a day. Residents should always be able to sleep and study in their rooms without interference from their community. Your compliance with requests from other hall members and staff to adjust noise levels is expected. Reasons for a documented violation are as follows:

- Blaring television, computer, stereo, voices
- Repeated warnings
- Screaming, yelling or running down the hallways
- Slamming doors
- Talking in the hallways during quiet hours

If you encounter a noise problem at any time, you have the right and the responsibility to let the student(s) know that their activity is disturbing and loud. If a disturbance persists, notify a staff member. When windows are open, residents are asked to be conscious of the possibility of disturbing others in the surrounding areas. Stereos, radios, computers and televisions are approved in individual rooms, provided they are played at an acceptable volume. Repeated misuse of audio equipment will result in storage of this equipment until it can be removed from university property. Students are also reminded that stereos blaring from open windows will not be tolerated. **No person is to create noise to the point that it disturbs any classroom activity.**

The minimum quiet hours are in effect from 10 p.m. – 8 a.m. Sunday through Thursday and 12 a.m. – 8 a.m. Friday and Saturday. Quiet hours are designed to ensure a quieter environment during the evening hours, promoting a positive atmosphere for study and sleep. Individual halls may have additional quiet hours. During study days and finals 24-hour quiet hours are in effect.

Damage to Property

Damages to individual and common property are an inconvenience to residents and a serious problem for the university. Individuals responsible for damages will be required to pay for the damages and will also be subject to disciplinary action such as restitution work where the damages occurred. The penalty for damages of a willful nature may be as severe as eviction from campus housing or expulsion from the university.

Disruptive Behavior during Finals Time

Due to the personal need for an environment conducive to academics and extra consideration for fellow students one week prior to and during finals, violations of student handbook policies (especially quiet hours and alcohol policies) by students during this time may result in additional consequences including a \$100 fine.

Disruptive Sports Activities

Hitting golf balls on campus is not allowed because of the risk it presents to public safety and potential damage to property and university lawn mowing equipment. Sports and other disruptive activities are never allowed in hallways or lounges of residence halls. This includes the use of all athletic equipment. Riding scooters, inline skating, biking and skateboarding are not permitted in the hallways or lobbies of any building on campus. As necessary, hall staff members may decide to confiscate inappropriate items and/or equipment.

Elevator Policy

Any tampering or misuse of elevators is strictly prohibited. Disregard of this policy will lead to strong disciplinary action, including possible eviction from the residence halls.

Fire Safety

Fire prevention is of critical importance in a residence hall environment because so many lives are endangered by accidents or careless actions. As a responsible member of a residence hall, candles (lit or unlit) are not allowed. Heat-producing appliances must not be left unattended — unplug them when not in use and allow appliances to cool before storing. Ventilation openings on televisions, stereos or radios must not be covered. Refrigerators should not be placed in closets. Purchase an electrical multi-outlet strip with a circuit breaker to avoid overloading circuits. Please refer to the “Candles, Incense, Potpourri Burners and Halogen Lamps” section for an additional fire safety policy.

All hallways must be clear of personal belongings at all times (i.e. shoes, sports equipment, trash, rugs).

Do not hang items (blankets, posters, flags, material, strings of lights etc.) from the ceilings or cover ceiling lights. Only 50% of exposed walls and doors in rooms/villages may be covered. University officials will determine if a resident is in violation of this. If they are, residents will be asked to remedy the situation within 72 hours. Subsequent violations may result in disciplinary action.

At any time a fire alarm is sounded, all persons must immediately evacuate the building and meet in the designated area. No one is to assume an alarm is a false alarm. After moving out of the building, entry is not possible without clearance from a fire official or a member of the university staff. Respect for fire alarms is a paramount safety concern. Failure to observe evacuation procedures may result in referral to the dean of students for disciplinary action.

Fire Safety Violation Consequences may include:

Level I (first time offense) — Confiscation of all items in violation of the fire safety policy (i.e. candles), meet with relevant staff member/judicial officer, possible notification of parents, \$50 fine, restitution for any damages.

Level II (second time or more serious violation) — Confiscation of all items in violation of the fire safety policy (i.e. candles), meet with relevant staff member/judicial officer, possible notification of parents, restitution for any damages, fines, suspension, expulsion, meeting with the Winona Fire Chief.

Fire Safety Equipment

Smoke detectors are provided in each room. For personal safety do not unplug or obstruct the smoke detector. Violation of this policy may result in disciplinary action and/or immediate removal from the residence hall. Report malfunctioning smoke detectors immediately to hall staff. If residents need new batteries for their smoke detectors, please contact a hall staff member. Hall staff will do a safety check on detectors periodically. A resident who disables a smoke detector is guilty of a misdemeanor in the state of Minnesota. Abuse of fire safety equipment is a serious danger to all members of the university community. No person should tamper with heat and fire extinguishers, fire alarms or any other emergency equipment including the sprinkler systems in place in various halls. No items are to be hung on the fire sprinkler pipes. All fire safety equipment exists to alert the community in the event of an emergency or to assist in the control of a fire until fire officials arrive on campus. Tampering with fire safety equipment carries a civil penalty of \$700 and/or 90 days in jail and will result in the imposition of university sanctions. If a fire extinguisher is used for the appropriate reason, the student(s) will not be charged a fee.

Furniture/University Property

University-provided furniture, televisions and refrigerators are not to be removed from student rooms or lounge areas. If at any time during the year furniture is found to be missing from a room or lounge area, an automatic charge will be issued. It is not acceptable to ask maintenance staff to store university-provided furniture. Residence life staff members do not have the authority to grant exceptions to this policy. Furniture (including trash cans) found outside of a resident's room or village will be removed by maintenance personnel. A fine will be assessed to the student(s) responsible for moving the items outside. Lounge furniture or any other university property designated for common use is to remain in common areas or areas where appropriate (determined by the university). Removal of this furniture or equipment from the designated area constitutes theft and is subject to a fine and possible loss of housing.

Gambling

It is prohibited to gamble for money (online or in person), chips or other items which could represent value on campus or at university sponsored activities, unless permitted by law. All such items will be confiscated.

Garbage

Each resident is responsible for removal of his or her own garbage. Please place your personal garbage in the dumpster adjacent to the buildings. A minimum of a \$50 charge per bag of garbage will be assessed for personal garbage found on village porches, hallways or common areas in the residence halls, or trash thrown down the hill.

Grilling

Barbecue (BBQ) grilling is allowed on the property of residence halls and villages in university provided grills under the following conditions:

1. Students who choose to grill assume complete responsibility for any damages or injuries that result from grilling.
2. Only charcoal can be used — personal propane grills are prohibited.
3. Grills must be attended at all times.
4. Coals must be extinguished by water before leaving the grilling area. Coals may not be placed in dumpsters.
5. Grilling after 8 p.m. is prohibited unless approved by the Office of Residence Life.
6. Residents of the villages may have their own grill (charcoal only) provided that they are used at least 20 feet from buildings.
7. No camp fires or burning of wood should occur in university grills.

Guests

Guests are welcome to visit campus, but cannot reside on campus for more than three consecutive nights per month when the university is in session. No guests are allowed the last two weeks of the semester or when the university is not in session. Students housing overnight guests must make advance arrangements with the hall staff. This includes family members, athletic recruits and prospective students with the exception of pre-approved admissions group trips.

When hosting a guest of the opposite sex, arrangements must be made for them to stay overnight with a host of the same sex. A maximum of two guests are allowed in any one room at any one time.

Guests must obey university and residence life policies. Students are responsible for the action of their guests at all times. If violations of policy do occur, guests and visitors will be removed from the hall and future admittance to the hall may be restricted (sanctions may occur due to your guest's behavior).

Siblings, sons or daughters of the opposite sex who are 12 years old or younger may stay overnight with their student. Siblings, sons or daughters of the opposite sex who are 13 years old or older cannot stay overnight with their student. The student must make arrangements for their sibling/son/daughter to stay overnight with a host of the same sex.

The Student Host is Responsible for the Following:

1. Obtaining a visitor form and parking permit from hall staff
2. Informing the guest of campus policies and regulations
3. Handling the consequences of a violation of policy by the guest
4. Making restitution for damage incurred to university property by the guest

All Guests are Required to:

1. Thoroughly complete the visitor form and keep it with them at all times
2. Be escorted by the host at all times
3. Comply with residence hall and university policies
4. Carry a state or federal I.D. at all times

Holiday Decorating Guidelines

Fire safety is stressed during the holiday season. Keep these guidelines in mind while decorating for the holidays:

- Limit the amount of paper materials used in decorating your room, door and hallway.
- Only artificial trees and decorations are allowed in students' rooms and hall lounges.
- Only twinkle lights are allowed.
- Do not block hallways, stairwells or doorways with decorations.
- All decorations should be removed three days after the holiday or before leaving for holiday break otherwise they will be disposed of.
- Nothing should be hung from the ceiling.
- See the previous fire safety guidelines for additional regulations.

Items Not Allowed in the Residence Hall

Listed below are the items, by policy, not allowed in a resident's room. The university may add items to this list as it deems necessary:

- | | | |
|---------------------------------|---------------------------|--|
| • Air conditioners | • Hot plates | • Toasters* |
| • Candles | • Incense | • Traffic signs or other stolen property |
| • Ceiling fans | • Lofts | • Waterbeds or other water furnishings |
| • Fireworks | • Open coil appliances | • Weapons |
| • "Foreman" grills* | • Pets (fish are allowed) | |
| • Grills, propane | • Space heaters | |
| • Halogen lamps (exposed bulbs) | • Toaster ovens* | |

*These items are allowed in residence hall kitchens only.

Keys/Key Cards

Keys/Key Cards are issued at the time of check-in and individuals are responsible for them until they check-out. In the event that keys are reported lost or stolen, maintenance personnel will be assigned to change the affected lock and new keys will be issued. Individuals responsible for losing their keys will be charged an initial fee of \$50 plus \$10 per replacement key.

Laundry

Each residence area has a laundry facility. The laundry services at Saint Mary's University are owned and operated by the Student Senate. The goal is to provide inexpensive and reliable laundry services to students. Monies received support special projects that the Student Senate funds each year in student areas and allows for regular replacement of all laundry machines. Damage to laundry machines inconveniences everyone and ultimately limits the return students will realize through the projects undertaken by the Student Senate. At no time should non-residential students use the laundry facilities.

Lock Outs

Students locked out of their room must show proper identification to a staff member before the room is unlocked. Residents will be granted a one-week grace period for lockouts at the start of each semester. After the grace period, residents will be charged \$2 per lockout. All funds generated go into the hall programming account. If Campus Safety is contacted for a lockout, a \$5 fee may be charged.

Needle Disposal

Saint Mary's University strives to protect students and staff from safety and health hazards. In order to reduce the risk of transmission of blood-borne pathogens, containers for the safe disposal of medicinal needles (i.e., insulin) can be purchased from Health Services if you are required to administer self injected drugs.

Painting of Rooms

All painting of rooms is to be done by the university maintenance staff or contractors hired by them.

Students are not allowed to paint their own rooms. If a resident paints a room, the room will be repainted by university personnel and costs will be billed back to the responsible party. Further disciplinary action is likely.

Part-time Students

Housing is provided for part-time students only with the approval of the Office of Residence Life.

Students who change from full-time status to part-time status during a semester may be asked to leave university housing if a student's behavior is not consistent with the residence life community expectations.

Pets

Out of respect for the large size of the university community, individual medical conditions and personal levels of comfort, no resident on the Saint Mary's University campus, student or staff member, is allowed to house or care for a pet (other than fish in a 20-gallon or less fish tank) in a residence hall or university facility (even on a temporary basis). Pets may not be walked or exercised on the campus. If a pet is discovered, an attempt will be made to find the owner, however Campus Safety will remove the pet within a few hours. Students or university employees found housing a pet will be fined \$100 a day.

Privacy Hours: Visitation and Cohabitation

Each student assigned to a residence hall room has primary rights to occupy that room (i.e., the right to sleep and/or study in the room). Saint Mary's University respects the rights of students to have visitors in the room to which they have been assigned, but does not allow students or non-students to live in a room to which they have not been assigned through the Office of Residence Life. To respect the privacy of everyone, individuals of the opposite sex and non-residents of the building may visit in the residence hall rooms or villages during the hours of 9 a.m. to 12 a.m. Sunday – Thursday and 9 a.m. to 2 a.m. Friday and Saturday. The visitor must call the room of the person being visited in order to have the host escort them into the hall. Visitors are not permitted without an escort.

Property Loss

Saint Mary's University assumes no responsibility for theft, destruction, or loss of money, valuables, or other personal properties belonging to or being in the custody of the student for any cause whatsoever, whether such losses occur from the student's housing unit or public areas. Each student is encouraged to carry personal property insurance and to lock their door before leaving.

Refrigerators

Unless installed by the university, the only refrigerators allowed on campus should be no larger than 5.0 cubic foot energy-efficient refrigerators. Anyone having an unauthorized refrigerator in a room will be fined and must remove the refrigerator immediately. Individual refrigerators are not needed in village residences, as a large refrigerator is provided.

Repairs in Individual Rooms

If something in your room or residence area is in need of repair, please contact a member of your residence hall staff and they will process the request. In case of a need for emergency maintenance after business hours, contact a member of your residence staff, if possible, or call the campus switchboard. University staff will contact the appropriate person(s). Maintenance, Information Technology and other departments responsible for repairs must notify you when they will be working in your room or village apartment. It should be understood, however, that a request for repairs includes granting permission for maintenance or other department personnel to enter your living area. Some repairs involving potential injury, structural damage or property damage will be repaired the same day the request is received. Examples of same day repairs are: a door lock that doesn't lock/unlock, a toilet that is clogged or won't flush, a broken window/security door glass with jagged edges, exposed electrical wires, a gas smell, a clogged shower that is overflowing, a light fixture shooting sparks, and no water or no power.

To have a repair completed, it must first be reported.

Residency Requirements

Saint Mary's University emphasizes its residential component as an integral part of the learning process.

Therefore, all first-year and sophomore students are required to live in the residence hall system. All juniors and seniors are encouraged to live in the residence halls and villages as well; however, for some, life in the residence halls may not be appropriate. Therefore, students who have four semesters of university- approved housing history are eligible to move off-campus. Married students, students with extreme medical conditions that cannot be accommodated in the residence halls, students 21 or over by midterm of the first semester, or students living with their parents and commuting to campus can live off-campus.

Right to Enter Rooms

It is the university's desire to respect the rights of all of its residents and to honor the need each person has for privacy. However, in light of the large number of students residing on campus, there are times when a greater overall concern impels members of the university staff to ensure the safety and common good of all members of the community. When there is cause to believe that violations of university policy or law exist within a student's residence, members of the student life staff may enter the student's room if the student is present. Those authorized to enter a student's room must knock at the door and identify themselves to the resident. Authorized individuals are the residence hall staff, Campus Safety personnel (preferably accompanied by a residence hall staff member) and/or a student life administrator. If there is a question as to the authority of any individual, students are advised to call the hall staff for assistance. In the case of emergencies where there is danger to property, safety, health or life, or blatant violation of university rules, the university reserves the right to enter rooms without notice. Stolen university property or items in students' rooms (such as illegal signs, alcohol, fireworks, firearms, drugs etc.) may be removed by university officials or a member of the student life staff and will likely result in subsequent disciplinary action.

Rooftops

Anyone caught on a rooftop will be assessed a \$100 fine and may face additional sanctions for the first violation. Subsequent violations will result in additional sanctions, including possible loss of university housing.

Room Changes in Residence Halls and Villages

Professional staff members handle room changes and vacancies in residence areas. They collaborate in any decisions to fill empty spaces or move residents from one room to another. In filling existing vacancies, priority is given to upperclassmen. Students desiring a room change must fill out a written request form that requires the signatures of the designated professional staff members. When a double vacancy becomes available, the room must be filled with two people. Before any room changes are granted, the roommates involved will need to make an appointment to see their hall director. It is the student's responsibility to inform the Office of Residence Life of the reason why a room move is

requested. Failure to obtain permission will be considered an improper check-out, which can result in a fine or asking the student to return to his/her previous room. No room changes will occur the first or last two weeks of each semester unless approved by the Office of Residence Life.

Room Consolidation and Vacancies in Residence Halls (Double and Triple Occupancy Rooms)

Students living alone in double occupancy rooms or with two students in a triple occupancy room will be declared involuntarily under-assigned. This means that through no fault or choice of their own (involuntarily) they are living in a room with less than the optimal number of occupants (underassigned). Students who find themselves in this situation should seek another party to move in with them. The Office of Residence Life reserves the right to reassign students to make the most effective use of available accommodations. The Office of Residence Life will work to consolidate students who are involuntarily under-assigned with incoming or returning students or with other students in the same situation during break periods or other appropriate times. When residents, who have at least one vacancy, leave for break periods the room should be clean and ready for a new occupant(s). When students visit the rooms with vacancies, the occupants are not allowed to dissuade the student from moving into the room. A violation of this policy is considered harassment. The option to buy out a double or triple occupancy room for single or double occupancy is at the discretion of university officials.

Room Consolidation and Vacancies for Villages and Gilmore Creek Hall

Vacancies involving one person in village apartments and Gilmore Creek Hall suites may be handled in one of two ways. First, the remaining occupants may fill the vacant space with another student. The appropriate time to fulfill this request will be determined by the Office of Residence Life. Second, the three remaining occupants may choose to leave the space vacant and pay the fourth person's room costs (\$800 per semester). Both options are contingent on approval from the Office of Residence Life. When two or three students leave the group of four, the group will lose priority of the space. In this case, the director of residence life, in consultation with the hall director, reserves the right to fill the spaces or require the remaining occupants to vacate the apartment or suite to accommodate a group of four. In all situations, the Office of Residence Life reserves the right to reassign students to make the most effective use of available accommodations.

Security and Tampering of Doors

All residents are encouraged to be attentive to the security of individual rooms and the entire residence area in which they live. Rooms and villages should be kept locked at all times, even if an absence will only be a matter of minutes. External doors to the residence halls should be locked after entry. No doors should be propped open. Residents are expected to not tamper with any doors in the residence halls. Violation of this policy will result in disciplinary action and/or CAD charges. Visitors should only be admitted and escorted to residence areas by the person who will be hosting them. Report unfamiliar persons to the hall staff immediately. Please be cautious with personal belongings.

Smoking/Tobacco Use

Smoking or use of smokeless tobacco is not permitted in the residence halls or the villages on the Saint Mary's University campus. Saint Mary's University complies with the Federal Clean Air Act as well as other federal regulations regarding smoking in living environments. Sanctions for students violating the smoking policy may include fines and/or community service. There is no smoking within 20 feet of a university building, including residence halls and villages. In cases where a conflict between a smoker and non-smoker cannot be resolved, the right to a smoke-free environment will prevail. In cases where an assignment error has occurred, the smoking roommate will most likely be the resident to move to another room. Please refer to the "Alcohol and Drug Abuse" policy for more information.

Solicitation and Selling

Door-to-door solicitation for commercial purposes is prohibited. Call Campus Safety immediately to report door-to-door solicitors in the residence halls. Students cannot invite a commercial vendor to their room or host parties for purposes of a commercial solicitation, product demonstration, or similar event (e.g., cosmetics, plasticware, etc.) The university assumes no responsibility for commitments made or losses incurred by students.

Residence hall rooms and phone numbers may not be used or listed as a place of business.

Sponsored Trips

Saint Mary's University will not sanction nor allow the advertising or promotion of any holiday trip which is scheduled to depart prior to the end of the final class before a break period begins.

Spring Housing Sign-Ups

Course registration and spring housing sign-ups for the fall semester begins in the middle of the second semester. The housing process will be publicized by email. All returning students must pay a non-refundable registration deposit by March 15 to register for classes and participate in housing sign-up. For those students who cancel their housing after housing sign-up, the registration deposit will not be refunded.

- In order to sign-up for housing, you need a priority number, no health hold, an account balance of less than a \$300, your deposit for next fall paid, a declared major if you have 41 or more credits, all fines paid and all community service or policy violation consequences completed.
- Housing is based on a priority number with seniors receiving first priority.
- Residencia Santiago Miller and Ek Family Village require a group of four seniors and/or juniors or students who will be 21 years old by mid-term of first semester. Sophomore students under 21 are not allowed to reside in the village apartments.

The university reserves the right to make policy changes at any time to meet the needs of the majority of students.

If special housing considerations are required because of medical circumstances, this matter should be brought to the director of Health Services immediately for consideration.

Summer Storage

The university does not have provisions for storage of student possessions over the summer months. A number of companies in the local area offer storage facilities.

Tape, Nails and Adhesive Hooks

Students must not use tape of any kind on the walls because it removes the paint. Tape should also not be used on floors to secure carpet, cords or cable. Additionally, nails may not be used on room walls.

Students can get "poster putty" from hall staff to hang posters and other lightweight objects.

Telephone Service

Saint Mary's University provides full telephone service to each student room, except for Brother Leopold Hall. Calls within the campus and in the local calling area are provided without charge. No one may tamper or misuse the university telephone system. Fraudulent and harassing telephone calls are strictly prohibited and will result in disciplinary action. Refer to the "Appropriate Use of Technology" policy for more information.

Theft

Residents need to be conscious of the necessity to secure rooms, halls and villages at all times. **Saint Mary's University is not responsible for theft of the personal possessions of students or staff members.** Residents should insure their valuables under family homeowner's or renter's insurance policies prior to the start of each academic year. Theft is very serious and anyone found guilty may be evicted from campus housing. The student responsible faces the possibility of permanent expulsion from Saint Mary's University. Further, the aggrieved person has the option of pursuing criminal charges through the City of Winona Police Department (see Property Loss).

Villages

All students living in the Residencia Santiago Miller or Ek Family Village are expected to live within the guidelines of all university expectations and policies. However, because the physical set-up of the villages is very different from a traditional residence hall, and in an effort to treat students who live in the villages with more independence and higher expectations, there are a few policy exceptions. Below is the list of policy exceptions granted for village residents:

- Appliances: "George Foreman Grills" are permitted in the villages. These grills generate high temperatures and can create dangerous, unsafe conditions. Because of this, grill cooking must be attended at all times. Residents must keep grills and surrounding areas clean and free of grease and other food substances at all times. If grills are misused and not cleaned properly, the grill will be removed.

The use of toasters, toaster ovens, microwave ovens, and hot air popcorn poppers is permitted in village units due to the ventilation and electrical capacity of the kitchenette area. Use of dorm-sized refrigerators is not recommended.

- **Guests:** The number of people allowed in or around a village premises should not exceed 16 (including the four village residents.) Individual village apartment residents are responsible for the actions of their guests, whether they were invited or not. If residents of a village experience difficulty with a guest, please work with residence life or campus safety to have the guest removed.
- **Privacy hours and visitation:** Non-residents and visitors of the opposite gender are able to visit in village common spaces beyond the university established privacy hours. Common spaces in villages are the living room, kitchen, porch and bathroom. Village roommates are responsible for determining between themselves reasonable visiting hours. Staff members reserve the right to remove visitors causing a disturbance.

Violence: Physical and Verbal Abuse

No student should use physical or verbal abuse towards another. Students and staff in the residence halls should be able to live, study, socialize and perform assigned job duties free of harassment, intimidation or menacing behavior. Threatening or abusive behavior will not be tolerated — this includes, but is not limited to, sexual, racial or religious harassment; intimidation, hazing, prank or unwanted phone calls; or invasion of privacy. Threatening violence, inciting others to violent action, and/or willful participation in action, which results in damage to property and/or physical harm to persons, is in violation of university regulations. Such behavior may lead to suspension, expulsion, loss of university housing, and other disciplinary action.

The reporting of harassment or violence to a hall staff member or campus safety is strongly encouraged.

An anonymous incident report is available at www.smumn.edu/incidentreport.

Visiting Children

Children are permitted to visit the residence facilities. However, in order to protect against injury, promote their safety and provide privacy for students, the following restrictions must apply:

- Children are permitted to visit during visitation hours only, and must leave by the end of those hours. Children under 5 years of age are not permitted to stay overnight (unless approved by the Office of Residence Life).
- Children must be attended at all times. They are not permitted to run up and down hallways, stairwells, or be in public areas unattended.
- Residents who have children that disturb other residents may be asked to remove the children from the halls.
- Residents may not provide paid babysitting service in the halls.

Walls/Windows/Screens

Students may not insert nails into the walls or otherwise cause permanent marring of wall, window, ceiling and frame surfaces. At any time, if it is determined that a room does not meet reasonable standards, a charge will be made to have the room professionally repaired at the occupants' expense. Nothing may be displayed in the windows of residents' rooms and the window may not be blocked from the inside in any manner (e.g., books, television etc.). Residents are not permitted to remove screens from residence hall windows. Individuals who do so will be fined. Empty alcohol bottles, beer cans and cardboard beer cases may not be used to decorate rooms, doors or windows. Posted material may not advertise alcohol or be contrary to university policies.

Waterbeds and Lofts

Waterbeds and lofts are not allowed in any residence area. Failure to observe this restriction will result in the immediate removal of the waterbed and/or loft and likely disciplinary action.

Weapons, Firearms, Ammunition and Fireworks

Possession of firearms, fireworks, knives, air or gas operated weapons, stun guns, bows and arrows, or lethal weapons of any description (including martial arts weapons and bullets) or facsimiles of weapons

or bullets are prohibited in the residence halls and anywhere else on campus. All weapons found will be confiscated and not returned. The possession or use of a weapon on campus may lead to expulsion. Suspected weapons possessions should be reported to Campus Safety.

Weather

In the event a tornado warning is established for Winona County, residents should take these precautions:

1. Remain calm but move expeditiously.
2. Close and lock room doors.
3. Protect head and face.
4. Go down to the basement (or designated storm shelter area) or move to an interior area of the building.
5. Stay away from windows and glass.
6. Do not leave this area until instructed to do so.

In the event that there is not time to evacuate, crawl under a desk or use a mattress to protect yourself.

Withdrawal Process (Residence Halls)

If you officially withdraw from the university, you must move out and check-out of the residence hall within 24 hours after completing the academic withdrawal process. See your hall staff for the required paperwork and to be properly checked out of your room. Please refer to the "Withdrawal from the University Process" to follow the appropriate steps.

SEXUAL RESPONSIBILITY

As a Catholic university, Saint Mary's supports the dignity of the human person and encourages mutual respect in all personal relationships. As an educational institution, it fosters the development of the individual in attaining such values and holds the person accountable when failures occur. Abuse of others or consensual sexual behavior contrary to these standards may result in disciplinary action as severe as expulsion from the university. Saint Mary's University is opposed to the exploitation of any person. Further, as a university founded in the Catholic tradition, it upholds the positive moral and psychological development of students. In this context, the university does not condone and will not be party to sexual relationships outside of marriage.

Policy on Romantic and Sexual Relationships

Long-established standards of professional ethics discourage personal relationships of a romantic or sexual nature between persons who are in a supervisor-subordinate relationship on campus, especially between faculty or staff personnel and students. No non-academic or personal ties should be allowed to interfere with the academic integrity of the teacher-student relationship or the general integrity of the supervisor-subordinate working relationship at Saint Mary's University of Minnesota. With respect to sexual relationships, in particular, what might appear to be consensual, even to the parties involved, may, in fact, not be so due to the inherent differential in authority.

On this basis, the university prohibits any faculty or staff member of the university from engaging in romantic or sexual conduct, or a romantic or sexual relationship with any undergraduate student currently enrolled at the university.

Furthermore, the university prohibits any faculty or staff member of the university from engaging in romantic or sexual conduct, or a romantic or sexual relationship with any graduate student whom the faculty or staff member educates, counsels, supervises or evaluates in any way.

Likewise, the university prohibits any faculty or staff member from engaging in romantic or sexual conduct, or a romantic or sexual relationship with any faculty or staff member whom that person supervises or evaluates in any way.

Exceptions to any of these prohibitions will be considered by the Vice President of the College, Vice President for the Schools of Graduate and Professional Programs or the EEO Officer on a limited, case-by-case basis. If a faculty or staff member has questions about the application or effect of this policy to

an existing or potential relationship, it is the faculty or staff member's duty to consult with his or her supervisor and/or the Vice President of the College, Vice President for the Schools of Graduate and Professional Programs and/or the EEO Officer.

If charges of sexual harassment are made, the existence of a romantic or sexual relationship in any of the contexts stated above shall not be a defense in any proceeding unless an exception to the prohibitions herein has been made as outlined above. In addition, the university will not defend a faculty or staff member against sexual harassment charges based upon the existence of a romantic or sexual relationship unless an exception to the prohibitions herein has been made as outlined above.

Individuals who violate this policy are subject to disciplinary action up to and including termination.

STUDENT COMPLAINT PROCESS, RELATED TO UNIVERSITY EMPLOYEES

Complaints or grievances arising from a student's association with an employee of Saint Mary's University should be directed to the dean of students. The initial complaint may be presented verbally or in writing. The dean hears the complaint and directs the student or students to the appropriate office or person empowered to resolve the grievance. If the concern is not resolved informally, a student may request a formal administrative hearing or the services of an external agency. A student bringing a complaint will do so without reprisal from the institution. Further information on procedures for filing a formal complaint is available in the Office of Student Life.

The student complaint process will not apply to disputes between students nor will it substitute for other university policies and procedures that are available for resolving specific issues.

WEAPONS

Possession of firearms, fireworks, knives, air or gas operated weapons, stun guns, bows and arrows, or lethal weapons of any description (including martial arts weapons) are prohibited in the residence halls and anywhere else on campus. The possession or use of a weapon on campus may lead to expulsion. Suspected weapons possessions should be reported to Campus Safety (see Weapons, Firearms, Ammunition and Fireworks). All items confiscated will not be returned to the student.

WITHDRAWAL FROM THE UNIVERSITY

Students intending to withdraw from the university must complete a withdrawal form and have an exit interview with staff in the academic advising office. The following are policies regarding withdrawal from Saint Mary's.

Students may withdraw from the university any time before the start of the final exam period with the following stipulations:

1. Students who withdraw within the last ten class days before the start of the final exam period will not be allowed to return to Saint Mary's the following semester. Students wishing to return to the university may apply for readmission after one semester has elapsed.
2. The permanent records of students who withdraw before the start of the final exam period will show grades of "W" for all courses in progress. Final grades for courses completed prior to withdrawal will remain on the student's record. Once final exams start, students may not receive "W" grades.
3. Students who withdraw within the last ten class days before the start of the final exam period in two consecutive semesters must appear before the academic standing committee before being readmitted for subsequent semesters.

Course Incompletion for Active Military Duty

Students called to active military duty prior to the completion of a semester have the following options. They must indicate in writing to the Office of the Vice President for Academic Affairs, before departure, which option they choose.

The student may request to withdraw from the course(s); the student will receive a full tuition refund.

If the student is close to completion of the semester, he/she should consult with staff in the academic advising office. That office will assist the student in arranging for the completion of his/her course work

with his/her instructors. The student would then be required to complete the remaining required course work upon his/her return to the university. The student's transcript would reflect a grade of "Incomplete." If the student does not complete the course work within six (6) months of his/her return to the university, the grade of "Incomplete" would be changed to "W" (Withdraw). The student would then need to register and retake the course. If a student's circumstances change after his/her return from military services, the student should contact staff in the academic advising office. The staff will work with the student in resolving completion of the course work.

STUDENT LIFE

TONER STUDENT CENTER 14 – Ext. 1640

Student Life Statement of Purpose

The purpose of the student life area of Saint Mary's University of Minnesota is to embody the Lasallian charism by proactively inviting and welcoming students and other members of the university community to full participation in the caring, nurturing, and holistic climate which distinguishes this residential university. Inspired by the legacy of the Christian Brothers, student life personnel bring the Lasallian charism to reality by their extraordinary faith and zeal, the synergy of which serves as an effective and pragmatic foundation for service to students of all ages.

The student life area fulfills this mission by providing the human resources and the spiritual and temporal guidance which empowers students to pursue safe, healthy, integrated, active lives in this teaching/learning community. Functioning from the perspective of facilitators, educators, advisors, and role models committed to the education of the whole person, members of the student life staff serve the university community both as catalytic creators of a wholesome environment and as responders to the spiritual, emotional, physical, social, vocational, and intellectual needs and challenges that arise within the community.

Campus Ministry

TONER STUDENT CENTER 8 – Ext. 1643

Rooted in the rich heritage of the Lasallian Catholic tradition, Campus Ministry strives to build community, promote service to others, and empower future Christian leaders. Through liturgies, retreats, prayer services, volunteer service and faith-centered activities and programs, Campus Ministry promotes faith, service and community and creates a supportive environment for all members of the campus community. There are chapels located in Brother Leopold Hall 226 and LaSalle Hall 112. There is also a prayer room in Saint Mary's Hall 106.

SACRAMENTS

Saint Thomas More Chapel

OTHER CAMPUS CHAPELS

Brother Leopold Hall, Room 226

La Salle Hall, Room 112

Saint Mary's Hall, Room 106

Liturgy Schedule

Sunday 10:30 a.m. and 9 p.m.

Monday-Friday 12:10 p.m.

Reconciliation Schedule

Sunday 10 a.m. and 8:30 p.m.

Wednesday 8:30 p.m.

SACRAMENTAL PREPARATION PROGRAMS:

Baptism, Eucharist, Confirmation, and Marriage preparation programs are available. Please contact OCM staff for more details.

ACTIVITIES AND PROGRAMS:

Faith & Spirituality: Explore your relationship with God during liturgy and worship, small faith-sharing groups, and retreat experiences

- Retreats Experiences include Outdoor Retreat, Freshman Retreat, Men's & Women's Retreats, Together Encountering Christ (T.E.C.) and Discernment Retreat

- Various Ecumenical Prayer Services
- Student-led praise and worship
- Music ministry and a variety of liturgical ministries
- Five faith based student-led groups: Outreach Retreats, Catechists, Conchord, Peer Retreat Team and Students for Life
- Dine with the Divine

Service & Justice: Offer a relationship of your whole self to serve the common good through social action and vocational discernment

- Serving Others United in Love Trips (S.O.U.L.)
- Weekly volunteer opportunities
- Social justice education
- Lasallian Week of Peace
- Five service based student-led groups: Habitat for Humanity, S.O.U.L., Volunteer Mentors, and Peace and Justice

Community & Mission: Build relationships with one another through Lasallian formation, social interaction and discipleship

- Lasallian Collegians – Lasallian Collegians seek to be connected to the mission and vision of Saint John Baptist de La Salle.
- De La Salle Week
- Vocational Discernment
- Five mission based student-led groups: Buddies, Big/Little Pals, Mission Awareness, Lasallian Collegians and OCM Student Leadership Program

Campus Safety

TONER STUDENT CENTER 103 – Ext. 1703

GENERAL INFORMATION

Saint Mary's University Office of Campus Safety makes every effort to ensure and maintain a safe and comfortable living environment for all persons associated with the campus. Campus safety personnel are available 24 hours a day to assist in emergencies, provide campus escorts, and enforce regulations detailed in the *Online Handbook* (www.smumn.edu/handbook) and parking policy (www2.smumn.edu/wcampussafety/parking-traffic.html). They also patrol all administrative and residence halls to maintain security at all times. Anyone needing immediate assistance should contact the switchboard by dialing "511" from any on-campus phone.

All students are encouraged to exercise safety by locking personal living areas and reporting strangers to Campus Safety or hall staff. When appropriate, Campus Safety personnel will request a valid student I.D. from the person(s) in question. This procedure is a safety measure that minimizes illegal access to areas on campus and deters potential problems from developing. Please note: Campus safety personnel will not unlock any secured area on campus without the permission of the person overseeing that area (i.e., computer center, post office, living area etc.).

Campus Escorts

For added safety, an on-campus safety escort is available every day, dusk until dawn, Monday through Friday and throughout the weekend. Contact the Department of Campus Safety at ext. 1703 to request an escort or to receive more information.

Theft Reports

Whenever a theft occurs, it is extremely important to notify campus safety as soon as possible in order for an investigation to begin. Campus Safety personnel are trained to ask appropriate questions and to suggest how to prevent future criminal mishaps from occurring.

Saint Mary's University is not responsible for the loss of personal property. Locking your door and keeping bags and backpacks with you is the best way to prevent theft.

Disruptive Sports Activities

Hitting golf balls on campus is not allowed because of the risk it presents to public safety, property damage, and of lawn mowing equipment.

Sports and other disruptive activities are never allowed in hallways or lounges of residence halls. This includes the use of all athletic equipment. Out of consideration to those traveling between buildings in the plaza, and out of the high risk for window breakage in surrounding buildings, sports may not be played in the plaza area. Riding scooters, rollerblading, biking and skateboarding are not permitted in the hallways or lobbies of any building on campus. As necessary, hall staff members may decide to confiscate inappropriate items and/or equipment.

Campus Pet Policy

In compliance with local ordinances we require all pets to be on a leash, not simply under voice in control, and have a collar with valid pet license and rabies tags. In order to keep the campus clean, the college requires pet owners to have a visible tool to clean up pet wastes deposited on grounds, walks or roadways.

Only working animals assisting handicapped persons are allowed in any campus buildings. Questions regarding this pet policy may be directed to the Office of Campus Safety.

Weekend Shuttle

The City of Winona, Winona State University and Saint Mary's University work together on a weekend shuttle system to provide a safe and convenient way for students to get to and from downtown Winona and their respective campuses.

Student Right to Know and Campus Security Act

In September of each year Saint Mary's University of Minnesota provides a campus security report to all students and employees. This report is in compliance with the *Student Right to Know and Campus Security Act of 1990*. It states information regarding campus security policies and safety programs. The report also lists the number of serious crimes that occur on the campus and discloses the number of arrests for liquor law violations, drug abuse violations and weapons possessions. Additional information is available by contacting the Vice President for Student Life. This report can be accessed at www2.smumn.edu/wcampussafety/campussafety.html.

Parking Ticket Appeals

All appeals must be made online within 2 days of issuance of the parking citation. The parking appeal link is located on the campus safety web page or at <http://forms.smumn.edu/sitepages/pid3829.php>. Once a decision of the appeal is made the student will be contacted via e-mail. For more information please refer to the Parking Policy available at the Office of Campus Safety or on the campus safety webpage.

Campus Crime Statistics

Campus crime statistics are available to anyone interested in reviewing them. These statistics are available on the campus safety website and in the Office of Campus Safety.

Authorized Entry of Rooms

Campus safety officers who enter rooms will identify themselves to the occupants. If someone attempts to enter your room without identifying themselves, or identifies themselves as "Campus Safety" but does not have a uniform or badge, do not let them in, and call "511" for emergency assistance.

Campus safety officers are authorized to enter any university space, including student residence rooms, and may conduct searches and may seize evidence or property as outlined below:

- Officers may enter and search rooms or offices if the student, staff, or faculty member consents to the search of his or her room or office.
- Officers may conduct a search of a room or office, as stated in the *Online Handbook*, if there is a reasonable suspicion that a violation of a university rule has been or is being conducted within the room or office.
- Officers may enter and search a room if circumstances exist where the life safety of an individual or the property of the university may be at risk.
- Officers may enter and search any vehicle on campus if an officer has a reasonable suspicion to believe that the vehicle has been involved in a crime. An officer may also enter a vehicle to ascertain ownership of the vehicle for the purposes of notifying the owner of a parking-related situation.

FIRE SAFETY

Fire Safety Equipment

Person(s) with the intention to abuse fire equipment can seriously jeopardize the safety of the community. It is university policy that no individuals tamper with smoke detectors, fire extinguishers, fire alarms, or other emergency equipment. Tampering with fire safety equipment carries a criminal penalty of \$1000 and/or 90 days in jail and will also result in the imposition of a university sanction.

Fire Alarm Procedure

A fire can occur at any time of the day or night and can be extremely dangerous, therefore, it is very important to act appropriately whenever an alarm is sounded. The following outlines a procedure that is designed to expedite evacuation of the alarmed building, thus minimizing serious accidents:

1. If an alarm is activated, everyone must leave the building immediately!
2. Close doors behind you in order to prevent the spread of fire.
3. Everyone should move quickly and gather at least 50 feet from the building which will provide unblocked passageways for emergency personnel.
4. Campus Safety personnel will arrive shortly to check rooms/offices and will ensure complete vacancy of the alarmed building. They will also identify the cause of the alarm and notify the fire department.
5. When the fire department arrives, it will implement appropriate action in order to ensure that the safety of the community is regained.
6. Once the alarm has been deactivated, re-entry into the building will be permitted by campus safety or the fire department.

Fire Pits

University fire pits may be reserved through the Office of Campus Safety at least 48 hours in advance. Fire pits cannot be reserved one week before or during finals.

Fire pit reservation may be declined due to:

1. Weather
2. Campus Events
3. Individual's Conduct Record

Non-approved use of fire pits will result in sanctions including at least a \$50 fine and 5 hours of community service.

CAMPUS PARKING REGULATIONS

General Information

The ability to park and drive on campus is a privilege, extended by the university, to persons who demonstrate a valid need to park and drive on campus. This privilege can and will be revoked for abuse or repetitive violations. The campus roadways and parking system are used on a constant basis by the community and visitors. Pedestrian traffic and roadway safety are a primary concern of the university. The Department of Campus Safety has created several traffic and parking regulations that all drivers are expected to follow. Below are highlights of the current parking and traffic policies. A copy of parking regulations may be obtained at the campus safety desk in the Toner Student Center or on the campus safety webpage.

Parking Permits

In order to regulate vehicle traffic, all motorized vehicles are required to display a current permit. Permits are issued online via webtools following these steps:

1. Go to webtools.smumn.edu
2. Under the "Financial" column on the right hand side, click on "Parking Tickets/Parking Registration" and submit your ID number.
3. Scroll down to "Register a Vehicle" on the left hand side of the page.
4. Follow the on-screen instructions and enter your vehicle information.

Parking permits are billed directly to your student account. Parking permits are processed by the Office of Campus Safety.

Resident Student Parking

There are a number of designated parking lots and stalls that are available for student vehicles. The following lists some of these lots: east of Performance Center, west of Saint Joseph's Hall, south of Saint Edward's Hall, west of Watters Hall, east side of the Ice Arena and the Residencia Santiago Miller and Ek Family Village lots. Due to the high volume of traffic on campus, drivers are encouraged to leave their vehicles at home whenever possible.

Commuter Student Parking

Commuter students are assigned to a specific lot. Because of the increasing number of commuter students, there are times when the commuter lot is full. When the brown lot is full, commuters must park in the overflow lot near the baseball field.

Faculty and Staff Parking

There are a number of parking lots and spaces designated for faculty and staff on campus. The following lots are for faculty/staff parking ONLY: east of Hoffman Hall, Chapel Row, north of La Salle Hall, and east of Heffron Hall. In addition to these lots there are a number of faculty/staff spots in lots around campus.

Traffic Enforcement

Individuals who park vehicles illegally will be ticketed, towed, and/or wheel-cuffed. Campus Safety personnel reserves the right to enter a vehicle to ascertain its ownership or to confiscate illegal objects. Drivers are expected to stop their vehicle if indicated to do so by Campus Safety officers. Repeated traffic violations will result in the suspension and/or revocation of driving privileges on campus.

Drunk driving is a serious concern in today's society. The university does not tolerate nor condone driving while under the influence of any substance. Campus safety officers work with the Winona Police to stop and arrest drivers they believe to be driving under the influence. If arrested for DUI while on campus, a driver will have his or her driving privileges suspended.

Appeals of Traffic/Parking Violations

SMU community members who wish to appeal a parking ticket must do so within 2 business days of receiving the ticket. All appeals must be made online at <http://forms.smumn.edu/sitepages/pid3829.php>. Appeals attempted after two business days from the issue date of the ticket will not be considered and must be paid in full to the student services windows.

Academic Breaks

All vehicles left on campus over break must be registered with campus safety. Owners of vehicles remaining on campus are responsible for moving their vehicles in accordance with the snow removal policy. All unregistered vehicles will be towed at owner's expense.

SNOW REMOVAL POLICY

During the winter months all parking lots on campus are completely cleared of snow after a snowfall. Snow removal procedures are outlined in the snow removal policy available on the campus safety web page.

Special Circumstances

- When a vehicle cannot be moved due to mechanical problems, it is the owner's responsibility to make arrangements to move the vehicle. Vehicles that are not moved will be towed to the lower road during a snow emergency and assessed a \$50 snow removal ticket.
- Students who must leave their vehicle for more than 24 hours must notify Campus Safety. Students must register their vehicle and park where they are instructed. Vehicles not moved are subject to towing.
- Faculty and staff anticipating leaving their vehicles for more than 24 hours must notify Campus Safety and park in Chapel Row (narrow strip between Saint Thomas More Chapel and Adducci Science Center).
- The snow removal policy will be enforced seven days a week during the winter months. Vehicle owners will NOT be reminded to move their vehicles.
- Student vehicles are not allowed in faculty staff parking lots after 1 a.m. seven days a week from November 1 to April 1. Vehicles left in faculty staff lots will be ticketed. If it snows, those vehicles will be ticketed and towed.

Students, faculty and staff will be notified via e-mail as soon as possible when a snow emergency has been declared by campus safety. It is the students' responsibility to check their e-mail frequently after a snow fall. Students may also call the Office of Campus Safety at ext. 1703 to inquire about snow removal.

Food Service

TONER STUDENT CENTER 212 – Ext. 1678

Chartwells campus dining is prepared to serve the Saint Mary's community for all food service needs. As all resident students are required to have a meal plan, every effort is made to accommodate students with various nutritional and scheduling requirements as necessary.

Meal plans

Saint Mary's University through Chartwells provides four traditional meal plan options for its residential students.

- **The 19-meal University Experience** — This plan is a first year freshman required meal plan. It allows you 19 meal swipes per week in the Toner Dining Hall.
- **The 14-meal Toner Plan** — This plan allows you 14 traditional meals in the Toner Dining Hall each week. It also comes with \$50 Flex dollars to be used in any food location on campus.
- **The Cardinal Advantage 10** — This meal plan allows you 10 traditional meals in the Toner Dining Hall each week/ 30 block meals that can be used between the Toner Dining Hall or Cardinal Club over the semester and \$100 Flex dollars to be used in any of our food locations on campus.
- **The Cardinal Advantage 5** — This meal plan allows you 5 traditional meals in the Toner Dining Hall each week/60 block meals that can be used between the Toner Dining Hall or Cardinal Club over the semester and \$200 Flex dollars to be used in any food location on campus.
- **The Ultimate 90 Block Plan** — This plan has 90 block meals that can be used anytime during open hours in the Toner Dining Hall and Cardinal Club. You also get \$300 in flex dollars to be used in any food location on campus.

Freshmen are required to participate in the 19-meal University Experience during their first semester on campus. All other students can choose from any one of the other plans. Commuter students can choose one of these residential plans or are eligible to choose the commuter plans below. Students are eligible to switch plans within the first two weeks of each semester. Changes in meal plans can be done in the Chartwells office, while additions and exemptions can be handled through the Office of Student Life.

Declining balance dollars may be purchased through the food service office Monday through Friday 8 a.m.-4 p.m.

Commuter plans

The following reservations are only for commuter and off campus students.

- **50 Block/\$50 Flex** — This plan allows you 50 meals during the semester at the Toner Dining Hall or Cardinal Club. You may use your flex dollars at any one of our food locations for snacks or additional meals.
- **75 Block/\$50 Flex** — This plan allows you 75 meals during the semester at the Toner Dining Hall or Cardinal Club. You may use your flex dollars at any one of our food locations for snacks or additional meals.
- **100 Block/\$50 Flex** — This plan allows you 100 meals during the semester at the Toner Dining Hall or Cardinal Club. You may use your flex dollars at any one of our food locations for snacks or additional meals.

Off campus plans can only be purchased through the Office of Student Life.

Special Dietary needs

Chartwells and Saint Mary's University student health services will work closely with each other to accommodate any special needs the students require. If you have specific dietary needs, please make an appointment with the student health director.

Hours of Operation during the school year

Monday – Friday

| | |
|-------------------|---|
| Toner Dining Hall | 7 a.m. – 10 a.m. Breakfast 11:30 a.m. – 1:30 p.m. Lunch 4:30 p.m. – 7 p.m. Dinner |
| Cardinal Club | 10 a.m. – 10 p.m. |
| Mugby Junction | 7:30 a.m. – 7 p.m. |
| Cotter Café | 7:30 a.m. – 2 p.m. |

Saturday & Sunday

| | |
|-------------------|---|
| Toner Dining Hall | 11 a.m. – 1 p.m. Brunch 5 p.m. – 7 p.m. Dinner |
| Cardinal Club | 3 p.m. – 10 p.m. |
| Mugby Junction | 9 a.m. – 4 p.m. |
| Cotter Café | Closed |

Hours of operation during the summer and during breaks will be posted for your convenience.

Group pack-out and grill outs

Policies and procedures can be picked up and filled out in the food service office at least one week in advance of the event.

Special Group Dinners

Special group dinners are scheduled with the catering director at least 2 weeks in advance. There is an additional charge for waiter service and if the menu for the event differs from what is being served in the Toner Dining Hall that day. A list of guests and their barcode numbers must accompany payment 72 hours prior to the dinner.

Food Service Policies

Chartwells, in conjunction with the Culinary Council and the Office of Student Life, establishes Dining Hall policies. Food service personnel reserve the right to refuse service to anyone without shoes or shirts. Disruptive behavior in the dining areas may result in disciplinary action. Student I.D. cards are required at the Toner Dining Hall, Cotter Café, Cardinal Club and Mugby Junction at all times. Student I.D.s and meal plans are not transferable to other students.

Intramurals

GOSTOMSKI FIELDHOUSE 51 – Ext. 1574

Intramural participation is an important element of student life at Saint Mary's University. Intramural sports are intended to provide healthful exercise, promote leisure education, enrich social competence, develop group loyalty and promote higher academic achievement. The success of the intramural program depends primarily on student participation and cooperation in the activities offered. The goal is an activity for everyone and everyone in an activity. These activities include team sports, individual sports and special events. It is hoped that the Saint Mary's community will take advantage of the many opportunities available.

Intramural Activities***

| | | | |
|-------------|--|--------------|---|
| Session I: | Mid Sept. – Mid Oct. <ul style="list-style-type: none">• Ultimate Frisbee• Flag Football• Sand Volleyball• Fall Basketball League | Session III: | Mid Jan. – Mid March <ul style="list-style-type: none">• Co-ed Indoor Volleyball• Co-ed Indoor Soccer• Co-ed Broomball• Hockey (Mid March – Mid April) |
| Session II: | Late Oct. – Mid Dec. <ul style="list-style-type: none">• Co-ed Whiffle Ball• Co-ed Dodgeball• Co-ed Team Handball | Session IV: | Mid March – Early May <ul style="list-style-type: none">• Co-ed Softball• Kickball• Spring Basketball League• Co-ed Outdoor Soccer• 4's Co-ed Sand Volleyball |

***** These activities are subject to change. For more details, please check the intramural activities board located in the lower level of the Toner Student Center.**

Cardinal Cup

Each year the Intramurals Office sponsors the Cardinal Cup. The Cardinal Cup is a competition between teams that carries on through each tournament and all four sessions. Points are awarded based on how each team finishes in the competitions. A running total will be kept and the team that has accumulated the most Cardinal Cup points at the end of the year will be awarded the cup.

Residence Life

TONER STUDENT CENTER 14 – Ext. 1409

Saint Mary's University provides a variety of living environments. Each in its own way, residence halls and villages offer a basis for study and for interactions that foster personal growth. Since nearly two-thirds of a student's university life will be spent in the residence hall, the importance of the residence life component cannot be overstated.

- Living in a residence hall or a village allows both the freedom and the responsibility of being an adult.
- You have the freedom to sleep and study without disturbance by others in the hall. You also have the responsibility to control noise and your behavior so that you don't disturb others.
- You have the freedom of privacy. You also have the responsibility to respect the privacy of others.
- You have the right to a clean living environment; you also have the responsibility to assist in maintaining the environment in both public and private areas.
- You are an important part of the residence life community. You can affect everyone here either positively or negatively. When you live with 30 or more people, you discover a wide variety of backgrounds and viewpoints. You are encouraged to take this opportunity to establish new friendships. Attending a university is not only an academic learning experience, but also a social and interpersonal learning experience. Respect and consideration for the attitude, feelings, health, safety, interests and general welfare of other community members are good guidelines to follow.

Resident Assistants (RAs) and professional staff live in the residence halls and villages to oversee the community development. Each building has a professional staff member who supervises the RAs and serves as the administrator for the residence hall or village.

The professional staff person is available as a source of counsel to the students and works with the RAs to enforce the university community expectations. The residence hall staff attempts to foster an atmosphere in which residents come to rely on staff and one another as sources of support and friendship. Hall programs are aimed at enhancing the quality of life for students. Students who live in residence halls/villages agree, by contract, to live by the terms and policies of the Saint Mary's University Room and Board Agreement.

SAINT MARY'S UNIVERSITY OF MINNESOTA ROOM AND BOARD AGREEMENT

Terms of Contract

The term of this contract shall be for the current academic year of the student's residence in on-campus housing. If a student is not enrolled as a full-time degree-seeking student (as defined by the university), the contract becomes null and void, and the student may not continue to reside in the residence hall. If a student is removed from his or her residence hall by the university for disciplinary reasons, the contract becomes void, and the student may not continue to reside in the residence hall.

Students will not be allowed to return to campus before the scheduled return dates as outlined in the academic calendar in the current Community Planner and Resource Guide for Saint Mary's University of Minnesota without the express written consent of the university. Students who do return prior to opening day and/or remain after closing will be charged \$35 per day.

Food Service Regulations

All resident students are required to participate in the university meal plan. Students who permit another person to use their meal card are subject to penalties, which include, but are not limited to, a fine and the loss of food service privileges without the refund of any fees already paid. A student who withdraws from the university or ceases attending class must discontinue use of his or her meal card.

Housing Regulations

This contract does not cover room and board during any university sanctioned breaks when the residence halls will be closed. All residence halls will close by 7 p.m. on the last day of scheduled classes/exams at the end of each semester. Students must vacate the premises within 24 hours after their final exam and/or by hall closing.

Individual housing is non-transferable. Subletting of any student's room is not permissible.

This contract constitutes acceptance by the student of all the rules and regulations pertaining to university residence halls as outlined in the contract, written in the current Online Community Handbook, and promulgated by the Office of Residence Life. Violations of these rules and regulations, especially ones related to alcohol and drugs, weapons possession, pets, or tampering with fire equipment, may result in termination of this contract and eviction from the residence hall.

All students are expected to know the university policies which can be found at www.smumn.edu/handbook.

Students may not use their room for business purposes. Advertisements and items judged to be offensive or inappropriate by the Office of Residence Life may not be displayed from room windows or on room doors.

A student is responsible for the conduct of his or her guests. All guests must comply with the rules and regulations of the university. A student is not permitted to have guests when the university is not in session, when the residence areas are officially closed, and during the last two weeks of each semester.

A student must register all guests with residence hall personnel.

A student may change rooms only with written authorization from the Office of Residence Life.

Unauthorized room changes or failure to move out of a room when required may result in additional charges as determined by the university.

The university reserves the right to make whatever reassignment or adjustment in assignment of rooms it deems necessary.

A student assumes responsibility for the care and use of the assigned room and its furnishings. The student agrees to observe all university and residence hall rules and regulations. Any requests for repairs and maintenance due to normal wear-and-tear must be directed to the Office of Residence Life, with the cost of such repairs being borne by the university. Students may not perform repair work on their rooms or their furnishings. Furniture owned by the university may not be removed from the room. At no time is furniture to be left outdoors. A student may not make any alterations to the interior or exterior of his or her room.

The student will be liable for damage or other loss to the building, apartment, room, furniture, and/or equipment that does not constitute ordinary wear-and-tear. Damage that occurs to common areas and/or public areas that are not attributable or chargeable to a specific individual or group will be assessed equally against the residents of the living area where those damages occur. The student agrees to pay such damages to the university upon demand.

The university is not liable for any damage to or loss of any student's personal property from any cause whatsoever, nor for the failure or interruption of utilities. The university does not carry insurance on the personal property of its students, and students are strongly advised to have their personal property covered by individual or family insurance.

Lost room keys will result in a student's lock being changed. Cost of lock changes and key replacements will be charged to the student's account (minimum replacement fee of \$50 plus \$10 per key).

Students may not have pets (other than fish) in the residence halls at any time under any circumstances.

The Office of Residence Life, without liability, has the right to dispose of any personal property left on the premises thirty (30) calendar days after the end of the semester/year or of other termination of this agreement.

Check-in and Check-out

Each student is considered checked-in when he or she obtains a room key. Part of the check-in process entails filling out the room condition report, housing contract (if there is not one on record), and completing emergency contact information online. When moving into the assigned room, the student

must complete, sign and turn in required paperwork 24 hours after move-in. If any of the above required information is not completed within 3 days of moving in, the university has the right to place charges as determined by the Residence Life department on the student's account. When vacating the assigned room/village apartment, the student must check out with a residence hall staff member or his/her designee. Each student will follow the proper check-out procedure when vacating the premises or relocating to a new room/village apartment. Failure to follow established checkout procedures may result in check-out charges as determined by the university.

Inspection of Room

The university reserves the right to inspect rooms for cleanliness, to make repairs to rooms, to enter rooms without consent and search anything therein (including personal belongings) for the purpose of maintaining security, discipline, the health and well-being of its students, and the orderly operation of an educational institution.

The university reserves the right to remove stolen property or other property in violation of university rules and regulations (e.g., fireworks, alcohol, drugs, candles, weapons, etc.) from a student's room.

Break Housing

The university may house students over designated break periods or grant extended housing if the student is participating in a university sanctioned event. Students not participating in a university sanctioned event may stay for a designated break with prior approval from the Office of Residence Life for a fee of \$35 per day. Those staying for breaks will have a separate Break Housing Contract. The Office of Residence Life reserves the right to refuse students break or extended housing.

Termination of Contract

The university reserves the right to terminate this contract for any reason. A student who withdraws from the university or who ceases to attend classes must vacate housing. Failure to do so will result in the assessment of charges incurred after the withdrawal date or last date of attendance in classes. Any student who fails to complete registration, fails to comply with university policies, fails to provide necessary documentation or health forms, or fails to maintain status as a full-time student may be required to vacate his or her room immediately and will be responsible for any accrued charges.

Assignment of a room and/or receipt of keys does not constitute acceptance by the university of a student's residency status unless this agreement has been signed and all other tuition, registration, health, and other documents are in order.

This contract is effective for the academic year (August through May) or from the time of arrival to the end of the second semester.

Student Activities

TONER STUDENT CENTER 5B – Ext. 1648

The Office of Student Activities helps enhance the personal growth and development of students by keeping the Lasalian tradition of developing the "total person". The non-academic, self-structured aspects of student life can prove invaluable in personal growth and development and in the enhancement of the experience and knowledge base you will gain at Saint Mary's. Students are able to apply what they learn in the classroom to life situations and are able to expand their knowledge base beyond academics. Student Activities are a way for students to connect with other students with similar views, aspirations, and concerns. It provides a framework for those students to work together for a common goal, whether that goal is social, recreational, cultural, or political. The university directly and indirectly encourages and provides for a wide variety of such activities. A number of campus organizations, clubs, fraternities and sororities provide students with many avenues for personal, vocational and social growth.

Because Saint Mary's University has a strong Christian philosophy underlying all student activities, all student clubs and organizations should reflect a spirit of charity in selecting and initiating new members. At no time should new members be involved in activities which can be construed as hazing. (See page 21 for Hazing Policy). Members of clubs and organizations, whether active or new-member status, do not have the right to involve any persons in disruptive activities. No unauthorized activities may take place in the dining room or residence halls, neither may new member activities occur after midnight or interfere with classroom performance.

Student Senate at Saint Mary's University

The Student Senate of Saint Mary's University is the representative body for students in the university's governance structure. It is composed of an executive board which is elected by a vote of all students, and senators who are elected by each residence hall and village. The Senate controls all monies collected from the student activity fee and designates how these funds are to be dispersed. The Senate oversees each student organization on campus and distributes to them a yearly budget with money derived from the student activity fee. Additionally, the Student Senate owns and operates the laundry machines on campus and maintains a yearly campus capital improvement fund derived from the monies collected from the machines. The Senate also maintains a committee structure which assures student representation in virtually every segment of campus life. Committee members are appointed by the President of the Student Senate. The Student Senate at Saint Mary's University is a strong and viable organization which welcomes full participation by all students in campus life.

Senate Committees

| | |
|-------------------------------|----------------------------|
| Community Relations Committee | Finance Committee |
| Student Activities Committee | Student Concerns Committee |

Student Activities Committee

The Student Activities Committee (S.A.C.) of Saint Mary's University is responsible for providing the campus community with:

- A variety of inclusive social, cultural, recreational, and educational programs.
- A nurturing environment for students to socialize and interact with their peers outside of the classroom.
- Extra-curricular opportunities for students to develop and display their leadership skills and talents.

Participation from the entire student body is encouraged and all program ideas are considered. Committee meetings are held weekly, and events are on-going throughout the academic year. S.A.C. is a sub-committee of the Student Senate.

Student Organizations

The following is a listing of campus organizations which provide a number of different experiences for students. Included in the list are Student Senate-recognized student groups, academic honor societies and clubs, campus ministry groups, and athletic groups. Organizational meetings are announced early in the new academic year. A student organization's directory can be obtained from the Office of Student Activities.

Student Government

| | |
|------------------------------|----------------|
| Student Activities Committee | Student Senate |
|------------------------------|----------------|

Campus Ministry Volunteer Services

| | |
|--------------------------------------|--|
| Big and Little Pals | Buddies |
| Students for Life | Student Leadership Program |
| Habitat for Humanity | Knights of Columbus |
| Lasallian Collegians | Outreach Ministry Team |
| Peace and Justice | Conchord |
| Fellowship of Christian Athletes | Catechists |
| Serving Others United in Love (SOUL) | Together Encountering Christ (T.E.C.) Retreats |

Departmental Groups

| | |
|--------------------------|--|
| Accounting Club | Art Club |
| Biology Club | ASCD (Association of Supervision and Curriculum Development) |
| Chemistry Club | Historical Society |
| Math/Stats Club | MUSE (Saint Mary's University Students of English) |
| Music Industry Club | Public Relations/Business Club |
| Psychology Club | |
| Physics & Astronomy Club | |

Greek Organizations (see also Fraternities and Sororities)

Phi Mu Alpha Sinfonia (music)
Delta Psi Alpha (multi-cultural)

Sigma Alpha Iota (music)

Honor Societies

Alpha Kappa Delta (sociology)
Alpha Psi Omega (theatre)
Delta Epsilon Sigma (Catholic)
Kappa Delta Pi (education)
Pi Gamma Mu (social science)
Pi Sigma Alpha (political science)
Sigma Pi Sigma (physics)
Theta Alpha Kappa (theology)

Alpha Mu Gamma (modern & classical languages)
Beta Beta Beta (biology)
Delta Mu Delta (business)
Phi Alpha Theta (history)
Pi Mu Epsilon (mathematics)
Psi Chi (psychology)
Sigma Tau Delta (English)

Media Organizations

Cardinal newspaper
Mosaic literary magazine

KSMR FM radio

Miscellaneous & Political Organizations

College Democrats

College Republicans

Music Groups

Chamber Singers
Concert Choir
Jazz Ensemble

Concert Band
Jazz Combos
World Drum Ensemble

Women's Choir

Other Service and Special Interest Groups

GLBTA-SAFE
Intercultural Awareness Association (ICAA)
Future Alumni Committee
International Students Club
Black Students & Allies

Colleges Against Cancer
Second Page Improv Troupe
Taylor Richmond Benefit Dance Committee
Open Mic Night
Up 'til Dawn

Sports-Related Organizations

Ballroom Dance Club
Cheerleading Club
Fencing Club
Rugby Club
Ski & Snowboarding Club
SMU Crew

Cardinal Athletic Council
Dance Team
Lacrosse Club (Men's & Women's)
Scuba Club
SMU Kidz (Paintball Club)
Water Polo Club

Outdoor Club
Ultimate Club
Yoga Club
Z Club (dance fitness)
Trout Unlimited
Billiards Club

Fraternities and Sororities

Information on officially recognized Greek organizations is available in the Office of Student Life.

Students participating in activities of "Greek" organizations not officially recognized by Saint Mary's University are subject to serious disciplinary action.

Second-semester freshmen may become a new member if the following criteria are met:

- The student must have a 2.25 GPA from Saint Mary's or from previous institutions.
- The student must maintain at least a 2.25 GPA during the semester of new member activity and not be under disciplinary sanction.

Campfires

No person may start or maintain any type of campfire on university property without advance authorization of the Office of Student Life.

Game Room

The game room is located in the basement of the Toner Student Center. Games and equipment available for students include ping pong, billiards, bubble hockey, foosball and use of the lounge area, which includes a 50" plasma television and many comfortable couches and chairs. Game room equipment can be checked out at the information desk. The checkout policy requires a Saint Mary's University I.D. card. Your account will be charged for any lost or damaged equipment.

Jay Johnson Wellness Center

TONER STUDENT CENTER

Counseling Services – Ext. 1773

Health Services – Ext. 1492

- Counseling Services
- Health Services
- Alcohol and Other Drug Education
- Wellness Resources

The Jay Johnson Wellness Center of Saint Mary's University of Minnesota promotes the development of the whole person and encourages a lifestyle in students and the university community which integrates emotional, intellectual, physical, social, spiritual, and vocational well-being. Through a conscious, deliberate, professional, and caring process, the Wellness Center staff assists students in modifying or removing barriers to learning, and empowers them to discern and pursue their own personal objectives. Student Health and Counseling staff embody the Lasallian charism and work as a team to fulfill this purpose: responsively through a holistic approach to all dimensions of well-being, and proactively through educating, motivating and serving as liaisons for students among other university and community services.

The Jay Johnson Wellness Center offers a variety of books, CDs, DVDs, and other resources. These resources are available to assist you in your own personal growth, or in researching topics for presentations or papers.

The Wellness Center bulletin boards outside the reception area list programs and activities sponsored by the Wellness Center, and feature other information helpful to your health and well-being.

The staff of the Wellness Center is committed to assisting you with your personal and professional development and health.

COUNSELING SERVICES

Ext. 1773

Personal Counseling and Development

Many changes take place during the college years and almost all students face questions with regard to identity, relationships, purpose of life, and management of time, emotions and stress. There may be times when you will find it helpful to talk with a professional counselor or psychologist about your life situation and challenges. Our counselors and psychologists care about you and will listen in an objective, non-judgmental and confidential manner.

Seeking the assistance of a counselor or psychologist is a sign of strength; it indicates that you value yourself and are willing to take steps to maximize your own potential. Our counselors and psychologists understand that you may be somewhat anxious or uncertain at your first counseling session. They will explain the counseling process, listen, help you define your concerns, work together with you to set goals for personal growth, as well as assist you in learning about and managing alcohol and other drug concerns.

Concerns that students experience are diverse, and often include:

- Stress and time management
- Anxiety
- Family issues
- Depression and other mood disorders
- Alcohol and other drug abuse issues
- Self-esteem
- Relationship concerns
- Cultural adjustment
- Choosing a major and/or career
- Body image and eating disorders
- Sexuality
- Low motivation and procrastination
- Unexpected pregnancy
- Attention deficit disorders and learning disabilities

Often, just talking through a problem is helpful. The counselor or psychologist can assist you in determining whether other measures or further counseling might be of assistance to you and will make appropriate referrals when necessary. Two common concerns of college students are mood and anxiety disorders which are treated with counseling and at times medication. Because our offices are adjacent to Health Services we are easily able to facilitate referrals for medication. Referrals are also made to off-campus providers.

Testing

Counseling Services in the Wellness Center offers a variety of personality inventories, psychological assessments and career assessment inventories. The Wellness Center will make referrals for full evaluation of learning disabilities, ADD, ADHD, chemical dependency, and other issues as needed. Your counselor may ask you to take some of these tests as part of the counseling process or you may initiate a request for assessment.

Reasonable Accommodation for Students with Psychiatric Disabilities

A significant number of students at the university seek counseling and/or are taking medication to help manage their moods and behavior. The counselors and psychologists in the Wellness Center can assist to you in managing your situation. Some mental health issues qualify as a psychological or psychiatric disability. Students with some psychiatric conditions are entitled to reasonable accommodation by the university in their pursuit of an education. Students are encouraged to discuss their situation with a counselor who can recommend a process for establishing documentation to assist in establishing a need for academic accommodation. Academic accommodation and support services for any student with a disability are granted through the Office of Disability Services.

Confidentiality

Counseling sessions are confidential. Information is not shared with other offices or persons without your consent. Counseling records are kept separately from all academic, health, and disciplinary records and are not released to anyone without your written consent. An exception to confidentiality is when a counselor or psychologist judges that there is a specific threat to your safety or the safety of another person or when there is a specific legal requirement to divulge information. Counseling staff will discuss any concerns you may have about confidentiality at your first session. Additionally, your counselor may encourage you to sign a partial release of information to other college offices (e.g. disability services, academic advising) to facilitate coordination of services for you.

Appointments

Appointments to speak with a counselor or psychologist can be made in the Wellness Center, Room 9, or by calling ext. 1773. Appointments are available daily from 8:30 a.m. - 4 p.m. Evening sessions are available by appointment.

Disclaimer

The counselors and psychologists at the Wellness Center are the only individuals on campus authorized by the university and trained to provide professional mental health and counseling. Members of the faculty and other members of the staff are not trained, nor are they authorized by the university, to provide mental health counseling. If a student seeks and receives counseling on campus from individuals other than the counselors at the Wellness Center, the student assumes all the risks associated with said counseling.

ALCOHOL AND OTHER DRUG EDUCATION

Counseling Services staff recognize that substance use is understood on a continuum ranging from abusive, destructive, and sometimes lethal behavior to healthy and skilled ways of self management and relating to others. They also recognize that change can be difficult.

Counseling Services provides ongoing education related to alcohol and other substance use and abuse. Saint Mary's seeks to be proactive in educating our entire university by providing programs and resources.

Alcohol/Drug Programs: Our alcohol education programs (Alcohol 101, 201, 301) focus on making healthy choices when considering whether to drink or not to drink. Our other drug education program provides students with information about the risks and effects to consider when choosing to use these substances. We focus on prevention and harm reduction in our approach to these areas.

Brief personal counseling, assessment, consultation, screening, and referrals to other professional resources are available. Students and employees who are struggling with an addiction or have a relationship with someone who is struggling with an addiction are encouraged to seek assistance in the Wellness Center.

Our alcohol and drug policy has been created to comply with the Federal Drug-Free Schools Act and the Federal Drug-Free Workplace Act. Various alcohol awareness programs are created to educate students on alcohol and drug issues. These programs are delivered through residence hall staff, professional speakers and other mediums.

PERSONAL DEVELOPMENT WORKSHOPS AND CLASSES

Wellness Center staff offer personal development workshops and information sessions on a variety of topics. We will work with students to develop presentations for small groups. These are publicized on-campus throughout the year.

Counseling Services is committed to assisting students to develop healthy lifestyles. Look for a variety of wellness opportunities such as meditation, yoga, and relaxation activities throughout the year.

Support Groups

Throughout the year, when there are sufficient numbers of interested students, Counseling Services offers support groups for persons experiencing common concerns.

GLBTA – SAFE

Students who identify themselves as gay, lesbian, bisexual or transgender along with GLBT supporters meet regularly to create a support system for one another. Further information is available in the Wellness Center.

STUDENT HEALTH SERVICES

(507) 457-1492

The Student Health Services staff adheres to the philosophy that decisions you make in the areas of nutrition, exercise, relationships, stress and other aspects of your life greatly affect your overall state of health. Services are therefore designed to assist you at times you do become ill, as well as help you prevent illness. Services available include: treatment for minor illnesses and injury, non-emergency medical care, some laboratory tests (i.e., mono screens, strep screens, pregnancy tests), health counseling and education, referrals and certain medications.

Appointments

Appointments are available from 8:30 a.m. to 3:30 p.m., Monday through Friday. Students are expected to call ext. 1492 to make appointments. This can be done between 8 a.m. and 4 p.m.

A doctor or nurse practitioner is on campus four hours a week. In order to see the medical provider, you must be seen first by a member of the nursing staff and have an appointment scheduled prior to the time the doctor is scheduled to be on campus.

Emergencies

After hours, call the emergency department at Community Memorial Hospital, 457-4328.

Confidentiality

All visits to Student Health Services are confidential. Except in the event of an emergency, no information will be released to anyone (parents, friends, faculty etc.) without the consent of the individual.

Reasonable Accommodation for Students with Disabilities and Related Health Needs

A number of students at the university require accommodations in their living and studying environment in order to achieve a high level of academic success. Students with certain medical conditions may qualify and require accommodations in their housing, dietary needs or academics. Should you need assistance for:

A. Chronic or Long Term Health Concerns

Students should contact the Student Health Director to discuss their concerns and begin a process to receive the services and accommodations needed. The director will work with the student, other offices on campus and, in some cases, the student's personal physician to establish reasonable accommodations in the student's living and learning environment.

B. Short Term Illness or Injury Resulting in Missed Classes

In general it is the student's responsibility to notify an instructor if he/she is missing a class. In situations where a student may miss several days of class due to illness or injury and the student has been in contact with one of the professional nurses in Student Health, we will assist them in notifying instructors at their request. Even with this assistance, it is the student's responsibility to follow up with the instructor regarding missed assignments.

Medication Dispensing Policy

Saint Mary's University Student Health Services recognizes that the ability of students to obtain medication is limited. In addition, it is recognized that Student Health is not a licensed pharmacy. Certain prescription medications will be made available to students at a minimal cost under the following circumstances:

1. The university doctor or nurse practitioner may dispense the medication at the time he or she is on campus.
2. The registered nurses working in Health Services may supply prescription medication to students upon written or verbal instructions from the university physician.

Circumstances under which a student will need to obtain prescription medication from a pharmacy:

1. When the medication ordered is not available in Student Health Services.
2. When the amount of a medication is different from prepackaged medications in Student Health Services.
3. When the student's family doctor prescribes a medication (either written or by phone).

Costs

Students are not charged for professional nursing or medical appointments. Students are responsible for the cost of all prescription medications and certain non-prescription medications as well as lab tests, dressings, ointments, some treatments and equipment rental. Charges will be added to the student's account and will be identified as "Health Service Charge."

Student Health Insurance

Saint Mary's University of Minnesota expects that all students attending classes on the Winona campus will carry health insurance and will provide a copy of their insurance card to Student Health Services

For Domestic Students: If you are covered under a health insurance policy through your parents or guardian, please confirm that coverage will continue while you are at Saint Mary's University. Please also confirm that services obtained in Winona will be covered by your health insurance plan.

Saint Mary's University of Minnesota does not offer a student health insurance plan. If you are in need of insurance, you may find it beneficial to check with an independent insurance agent who can assist you in finding coverage to meet your needs. You may also want to consult various websites geared toward student health plans. While the university does not endorse any specific plan, please check at www.smumn.edu/insurance for some possible options if you are in need of a plan.

For International Students: Please be aware that in the United States any health bills you incur are your responsibility. Saint Mary's University of Minnesota expects that all international students will carry health insurance that covers care in the United States.

Saint Mary's University of Minnesota does not offer a student health insurance plan. If you are working with an international recruiting agent, you may wish to discuss what option he or she recommends. You may also want to consult various websites geared toward student health insurance plans for the United States.

While the university does not endorse any specific plan, please check at www.smumn.edu for possible options for international insurance. Please be sure that the insurance will cover care for small illnesses as well as more extensive conditions.

Special Note to Athletes: The NCAA requires all student athletes have a minimum of \$90,000 of health care coverage that specifically covers athletic injuries. You must be able to provide proof of this insurance prior to practicing in your sport.

Health Education and Counseling

In addition to providing one-on-one health counseling, presentations and educational activities are available in a variety of settings throughout the academic year. Topics covered in these programs, provided only as examples, may include:

- Weight management
- Stress management
- Healthy lifestyles
- Fitness challenges
- Sexuality
- Sexually transmitted diseases
- Tobacco awareness

Students are welcome to use Student Health Services to address these or other health related topics which may be of concern to them, or the subject of class projects, reports etc.

Student Health Consumers' Rights and Responsibilities

Each of us is an individual with different needs and wants. You, as the client, and we, as health care providers, have definite rights and responsibilities in our relationships to each other.

You have the right to:

- Humane care and treatment. You can and should expect to be treated with respect, consideration and dignity. Your personal convictions and beliefs are yours, and it is neither the right nor the policy of Student Health Services to impose judgment on you.
- Accurate information, to the extent that is known, about your health. This includes referrals to other individuals, agencies and organizations as necessary.
- Participate in decisions made regarding your health. This includes your right to refuse treatments and be informed of the consequences of this decision.
- Employ alternative health care providers at your expense. This includes your right to obtain a second opinion regarding diagnosis or treatment.
- Know who is counseling, caring for, or treating you and expect reasonable continuity in the care provided.
- Expect that all communications and health care records will be treated in a confidential manner.
- Expect that, within our ability to deliver, reasonable responses will be made to your requests. Information concerning the scope and availability of on-campus services and, within reason, additional available services in the surrounding locale.
- Examine and obtain an explanation of all fees.
- Be advised of any research aspects of your care and the right to refuse to participate.

You have the responsibility to:

- Treat Student Health Services personnel with respect, consideration and dignity.
- Provide full and accurate information about your health history, illness or health concern.
- Make lifestyle choices for yourself that ensure your optimal health and well-being.
- Understand your health problems. This includes asking questions concerning your problem and recommended treatments.
- Inform the health care professional if you can and want to follow a certain treatment plan.
- Communicate with your health provider if your condition worsens or does not improve.
- Seek care in a timely and appropriate manner.
- Keep all scheduled appointments. If you cannot keep it, you are expected to notify Health Services as soon as possible so that someone else can use this time.
- Know the names of any medications (prescription or non-prescription) you are taking and the reason you are taking them.
- Not give medication prescribed for you to someone else and not take another person's medication.
- Return all rented equipment in a timely manner so that fellow students in need can utilize this service.
- Pay Student Health Service bills in an expedient manner.

College Colleagues

The College Colleagues program connects new students with an experienced student member of the Saint Mary's community. This models the strategy employed by our Founder, Saint John Baptist de La Salle, pairing a student making progress in a particular subject matter with one in an earlier phase of learning. "In this way," De La Salle writes, "the students may be of mutual assistance to one another." (*Conduct of the Christian Schools*, p. 209)

In College Colleagues, a mutually beneficial relationship is established between mentor and mentee. The mentor serves as role model, guide and ally — walking with the mentee as he/she transitions into the Saint Mary's community. This enhances the mentee's academic and social integration; leading to greater academic, social, and personal success as evidenced by higher grades, increased self-esteem and self-responsibility for decisions and behaviors related to personal growth and development. The mentor gains valuable skills acting as guide and support to the mentee. In addition, this experience is an opportunity for personal growth and development for the mentor.

If you are interested in volunteering as a colleague mentor or would like a mentor, please contact the College Colleagues coordinator at ext. 1453 or email collegecolleagues@smum.edu.

ACADEMIC SUPPORT SERVICES

Student Success Center

GRIFFIN HALL 67 – Ext. 6994

The Student Success Center (SSC) serves as an important access point for students in their pursuit of academic excellence. Resources, including support in advising, academic skills, disabilities, testing and tutoring, writing center, and career services and internships, are provided to help students fulfill their academic potential and personal goals. Through these resource areas, the Center acts as a vital place on campus where professional staff members mentor, encourage, and guide students in their academic and personal development.

To reach optimal academic standards, students are encouraged to become familiar with, and to take advantage of, these resources throughout their four years of college experience:

- Advising staff, as well as other SSC staff, assist students with issues related to scheduling, course requirements, and academic procedures
- Faculty advisors assist students in course planning and preparation
- Academic skills staff teach courses in study skills, provide testing accommodations, and arrange free tutoring for students in most subject areas
- Disability Services staff advocate for students with disabilities and provide appropriate accommodations
- Writing Center staff instruct students in writing and provide feedback on any writing project
- Career Services and Internships staff guide students in planning for internships, graduate school, and employment.

ACADEMIC ADVISING

Student Success Center staff are available for academic advising. Unlike tutoring, which provides help in course content and course skills, academic advising provides students with specific academic assistance for academic issues including scheduling difficulties, change of advisor, declaration of major, withdrawal from a course or from the university, and evaluation of completion of general education and major requirements. Students must direct their requests for substitutions of general education requirements to this office.

Academic advising also assists students with academic issues such as time management, test preparation, testing anxiety, and study methods. These individual meetings can be scheduled as frequently as needed. The goal is to provide students with the tools necessary to become self-directed learners.

FACULTY ADVISOR

Faculty advisors assist students in planning their course schedule and in developing an academic plan. Faculty advisors are faculty members who are familiar with courses, majors, and programs and serve as a valuable resource for students: in addition to assisting students with academic matters, advisors help students with other concerns and serve as a referral person to appropriate offices on campus. Students are recommended to visit often with their academic advisor to gain the most from this important and rewarding academic relationship. However, students must be aware that they, not the advisor, are ultimately responsible for ensuring that university requirements are satisfied.

TUTORING

Tutoring is one of several services offered by Saint Mary's University to support student success. Free tutoring is available in most subject areas, including humanities, history, mathematics, accounting, business, social science, behavioral science, and natural science. Tutoring provides opportunities to practice material learned in class with a peer tutor who is knowledgeable about, and familiar with, the course. As a result, tutoring increases students' academic performance. Weekly tutoring allows students to work at their own pace with a tutor who is trained to assist in developing and managing student learning and study strategies.

SKILLS-BASED COURSES

Skills-based courses provide students with the opportunity to learn and apply study, reading, and note-taking techniques to college level material. Courses in study skills address topics such as time management, test preparation, and academic engagement in the classroom. Courses in reading address techniques such as pre-reading, annotating, and comprehension monitoring.

OFFICE OF THE REGISTRAR

The Office of the Registrar and the Student Success Center are here to assist you in monitoring your academic progress. It is imperative that you monitor your course of studies by working with your faculty advisor, the Registrar and staff in the Student Success Center in regard to all matters which may affect your academic record (transcript), degree completion and graduation requirements. The Office of the Registrar is responsible for transcript evaluation of transfer credits, the distribution of course listings, processing of course registrations, class schedules, course withdrawals, grades, repeated courses, declaration of major, change of major, requests for transcripts, and clearance for graduation. The Office of the Registrar certifies student status for Veterans Administration, Social Security, good student insurance discounts and athletic eligibility. The registrar will assist you in evaluating the extent to which you have completed general education and major program requirements. The office is located in Saint Mary's Hall Room 29.

Academic Support Services for Students with Disabilities

GRIFFIN HALL 69 – Ext. 1465

Any student who has a disability should contact the Disability Services Coordinator at ext. 1465. The coordinator will evaluate documentation, provide appropriate accommodations, and act as a resource/advocate to assist students in meeting their academic goals and to ensure equality of opportunity.

Students are responsible for furnishing current documentation of their disability to the coordinator. These diagnostic reports should be within 3 years of the request for service and should be completed by a physician or other licensed practitioner. The exception to this would be psychological disabilities which may require more recent documentation.

It is the responsibility of the student to seek available assistance and to request reasonable accommodations through the coordinator. The coordinator, together with the student, determines accommodations, with recommendations from qualified professionals and in consultation with faculty members.

Students who lack documentation but suspect they may qualify for accommodations are encouraged to contact the Disability Services Coordinator.

SERVICES AVAILABLE

Specific academic accommodations are provided at no cost to the student and are based upon individual documentation. These may include:

- Liaison with faculty
- Alternate format textbooks
- Peer note takers
- Testing accommodations
- Assistive technology

For the complete “Academic Support Services Policy for Students with Disabilities,” see the College Catalog or the Disability Services Coordinator.

Career Services and Internships

SAINT MARY’S HALL 136 – Ext. 6695 • www.smumn.edu/careerservices

Career Services and Internships staff assist students in their career planning by offering guidance and information to those choosing a major, developing career plans, planning an internship, searching for a graduate school, or seeking employment opportunities. Programs, activities and individual appointments are offered to assist students in developing a general perspective of life/work planning, as well as evaluating and effectively implementing specific internship and job search strategies.

Some of the many services and resources available through Career Services and Internships include:

- Self-assessment tools to assist with choosing a major and developing career plans
- Information on specific careers and employers
- Resume, cover letter, and interviewing workshops and informational handouts
- One-on-one resume and cover letter assistance
- Career, job and internship fairs
- Job search videos
- Webcam practice interviews
- Mock interviews with real professionals
- “Meet the Pros” alumni panels
- Opportunities to meet and network with SMU alumni
- Career Exploration class (PD 101)
- Job Search Strategies class (PD 201)
- Listings for internships, full-time and part-time employment, and summer jobs
- Cardinals Helping Cardinals Job Network
- Graduate school information

Students are encouraged to visit the Career Services and Internships office early in their college career to develop the most effective career path.

INTERNSHIP AND FIELD EXPLORATION PROGRAMS

The Internship and Field Exploration Programs at SMU provide students an opportunity to participate in carefully designed work experiences to explore personal aptitudes, abilities and interests in relation to their career choice. These experiences offer a new forum for applying theories and concepts learned in the classroom as well as professional and personal development.

Internship

An internship is a planned work experience for academic credit supervised by a qualified professional in a real work environment. This experience integrates a student’s academic and career interests with hands-on work experience. An internship may be either part-time or full-time, and either paid or unpaid.

Students must have completed a minimum of 56 credit hours and have a minimum 2.0 cumulative GPA and a minimum 2.0 major GPA before participating in an internship. Internships are taken through the department in which the student’s major is offered. Students may earn 1–17 credits in an internship, with a maximum of 17 credits for any combination of internship and field exploration experiences. The number of internship credits for which a student registers is based on a number of factors including departmental curriculum requirements, duration of the internship and the intern’s time commitment, a

students concurrent course load, the number of elective credits desired, and the credits previously earned through experiential education. The distribution between graded and ungraded internship credits will be as follows unless specific departmental guidelines have been established: three credits graded; remaining credits will be Pass/No Credit. The academic department determines the number of internship credits applicable to the fulfillment of an academic major. All internships must be pre-approved by the major department and the director of internships.

Internships are arranged on an individual basis for students in a field compatible with their academic major, interests, skills, and career goals. Organizations such as IBM, Walt Disney World, St. Paul Police Department, Mayo Clinic, Fastenal and many others have teamed up with Saint Mary's to provide students the opportunity to gain hands-on work experience before leaving college. Many participants opt to live at home and intern full-time for a semester. The program is flexible, however, and students can intern part-time and in a geographic location of their choice.

Field Exploration

A field exploration experience is a planned work experience for academic credit that provides students with the opportunity to explore a field and/or major and gain basic knowledge in a work environment. This experience involves mainly observation, limited hands-on experience, and is generally part-time and unpaid.

Students must have completed a minimum of 24 credit hours and have a minimum 2.0 cumulative GPA before participating in a field exploration experience. Students may earn 1-3 credits in a field exploration experience, with a maximum of 17 credits for any combination of internship and field exploration experiences. All field exploration experiences must be pre-approved by the student's academic advisor and the director of internships.

For more information, and to check out our blog, visit the Career Services and Internships Office web page at www.smumn.edu/careerservices. You can also find us on Facebook — search for Saint Mary's University Career Services.

Writing Center

GRIFFIN HALL 78 – Ext. 1432

The Writing Center offers students instruction in and feedback on writing at any stage of the writing process, from brainstorming and prewriting to drafting, revising, and editing. The goal of the Writing Center is to help students grow as writers by providing guidance in academic writing. This is done through individual consultations in which students dialogue one-to-one about their writing with a writing tutor. Writing Center hours are:

| | |
|-------------------------|---------------------|
| Monday through Friday | 8:30 a.m. to 5 p.m. |
| Monday through Thursday | 6:30 p.m. to 8 p.m. |
| Sunday | 7 p.m. to 9 p.m. |

Students are encouraged to stop by or telephone ext. 1432 to schedule an appointment.

The Fitzgerald Library/McEnery Center

Ext. 1561

The library provides reference services, interlibrary loan, information, resources, and areas for group study. The library collection consists of more than 272,000 items including scholarly information databases, Internet sites, and print, microform and media materials. Librarians provide reference assistance and help in using the library collection. The library provides special facilities for media listening and viewing, personal computing labs, data ports and wireless capability, scanning, and group study. The Saint Mary's University Archives, containing documents and photographs related to the history of the university, is located in the library.

The library catalog, which allows users to search the Fitzgerald Library collection and the collections of many other Minnesota academic and state libraries, can be found on the library home page at www.smumn.edu/wlibrary. In addition, the library home page provides useful links to library services and policies, periodical articles, helpful web sites, and advanced information resources for your study and research needs.

Viewing and listening rooms, as well as group study rooms, are available on a first-come basis. A computer lab and various PCs and PCs with scanners are available in the library. The "Online Catalog/Databases" computers in the main floor reference room are used for accessing the library catalog, library homepage links, and scholarly resources. Please limit personal tasks such as e-mail and text editing to the personal computers elsewhere in the library.

Library Hours:

| | |
|--------------------------------------|---|
| Building Hours/Circulation Services: | Monday - Thursday 7:30 a.m. - midnight Friday 7:30 a.m. - 6 p.m. Saturday 10 a.m. - 6 p.m. Sunday 12 p.m. - midnight |
| Reference Services: | Monday - Thursday 9 a.m. - 9:30 p.m. Friday 9 a.m. - 6 p.m. Saturday 10:30 a.m. - 6 p.m. Sunday 2 p.m. - 9:30 p.m. |

Hours are subject to change without notice. Special library hours during examination and holiday periods can be found on the Fitzgerald Library web site.

Study Abroad

SAINT MARY'S HALL 136 – Ext. 6996
studyabroad@smumn.edu

Saint Mary's University of Minnesota encourages students to incorporate international study into their academic plans, as it enhances their liberal arts education by engaging them in stimulating learning experiences and encourages them to develop a sense of global citizenship. Staff in the Study Abroad Office is available to assist students during all stages of the study abroad experience, which includes exploring various options, applying to a program, preparing for international study and returning to campus.

SMU offers a variety of study abroad opportunities in many regions of the world and for students in any major. SMU's own London International Program enables students to study with other SMU students during the Fall Semester, while short-term faculty-led programs during the summer offer more discipline-specific opportunities taught by SMU faculty. SMU also belongs to the LaSallian International Programs Consortium (LIPC), which lets students participate in semester-long and short-term study abroad experiences at the other five LaSallian colleges and universities. With opportunities to study in countries on six continents, students are bound to find a program that fits their academic and global interests.

If students are interested in studying abroad, they are encouraged to start making plans late in their first year. This will allow adequate time to integrate the semester abroad and course options into his/her academic plans. Eligibility requirements, the application process, and the availability of financial aid vary by program. For program objectives and a listing of current study abroad programs, visit our website at www.smumn.edu/studyabroad or visit the Study Abroad Office. You may also read student blogs at <http://smustudyabroad.blogspot.com/>.

Center for International Students

THE HEIGHTS – Ext. 1450

The University's focus for support for international students is provided through the Center for International Students.

The major responsibilities of the Center for International Students are to:

- welcome and orientate new international students.
- provide immigration services to international students and exchange visitors.
- play a key role in helping international students to adjust to life in the US culture, on campus, and the Winona community.
- provide international students opportunities to share their knowledge and experiences with the campus and community.
- advocate on behalf of international students on campus and in the community.

OTHER CAMPUS RESOURCES AND SERVICES

Athletics and Recreation

INTERCOLLEGIATE ATHLETICS

Over 25% of the student body competes in intercollegiate athletics. Twenty-one sports are sponsored by the Saint Mary's University Athletic Department.

Fall Sports:

Women's Volleyball
Men's Soccer
Women's Soccer
Men's Golf
Women's Golf
Men's Cross Country
Women's Cross Country

Winter Sports:

Men's Basketball
Women's Basketball
Men's Hockey
Women's Hockey
Men's Indoor Track & Field
Women's Indoor Track & Field
Men's Swimming/Diving
Women's Swimming/Diving

Spring Sports:

Men's Baseball
Women's Fastpitch Softball
Men's Tennis
Women's Tennis
Men's Outdoor Track & Field
Women's Outdoor Track & Field

Team Organization

Organizational meetings for each sport are held in the fall. Students interested in participating in a program are encouraged to contact the head coach. Athletic programs are governed by the National Collegiate Athletic Association (NCAA) Division III and Minnesota Intercollegiate Athletic Conference (MIAC).

General Requirements for Athletic Eligibility

1. Each student-athlete must successfully complete 24 credits during the two terms (full-time) of attendance that immediately precede the term during which he/she participates. (First-year students must successfully complete a minimum of 12 credits in their first term of attendance to be eligible to participate with a team in the second term.) Repeat courses previously passed do not count toward the 24 credits.
2. As a member of a varsity team, a student-athlete must be enrolled for a minimum of 12 non-repeating credits. If a student drops below 12 credits, he or she becomes immediately ineligible.
3. The student-athlete must maintain at least the following cumulative grade point average:
 - 1.600 at the end of the first semester
 - 1.750 at the end of the second semester
 - 1.900 at the end of the third semester
 - 2.000 at the end of the fourth semester or any subsequent semester.
4. Programs for Academic Success (PASS) students are required to earn a minimum 2.000 cumulative GPA by the end of their first academic year.
5. The total number of semesters for a transfer student is based on the number of previous semesters the student attended as a full-time student.
6. Each student-athlete is allowed four seasons of participation in any sport. A student-athlete is permitted 10 semesters or 15 quarters to complete the four seasons of eligibility.

Equity in Athletics Disclosure Statement

The Equity in Athletics Disclosure Act requires college and universities to publish, on an annual basis, intercollegiate sports costs and participation data. A student may obtain a copy of the university's Equity in Athletics Disclosure Report at the Admission Office, the Office of Student Life, the Athletic Department Office, and the library.

RECREATION and ATHLETIC CENTER (RAC)

Ext. 6954

The Recreation and Athletic Center includes the following venues:

- Gymnasium (former fieldhouse)
- Racquetball courts
- Ice rink
- Outdoor sand volleyball courts
- Lower intramural fields
- Swimming pool
- Saint Yon's valley
- Athletic fields (baseball, softball, soccer)
- Running and ski trails
- Outdoor track

- Gostomski Fieldhouse
 - + Multi-purpose courts
 - + Weightroom
 - + Indoor running track
- + Fitness center
- + Aerobic/dance studio
- + Trustees' lounge
- + Cardinal lounge

All venues are open to members of the Saint Mary's University community (faculty, staff, students, in resident graduate students, retired faculty and staff). Members of the SMU community will be required to carry an SMU photo I.D. when using the venues. Spouses may use the facility; however, they will be required to carry an SMU photo I.D. as well. Children and guests are welcome if accompanied by a member of the Saint Mary's Community with an SMU photo I.D.

Each venue may be reserved by an individual or group. Please contact the athletic department at ext. 6954 for group reservations.

SKI/HIKE/RUNNING TRAIL

Ext. 1555

A 16-kilometer hiking/running trail runs along the bluffs and into the wooded valleys that surround Saint Mary's campus. During the winter, a Piston Bully is used to groom the trail for both classical and freestyle cross-country skiing. It is one of the best cross-country ski trails in southern Minnesota. Trail maps are available at the Information Desk in the Toner Student Center.

ENVIRONMENTAL AWARENESS CENTER

Ext. 1404

Equipment used for canoeing, camping and backpacking is available from the Environmental Awareness Center for students to use. This includes tents, sleeping bags, cooking equipment and canoes. Contact Brother John Grover in administrative computing at least 24 hours ahead of time to reserve camping and canoeing equipment. Cross-country skis, poles and boots are also available when there is enough snow covering the ski trail.

Bulletin Boards

Bulletin boards are a major means of communication on campus. All postings on the main bulletin board opposite the stairs on the first floor of Saint Mary's Hall are for current academic and administrative uses only. Several bulletin boards are available in the Toner Student Center for announcements. No announcements may be taped to windows, room doors, interior or exterior walls, doors, trees, sidewalks, or any other place other than that area designated for announcements. You must use poster putty, not tape or any other adhesive, to put up your posters. Outside vendors may not promote any products for sale using any Saint Mary's University bulletin board unless they are authorized to do so by the Office of Student Activities. Event posters must include name of sponsoring organization.

Postings in any residence hall require the Office of Residence Life's approval, and may be placed nowhere other than on a bulletin board. All postings must be removed by the sponsor when they are outdated.

Campuswide E-mails

Campus wide e-mails are a great way for club and organizations to promote their events or activities. These campus e-mails must be approved and sent by your club or organization advisor. You are only allowed to send one e-mail per event to campus (i.e. no reminders the day of the event if you have already sent out an e-mail regarding the event). If you would like to send a reminder about your event after you have sent your initial e-mail to campus, please do so using Winbulletin. Be mindful of how you are utilizing e-mail communication, as it can become very passive if you overuse it.

Central Services

HEFFRON HALL 44 – Ext. 1474

Office Hours: 7:30 a.m. to 4:30 p.m. Monday – Friday Closed Saturday & Sunday.

This office provides the following services:

| | | | |
|-------------------|-----------------|-----------------|-----------------|
| Photocopies | \$.05 per copy | Transparencies | \$.40 |
| Laminating | \$.75 to \$1.50 | Plastic binding | \$.75 to \$1.50 |
| Color Photocopies | \$.30 per copy | | |

These services cannot be charged to student accounts or to credit cards.

The following mail services are available:

- Meter outgoing mail
 - Priority
 - Foreign mail s
 - Insured mail
 - Express mail
 - Priority Mail International
 - Certified mail
- (Registered mail is not available on campus)

Mail leaves Central Services at 1:15 p.m., Monday through Friday. Central Services does not sell stamps, the office only meters mail.

UPS services are available at the bookstore in the lower level of the Toner Student Center. FedEx services are available at the Information Desk in the Toner Student Center.

Information Technology Services

HENDRICKSON CENTER 25, SAINT MARY'S HALL 03

All users of Saint Mary's University technology services are subject to the Appropriate Use of Technology Policy located in the Student Conduct section of this handbook.

HENDRICKSON CENTER COMPUTER LABS

Ext. 7800

Academic Computing Center Labs are located in the lower level of the Hendrickson Center. The labs are used for various classes throughout the day, but are available for public use when classes are not using them. The hours for the Hendrickson Center computer labs are the same as the HelpDesk hours.

ADMINISTRATIVE COMPUTING AND TELECOMMUNICATIONS SUPPORT

Ext. 1402

Administrative Computing and Telecommunications Services are both located in the lower level of Saint Mary's Hall. This office also provides fax services and assigns post office boxes. The hours for Administrative Computing/Telecommunications Services are: Monday through Friday from 8 a.m. to noon; 1 p.m. to 4:30 p.m.

HELPDESK

Ext. 7800

Located in the lower level of Hendrickson Center, near the computer labs, the HelpDesk provides you with one number to call for all technical questions. Whether they be in regard to your computer, cable TV, multimedia classroom equipment, telephone or scheduling for Channels 10 and 19, the HelpDesk will be your first contact. If you have a technical problem call the HelpDesk at ext. 7800 or view our website at <http://www.2.smumn.edu/helpdesk>. Please be prepared to give the operator as many details about the problem as you can. HelpDesk hours are:

| | |
|-------------------------|----------------------|
| Monday through Thursday | 7:15 a.m. to 11 p.m. |
| Friday | 7:15 a.m. to 8 p.m. |
| Saturday | 8 a.m. to 5 p.m. |
| Sunday | 2 p.m. to 11 p.m. |

MEDIA SUPPORT

Ext. 7800

The media support area provides technical support for Saint Mary's distance learning rooms, campus cable TV network, classroom multimedia (including computer-based projection systems, TVs, DVDs), plus various audio and video needs throughout the campus. Support of distance learning rooms and media equipment is done through the HelpDesk at ext. 7800.

RESIDENCE HALL SUPPORT (RESNET)

Ext. 7800

Residence halls are equipped with computer pods (mini labs) with a minimum of two computers and a networked black-and-white printer. Contact the HelpDesk with any problems you have in the pod. Be prepared to give the operator your name and the machine name that is having the problem.

ResNet Support technicians will be available to assist you with getting your TV connected to the campus cable system and connect your computer to the campus network. We will assist on best-effort basis for other computer-related problems. Please call the HelpDesk to request assistance. Please be prepared to give the operator as many details about the problem as you can. For more about information technology go to <http://www2.smumn.edu/helpdesk>.

Mailroom

TONER STUDENT CENTER – Ext. 1571

Postage stamps of all denominations may be purchased at the Toner Student Center Information Desk during the following hours:

| | |
|--------------|--------------------|
| Mon. | 7 a.m. to 4 p.m. |
| Tues. – Fri. | 7 a.m. to Midnight |
| Sat. | 4 p.m. to Midnight |

These hours may be modified during break times and over the summer, please contact the Information Desk during these times for an adjusted schedule. You may also purchase an entire book of 20 stamps at the Student Services windows located in the basement of Saint Mary's Hall.

If you are expecting an urgent package via the Mailroom that you are unable to pick up during normal Mailroom hours, notify the Mailroom so that arrangements can be made to have it picked up at the Information Desk. Express and registered deliveries are received at the Information Desk which is open 7 a.m. until 12 midnight daily. You will be notified to come and pick up your letter or package.

Outgoing stamped mail may be brought to the Mailroom, Information Desk and Central Services at any time. Outgoing stamped mail will leave the Mailroom at 9:30 a.m. Monday through Friday and leave Central Services at 1 p.m. Monday through Friday.

On-campus mail can be dropped off at the Information Desk, Mailroom or Central Services.

Incoming Mail/Your Mail Box

Students are assigned a mail box in the lower level of the Toner Student Center. The students will keep the same box as long as they are enrolled at Saint Mary's University.

University Address

To ease postal delivery, please use the following address format:

Your Name
Saint Mary's University of Minnesota
700 Terrace Heights # (campus mail box number)
Winona, MN 55987-1399

Packages

Packages may be picked up only when the Mailroom window is open. Please do not put cash money in either the U.S. or campus mail.

Hours:

The campus Mailroom is open during the following hours:

| | |
|-----------------------|----------------------|
| Monday through Friday | 8 a.m. to 5 p.m. |
| Saturday | 11:30 a.m. to 1 p.m. |

During break periods and summer, this schedule is modified. Prior to these periods, a schedule is left at the switchboard in the Toner Student Center and posted by the Mailroom window.

Performance Center

Ext. 1714

The Performance Center, dedicated in 1987, is one of the finest performing arts facilities in southern Minnesota. It houses the 455-seat Joseph Page Theatre, the 116-seat Figliulo Recital Hall, the 75-seat Studio Theatre, and the Ben Miller Lobby. The Performance Center is host to more than 100 arts events each year, including the Page Series of touring artists and ensembles from around the country and beyond, department of theatre arts productions, department of music concerts and recitals, and films, speeches and other events.

The objective of the Performance Center is:

To be southeastern Minnesota's premier performing arts center, bringing artists and community together through innovative programming, unique collaborations, a welcoming atmosphere and exceptional service.

The center provides quality, affordable events in an atmosphere which is accessible to all audiences and which cultivates an awareness of the arts both on- and off-campus.

Students play an integral role in the operation of the Performance Center: students staff the box office, usher at performances, manage the house, and work on technical crews. They also comprise a large portion of our audiences. Providing students with unique opportunities to interact with artists and to view firsthand the process of making and performing art are two important goals toward which Performance Center staff work.

Box Office Hours

The Performance Center box office is open for the convenience of the SMU campus community: Monday – Friday from 10 a.m. to 6 p.m., and one hour prior to curtain. There are no regular hours during the weekend.

The box office is generally closed at noon on the day immediately preceding an academic break.

Purchasing Tickets

Students may purchase reserved tickets at any time throughout the semester, for any upcoming event. All tickets must be paid for when they are ordered. No tickets are held for later payment, unless as part of a group of 20 or more tickets. Tickets may also be purchased 24 hours a day, 7 days a week at www.pagetheatre.org using MasterCard, Visa, Discover or American Express.

Tickets purchased at the box office may be paid for with cash, check (payable to SMU), MasterCard, Visa, Discover or student charge.

Student Rush Ticket Policy

Free “student rush” tickets are available to all School of the Arts Department events (theatre, music, & dance) for SMU students only. Tickets are available 20 minutes prior to the event. Students must provide a valid SMU ID; there’s a limit of one ticket per student and no reserved seats.

If available, any student can purchase a “rush” ticket 20 minutes before the beginning of a **Page Series Event** for \$10. Students must provide a valid picture ID; limit of one ticket per student and no reserved seats.

Refunds/Exchanges

There are no refunds. Exchanges are made only for season subscribers who may exchange tickets with notice of more than 24 hours.

ArtsCore Tickets

ArtsCore students are issued vouchers by their instructors at the beginning of each semester. These vouchers are good for the events indicated by the instructor, and must be redeemed for the appropriate ticket at the box office by the indicated expiration date. ArtsCore students are encouraged to obtain their tickets early each semester to guarantee seating. Expired vouchers will not be honored. Students must purchase a ticket at the full student price if they fail to redeem a voucher by the expiration date.

Lost Tickets

The box office manager will issue a seating pass to patrons who have misplaced or lost their original tickets. Seating passes may then be used as any other ticket.

Changes in Performances

All programs, dates and locations of Performance Center events are subject to change. Changes will be publicized on e-mailed student notice boards, in *Campus Notes*, on our website (www.pagetheatre.org), our Facebook page, Twitter, the campus information line, and the box office voice mail, as soon as known. When in doubt, contact the box office at ext. 1715.

Accessibility

Performance Center events are accessible to individuals with disabilities. Patrons needing special seating accommodations are encouraged to make their need known to the box office staff when purchasing tickets. House managers and ushers can direct patrons with mobility impairment to alternative access to theatre spaces. Accommodations for those with wheelchairs, walkers, and crutches are routinely made. Large print programs and hearing assistance devices are also available upon request with a two week advanced notice.

Ushers

Ushering for performances offers students a unique way to see the show for free and provide a valuable service to the Performance Center. Students who are mobile, outgoing, pleasant and comfortable with people, and who have the ability to take charge in emergency situations, are particularly needed.

Contact the box office at ext. 1716 to volunteer, and to obtain particular details on this volunteer position.

Employment

A variety of work/study opportunities are available at the Performance Center, including box office staff, technical crew and costume shop staff. Contact the following for information:

- For box office staff — Tove Wiggs, ext. 1716
- For sceneshop staff — Tamara Patience, ext. 1717
- For technical crew staff — Jason Underferth, ext. 1720
- For costume shop staff — Alice Flo, ext. 1712

Audience Etiquette

As a courtesy to our artists and fellow audience members, students are asked to observe the following etiquette while in the Performance Center:

- Arrive at least 20-30 minutes prior to curtain if you need to pick up reserved tickets to allow the performances to begin on time. Latecomers will be seated at the discretion of the house manager.
- Remove hats, and turn off all electronic devices including beepers, cell phones and digital watch alarms. Please do not text from your cell phone during a performance.
- No backpacks, book bags, beverages in open containers or foods of any kind are permitted in the theatres.
- No tobacco of any kind (including chewing) is permitted in the Performance Center.
- No cameras, camcorders or audio recorders are permitted in the theatres, as both a copyright protection and safety precaution.
- Audience members are not permitted on the main or side stages, backstage, or in the booths, without the express permission of Performance Center staff.
- Keep feet off all seat backs and brass railings.
- Leaving performances early is disruptive. Unless you have a legitimate reason to exit the theatre due to illness or some other emergency, please remain seated until an appropriate break in the performance such as a scene change or intermission.

Scheduling of Spaces in the Performance Center

The various spaces within the Performance Center are used for a variety of purposes. If your group or academic area wishes to reserve space please submit your request through Astra Scheduling program, available on Blackboard. The Performance Center hosts over 200 events a year (including rehearsals, plays, concerts, speakers, films, etc.) so please get your requests in as early as possible.

Photocopiers

A coin operated copy machine is available in the lobby of the Fitzgerald Library for 10 cents. Copies can also be made at the Toner Student Center Information Desk for 10 cents per copy or at Central Services, which is located in the lower level of Heffron Hall.

Recycling

The Saint Mary's University community of students, faculty and staff must take part in and support our single stream recycling program. There are blue recycling containers in each student room and office. It is the responsibility of each resident to put recyclable materials in the blue container and empty it in the recycling collection dumpster located outside of each residence hall.

MATERIALS ACCEPTED:

- Aluminum food and beverage containers
- Glass food and beverage containers – brown, clear or green
- Ferrous (Iron) cans
- PET plastic containers with the symbol #1 – with screw tops only, without caps
- HDPE natural plastic containers with the symbol #2 – narrow neck containers only (milk and water bottles)
- HDPE pigmented plastic containers with the symbol #2 – narrow neck containers only, without caps (detergent, shampoo bottles, etc.)
- Plastics with symbols #3, #4, #5, #6, #7 – narrow and screw top containers
- Newsprint
- Old corrugated cardboard
- Magazines
- Catalogs
- Cereal boxes
- Telephone books
- Printer paper
- Copier paper
- Mail
- All other office paper without wax liners

MATERIALS NOT ACCEPTED (INCLUDE BUT ARE NOT LIMITED TO):

- All glass containers must be empty and free of metal caps and rings and contain less than 5% food debris.
- All tin cans, bi-metal cans, and aluminum cans must be empty and contain less than 5% food debris.
- All aerosol cans must be empty with less than 5% content.
- All plastic containers must be empty, caps removed; less than 5% food debris.
- All Fiber must be dry and free of food debris and other contaminating material.
- Tissues, paper towels or other paper that has been in contact with food is not acceptable.

If you have questions or need more information, call the Maintenance Office at ext. 1436 or the Office of Residence Life at ext. 1409.

Business Office

SAINT MARY'S HALL 32 — Ext. 6655

The Business Office handles the financial affairs of the university including student tuition and billing. Business Office hours are 8 a.m. to 4:30 p.m.

The following services are offered at the Business Office cashier windows:

- Payment on tuition, room, board, or other fees
- Cashing of personal checks up to \$100
- Reimbursement of cash vouchers (up to \$300)
- Deposits or withdrawals on student savings accounts
- Purchase of money orders (\$1 per money order)
- Purchase of stamps (sold in books of 20)

A Saint Mary's I.D. is required for all transactions at the window.

STUDENT ACCOUNT BILLING POLICIES

TUITION STATEMENTS

Student tuition statements are sent out via email on or around the 11th of each month. These statements are also sent to those individuals designated on the students' online FERPA. A full history of a student's account can be accessed at anytime through Webtools.

PAYMENT METHODS

Payments can be made in the following ways:

- Online, through Webtools, using the Cashnet payment system. You can pay with an electronic check (ACH) or credit card. **There is no fee for ACH.** Cashnet charges a 2.75% fee for credit card or debit card transactions.

- Mailed to the Business Office at 700 Terrace Heights #8, Winona, MN 55987.
- In person at the cashier windows using cash or check.

A finance charge of 1% each month (12% annually) will be charged on any portion of the account which becomes past due. Students with past due balances will not be allowed to register for the following semester and may be banned from participation in intercollegiate sports or other activities. This is further explained in the STUDENT PAYMENT AGREEMENT & DISCLOSURE STATEMENT which every student is required to have on file in the Business Office.

A \$20 non-refundable fee will be charged to student's tuition account on all NSF (non-sufficient funds) or closed account returned checks or online transactions.

LATE REGISTRATION FEE POLICY – ALL WINONA CAMPUS UNDERGRADUATE STUDENTS

Students will be charged a late registration fee of \$50 for each course registration made after the registration change period. For semester length courses, this period ends after the first week of classes. For courses that begin later in the semester, please pick up a semester calendar at the Office of the Registrar for the exact dates.

TUITION AND FEE REFUND POLICY – ALL WINONA CAMPUS UNDERGRADUATE STUDENTS

The following policy governs tuition and fee refunds as a result of withdrawal from the university or from individual courses.

Tuition

Semester-length courses:

- Tuition is 100% refundable through the end of the registration change period designated by the Registrar.
- Tuition is 75% refundable through the end of the third week of the semester.
- Tuition is 50% refundable through the end of the sixth week of the semester.
- No tuition refund after the sixth week of the semester.
- Students are charged the comprehensive tuition and fees for registration from 12-18 credits. If a full-time student withdraws from a course(s) during the first six weeks of the semester, and also adds credits after the registration change period designated by the Registrar, the student will be charged for those added credits depending on the timing and accompanying percent of refund connected to the course withdrawal(s) and the student's registration status in relation to the comprehensive tuition package. All course registrations over 18 credits will be charged the per credit fee. Questions regarding billing in this or similar situations should be directed to Bruce Greenwood, Director of Tuition and Collections.

Short courses (courses that begin in the middle of a semester or after one-third or two-thirds of a semester):

- Tuition is 100% refundable if the withdrawal occurs before the course begins or during the first five days after the course begins.
- No refund will be made after that period.

Special course or laboratory fees

- Special course or laboratory fees are 100% refundable for all courses through the end of the registration change period as designated by the Registrar (for courses that start later in the semester, please pick up a semester calendar at the Office of the Registrar).
- No refund after the registration change period as designated by the Registrar.

Office of Financial Aid

SAINT MARY'S HALL 29 — Ext. 1437

The Office of Financial Aid processes all applications for financial aid at the university. This office coordinates federal and state awards of financial aid, privately endowed scholarships, the Federal Pell Grant, campus employment and all loan programs for higher education. If you have questions on financing your education, make an inquiry in the Financial Aid Office.

Office of the Registrar

SAINT MARY'S HALL 29 — Ext. 1501

The Office of the Registrar is most integrally involved with monitoring progress toward the fulfillment of requirements for graduation. It is imperative that you monitor your course of studies with assistance from your faculty advisor, and work with the Registrar and Dean of Student Success in regard to all matters which may affect your academic record (transcript) and degree completion. The Office of the Registrar is responsible for transcript evaluation of transfer credits, the distribution of course listings, processing of course registrations, class schedules, course withdrawals, grades, repeated courses, declaration of major, change of major, requests for transcripts, and clearance for graduation. The Office of the Registrar certifies student status for Veterans Administration, good student insurance discounts and athletic eligibility. The Registrar will assist you in evaluating the extent to which you have completed general education and major program requirements.

Toner Student Center

Ext. 1586

Introduction

The Michael H. Toner Student Center is the primary gathering place for student activities on campus. The following offices and services are located in the center: Student Life, Residence Life, Wellness Center, Health Services, Student Activities, Campus Ministry, Intramurals, bookstore, dining hall, Cardinal Club, Mailroom, KSMR campus radio station, Information Desk, switchboard, Campus Safety, the Lillian Davis Hogan Art Galleries, meeting rooms, game room, student lounge areas and the offices for Student Senate and organizations.

Hours of Operation — Michael H. Toner Student Center

Mon. through Fri. — 7 a.m. until 1 a.m. Vacation Periods — Reduced schedule
Switchboard — 24 hours a day

Information Desk

You can purchase stamps, get change, send faxes, drop on- and off-campus mail and weigh mail at the Information Desk. It is the clearinghouse for lost and found. Space reservations for the Toner Student Center, Cardinal Club, plaza and display cases can be made at the Information Desk. This is the first place you should stop when planning an event. Student I.D.s are made here Monday through Friday. Express and floral deliveries can be picked up here. You will be notified via email of any deliveries or faxes received. Fax services are available during the open window hours. Winona Transit bus tokens or monthly passes may also be purchased at the Information Desk.

Identification Cards (I.D.s)

An identification card is necessary for many of the services available to Saint Mary's University students, both on- and off-campus. You are advised to carry the card at all times. In the event of an alleged violation of university policy or civil law, a student will present his or her identification card to the appropriate university or civil official upon request. I.D. cards are prepared at registration each semester. Lost or damaged I.D. cards can be replaced at the Toner Student Center Information Desk throughout the year during regular business hours. A replacement fee of \$20 will be charged for lost cards. Cards that are damaged can be replaced at no charge when the damaged card is turned in. Falsification, theft or use of another student's I.D. card, or the refusal to comply with a request for identification, will result in disciplinary action by the dean of students. University identification cards are not legal identification in the local community. A photo identification card such as the official Minnesota identification card is available at the Winona County Courthouse. Otherwise, an official photo driver's license is generally required.

Events and Parties

Students are encouraged to plan as far in advance as possible in order to secure the desired space for events and parties. The following policies and observations are pertinent:

1. The sponsoring group must be an organization recognized by the Student Senate or have recognition as a group through the Office of Student Life. Free enterprise parties are subject to rental arrangements.
2. The sponsoring organization must check with the director of the Toner Student Center for calendar information and availability of space.

3. All notices of events on campus should be sent to the director of the Toner Student Center for inclusion on the master calendar.
4. The sponsor may need to post a damage/clean-up deposit. Appropriate clean-up is determined by the director of the Toner Student Center and organizations are responsible for requesting this information from the director of the Toner Student Center.
5. Events that include a live band must submit a technical rider to the Toner Student Center director one week prior to the event.
6. The sponsoring organization is responsible for maintaining order, providing periodic clean-up while the event is in progress, and enforcing rules regarding food and beverages.
7. Damage to the facility which occurs in connection with the event is the responsibility of the sponsor if culpability is not satisfactorily established.
8. The sponsoring group must take every reasonable precaution to keep alcoholic beverages from being brought into the area of the activity. Such efforts include having an entrance area sufficiently restricted to be controlled and having enough people present to do and support a reasonable check.
9. Fund raising events or contests which result in the winning or giving away of alcoholic beverages are prohibited.

University Vehicles

University vehicles are to be used for university business only. Student use will require a moderator signature and account number. The moderator must take full responsibility for the vehicle. Vehicle reservations must be made Monday through Friday between 7 a.m. and 4:30 p.m. at the Toner Student Center Information Desk. All drivers must have completed a driver awareness session and have annual Motor Vehicle Record Checks done prior to use of university vehicles. Student trips over 300 miles round trip must have faculty or staff on trip. No university owned or leased vehicles may be used for trips over 525 miles one way. Copies of the Vehicle Use Policy are available at the Toner Student Center Information Desk and are given to each person when they attend driver awareness.

Fax Machine/Information Desk

Staff, faculty and students may send out faxes from the Information Desk. Our staff will call to inform you of incoming faxes. The fax phone number is 507-457-1439. Faxes may be charged to authorization codes or paid in cash at a cost of \$2.50 for first 10 pages, 20 cents a page thereafter.

Public Events on Campus

Events sponsored by campus organizations in the gymnasium, RAC or Toner Student Center that draw participants from the general public must have in attendance responsible officers of the organization, a moderator and an off-duty police officer unless explicitly exempted by the Vice President for Student Life.

No person will enter or attempt to enter any dance or social, athletic, theatrical or other university event without a ticket of admission when tickets are required; nor will one enter or attempt to enter contrary to any rules or qualifications for eligibility for attendance at such events as established by the sponsors.

Postings

Please use bulletin boards for posters, flyers, notices, etc. Signboards are available upon request for directional signs.

Display Cases

Display cases located in the plaza side entrance of the Toner Student Center can be reserved at the Information Desk. No taping on outside or inside of cases please. Nature and content of display must be approved by Toner Student Center Director.

Bookstore

The University's bookstore is operated by Barnes and Noble Bookstores, and is located on the lower level of the Toner Student Center. You can choose how you purchase your books.

1. Rent & Save over 50%

Highlight, take notes and make them your own. You will receive friendly reminders when your rentals are due back at the end of the semester.

2. Download eBooks & Save up to 60%

Same new textbook in a digital format. Eco-friendly and convenient. Download eBooks right from your campus bookstore's website or start with a free download at NOOKstudy.com/college

3. Buy New & Get up to 50% Cash Back

New textbooks are yours to keep, and so is the cash back at the end of term if you sell them back to us. Reduce, reuse, and save.

4. Buy Used & Save Over 25%

Buy used textbooks, save money and the environment. Then save more at the end of term if you sell them and get cash back.

Textbooks can be sold back at wholesale prices during the semester at the bookstore. Book Buyback is the last week of each semester. Books being used during the upcoming semester are purchased at 50% of the original purchase price, as needed. Others are purchased at the national value.

Also if you just want to read a book for fun just ask the store personnel to order it for you with no additional cost for shipping. Books usually arrive in 3 business days.

The bookstore is your exclusive emblematic apparel and gifts store for the campus where one can purchase items including school supplies, convenience items, bestseller books and the Nook.

The bookstore also offers UPS shipping service.

The bookstore hours of operation during the school year:

| | | | |
|-------------------------|---------------------|----------|-------------------|
| Monday through Thursday | 8:30 a.m. to 5 p.m. | Saturday | 11 a.m. to 3 p.m. |
| Friday | 8:30 a.m. to 4 p.m. | Sunday | closed |

The bookstore will have modified hours during special events and school breaks. Please check the store front or go to the website at <http://st-marys.bncollege.com> any time for your shopping needs. On Facebook, go to www.facebook.com/smumbookstore.