

Saint Mary's University of Minnesota

Student Handbook

2026-2027

NONDISCRIMINATION POLICY

Saint Mary's University of Minnesota is committed to the principles of equal employment opportunity and equal educational opportunity. The university does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, family status, disability, age, marital status, status with regard to public assistance, membership or activity in a local commission, genetic information, veteran status, or any other characteristic protected by applicable law. The university's policy of nondiscrimination extends to all aspects of its operations, including but not limited to, employment, educational policies, admissions policies, scholarship and loan programs, and all other educational programs and activities. The following person(s) have been designated to handle inquiries regarding the university's non-discrimination policies:

General inquiries:

Vice President for Human Resources

Saint Mary's University of Minnesota

700 Terrace Heights #38

Winona, MN 55987

hr@smumn.edu

507-457-1421

Inquiries relating to sex discrimination, including sexual harassment and sexual assault:

Title IX Coordinator

Saint Mary's University of Minnesota

700 Terrace Heights #1406

Winona, MN 55987

TitleIX@smumn.edu

457-7402

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 smumn.edu. 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 of Minnesota 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 development and their designee 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 dean of students. Proven violations of community expectations may be grounds for penalties as serious as expulsion from Saint Mary's University of Minnesota. The university may withhold transcripts, grades, diplomas, housing privileges, the ability to register, 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 refer a person for criminal prosecution 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 community.

Disciplinary Judicial Process

The disciplinary judicial process at Saint Mary's University of Minnesota 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 of Minnesota 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 of Minnesota 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. The judicial process is based on a preponderance of evidence (i.e., more likely than not) standard for determining responsibility.

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 to a matter immediately rather than simply writing it as an incident report.

Staff Incident Report

Written by a residence life staff member or campus safety officer. A separate incident reporting form may be filled out by faculty, staff, administrators, or students. The staff incident 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 staff incident report. **The official**

incident report, which requires a login, can be found [online](#). Any member of the Saint Mary's community can file an [incident report](#).

Initial Review

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

Hearing Process

The dean of students or their designee will contact the named 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 of student's designee. If a student refuses to meet with the dean of students or their 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).

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, fines, community service, educational sanctions, letter of apology, reflection paper, mandatory program attendance, trespass notice, residential probation, relocation to another residence hall, disciplinary probation, suspension, or expulsion. If an imposed sanction is not completed there may be additional fines issued.

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 their first policy violation depending on the level of severity, as determined by the dean of students or their designee. 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. An expelled student is not entitled to a refund of tuition or room and board fees.

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 residence hall director can be appealed to the dean of students or their designee. Decisions made by the dean of students or their designee can be appealed to the vice president for student development. All appeals must be made in writing by using the form located at smumn.edu/appealsform within 24 hours of the notification of the original sanctions.

The vice president for student development or their designee may request an in-person meeting to obtain further information or may render a decision after reviewing the written appeal without an in-person meeting.

Reason for Appeal (one or more may apply):

An appeal will only be heard on the following bases:

- A substantial violation of procedure that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
- Discovery of substantial new facts that were unavailable at the time of the decision and which could affect the original finding or sanction.

- Sanction(s) imposed that were substantially outside the parameters or guidelines set by the university for the specific offense(s) or the cumulative conduct record of the student.

UNIVERSITY POLICIES

ACTIVE MILITARY DUTY: COURSE INCOMPLETION

Students called to active military duty prior to the completion of a semester have the following options. They must indicate in writing to the registrar, 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, they should consult with staff in the Student Success Center. The staff will assist the student in arranging for the completion of their coursework with their instructors. The student would then be required to complete the remaining required course work upon their return to the university. The student's transcript would reflect a grade of incomplete grade.

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 some students begin college having already experimented with alcohol, it is important to recognize that 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 of Minnesota recognizes 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 can 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

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 in designated private residence hall rooms only. Consumption of alcohol is not permitted outside or in common areas unless at a sanctioned university event.

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 judicial 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 Office of Student Affairs/Residence Life. Failing a breathalyzer will result in additional sanctions including a fine up to \$100. Campus Safety is available 24/7 to administer the test. 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. It is the student's responsibility to utilize the breathalyzer.

In the presence of underage alcohol consumption: For a first offense, if a student is in a room where underage consumption is documented, that student will be included in the incident report and may meet with the dean of students or their designee, but will not be sanctioned for an alcohol violation if:

The student is under the age of 21, has not consumed or purchased alcohol, passes a breathalyzer test to prove their sobriety, and is not a resident of the room being documented. Passing a breathalyzer can result in a written warning for first-time violations. Subsequent violations are subject to sanctioning.

The student is over the age of 21, has not purchased any of the alcohol being consumed by minors, and is not a resident of the room being documented.

Providing alcohol to minors: Only students 21 years of age or older can consume alcohol on campus in their private residence as long as it complies with other policies. At no time should students purchase or provide alcohol for minors (under age 21). 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.

If one roommate is 21 or older and one roommate is under 21 years of age, alcohol can be present within the room, however, the underage person should at no time be consuming alcohol.

Any minor found to be under the influence of alcohol and/or to possess alcohol in the room is a violation, and all alcohol in the room will be disposed of. Students found responsible for providing alcohol to minors will face disciplinary action. If a policy violation is found, all alcohol is disposed of within the residence.

If a student does not follow these conditions and/or tests positive for presence of alcohol, they 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 \$100 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.

Location: On campus, alcohol is permitted only in private rooms in residence halls, villages, and apartments, where at least one resident is 21 years of age or older. Alcohol is not permitted in Brother William Hall, Bishops Hall, St. Joseph Hall and Skemp 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 dean of students or their designee. 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 university trails, wood areas or bluffs is not allowed.

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 full case of beer, one full case of seltzer, one bottle of wine, or one bottle (750 ml) of hard liquor per resident in each residence hall room occupied by students of legal age. A full case of beer is defined as a 24-pack of cans. A full case of seltzer is defined as a 12-pack of cans.

Alcohol containers: Kegs, party balls, beer bongs, mass-quantity, or common sources of alcohol are not 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.

Open alcohol containers: Possession of open containers of alcohol is prohibited at all times at all campus locations, except at and during any contracted or university sponsored events where alcohol is served.

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.

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. 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.

Saint Mary's University reserves the right to sanction students in accordance with policy. These sanctions may be incurred in addition to any other charges brought upon the student by the State of Minnesota, Winona County or City of Winona.

Alcohol and academics: Students are prohibited from appearing at any university classroom, clinical site, or controlled facilities with the presence of alcohol in their 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 \$35 fine and the alcohol or paraphernalia will be removed and disposed of according to normal procedures. Of age students with excessive alcohol or 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, villages, and apartments 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. The 9-man apartment in Saint Yon's Hall has a maximum occupancy of 27 persons which is two guests present per number of students allowed to live in the apartment. Guest policy is enforced based on how many residents are present in the room.

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 themselves, 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.

Responsibility / No residents present during a violation:

Residents of a room/apartment are ultimately held responsible for their guests. They are also responsible for any violation of university policy, any disorderly conduct, or any damage associated with their or their guest's behavior. At all times resident doors should be locked, and at no time should students allow others to be in the room/apartment without residents present. If a violation occurs, the situation will be confronted, guests will be removed, and the room/apartment residents documented. Through the judicial process sanctions for residents will be determined.

Non-resident guests are not allowed on campus when the university is not in session or the last two weeks of the semester. Guests from other residence halls are not allowed in residence hall rooms that are not their own when the university is not in session. There are no gatherings of residents from the same residence hall in rooms when the university is not in session.

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 Affairs may make exceptions to this general policy. Any exceptions to this policy must be approved by the vice president for student affairs. The Office of Student Affairs 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 inappropriately providing or allowing alcohol to be present at a formal or informal event or 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: Individuals who host social gatherings must follow all university regulations. The host or hosts assume all legal obligations for the behavior of their guests, including, but not limited to, paying for any damages caused by guests.

Hosting violations by residents living in any residence hall on campus will face additional sanctions which may include community service (5-10 hours), additional fines (\$50-\$100), loss of current housing assignment or on-campus housing, and/or loss of guest privileges (9:00 p.m.-9:00 a.m. or 24/7).

Multiple hosting violations or not observing the hosting sanction will result in additional and more severe sanctions.

Suite style rooms (double and single occupancy suites) are considered one unit or room.

No mass-quantity serving devices may be utilized on campus (see alcohol containers).

Hosting events is prohibited when the university is not in session. This includes hosting residents from other residence halls, rooms, villages, suites or apartments.

Uncompleted sanctions: Students who violate university policies are expected to meet with university officials and complete sanctions in a timely manner. Students will face additional consequences (including fines, disciplinary holds, 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 University of Minnesota 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.

If a hold has been placed on a student's account, they 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 of Minnesota, utilizing FERPA regulations, may 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 may 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 University of Minnesota 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, the student will face disciplinary action.

Consequences for alcohol policy violations

The following are guidelines of minimum sanctions; the level of violation severity will increase the severity of the sanction. Students are responsible for the cost of the mandated online educational programs. The cost is \$65 depending on the educational program and is paid directly to the third-party provider. Staff members/judicial officials have discretion when imposing sanctions.

Level I—First-time violations may include:

Confiscation of alcohol, meeting with relevant staff members/judicial officials, possible notification of parents, Alcohol 101, mandated counseling (with a signed release), additional fine (\$100), community service, restitution for any damages.

Level II—Repeated or more serious violations may include:

Confiscation of alcohol, meeting with relevant staff members/judicial officials, notification of parents, Alcohol 201, a minimum of two mandated counseling sessions (with a signed release), additional fine (\$200), community service, restitution for any damages.

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

Confiscation of alcohol, meeting with relevant staff members/judicial officials, Alcohol 301, a minimum of four mandated counseling sessions (with a signed release), additional fine (\$300), community service, restitution for any damages.

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

Meeting with relevant staff members/judicial officials. Off-campus assessment (recommended compliance of results, a signed release, and cost for assessment is the responsibility of the student), mandated counseling (with a signed release), ban from the residence halls, additional fines, community service, restitution for any damages. If a student has not violated the alcohol policy for one or more full semesters, they may be asked to retake Alcohol 301 instead of the 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 and subsequent year(s). Meeting with relevant staff members/judicial officials. Additional sanctions may include mandated counseling, community services, additional fines, restitution for damages, parental notification.

Missing mandated counseling sessions as well as community service hours will result in an hourly charge to the student's account. Not completing Alcohol 101, 201, 301, or 401 will result in a fine.

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 507-457-1703 – Campus Safety).

Stay with the person until help arrives.

Turn the person on their 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.

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 seeks assistance for a peer as the direct result of excessive alcohol consumption or due to a serious injury resulting from alcohol intoxication, they may avoid formal disciplinary sanctions for violating the university alcohol policy if they take the following steps:

Within two days of the incident, the student schedules a meeting with the dean of students by emailing studentaffairs@smumn.edu or calling 507-457-1640.

The student completes any recommended alcohol education, assessment, or treatment in a timely manner as determined at this meeting.

If a student does not follow these conditions, they 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 who are hospitalized for alcohol abuse, 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 officers will respond should they become aware of an alcohol-related incident.

DRUG POLICY

The College

Saint Mary's University of Minnesota recognizes production, distribution, and use of illegal drugs are evident throughout our society; however, illegal drug usage will not be tolerated. 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 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:

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.

The student's use, possession, or distribution of illegal drugs or drug paraphernalia comes to the attention of university residence life staff and other officials.

Possession, Use, Distribution, or Sale of Drugs: The possession, use, distribution, or sale of marijuana, hallucinogens, narcotics, unprescribed amphetamines, unprescribed 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.

Medical Marijuana: The use, possession, or cultivation of marijuana for medical or recreational purposes is not allowed in any of Saint Mary's University of Minnesota residence halls or on any other university property, nor is it allowed at any university sponsored event or activity off campus. Marijuana remains a drug prohibited by federal law. Students can be prosecuted at the federal level for their use of marijuana. Students with prescriptions for medical marijuana should contact the Jay Johnson Wellness Center to register and develop a reasonable accommodation plan involving responsible off-campus use.

Recreational Marijuana Use: Students should be advised that while the State of Minnesota has legalized recreational marijuana usage, under federal law, marijuana usage is still a crime. As such, usage, possession, or being under the influence on campus is prohibited and documented incidents will result in disciplinary action.

CBD/Hemp: Under the Controlled Substances Act (CSA), marijuana includes the buds, leaves, and germinating seeds of the cannabis plant, along with substances extracted from those parts of the plant. CBD extracted from the bud of a cannabis plant is marijuana. Federal law now implies that the buds, leaves, and germinating seeds of a cannabis plant and the substances extracted therefrom are no longer considered "marijuana," as long as they contain very little THC. Until regulations relating to CBD are drafted and finalized by either the state or federal government, the possession or

use of CBD is prohibited on campus.

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 bongs, pipes, or other drug devices (including hookahs) are prohibited on campus. Residence life 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 their 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.

If a hold has been placed on a student's account, they 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

Students are responsible for the cost of the mandated online educational programs. The cost is \$35 depending on the educational program and is paid directly to the third-party provider.

Level I—First time violations include:

Confiscation of drugs and paraphernalia, meet with relevant staff members/judicial officials, and may include Drug/Marijuana 101, mandatory counseling (with a signed release), \$100 fine, automatic notification of parents, community service.

Level II—Second time/more serious marijuana/other drugs violations include:

Confiscation of drugs and paraphernalia, meet with relevant staff members/judicial officials, and may include automatic notification of parents, community service, Drug/Marijuana 201, mandatory counseling (with a signed release), off-campus assessment (with a signed release), and compliance with recommendations (cost for assessment is the responsibility of the student), \$200 fine, loss of on-campus housing or removal from housing for a week, suspension, expulsion.

Level III—Third time/very serious marijuana violations/second time serious other drug violations include:

Confiscation of drugs and paraphernalia, meet with relevant staff members/judicial officials, mandatory off-campus assessment (with a signed release), and compliance with recommendations (cost for assessment is the responsibility of the student), Drug/Marijuana 301, mandatory counseling, \$300 fine, loss of on-campus housing, suspension, expulsion.

Missing mandated counseling sessions as well as community service hours will result in an hourly charge to the student's account. Not completing Drug/Marijuana 101, 201, or 301 will result in a fine.

Contesting Use of Marijuana

A student may be disciplined for being in a room or car where the use of an illegal drug is occurring. Students may avoid formal disciplinary sanctions by taking a Tetrahydrocannabinol (THC) screen at Winona Health, located at 859 Mankato Ave. in Winona, MN. 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 Ave. in Winona, MN. Appointments should be scheduled ahead of time by calling 507-457-4323. A valid state ID 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. 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 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 toward 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 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 of Minnesota 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, e-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.

Vaping

Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices and falls within the university's smoking/tobacco policy listed above. Therefore, vaping is not permitted within the residence halls or within 20 feet of a university building. Vaping devices may be stored in the residence halls. Violations of this policy will result in education, fines, and/or community service. For second time violations, the vaporizer(s) will be confiscated and not returned to the student. The University supports the reduction and cessation of smoking and vaping through education and information on the resources available to faculty, staff, and students, as applicable.

Consequences for Tobacco Policy Violations

Students are responsible for the cost of the mandated online educational programs. The cost is \$35 depending on the educational program and is paid directly to the third-party provider.

Level I—First time violations may include: Meet with relevant staff members/judicial officials, restitution for any damages, Tobacco 101, community service, \$35 fee.

Level II—Second time/multiple violations may include: Meet with relevant staff members/judicial officials, restitution for any damages, Tobacco 201, \$50 fee, community service, suspension from residence halls, loss of on-campus housing.

Educational Initiatives

Saint Mary's University of Minnesota 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, NoDoz, 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, fentanyl) 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. Even though legalized in some states, cannabis is not legal on the federal level and therefore not allowed on campus.

On-Campus Resources

Jay Johnson Wellness Center/Counseling Services

The Jay Johnson Wellness Center is located in the lower level of Heffron Hall and provides opportunities for students to obtain information about alcohol and drug use/abuse. Individual and group counseling, online education, books, and pamphlets are available for students' use.

Counseling services are located in Hendrickson Hall, first floor. There are in-person or telehealth options.

Off-Campus Resources

Hiawatha Valley Mental Health Center

Substance Abuse Services

420 East Sarnia St., Winona, MN 55987

Phone: 507-454-4341

Hotline: 800-657-6777

Winona Health

Psychiatric and Counseling Services

855 Mankato Avenue Winona, MN 55987

Phone: 507.454.2606

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 drugs. 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 they 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, an opioid, and other Controlled Substance Act (CSA) Schedule drugs is also against federal law. 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 \$500,000; (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.

POLICY ON APPROPRIATE DRESS

Clothing (i.e., t-shirts, face masks, etc.) with profanity, nude or semi-nude pictures or graphics; clothing that is revealing or displaces sexually suggestive slogans, cartoons, or drawings is not appropriate for the university setting. Students wearing clothing items with such displays will be in violation of the community expectations.

APPROPRIATE USE OF TECHNOLOGY RESOURCES

Please see the Informational Technology policy on appropriate use of technology resources located on their FAQ web page at techFAQ.smumn.edu.

EMAIL (GMAIL) POWERED BY GOOGLE

Students are required to maintain and use the Saint Mary's University of Minnesota email account provided to them. This account can be accessed via **mail.google.com**. New students will receive their email address in the admission packet once they are accepted for admission. Students are responsible to check their Saint Mary's University of Minnesota email regularly.

When logging in on Google's page, the student's username is the full email address (**username@smumn.edu**) and Saint Mary's University of Minnesota password. **Saint Mary's University of Minnesota email accounts for students are discontinued six months after graduation or withdrawal from the university. Students should plan accordingly.**

SOCIAL MEDIA POLICY

Saint Mary's University of Minnesota (SMUMN) recognizes the power and ability of social media to enhance knowledge sharing, build community, foster relationships, and promote free expression. The same media platforms can inflict harm on individuals or groups.

In keeping with the inclusive vision of Saint Mary's University of Minnesota, we urge all community members to recognize that uncivil behavior, harassment, and/or name calling on SMUMN websites or social media platforms, and on personal social media sites, will not be tolerated and can violate the student handbook and legal guidelines.

Saint Mary's University of Minnesota requires from students a high standard of respect for the rights and dignity of others, and expects responsible social media conduct from students. Among the policies included in the handbook that may extend to student use of social media include: drug and alcohol policy, discrimination, confidentiality, academic dishonesty, sexual harassment, non-compliance, appropriate use of technology resources and hazing.

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.

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 for student affairs, the vice president will seek discussion and written reaction to the petition from the following groups:

The Student Senate

The Faculty Council

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 of Minnesota. 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 of Minnesota representative.

POLICY ON RESPECTFUL BEHAVIOR/CHARACTER

As members of a Lasallian Catholic community, students, faculty, and staff are expected to adhere to the highest levels of character, ethics and professionalism in all interactions with other members of the university community. In addition, all members of the university community are expected to deal with each other with respect and consideration. When the behavior of a student, faculty member, or staff member varies from this standard, the student, faculty member, or staff member may be subject to disciplinary action. For the College, complaints about unethical, unprofessional, or disrespectful student behavior should be made, in writing, to the dean of students. Complaints about unethical, unprofessional, or disrespectful faculty or staff behavior should be made, in writing, to the faculty or staff member's supervisor.

The university reserves the right to take disciplinary action against a student, faculty member, or staff member for his or her behavior independent of a written complaint.

CAMPAIGN ACCESS TO UNIVERSITY PROPERTY AND HOUSING

Candidates may wish to walk around the university's property or enter its facilities. Candidates seeking access to university property are required to make an appointment 48 hours prior to the visit. Candidates who want to visit any university property must contact the vice president for student development or their designee to submit their request. Once the request for an appointment is approved, candidates or campaign staff may distribute campaign literature in the foyer of the Toner Student Center near the steps to the dining hall on the Winona Campus. Distribution of campaign literature may only occur between the hours of noon and 8:00 p.m. The university reserves the right to limit or prohibit access to the university's property by candidates.

Candidates are allowed to enter classrooms only if the approved appointment explicitly identifies the classroom and if the faculty member of record has agreed.

Candidates seeking access to residence halls are required to contact the vice president for student development or their designee so that access to the halls may be granted. Residence halls are locked 24-hours a day.

Under Minnesota law, political candidates and campaign workers accompanying the candidate must be permitted to knock on the doors of individual units to speak with residents and to leave campaign materials for residents at their doors, solely for purposes of campaigning.

Candidates and accompanying campaign workers must furnish reasonable and proper identification, upon request
Candidates and accompanying campaign workers may not solicit funds while campaigning in residence halls.

CLASS ATTENDANCE

Please see the [Course Catalog](#) for the full policy and expectations for class attendance.

STANDARDS OF CLASSROOM BEHAVIOR

Classrooms and laboratories are important venues where Saint Mary's University of Minnesota carries out its mission of teaching and learning; every participant in the learning community contributes to this. Faculty maintain a safe and professional classroom environment that facilitates study, clarity of thought, focused attention, and fruitful dialogue in an atmosphere free from distraction and disorder. Students are expected to have high standards of behavior in the classroom and rules of reasonable behavior must be observed. Please see the [Course Catalog](#) for the full policy and expectations for classroom behavior, including academic integrity and academic dishonesty.

COMMUNICABLE DISEASES

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

STUDENT COMPLAINT POLICY AND PROCEDURE

Student Complaint Policy and Procedure

Saint Mary's University of Minnesota (SMUMN) is committed to respecting all members of our university community and providing a quality educational experience for all students. The objective of the Student Complaint Policy and Procedure is to ensure that the concerns and complaints of undergraduate or graduate students are addressed fairly and are resolved promptly. Complaints related to this policy are usually the result of behavior that the student feels is unjust, inequitable, or creates an unnecessary hardship.

Students may file complaints if they believe a problem is not governed by other Saint Mary's complaint or appeal procedures found in the Student Handbooks and Catalogs. If there is a question regarding which appeal or complaint procedure is the most appropriate, students should contact the Dean of Students.

Procedure

Whenever possible, students are encouraged to seek an informal resolution of the matter directly with the faculty or individual(s) involved. Often a complaint can be resolved in this way. However, if an informal approach is neither successful nor advisable, the student should use the following procedure:

A student complaint should be submitted through the [online reporting form](https://cm.maxient.com/reportingform.php?SaintMarysUnivMN&layout_id=7) or at this address (https://cm.maxient.com/reportingform.php?SaintMarysUnivMN&layout_id=7) in Maxient. It should contain (at a minimum) the date and time of the conflict or action, the reason(s) for the complaint, a summary of the complaint, a list of other persons who may provide information and any appropriate documentation. The student must also include the resolution or outcome he or she is seeking. The complaint must be submitted within ten (10) business days of the alleged conflict or action.

Upon receipt of a completed form, the Dean of Students or their designee may consult with the student and forward the complaint on to the appropriate administrator to seek a resolution.

The appropriate administrator may request information or documentation needed to address the complaint.

A review of the complaint with the supervisor(s) or others in the line of supervision may be used when deemed appropriate and beneficial to the process.

All relative documentation and possible outcomes must be submitted by the student and/or witnesses within ten (10) business days of the date the complaint is filed.

When possible, the final resolution will be filed in the Dean of Students Office within fifteen (15) business days of the date the complaint is filed. If there are circumstances requiring an extension of this deadline, the staff member/administrator assigned to the complaint will notify the parties involved.

If the student is not satisfied with the resolution decision, the student may appeal the decision (within five (5) business days of the resolution being communicated) and a committee will be appointed to review the information and render a final decision. The committee will consist of representatives appointed by the Vice President of Academic Affairs-Winona or Vice President for Academic Affairs-Minneapolis, Online, Rochester (dependent upon student location), and the Vice President for Student Development. The decision of the committee will be final.

A record of all complaints and their resolution will be documented and the records will be kept in the Dean of Students Office for ten (10) years.

COMPLIANCE WITH STATE AND FEDERAL STATUTES

Students are expected to conduct themselves responsibly at all times including following state and federal statutes. Behaviors restricted by state and federal statutes are not appropriate behaviors for students to engage in on or off campus. For example, public indecency would not be appropriate behavior to engage in, although there may not be a specific Saint Mary's University of Minnesota policy on that issue.

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 records that are viewable include only the documents that were created at Saint Mary's. The student should submit to the appropriate school official a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements 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 school official to whom the request was submitted, that official shall 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 their records that the student believes are inaccurate, misleading, or otherwise in violation of the student's rights under FERPA. The student must request the amendment in writing, clearly identifying the part of the record they want changed, and specifying why the record should be changed. 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 their 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 provide written consent before the university discloses personally identifiable information contained in their records, except where FERPA authorizes disclosure without consent. The university discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the university in an administrative, supervisory, academic, research, or support staff position; a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the university who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor,

or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the university.

The university designates the following information as directory information, which may be released without student consent and is not subject to the above regulations: the student's name(s), student identification number, address(es), telephone number(s), university email address, photographs, electronic images, date and place of birth, major field(s) of study, current enrollment status, including academic level (e.g., sophomore) and full- or part-time status, participation in officially recognized activities, dates of attendance, degrees earned and dates of graduation, including expected graduation dates, awards and academic honors received (including selection criteria and names of scholarships). Dean's List selection (including selection criteria). previous educational institution(s) attended. program and promotion materials for participants in various sports and similar public activities, including weights and heights of members of athletic teams.

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: Student Privacy Policy 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.

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.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Saint Mary's University of Minnesota respects the copyright of third parties and requires all members of its community to comply with copyright law.

Fair Use:

The right to use a copyrighted work under specific circumstances without the owner's consent is known as fair use. The theory aids in avoiding a strict interpretation of copyright law that would inhibit the very innovation that the law is intended to promote. It permits one to utilize and expand upon earlier works without unjustly denying earlier copyright holders the ability to manage and profit from their creations.

Fair use of a work "for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use, scholarship, or research)" is not an infringement of copyright. To determine whether a given use is fair use, the following four factors are assessed:

- the purpose and character of the use, including whether the use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- the effect of the use upon the potential market for or value of the copyrighted work.

For a more detailed description of fair use, Please see the Association of Research Libraries' [Code of Best Practices in Fair Use for Academic and Research Libraries](#) for more detailed information.

Copyright and Peer-to-Peer File (P2P) Sharing

The distribution of and copying of copyrighted digital files (music, videos, books, etc.) is a direct violation of copyright law and could subject persons to criminal or civil penalties. Violations of copyright law, as noted in the university's Appropriate Use of Technology Policy, are grounds for disciplinary review and loss of computing and networking privileges.

Using a peer-to-peer file-sharing program or sharing non-copyright protected content, such as one's own creations or works in the public domain, is not illegal. A person has the right to save a copy of a song or movie on their computer for personal use if they buy it. However, if they have P2P software on their computer, they can be sharing it with unpaid users. The user using the P2P software on their computer may then be held accountable for copyright infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://copyright.gov>.

See the Course Catalog for more information about copyright law at smumn.edu/copyrightlaw.

DISCRIMINATION AND HARASSMENT

Statement

Saint Mary's University of Minnesota is committed to creating a campus-wide environment free of discrimination by educating all members of the university community on such issues and by establishing procedures for addressing allegations of such behavior.

Saint Mary's University of Minnesota prohibits and will not tolerate discriminatory practices or harassment of any member of this university community on any university-owned property and pledges to seek out and eradicate all forms of discrimination in its activities and programs. Saint Mary's University of Minnesota supports federal and state laws that prohibit discrimination against any person because of race, color, creed, religion, national origin, age, marital status, status with regard to public assistance, genetic information, disability, or other statutes protected under federal or Minnesota law.. The President of this university is ultimately responsible for the education of the members of this university community and resolution of complaints regarding discrimination and harassment; as such, the President will be kept informed of all complaints made pursuant to this policy

The university also prohibits all forms of discrimination based on sex, sexual orientation, and pregnancy. The university's Sexual Misconduct Policy addresses discrimination based on those characteristics.

Any student in the community who believes that she or he has been discriminated against or harassed and any third party who believes that she or he has been discriminated against or harassed by a member of the university community may request assistance as follows:

Vice President for Student Development

Dean of Students

Director of Residential Experience and Student Engagement

Residence Hall Director
Vice President for Academic Affairs
School Dean
Vice President for Human Resources

Students can also report online through the Bias Reporting Form at smumn.edu/biasform. Reports may be submitted anonymously.

Winona campus undergraduate students may ask the vice president for student development or dean of students, to be shielded from unwanted contact with the person against whom the complaint is being brought. To shield the complainant, the university may assign the complainant to different housing, assign the person against whom the complaint is brought to different housing, adjust class schedules, impose restraining orders, alter work assignments, etc.

The Dean of Students will investigate, or designate an individual to investigate, the complaint. The result of an investigation may include action up to and including expulsion.

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

Saint Mary's University of Minnesota 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 destructive and unsafe behaviors 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 Affairs immediately, especially when there is a potential threat to welfare and safety. The vice president for student affairs or designee will 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 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 comprise 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:

Immediate notification of appropriate university staff as indicated:

Dean of Students
Director of Residential Experience and Student Engagement
Director of Campus Safety
Vice President for Student Development
Administrator on call

Notification of the Winona Police and/or Fire Department

Emergency transfer to the emergency room for evaluation via Winona Police and/or Fire Departments.

Depending on the circumstances, removal from the university community (housing, classes, and/or activity restriction).

Notification of student's parent(s) and/or emergency contacts by student affairs personnel.

Depending on the circumstances, 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.

In the case of a student presenting a potential threat, the presence of said student with a staff member at all times until a disposition of the situation has been implemented.

Written notification of the disposition and guidelines for returning to campus.

Interviews of those involved with the situation.

Consultation with university resources as required by the situation.

The process for ending any interim suspension or returning after an absence due to a safety issue will involve consultation between the student, the student's health care provider (counselor, psychologist, psychiatrist, and/or medical physician, depending on the nature of the concern), the Jay Johnson Wellness Center, and Student Affairs. Those parties will work to develop a plan for the student's return to the university which may include a requirement that appropriate releases be executed to ensure communication between all the Jay Johnson Wellness Center, the Office of Student Affairs, and the student's health care provider.

HAZING

Saint Mary's University of Minnesota strictly prohibits all forms of hazing. Hazing contradicts the University's mission, values, and commitment to inclusion, respect, and human dignity. No student, organization, or university representative shall engage in, encourage, or assist in hazing. Any individual aware of hazing must report it immediately.

Hazing is defined as any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

1. Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
2. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the university or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury, including:
 - A. Whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
 - B. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
 - C. Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
 - D. Causing, coercing, or otherwise inducing another person to perform sexual acts;
 - E. Causing, coercing, or otherwise inducing brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, exclusion from social contact, or conduct that could result in extreme embarrassment;
 - F. Placing another person in reasonable fear of bodily harm through the use of threatening words or conduct;
 - G. Causing or coercing a criminal violation of local, State, Tribal, or Federal law; and
 - H. Inducing, causing, or requiring another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

Hazing includes online or social media content or activity that meets one or more of the criteria above.

Any student who believes they have been the victim of hazing, or anyone who has knowledge or observes conduct that may constitute hazing, is required to report it immediately. Hazing can be reported via telephone, email, or in person to the Dean of Students or the Office of Campus Safety on the Winona campus.

The University provides resources, including counseling, academic accommodations, and trauma support, according to the nature and seriousness of the incident.

Upon receiving a report, university officials (e.g., Student Development, Residence Life, Human Resources, or Campus Safety/Security) assess whether the behavior constitutes hazing under University policy. An investigator or team will then be designated. The investigator will collect relevant evidence. The investigator will evaluate the evidence to

determine if hazing has occurred. Appropriate sanctions are issued if hazing is found including warnings, fines, mandatory education, counseling, disciplinary warning, disciplinary probation, suspension, or expulsion.

INSTITUTIONAL AND STATE REFUND POLICY

The Return of Title IV policy, cited above, only considers federal aid. Saint Mary's is also required to determine if any institutional, state or private financial aid must be returned if you completely withdraw. Saint Mary's offers prorated tuition refunds and on-campus room refunds through the sixth week of classes. Board will be refunded through twelve weeks.

If you withdraw during a period of time that allows for a refund of tuition, a portion or all of your institutional, state, and/or private funding may be reduced or canceled. If you receive a 100 percent refund on all courses for a particular term, all institutional, state, and private funding must be returned to the appropriate aid program(s). If your institutional refund was not used to fully repay the Return of Title IV aid, a proportional share of the remaining institutional refund must be returned to the appropriate non-federal aid program(s).

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 (including a \$35 fine for noncompliance with university officials, noncompliance with alcohol or drug sanctioning results in double the fine).

POLITICAL ACTIVITY POLICY

Policy Statement

Saint Mary's University of Minnesota (the university) is a 501(c) (3) charitable organization and will not participate or intervene in political campaign activity in support of, or in opposition to, any candidate for public office. IRS rules and regulations prohibit the university from the following activities:

Endorsing candidates,

Making campaign contributions,

Engaging in fundraising,

Making statements of position, verbal or written, on behalf of the institution in favor of or opposition to any candidate,

Making partisan comments in official university publications or at official functions,

Becoming involved in any other activity that might be beneficial or detrimental to any candidate, including activities encouraging an individual to vote for or against a candidate based on partisan criteria, or

Hosting a debate or forum showing a preference for or against a certain candidate.

Overview

Section 501(c) (3) contains an absolute prohibition on participation or intervention in political campaign activities in support of or in opposition to candidates. Organizations that violate this prohibition are subject to revocation of their tax-exempt status. In addition, organizations that violate this prohibition also risk the imposition of excise tax penalties on the organization itself as well on organization managers who approve the making of expenditures for impermissible political purposes.

Definitions

A "candidate for public office" is defined as an individual who has filed for election for public office, whether such office is national, state, or local.

"Participation in a political campaign" includes the publishing or distribution of statements.

“Intervention in a political campaign” includes distributing written or printed statements or making oral statements on behalf of or in opposition to a candidate. In addition, payments made in support of candidates or political campaigns constitute intervention in a political campaign and are strictly prohibited.

University-Sponsored Activities

The university itself is permitted by the applicable law to organize nonpartisan civic events and activities. Such events will be open to everyone regardless of political preference or affiliation. Examples of permissible university-sponsored activities include:

Voter Education, Voter Registration, Voter Guides, and Get-Out-the-Vote Drives (overseen by the university’s Campus Legislative Contact);

Organizational Leaders and Political Activity;

Candidate Speaking as Candidate;

Candidates in Public Forum or Debate; and

Candidate Speaking or Participating as a Non-Candidate.

Voter Education: The university may organize nonpartisan “get-out-the-vote” drives and provide information on how to vote.

Voter Registration: The university may conduct nonpartisan voter education activities. Permitted activities include providing educational materials about candidates and their positions (provided the materials cover a broad range of subjects and do not express an editorial opinion), and training programs designed to increase understanding of the electoral process or to encourage students, faculty, and staff to become involved in the process.

Voter Guides: Preparing or distributing voter guides may violate IRS regulations if the guide focuses on one issue, a narrow range of issues, or if the guide reflects bias, especially in close proximity to an election. Questions in voter guides should be clear and unbiased with regard to content and structure and uniform to the questions posed to candidates. Candidates should be given a reasonable amount of time to respond to the questions. Candidate choices should not be narrow or limited, and candidates should be given a reasonable amount of time and space to explain positions. The content of the guide should closely resemble the candidate’s response. Candidate responses should be subject to minimal editing. All eligible candidates should be given equal opportunity to be represented in the voter guide and the number of issues should fairly represent the range of issues considered by the entire electorate.

If the university distributes a voter guide published by another entity, it assumes responsibility for ensuring compliance with IRS regulations.

CANDIDATE FORUMS, DEBATES, AND OTHER APPEARANCES:

The university may organize a candidate forum or debate if all legally qualified candidates seeking the same office are invited to participate and the forum is structured in a nonpartisan manner with a neutral moderator. The university also may invite political candidates to speak at other events as long as all qualified candidates are provided equal access and comparable opportunities to speak. The university will not endorse a candidate at any forum or event or demonstrate a preference for a partisan viewpoint. In addition, campaign fundraising at university events, debates, and forums is prohibited.

The following factors should be considered in determining whether a forum or debate is a permissible political activity:

- The questions presented to the candidates should be prepared by an independent and nonpartisan panel.
- The forum or debate topics should cover a broad range of issues, including but not limited to those issues of importance to the organization sponsoring the debate.
- A moderator should be selected by the sponsoring organization and his or her role should be limited to ensuring that the forum or debate ground rules are followed. The moderator should refrain from commenting on the candidates’ statements in a way that demonstrates approval or disapproval of their ideas.
- The forum or debate should begin and end with a clear statement to the effect that the views presented are those of the candidates and not of the sponsoring organization (e.g., “Views expressed by political candidates are not endorsed by Saint Mary’s University of Minnesota.”).

Appearances in a Capacity Other than as a Candidate: The university may invite a public official or other individuals to speak (even if that person is also running for office) if the invitation is solely for reasons other than his or her candidacy, such as for a classroom lecture or non-political university event, but neither the university nor the candidate may

mention the campaign in association with the appearance.

A candidate may also choose to appear on campus at an event open to the public. If the candidate is asked to speak or be recognized at the event, the university must ensure that:

- The candidate was selected for reasons other than status as a candidate or public office official;
- The candidate speaks only in a non-candidate capacity;
- No mention is made of the candidate's candidacy or public office;
- No campaign activity occurs in relationship to the appearance; and
- The university maintains a nonpartisan atmosphere during the event.

Providing Access to University Resources: The university may allow recognized student groups to use university facilities for partisan political purposes (provided the student groups follow all rules and guidelines below). Internal university communications resources may be used to alert the university community to events sponsored by student groups or rentals that are taking place on university property. Such communications must clearly list the sponsoring organization and must state that the university does not endorse any political candidates.

University Curricular Activities: Curricular activities aimed at educating students with respect to the political process (e.g., allowing students as part of a class to participate in political campaign activities) are permitted as long as the university does not influence particular student choices. The university also may adjust its academic calendar to allow students to participate in the political process (if it does not favor a campaign or issue).

Non-University Groups Or Campaigns Wishing To Rent University Spaces

During a political season, campaign offices or other supporters may wish to rent space on the university's campus to hold rallies, speeches, fundraisers, or other events. Any such rentals are subject to the same rules, regulations, policies, procedures, and fees associated with any other contractual rental. No non-standard discounts or special privileges may be granted to political campaigns or candidates who rent university space.

In addition to ensuring that the terms of the rental are consistent with the university's standard practice, the vice president for student affairs (or designee) shall determine if a political rental will be accepted, using the following principles:

- Candidates themselves must be present at the event; the university will not rent to events featuring surrogates.
- Appropriate preparation and set-up time may be included with a space rental, subject to change based on other scheduled activities on the campus, and will be determined by the Senior Vice President for Finance and Operations (or designee).

Political candidate events are also subject to these requirements:

- Any announcement or advertisement of the appearance must bear the name of the sponsoring organization and must clearly indicate that: (1) the university does not support or oppose candidates for public office; and (2) the opinions expressed at the appearance are not those of the university.
- Admission to speaker appearances must be open to all members of the university community. Admission may not be restricted in any way due to the attendees' political affiliations or views.
- Candidates' appearances on campus will be limited to the designated speaking/meeting site and time.
- The university may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically neutral manner. Media coverage and management of the same must be coordinated with the University's Vice President for Advancement and Communication (or designee), and an appropriate fee for this time will be charged to the renting organization.
- If additional assistance from university departments is needed, such as security, facilities, or technology staff, an appropriate fee for hours devoted to event preparation and staffing also will be charged.

Student Groups Wishing to Sponsor Candidates or Political Speakers

Consistent with its values as a Lasallian Catholic institution of higher education, the university is committed to fostering an open and civil exchange of a diverse array of ideas, opinions, and viewpoints. However, to ensure that the activities of members of the university community do not jeopardize the university's tax-exempt status, and to ensure compliance with campaign finance laws, all student organizations sponsoring an appearance on university property by political

candidates, representatives of candidates, or representatives of political parties or political action committees must comply with, and must advise all speakers and their staffs of, the following guidelines:

Requests for space reservations and usage must comply with the requirements as set by university Event Services.

- Candidates' appearances on campus will be limited to the designated speaking/meeting site and time.
- Any appearance by a candidate for public office, or any person affiliated with, or speaking on behalf of, a candidate for public office, must be sponsored by a recognized university organization, unless the appearance is pursuant to a rental contract or is in a non-candidate capacity. All sponsoring student organizations must reserve space from University Event Services before the appearance. Organizations not affiliated with the university are not eligible to use university space to host partisan political activities, except under contract as a rental.
- The university may not indicate any support of, or opposition to, any candidate for public office, nor may it promote such advocacy by others. No person or organization may use the university's name, letterhead, logo, or seal for such purposes, or to solicit funds for, or otherwise support or oppose, any such campaign.
- A speaker's appearance may be a speech or question and answer session, organized in an academic environment, such as a lecture hall, classroom, or campus building. It shall not be conducted as a campaign rally, fundraiser, or similar event. Rallies for candidates must be set up as rentals to ensure that the free provision of campus space is not characterized as a "contribution" by the university to a campaign in violation of campaign finance laws.
- Any announcement or advertisement of the appearance must bear the name of the sponsoring organization and must clearly indicate that: (1) the university does not support or oppose candidates for public office; and (2) the opinions expressed at the appearance are not those of the university.
- The sponsoring organization must make it clear during the introduction of the speaker that the speaker was invited by the organization—not by the university—and that the university does not endorse or support any political candidates.
- Admission to speaker appearances must be open to all members of the university community; the sponsoring student organization may choose whether to also admit the general public. Admission may not be restricted in any way due to the attendees' political affiliations or views. No person or organization that is unaffiliated with the university, including the speaker, campaign staff, or any other organization may exercise any control over admission to the event.
- There shall not be any fundraising done by anyone during, or in connection with, the appearance. The sponsoring group must inform the speaker and the speaker's campaign or organization of this requirement.
- The university may permit the presence of news media personnel during the appearance, but only if media access is permitted in a politically neutral manner. The speaker, campaign staff, or any other organization or person not affiliated with the university may not direct or control media coverage of the event. Any student organization that seeks or anticipates media coverage of the event is responsible to contact the Vice President for Advancement and Communication (or designee)
- No university property or resources, including, without limitation, mailing lists and mail distribution services, duplicating and photocopying services, and communications infrastructure may be used to support or oppose any candidate, political party, or political action committee.
- Saint Mary's University of Minnesota is a private institution. The university reserves the right to remove or contract with appropriate authorities to remove, any individual or individuals who either threaten the safety of, or actively harm, any member of the campus community or guests of the university while on its property. The university expects all members of its community, including students, staff, faculty, and invited guests, to behave in a civil and respectful manner during all campus political events, including discouragement of the "heckler's veto" to curtail the right to free expression we all enjoy.
- Speakers and sponsoring groups must comply with any special restrictions or requirements that may apply to certain facilities.
- To eliminate any appearance of sponsorship by the university, any services or expenses associated with the event that are not typically covered by the university will be billed to the sponsoring organization.

Political Advertisements

Political posters, signs, and advertisements are subject to the same posting policy and mailing policy as all other posters, signs, and advertisements, with the following exceptions:

When the purpose of publicity implies that the university supports, endorses, or lends its name to the group or candidate, posters, signs, and advertisements are not permitted. Political posters, signs, and advertisements are prohibited in all administrative offices, classrooms, and academic wall space. In accord with all other posting policies, students and faculty may post what material they wish in their rooms/offices and on their doors without content discrimination based on politics. For individual room doors, all occupants must agree to the placement of the signs.

All materials sent to students on behalf of a Student Senate-recognized club or organization must clearly indicate the name and contact information of the sponsoring university club or organization. Materials sent to students directly from a candidate or a non-university recognized club or organization must be clearly postmarked by federal mail.

Campus-based postings (including chalking) must identify an on-campus sponsor and adhere to the Posting and Publicity Guidelines in the Saint Mary's University of Minnesota Student Handbooks.

POLICY ON STUDENT DEMONSTRATIONS

This student policy establishes expectations regarding student expression and participation in demonstrations at Saint Mary's University of Minnesota ("the university").

This policy applies to all university students, undergraduate and graduate, regardless of whether the student is a degree-seeking student. This policy does not afford a venue for demonstrations by individuals who are not university students.

Saint Mary's University of Minnesota provides an education grounded in its Lasallian Catholic heritage. Essential to that education is freedom in the pursuit of truth by examination of issues and problems from various points of view. The university will, therefore, assure and encourage the opportunity for open dialogue consistent with its Lasallian Catholic mission and according to the character of the university.

The university has adopted various policies and standards that establish the expectations that apply to every person who is invited and chooses to join the university community.

- As an academic community, the university is committed to fostering an educational environment that promotes open dialogue, discussion exploration, and evaluation of diverse ideas.
- As a Catholic university, the university recognizes the additional responsibility of each member of our community to respect the inherent dignity of each person and to consider the moral implications of each person's beliefs, values, and ideas.

Demonstrations

The right to assemble in peaceful demonstration within the university community is permitted. The university retains the right to assure the safety of all individuals, to protect property, and to maintain the continuity of the educational process. A demonstration may include any of the following:

- Demonstration – A large group of people, usually gathering for a cause. It sometimes includes a group march, ending with a rally or a speaker. A demonstration is similar to a protest in that they both can use the same or similar methods to achieve their goals.
- Assembly - Any public gathering, congregation, or exhibition of three or more persons for the purpose of conveying or displaying a message or supporting a cause.
- March – A walk by a group of people to a place in order to express objection to or support for an event, situation, or policy.
- Protest – A protest is a way to express objections with any event, situation, or policy. These objections may be manifest either by actions or by words.
- Vigil – An observance of commemoration meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

Broadly speaking, the demonstration may not substantially obstruct, impair or interfere with (i) teaching, study, research, or administration of the university, (ii) the authorized and other permissible use of university facilities, including meetings of university students, faculty, staff, administrators and/or guests; or (iii) the rights and privileges of other members of the

university community.

The university adopts the following protocols relating to student demonstrations:

1. The demonstration may not deny or infringe upon the rights of any university community members or visitors.
2. The demonstration may not deny access to offices or other facilities to university community members or guests. It may not interfere with the freedom of movement or normal activities of any person or group.
3. The demonstration may not interfere with or impede in any way pedestrian and roadway traffic into or around a campus.
4. The demonstration may not endanger the safety of any person on campus.
5. The demonstration may not result in the violation of laws or the destruction of property.
6. The demonstration may not have a commercial or business purpose.
7. The demonstration may not disrupt or interrupt presentations by speakers or performers invited to the university.
8. The demonstration will not be permitted inside any university building. All demonstrations will be conducted outside of buildings in a designated area within the time limits established by the Office of Campus Safety/Campus Security.
9. Demonstrators will conduct themselves in a respectful and a safe manner. Only signs that can be held by hand are permitted. No signs attached to any stick, pole, or building are allowed. No banners are permitted unless they are approved by the Office of Student Affairs in advance of the demonstration. Banners may not impede movement and may not be attached to any university building or structure.
10. The demonstration may not include any amplified equipment (public address systems, megaphones, etc.). All demonstrations held outdoors are subject to the noise level requirements of the cities of Winona, Minneapolis, or Rochester as applicable.
11. Demonstrators will remove any litter that results from their activity.
12. The demonstration may not include or result in temporary or permanent defacement of any university property. Nothing is to be attached, even temporarily, to a building or structure inside or outside.
13. A demonstration may invite a counter-demonstration. When these occasions arise, the expression of all parties is important. A separate demonstration area may be designated by the Office of Student Affairs for those persons with views that differ from the views held by the demonstration organizers. Any counter-demonstration must be approved in advance using the process outlined below. The demonstration must not react to the peaceful dissent of others by attempting to deny their rights.
14. External guests are not to be invited or permitted to join in the demonstration.

Students, including student groups and organizations planning to hold a demonstration must complete and submit a "Demonstration Notice" form, available from the Office of Student Affairs on the Winona campus, at least 72 hours in advance of the planned demonstration. These forms require students to identify such matters as the proposed time, place, and manner of the demonstration along with a general plan for the event. Upon receipt of the completed Notice, the Office of Student Affairs or its designee will consult with organizers of the demonstration and with the appropriate administrators, if applicable, to establish the plan for the event. This will include reasonable parameters of time, place, and manner, and will work with appropriate administrators to reserve space and make other logistical arrangements. Recognizing that the educational aims of particular speeches are better attained within environments other than a large public forum, the university retains the right to assign speakers to appropriate environments. The Office of Student Affairs may consult with appropriate university personnel to ensure there is appropriate campus communication about the event. When appropriate, the General Counsel will review and advise as to the appropriateness of any such planned demonstration.

The planning process is intended to be a consultative and collaborative process that facilitates students' opportunity to express their views while assuring that students and the university fulfill their responsibilities related to the event. The university may require the demonstration to be rescheduled or may prohibit the demonstration if it determines that the demonstration poses a substantial risk to the community or university property.

The allowance of student demonstrations does not imply sponsorship of the demonstration by the university or that the views of the demonstrators are supported or endorsed by the university.

POSTING POLICY

Banners, signs, posters, etc. should never be placed on the grounds of the campus (outside) without prior approval by the vice president for student affairs or their designee and at no time should be placed on the walking bridge over Highway 14 or the main entrance.

Postings should never be placed on tables, desks, or study carrels around campus, the dining hall or Cardinal Club without the approval from the Office of Student Engagement.

No postings may be taped to windows, room doors, interior or exterior walls, other doors, trees, sidewalks, or any other place other than that area designated for postings. (See below)

All postings must include the name of the sponsoring organization and may never be hung over other postings or display cases.

All postings not within a residence hall must be approved and stamped by the Office of Student Engagement or be reviewed by the Office of Student Engagement and have an official Saint Mary's logo (university, The Perch, or Office of Student Engagement).

Postings in residence halls must be approved and stamped by the Office of Residence Life.

Failure to abide by these instructions will result in removal of posting.

Non-Saint Mary's sponsored clubs / organizations / academic areas or outside individuals / vendors may not promote events or products for sale using any Saint Mary's University of Minnesota bulletin board unless they are authorized to do so by the Office of Student Engagement.

While the university welcomes various perspectives and diverse views, it reserves the right to not allow postings that are or may be contrary to the ethical standards or values of the university as determined by the Board of Trustees and the President of the university.

General Areas to post:

- Bulletin boards located throughout the campus, including the Toner Student Center. Only use push pins (i.e., not poster putty, tape, or other adhesive) to hang posters.
- The main bulletin board opposite the stairs on the first floor of Mary's Hall is reserved for current academic and administrative postings only.

Residence Hall Areas to post:

- Postings are limited to bulletin boards or areas approved by the vice president for student affairs or their designee.
- Postings are not allowed on walls.
- Postings should not be hung with anything other than sticky tack or push pins on bulletin boards.
- Residence life staff will remove non-approved items.

PREGNANCY DISCRIMINATION: STUDENTS

The university is committed to maintaining a community where students enjoy freedom from discrimination, including discrimination on the basis of pregnancy, childbirth, related medical conditions, or parenting status.

The university shall not require pregnant or parenting students, solely because of the student's status as a pregnant or parenting individual or due to issues related to the student's pregnancy, to:

- a. Take a leave of absence or withdraw from the student's degree or certificate program;
- b. Limit the student's studies;
- c. Participate in alternative programs;
- d. Change the student's major, degree, or certificate program; or
- e. Refrain from joining or cease participating in any course, activity, or program at the university;

The university will provide reasonable modifications to a pregnant or parenting student, including modifications that are no less than those provided to students with temporary medical conditions. Reasonable modifications may also be granted if they are related to the health and safety of the student and the student's unborn child.

The university will do the following, for reasons related to the student's pregnancy, childbirth, or any resulting medical status or condition:

- a. Excuse the student's absence for a reasonable period of time as determined to be medically necessary by a student's treating health care provider insofar as to not compromise the fundamental outcomes of the academic course, program, or activity. If the postsecondary institution has a student medical leave or student temporary disability policy that provides a longer period of leave, the policy must be made available to students affected by pregnancy and related conditions;
- b. Allow the student to make up missed assignments or assessments;
- c. Allow the student additional time to complete assignments in the same manner as the university allows for a student with a temporary medical condition; and
- d. Provide the student with access to instructional materials and video recordings of lectures from classes for which the student has an excused absence under this section to the same extent that instructional materials and video recordings of lectures are made available to any other student with an excused absence.

The university will allow pregnant or parenting students to take a leave of absence for a reasonable period of time as determined to be medically necessary by a student's treating health care provider or the health care provider of the parenting student's child insofar as to not compromise the fundamental outcomes of the academic course, program, or activity. If the university has a student medical leave or student temporary disability policy that provides a longer period of leave, the policy must be made available to students affected by pregnancy and related conditions and to parenting students; if in good academic standing at the time the student takes a leave of absence, return to the student's degree or certificate program in good academic standing without being required to reapply for admission; and obtain reasonable modifications, including an excused absence for parenting students to attend to their child's health care needs, unless the modification would compromise the fundamental outcomes of the academic course, program, or activity.

Students are encouraged to request pregnancy, pregnancy-related, and parenting reasonable accommodations in advance whenever possible, which may include, early registration for courses or programs for pregnant or parenting students in the same manner as for any other group of students. Priority registration for pregnant or parenting students shall include the following considerations: automatically assigning eligible pregnant and parenting students a registration window time that occurs no later than the earliest undergraduate registration period offered; ensuring that priority registration is granted without a separate petition, discretionary approval, or case-by-case determination beyond verification of pregnant or parenting status; providing an annual notification provided to all enrolled students describing the rights and protections afforded to pregnant and parenting students; providing notification of the priority registration process to each student who self-identifies as a pregnant or parenting student; and publishing information regarding programs, services, and student rights specific to pregnant and parenting students on the university's website.

Students are encouraged to request pregnancy, pregnancy-related, and parenting reasonable accommodations in advance whenever possible from the Title IX Coordinator. See the [Title IX webpage](#) for more information.

SEXUAL HARASSMENT AND SEXUAL ASSAULT

Statement

Saint Mary's University of Minnesota (the "university") is committed to fostering a climate free from sex discrimination in all forms through clear and effective policies, a coordinated education and prevention program, and prompt and equitable procedures for resolution of reports of conduct prohibited under this Policy.

As a Lasallian Catholic institution of higher education, the university believes in the inherent dignity and worth of every student and employee. As such, the University strives to create an environment where the dignity of each person is

respected and honored. Sex discrimination violates the dignity of the person and is inconsistent with the mission and values of the University.

The university's Sexual Misconduct Policy outlines the university's community expectations to ensure a campus free from sex discrimination, the steps for recourse for those individuals who have been subject to sex discrimination, and the procedures for determining whether a violation of university policy has occurred. This policy applies to the following forms of sex discrimination: quid pro quo sexual harassment, unwelcome conduct sexual harassment, sexual assault, dating violence, domestic violence, and stalking), as those terms are defined in the policy. Where the content of the policy conflicts with other similar policies set forth in the student handbooks, the requirements of the Sexual Misconduct Policy shall prevail.

This policy will be reviewed and updated, as needed, by the Title IX Coordinator. The university reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect, and shall be applicable immediately to faculty, staff and students, with or without notice. If government laws or regulations change, or court decisions alter the requirements in a way that impacts this document, this document will be constructed to comply with the most recent government regulations or holdings.

Please see the university's Sexual Misconduct Policy for definitions, processes, and resources. Questions may be directed to the following individuals:

Katherine Johnson
Title IX Coordinator
Hendrickson Hall 132
700 Terrace Heights
Winona, MN 55987
TitleIX@smumn.edu
507-457-7402

Niki Peterson, Ed.D.
Deputy Title IX Coordinator
Griffin Hall 197
700 Terrace Heights
Winona, MN 55987
507-457-1403
npeterso@smumn.edu

Katie Pierpont
Deputy Title IX Coordinator
Griffin Hall 70
700 Terrace Heights
Winona, MN 55987
507-457-7827
cpierpon@smumn.edu

Reporting

The university strongly encourages students who believe they have been discriminated against on the basis of sex (including sexual assault, or sexual harassment, dating violence, domestic violence, stalking, or sexual exploitation) to report the incident to the university and proper legal authorities, as well as to seek out any needed support. To make a report about possible sexual discrimination, a party or any third party should notify the Title IX Coordinator or a Deputy Title IX Coordinator. A report may be made at any time, including during non- business hours, in person, by telephone, by mail, by email, or by completing the [online reporting form](#).

A complainant does not need to provide a definitive label of his or her experience at the time a report is made, nor does a complainant have to decide on a particular course of action in advance. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The university will offer reasonably available supportive measures.

Confidential Resources

Privacy generally means that information related to a report of sexual harassment, sexual assault, or other sexual misconduct will only be shared with those university employees who “need to know” in order to assist in the active review, investigation, or resolution of the report, including the issuance of supportive measures.

There is a distinction between seeking assistance from a confidential resource and making a report to the university through designated reporting options. Confidential resources, including counselors, medical health providers, and clergy, have confidentiality obligations imposed by law and will not share information about a complainant or respondent (including whether or not that individual has received services) except under limited circumstances. In contrast, all other university employees are expected to share information with the Title IX Coordinator. A listing of confidential resources can be found in the university’s Sexual Misconduct Policy.

If a student or someone a student knows has been sexually assaulted, telephone Campus Safety at (507) 457-1703 and contact the assaulted student’s residence hall director. If requested by the victim, contact the Winona County Law Enforcement Center by telephoning 911 or asking a staff member to call. Emergency care at the hospital will treat any physical injuries, provide emotional support, and gather evidence.

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 sexual behavior contrary to these standards may result in disciplinary action as severe as expulsion from the university. Saint Mary’s University of Minnesota 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 Chief Operations Officer or the Vice President for Human Resources 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 their supervisor and/or the General Counsel or the Vice President for Human Resources.

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.

VIOLENCE: PHYSICAL AND VERBAL ABUSE

No student should use physical or verbal abuse towards another. Students and staff 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 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, may lead to suspension, expulsion, loss of university housing, and other disciplinary action.

The reporting of harassment or violence to Student Affairs or Campus Safety is strongly encouraged.

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

WEAPONS, FIREARMS, AMMUNITION, AND FIREWORKS

Saint Mary's University of Minnesota is dedicated to ensuring a safe and secure environment for everyone on its campuses, including students, faculty, staff, and visitors. To uphold this commitment, the university strictly prohibits the possession, manufacture, transfer, sale, or use, or storage of weapons, fireworks or explosives on property owned or controlled by the university and/or in the course of any university program or employment activity, including operating university vehicles. This rule applies to all individuals—students, employees, independent contractors, and visitors alike—even those holding a valid permit to carry a concealed weapon.

This prohibition against firearms does not apply to authorized security or law enforcement personnel. It also does not apply to employees who lawfully possess firearms within university-owned residences used as their private dwellings. However, such individuals are responsible for ensuring that such firearms are stored securely and in a manner that prevents unauthorized access. The university reserves the right to verify that the employee lawfully possesses the firearms and has the firearms properly stored.

Weapons prohibited by the policy include, but are not limited to:

- Firearms (e.g., pistols, rifles, and shotguns),
- BB guns, pellet guns, air or gas-powered weapons, paintball guns, stun guns,
- Bows and crossbows,
- Sling shots, water balloon launchers, and martial arts equipment,
- Swords, switchblades, and illegal knives,
- Tasers and electroshock weapons, torch lighters, and
- Explosives, fireworks, or incendiary devices

This policy does not apply to tools or equipment used for legitimate academic, athletic, theatrical, or recreational purposes when authorized by the University.

Any exceptions to this policy, including those for academic, recognized student clubs or organizations, club sports, game hunting, or trapshooting must be approved by the Dean of Students. Any weapons which have been approved by the Dean of Students must be securely stored at Campus Safety.

If any student or employee is aware that an individual possesses a firearm, or other weapon, or explosives in violation of this policy, please contact Campus Safety on the Winona campus (507-457-1703), Campus Security on the Minneapolis campus (612-720-0417) immediately, or if necessary, call 911.

A violation of this policy will result in disciplinary action, up to and including dismissal for an employee and expulsion for a student.

WITHDRAWAL FROM THE UNIVERSITY

Students who are considering withdrawal from the university should schedule an appointment with an advisor in the Student Success Center (70 Griffin Hall) to discuss their circumstances and to learn about the withdrawal process. The process includes completion of an online withdrawal survey. Once the withdrawal survey is completed, the Office of the Registrar will withdraw the student and the Business Office will calculate the refund (if any) of tuition, room, board, and fees. The Financial Aid Office will determine if federal financial aid needs to be returned.

Withdrawal Date

The withdrawal date is the date you complete the withdrawal survey. If you fail to withdraw officially, the withdrawal date will become the midpoint of the term, unless the institution can document a later date. In certain circumstances if an earlier date of last academic activity is determined, this date may be used in the calculation of “earned” federal aid. Students may complete the withdrawal survey, but delay withdrawing until the end of the semester.

RESIDENCE LIFE POLICIES

Housing at Saint Mary's University of Minnesota is a privilege.

There is 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, village or apartment, in conjunction with the residence life and student affairs 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 of Minnesota. Violation of any of the following community guidelines and expectations will result in disciplinary action. Policy exceptions are made for village/apartment residents. Please refer to the “Villages/Apartments” 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 accommodations are required because of medical circumstances, this matter should be brought to the dean of students for consideration. University air conditioners (Hillside, Brother William, Brother Leopold, LaSalle, Bishops, and Saint Yon's) will be turned on only after the outside temperature is consistently warm. This will be determined by the maintenance department.

Air Purifiers

Air purifiers are located in all sleeping rooms. The university strongly encourages students to use them appropriately. The students are responsible for cleaning the air purifiers and the maintenance department is responsible for replacement of filters. The units are university property so any damage or removal of the unit from the sleeping room will result in charges to the student's account.

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 of Minnesota students 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, LaSalle, 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 only. Violations will 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, in the bike racks, or anywhere on campus. Any bikes left on campus after graduation will be removed and donated. Please refrain from bike riding on sidewalks. Bikes are not permitted on the campus trail system.

Break Housing

During scheduled university breaks, the residence halls/villages/apartments 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 500 miles 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. Failure to meet the deadline will result in a late fee. In order to be officially registered, students must go to the online registration form to complete their registration.

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, they will be informed that a daily fee will be imposed for break housing.

As a safety measure, campus safety may check all units in the residence halls and apartments 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 Life 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 for non-compliance (\$35) and garbage removal (\$50 per bag).

Winter and Spring breaks require refrigerators (non-university installed) be unplugged and defrosted. Failure to do so will result in a \$35 fine for non-compliance and additional fines for garbage removal (\$50 per bag) if necessary.

Room fees cover days during our academic year when classes are in session. A fee of \$35 per day is added to a student account when a resident remains on campus for non-school sponsored events.

When leaving campus, a break checkout form must be completed in eRezLife. If remaining on campus, a break housing form must be completed. The form can be requested by emailing reslife@smumn.edu. Failure to complete a form will result in a \$35 fine.

Candles, Incense, Potpourri Burners, and Halogen Lamps

Because of the danger of fire, candles (lit or unlit), candle warmers, lava lamps, 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 life staff, a fine or sanctions may result.

Check-In Procedure/Room Inventory

Upon moving into the residence hall, each student must complete the required room condition report (RCR) through smumn.erezlife.com. This process allows the resident and the residence life 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 submit the form within 48 hours from the time of moving in. First year students must complete the RCR by the Sunday before classes start. Failure to follow check-in procedure may result in a \$100 fine.

Check-Out Procedure

When a student is moving out of a residence room, whether at the end or in the middle of the semester, even if switching rooms within the same hall, 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. Any items left behind are considered abandoned and forfeited to the university. The university will determine what to do with the items and the student may incur additional charges to their student account for disposal or removal fees. Room condition reports 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. 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 including but not limited to for non-compliance (\$35) and garbage removal (\$50 per bag). The cost of damages that require repair will be assessed

and determined by the maintenance department. The cost of repairs will be added directly to student accounts.

Damage appeals can be made to the Office of Residence Life. All appeals must be completed by May 31. 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 residence life 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, they must use the following guidelines:

The resident must submit concerns as reasons for appeal to the residence hall director in writing.

The residence hall director will then accept or deny the appeal on the basis of the facts presented.

If the residence 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 residence hall director and any other additional information. The decision of the Office of Residence Life is final.

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:

Verbal or written abuse

Physical intimidations or menacing behavior directed at a staff member

Display of visual materials that demeans or humiliates a staff member

Interference with staff member engaged in the performance of assigned duties

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, village and apartment kitchens) is prohibited. Woks, toaster ovens, crockpots, Foreman grills, hot plates, air fryers, 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, rice cookers, coffee makers, and small, room-sized microwaves 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. Food kept in the community fridge should be labeled with name, room number, and date. If these responsibilities are not met, the kitchen area may be locked down by residence life 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. Residencia Santiago Miller 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. Damages where a responsible party cannot be identified the damage fee will be split among all residents.

Decorations

Residents may decorate their rooms as long as the decorations are appropriate and coincide with the university standards and values.

Decorations should not be hung with nails, screws, or any objects that puncture the walls. When hanging pictures or signs it is recommended to use poster putty or command strips.

Self-adhesive LED light strips are not allowed.

Empty alcohol bottles, beer cans, cardboard beer cases or any other alcohol paraphernalia may not be used to decorate rooms, doors or windows.

Decorations may not be hung up or placed on windows and doors. They may also not be set outside of a door. Decorations may be hung on the inside of residence hall room doors, but the emergency contact and evacuation placards must remain hung up. Decorations include but are not limited to door mats, white boards, personal door decorations, or seasonal signage.

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 the residence halls 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, residence life staff members may decide to confiscate inappropriate items and/or equipment.

Double Occupancy Suites/Single Occupancy Suites

Rooms found in Gilmore Creek, La Salle, and Brother Leopold Halls that have more than one main entry door into the room are still considered one unit. The university considers this room as a unit and if a violation occurs the entire unit may be approached, documented, or searched. During the judicial process roommates will be met with and sanctioned when appropriate. All residents of the unit are responsible for the behavior of the entire unit.

Even though the rooms are considered one unit at no time should university furniture be moved into only one of the rooms (i.e., all the beds into one of the two rooms). Each of the rooms within the unit has an occupancy allocation and this should be honored.

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/apartments 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 or their designee 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 residence life staff. If residents need new batteries for their smoke detectors, please contact a residence life staff member. Residence life 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 such as beds or couches. 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 apartment will be placed back into rooms 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

Students may not 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 apartments under the following conditions:

Students who choose to grill assume complete responsibility for any damages or injuries that result from grilling.

Only charcoal can be used—personal propane grills are prohibited.

Grills must be attended at all times.

Coals must be extinguished by water before leaving the grilling area. Coals may not be placed in dumpsters.

Grilling after 8:00 p.m. is prohibited unless approved by the Office of Residence Life.

Residents of the villages may have their own grill (charcoal only) provided that they are used at least 20 feet from buildings.

No campfires or burning of wood should occur in university grills.

Grilling items are to be properly stored in a safe, dry location.

Guests

Guests are welcome to visit campus, but cannot reside on campus for more than three consecutive days/two nights per month when the university is in session. No overnight guests are allowed the last two weeks of the semester. No guests are allowed in residence halls when the university is not in session. Students housing overnight guests must make advance arrangements with the residence life 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 overnight 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 same sex who are 12 years old or older may stay overnight with their student. Siblings, sons or daughters of the opposite sex who are 12 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. Guests under the age of 12 are allowed to visit, but must leave when guest policy hours take effect. Please complete and submit the Minor Guest Registration Form to Residence Life 24 hours in advance of the minor's visit.

Parents or guardians are not allowed to remain on campus overnight at any time.

The Student Host is Responsible for the Following:

Contact the Office of Residence Life and obtain an overnight visitor form and an overnight parking permit from campus

safety

Informing the guest of campus policies and regulations

Handling the consequences of a violation of policy by the guest

Making restitution for damage incurred to university property by the guest

All Guests are Required to:

Be escorted by the host at all times

Comply with residence life and university policies

Carry a state or federal ID at all times

Holiday Decorating Guidelines

Holiday decorations may be placed during the appropriate season. All decorations must be removed/taken down in a timely manner once the holiday has passed.

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.

Only artificial trees and decorations are allowed in students' rooms.

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.

Housing Registration

Course registration and spring housing selection for the fall semester begins in the middle of the second semester. The housing process will be publicized in the Saint Mary's Today newsletter. All returning students must pay a non-refundable housing deposit prior to the housing lottery. The priority deadline for application and deposit is March 20. For those students who cancel their housing after housing selection, 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 \$500, your deposit for next fall paid, all fines paid and be in good standing (i.e., student conduct).

Housing selection is based on a priority lottery with seniors who met the priority deposit / application deadline receiving first priority.

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. Please visit the health services website for more information: wellness.smumn.edu.

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

Air fryers

Candle

Ceiling fans

Fireworks

"Foreman" grills*

Grills, propane

Halogen lamps (exposed bulbs)

Hot plates
Incense
Lava lamps
LED light strips
Lofts
Open coil appliances
Pets (fish are allowed)
Space heaters
Toaster ovens*
Toasters*
Traffic signs or other stolen property
Waterbeds or other water furnishings
Weapons

*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 a replacement fee.

Identification Cards (IDs) are issued at the time of first arrival to campus as a student. Lost or damaged cards can be replaced in the Office of Campus Safety (Toner Student Center) throughout the year, during regular business hours. A replacement fee of \$20 will be charged for lost cards or damaged cards (i.e., cracked, hole-punched, bent, etc.). Cards that are malfunctioning, with no visible sign of damage and by no fault of the student, can be replaced at no charge when the malfunctioning card is turned in. Students are responsible for caring for their card. Falsification, theft or use of another student, faculty or staff ID card, or refusal to comply with a request for identification, will result in disciplinary action by student affairs. University identification cards are not legal identification in the local community. A photo identification card such as an official Minnesota identification card can be obtained at the local Department of Driver and Vehicle Services located in the Winona Mall. Otherwise, an official photo driver's license is generally required.

Laundry

Each residence area has a laundry facility. The laundry services at Saint Mary's University of Minnesota are rented/owned and operated by the Student Senate. The goal is to provide inexpensive and reliable laundry services to students. Monies received support costs associated with the laundry. Remaining monies support special projects that the Student Senate funds each year. 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.

Laundry View provides a listing of machine availability and status of the washer/dryer cycle.

Lock Outs

Students locked out of their room must show proper identification to a residence life staff member or campus safety officer before the room is unlocked. Excessive lockouts will be documented and require a meeting with a residence life staff member.

Mandatory Meetings

Residence Life holds mandatory hall meetings or events at least once a year. Students are required to attend. Failure to attend a mandatory meeting or event without being excused by will result in a \$35 fine for non-compliance being placed on your student account. Students are to submit a written request to be excused to their residence hall director at least 24 hours in advance. May still be required to meet with the hall director at another time.

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 and a fine will be issued.

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 of Minnesota 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). 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 of Minnesota 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 or apartments during the hours of 8 a.m. to 12 a.m. Sunday-Thursday and 8 a.m. to 2 a.m. Friday and Saturday. The visitor must call 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 of Minnesota 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 apartment residences, as a large refrigerator is provided. Refrigerators are limited to one per room.

Repairs in Individual Rooms

If something in your room or residence area is in need of repair, please contact a member of your residence life staff and they will process the request. In case of a need for emergency maintenance after business hours, contact a member of your residence life staff, if possible, or call Campus Safety. University staff will contact the appropriate personnel. Maintenance, Information Technology, and other departments responsible for repairs must notify you when they will be working in your room or 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 of Minnesota 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 apartments 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. Contact the Office Residence Life to request an exemption to the residency requirement.

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 residing in a community setting 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 affairs 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 life staff, Campus Safety personnel (preferably accompanied by a residence life staff member) and/or a student affairs administrator. If there is a question as to the authority of any individual, students are advised to call the residence life 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 affairs 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

The Office of Residence Life handles room changes and vacancies in residence halls.

In filling existing vacancies, priority is given to upperclassmen. If a resident wishes to be placed on the waitlist for a specific room the resident should contact the Office of Residence Life and ask to be placed on the waiting list.

Students desiring a room change must contact a member of the residence life staff. The residence life staff will work with the student to determine the need for the room change. It is the student's responsibility to inform the Office of Residence Life of the reason why a room move is requested. If the change is requested due to roommate conflict a mediation will be held between the roommates before any room changes are granted. If a change is granted the resident should work with the Office of Residence Life to determine room availability. Once a student is assigned to a new room, they should contact a residence life staff member to officially checkout of their former residence hall. The resident will need to complete the check in process for their new room assignment once moved in.

Residents may not change rooms without consent from the Office of Residence Life. Failure to obtain permission will be considered an improper checkout, which can result in a fine, asking the student to return to their previous room, or loss of on campus housing.

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 (under-assigned). 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. Reassignment will typically occur 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, Apartments and Suites

Vacancies involving one person in villages, apartments and 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 dean of students or their designee, in consultation with the residence 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 apartments 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 community area damage (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 residence life staff immediately. Please be cautious with personal belongings.

Smoking/Tobacco Use

Smoking or use of smokeless tobacco (including vapes and e-cigarettes) is not permitted in residence halls or apartments on the Saint Mary's University of Minnesota campus. Saint Mary's University of Minnesota 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 apartments. 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, plastic ware, etc.) The university assumes no responsibility for commitments made or losses incurred by students. Residence hall rooms may not be used or listed as a place of business.

Sponsored Trips

Saint Mary's University of Minnesota 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.

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, LED Light Strips, 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 residence life staff to hang posters and other lightweight objects. A fine will be issued if there is a need to repaint/repair the wall.

Telephone Service

Saint Mary's University of Minnesota does not provide telephone service to each student room. Students are encouraged to bring personal cell phones. There are campus phones available in entryways and most lobbies to all residence halls for on-campus and emergency calling. 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 apartments at all times. **Saint Mary's University of Minnesota 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 of Minnesota. Further, the

aggrieved person has the option of pursuing criminal charges through the City of Winona Police Department (see Property Loss). Thefts should be reported to Campus Safety.

Villages/Apartments

All students living in the Residencia Santiago Miller 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 apartment 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, air fryers, 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.

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 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 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.). No items are to be attached, hung, or displayed in the windows of the residence halls. This includes, but is not limited to: decals, posters/signs, flags, window markers, etc.

Residents are not permitted to remove screens from residence hall windows. Individuals who do so will be fined.

Posted material may not advertise alcohol or be contrary to the university posting policy.

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.

Weather

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

Remain calm but move expeditiously.

Close and lock room doors.

Protect head and face.

Go down to the basement (or designated storm shelter area) or move to an interior area of the building.

Stay away from windows and glass.

Do not leave this area until instructed to do so by university officials.

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. Contact a residence life staff member to complete the checkout process. Please refer to the "Withdrawal from the University Process" to follow the appropriate steps.

STUDENT AFFAIRS GRIFFIN HALL 197; 507-457-1640

Statement of Purpose

The purpose of the student affairs 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 environment which distinguishes this residential university. Inspired by the legacy of the Christian Brothers, student affairs 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 affairs area fulfills this mission by providing the human resources and the spiritual and temporal guidance which empowers students to pursue safe, healthy, integrated, and active lives in this teaching/learning community. Functioning from the perspective of facilitators, educators, advisers, and role models committed to the education of the whole person, members of the student affairs 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 SAINT MARY'S HALL 100; 507-457-6936

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.

Sacraments

Saint Thomas More Chapel

Mass Schedule:

Sunday 10:30 a.m. and 8:00 p.m.

Monday-Friday 12:15 p.m.

Confession

Schedule:

Sunday 9:30 a.m. and 7:00 p.m. Or by appointment through Campus Ministry

Sacramental Preparation Programs:

OCIA: Baptism, Eucharist, Confirmation, &

Marriage preparation programs are available. Please contact Campus Ministry for details.

Other Campus Chapels

Located in Residence and Academic Halls

Brother Leopold Hall

Hillside Hall

La Salle Hall

Saint Yon's Hall

Brother William Hall

Saint Mary's Hall

Activities and Programs:

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

Service and 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

Service based student-led groups

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

discipleship.

Weekly

De La Salle Week

Vocational Discernment

Mission based student-led groups

community

nights

Campus Safety TONER STUDENT CENTER 115; 507-457-1703

General Information

Saint Mary's University of Minnesota 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* and parking policy (safety.smumn.edu). They also patrol all administrative buildings and residence halls to maintain security at all times. Anyone needing immediate emergency assistance should contact Campus Safety by dialing 507-457-1703.

All students are encouraged to exercise safety by locking personal living areas and vehicles on campus. You are encouraged to report suspicious activity/persons to Campus Safety or residence life staff. When appropriate, Campus Safety personnel will request a valid student ID 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 and for those with mobility concerns, an on-campus safety escort is available 24-hours a day, seven days a week, year-round. Contact Campus Safety at 507-457-1703 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. Saint Mary's University of Minnesota is not responsible for the loss of personal property. Locking your door and keeping personal belongings 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, residence life 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 service animals assisting handicapped persons are allowed in any campus buildings. View the full policy on our [website](http://safety.smumn.edu). Questions regarding this pet policy may be directed to the Office of Campus Safety.

Annual Security Report

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/judicial reviews for liquor law violations, drug abuse violations, and weapons possessions.

Additional information is available by contacting the vice president for student affairs or their designee. The Annual Security Report-Winona Campus can be accessed at safety.smumn.edu.

Campus Crime Statistics

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

Authorized Entry of Rooms and Searches

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 is not in uniform, do not let them in and call 507-457-1703 immediately.

Campus safety officers are authorized to enter any university space, including student residence rooms, they 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.

Campus Safety can search a student's bag or personal property if the officer has reason to believe the bag may contain evidence of a violation of university policy.

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:

If an alarm is activated, everyone must leave the building immediately!

Close doors behind you in order to prevent the spread of fire.

Everyone should move quickly and gather at least 50 feet from the building which will provide unblocked passageways for emergency personnel.

Campus Safety and/or maintenance 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.

When the fire department arrives, it will implement appropriate action in order to ensure that the safety of the community is regained.

Once the alarm has been deactivated, re-entry into the building will be permitted by campus safety, maintenance personnel, or the fire department.

Fire Pits

A fire pit use request must be made through the Office of Campus Safety more than 48 hours in advance of the event. Students who wish to have a fire pit should use one of the fire pit sites on campus or use a portable fire pit that can be checked out from the Office of Student Affairs. Fire pits cannot be reserved one week before or during finals.

Fire pit reservation may be declined due to:

Weather

Campus Events

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 Office 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. Information about parking lots and regulations may be found on the campus safety webpage: safety.smumn.edu.

Parking Permits

In order to regulate vehicle traffic, all motorized vehicles are required to display a current permit. Unregistered vehicles will be ticketed and/or towed. Permits are issued online via the student portal. Please follow these steps:

Go to **student.smumn.edu**

In the left column, click on "Parking Permits"

Follow the on-screen instructions and enter your vehicle and contact information.

Check the information for accuracy before submitting

The fee(s) for permits are automatically applied to your student account with the Business Office.

Permits will be placed in your campus P.O. box distributed during move-in in accordance with a plan that will be announced.

Resident Student Parking

There are a number of designated areas for student vehicles. Students must park in the lot assigned to them. For example, students with "Blue" permits must park in the "Blue" designated lots. In the event a lot is full, students must park in the Day/Overflow lot near the baseball field. Vehicles parked contrary to this parking expectation are subject to a university fine. 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 Brown permits for the Brown lot. In the event the Brown lot is full, commuters must park in the Day/Overflow lot near the baseball field. No overnight parking is permitted; violators will be towed after 1 a.m. unless a request for an exemption is granted by Campus Safety.

Faculty and Staff Parking

There are a number of parking lots and spaces designated for faculty and staff on campus. The following Purple Lots are for faculty/staff parking ONLY: Science and Learning Center, north of LaSalle Hall, east of Heffron and Skemp Halls. In addition to these lots there are a number of faculty/staff spots in lots around campus.

Fire Lanes

Fire lanes include any location that is located outside a normal parking area. More specifically, any area outside of painted parking stalls. Vehicles parked in fire lanes will be cited and/or towed.

Traffic Enforcement

Individuals who park vehicles illegally will be ticketed and are subject to tow. Campus Safety personnel reserve 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.

All drivers are required to stop when indicated to do so by a Campus Safety Officer. Drivers are required to drive in a safe and responsible manner and obey all traffic control devices (signs, light, etc.). Campus speed limit is 15 MPH. Driving or parking on lawns, grass, and sidewalks is strictly prohibited. Drivers/operators who receive three or more traffic violations may have their on-campus driving privileges suspended or revoked. Upon a fourth violation, vehicles will be towed at the owner's expense. Suspended drivers/operators will not be allowed to park or drive on Saint Mary's University property for a period of one month. Violation of a suspension will cause a revocation of on-campus driving/parking privileges. Revocations last for the period of one year from the violation date.

Additional notes:

No motor vehicles will be driven anywhere on campus other than designated roads. Motor vehicles are not allowed on the trails other than maintenance and Campus Safety vehicles. Driving off road will result in a fine of \$100 and loss of driving and parking privileges on campus.

Snowmobiles, ATVs, and other small vehicles are not permitted on campus.

Motorcycles driven/parked on campus are required to register and park in a designated lot.

Abandoned vehicles will be towed at the owner's expense.

Students who accumulate \$500 in parking fines may lose their privileges to have a car on campus.

Appeals of Traffic/Parking Violations

Saint Mary's 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 smumn.edu/parkingcitationappeal. 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 or through the student's online account.

Academic Breaks

All vehicles left on campus over break must be registered with Campus Safety and parked in the Overflow Lot near the baseball field. 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 the owner's expense.

Parking Violation Fee Policy

To encourage responsible parking practices on campus, the following policy will apply to all issued parking citations:

- **Initial Violations:**
The first two parking citations issued to a vehicle or individual within an academic year will be charged at the standard rate established by the university.
- **Subsequent Violations:**
Beginning with the **third parking citation**, the cost of each additional citation will **increase progressively**. Each new violation after the second will result in a **graduated fine**, with the amount determined by the number of prior citations received during the same academic year.
- **Example:**
 - 1st & 2nd Ticket — Standard fine rate
 - 3rd Ticket — Fine doubled
 - 4th Ticket — Fine tripled
 - 5th and subsequent Tickets — Fine quadrupled the standard rate

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 webpage safety.smumn.edu.

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 \$75-\$100 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 tow.

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 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 the following lots seven days a week: faculty/staff (purple lots) and commuter (brown) lot. The commuter lot is only for the students commuting to campus.

Students, faculty, and staff will be notified via email as soon as possible when a snow emergency has been declared by campus safety. It is the students' responsibility to check their email frequently after a snowfall. Students may also call the Office of Campus Safety at 507-457-1703 to inquire about snow removal.

Food Services **TONER STUDENT CENTER 212; 507-457-1678**

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 of Minnesota through Chartwells provides four new meal plan options for its residential students

The Essentials 19 Plan—This plan is a first-year freshman default meal plan. It allows you 19 meal swipes per week at the dining hall and one meal exchange per week to use at Cardinal Club's three retail dining concepts: Bagels and More, Bowl Life and Burger 507.

The All-Access Plan—This plan is the premium dining experience option, providing unlimited meals per day at the dining hall, one meal exchange per day at Cardinal Club's three retail dining concepts, 150 in Flex Dollars per semester to use at any dining location, and one Cardinal Coffee beverage per week.

The Lifestyle 8 Plan—This plan allows you 8 meals per week at the dining hall, one meal exchange per week at Cardinal Club's three retail dining concepts, 500 in Flex Dollars per semester to use at any dining location, and two-yearly guest passes to use at the dining hall.

The Lifestyle 12 Plan—This plan allows you 12 meals per week at the dining hall, one meal exchange per week at Cardinal Club's three retail dining concepts, 250 in Flex Dollars per semester to use at any dining location, and two-yearly guest passes to use at the dining hall.

Freshmen are required to purchase the Essentials 19 or the All-Access plans during their first year on campus. All other students can choose from any of the four residential 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 through the first full week of each semester. Meal plan selection and changes can be done via eRezLife, while additions and exemptions can be handled through the Office of Student Affairs.

Commuter plans

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

50 Block—This plan allows you 50 meals during the semester at the dining hall or Cardinal Club. Blocks do not carry over from semester to semester.

75 Block—This plan allows you 75 meals during the semester at the dining hall or Cardinal Club. Blocks do not carry over from semester to semester.

100 Block—This plan allows you 100 meals during the semester at the dining hall or Cardinal Club. Blocks do not carry over from semester to semester.

Cardinal Cash

Cardinal Cash is a declining balance that can be added to any account at any time. Use it to make purchases at any dining location tax-free. Cardinal Cash never expires as long as your ID is active. You do not need a meal plan to purchase Cardinal Cash. Receive bonus Cardinal Cash when adding at least \$50 worth on your account.

Special Dietary Needs

Chartwells and Saint Mary's University of Minnesota Student Health Services will work closely with one another to accommodate special dietary needs students may require. If you have specific dietary needs, please contact the Office of Student Affairs.

Hours of Operation can be found on the Chartwells website (www.dineoncampus.com/saintmarys). Hours of operation during the summer and during breaks will be posted for your convenience.

Group Pack-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 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 Affairs, 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 ID cards are required at the dining hall, Cardinal Club, and Cardinal Coffee at all times. Student IDs and meal plans are not transferable to other students.

Exclusive Catering Partner

Chartwells is the University's exclusive catering partner for the Winona campus, including facilities located on the former Saint Teresa's campus. Chartwells is committed to working with departments and student groups to provide catering service for all events, as well as daily meal service and coffee in the Toner Student Center (dining hall, Cardinal Club, and Cardinal Coffee). As an exclusive partner, all food and beverages for university events must be purchased through Chartwells. Call 507-457-1655 to plan your next event.

Residence Life **GRIFFIN HALL 195; 507-457-1640**

Saint Mary's University of Minnesota provides a variety of living environments. Each in its own way, residence halls and apartments 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 apartment 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 residence hall directors (HDs) live in the residence halls and apartments to oversee the community development. Each area has a HD who supervises the RAs and serves as the administrator for the residence hall or apartment.

The HD is available as a source of counsel to the students and works with the RAs to enforce the university community

expectations. The residence life 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/apartments agree, by contract, to live by the terms and policies of the Saint Mary's University of Minnesota Room and Board Agreement.

ROOM AND BOARD AGREEMENT

Terms of Contract

The term of this contract shall be for the current academic year or duration of the student's residence in on-campus housing, whichever is longer. 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 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.

The university reserves the right to deny housing or dismiss from housing any student who is convicted of a felony that is related to the safety or security of other students in the residence hall.

Contractual Relationship

Notwithstanding anything to the contrary which may be contained in this written agreement, expressly, implicitly, or otherwise, it is specifically understood and agreed by and between the parties that it is not the intention of the university nor the student to create a landlord-tenant relationship. The parties intend to contract for housing, and not for a specific apartment or room, and for utilities and other ancillary support services provided by the university. The university reserves the right to reassign residents. It also reserves the right to pack up and move belongings to a secure location in emergencies. The university reserves the right to cancel a housing contract or remove a student due to policy violations.

This contract is for a space on-campus, not for a specific room. The university reserves the right to make room assignments and reassign students. Whenever a vacancy occurs in a double, triple, quad or apartment, Office of Residence Life staff may assign another student to that space at any time. When a roommate cancels a housing contract, the student(s) left in the room may be reassigned to other rooms, halls, or apartments as necessary to accommodate housing needs. The university will make every effort to honor assignment preferences. Failure to honor an assignment preference will not void this contract. The student is not permitted to sublease, sell, assign, or transfer any interest in this contract or right to occupancy of his or her space. Additionally, a student may not refuse a roommate. Doing so may subject the student to conduct action and or assessment of the cost of the entire room/apartment space.

Food Service Regulations

All residential 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 plan.

Housing Regulations

This contract does not cover room and board during breaks which include the fall, Thanksgiving, winter, spring, or Easter 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 unless otherwise communicated from the Office of Residence Life. Students must vacate the premises within 24 hours after their final exam and/or by hall closing.

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 Student 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 smumn.edu/about/student-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.

A student may change rooms only with 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. A student assumes responsibility for the care and use of the assigned room and its furnishings.

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 fine of \$75).

Students may not have pets (other than fish) in the residence halls at any time under any circumstances. If a student requires a service dog or emotional support animal to be on campus, please contact the Office of Student Affairs.

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 they obtain a room key. When moving into the assigned room, the student must complete an online check-in form within one week from the date of check-in. When vacating the assigned room/apartment, the student must check out with a residence life staff member or their designee. Each student will follow the proper check-out procedure when vacating the premises or relocating to a new room/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. The Office of Residence Life reserves the right to refuse students break or extended housing.

Force Majeure

The university assumes no responsibility for the closure of residence life housing due to any force majeure. "Force majeure" shall mean fire, earthquake, flood, act of God, strikes, work stoppages or other labor disturbances, riots or civil commotions, litigation, war or other act of any foreign nation, plague, epidemic, pandemic, power of government or governmental agency or authority, or any other cause like or unlike any cause mentioned above, which is beyond the control or authority of Saint Mary's University of Minnesota. As a result, should the university need to close or send students home due to force majeure, students will not be reimbursed, nor pro-rated, for time not spent in their residence

hall space or apartment. Should force majeure occur, the university reserves the right to temporarily or permanently relocate a resident.

Termination of Contract

Cancellation by student: This contract may be canceled by the student if written notice of cancellation is received by the Office of Residence Life. The contract may not be canceled by the student without forfeiture of the \$250 housing deposit.

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 until the student has completed his or her housing application and that application has been accepted by the university.

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

OFFICE OF STUDENT ENGAGEMENT Griffin Hall 195; 507-457-8659

The Office of Student Engagement helps enhance the personal growth and development of students by keeping the Lasallian 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.

Recreation, Involvement, and Student Engagement are a way for students to connect with other students with similar views, aspirations, and concerns, and develop character and leadership abilities. 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. Campus organizations and clubs provide students with many avenues for personal, vocational, and social growth.

Because Saint Mary's University of Minnesota 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 the 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.

As a Lasallian Catholic institution of higher education, the university believes in the inherent dignity and worth of every student and employee. As such, the university strives to create an environment where the dignity of each person is respected and honored. All variety shows and activities should adhere to the dignity of the person and are consistent with the mission and values of the university. If there is a question as to whether the event/activity meets the university standards a group can submit a proposal to the student affairs office and a committee of individuals will review.

Post-Secondary Enrollment Options Students: Access to Co-Curricular Programs

Post-Secondary Enrollment Options (PSEO) students attend Saint Mary's University of Minnesota pursuant to Minnesota statutes. As a Saint Mary's student, PSEO students are welcomed and encouraged to participate in co-curricular programs and activities, provided they are held on the Winona Campus. PSEO students are restricted from any co-curricular activities that occur off campus, any overnight activities, or any activities that are not age appropriate (including, but not limited to: R-rated shown movies, Mission trips, Club Sports trips, volunteer trips, etc.).

Student Activities Committee

The Student Activities Committee (SAC) of Saint Mary's University of Minnesota 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.

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 Recreation, Involvement, and Student Engagement.

Student Senate at Saint Mary's University of Minnesota

The Student Senate of Saint Mary's University of Minnesota 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 area. The Senate controls all monies collected from the student activity and laundry fees 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 of Minnesota is a strong and viable organization which welcomes full participation by all students in campus life.

Campus Ministry and Service Clubs/Organizations

Buddies	Culture of Life	Knights of Columbus
Serving Others United in Love (S.O.U.L.)		

Academic Department Organizations

Accounting Club	Biochemistry Club	Future Health Professionals
Education Club	IT Club	Psychology Club
Criminal Justice	Public Relations/Business Entrepreneurship Club	

Greek Organizations (see also Fraternities and Sororities)

Per Musicum Amamus (music)	Sigma Alpha Iota (music)
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Honor Societies

Alpha Kappa Delta (sociology)	Alpha Mu Gamma (modern and classical languages)	Alpha Psi Omega (theatre)
Beta Beta Beta (biology)	Delta Epsilon Sigma (Catholic)	Delta Mu Delta (business)
Kappa Delta Pi (education)	Phi Alpha Theta (history)	Pi Gamma Mu (social science)
Pi Mu Epsilon (mathematics)	Pi Sigma Alpha (political science)	Psi Chi (psychology)
Sigma Pi Sigma (physics)	Sigma Tau Delta (English)	Theta Alpha Kappa (theology)
Zeta Delta (First Generation)		

Special Interest Groups

Anime Club	Black Students and Allies	Colleges Against Cancer
Dungeons & Dragons	Fashion Club	Green Bandana Project Pre-Law
Society Pickleball Club	S.A.G.A.	Saint Mary's
Benefit Dance Committee	Sustainability Club	K-Pop Euphoria
Asian Students and Allies	Photography Club	Por La Cultura
Book Club		

Club Sports and Fitness Groups

Fellowship of Christian Athletes
Nordic Ski Club
Ultimate Frisbee Club
Golf Club

Men's Hockey Club
Student Athletic Advisory Council
Skate Club

Soccer Club
Yoga Club
Dance Team

Fraternities and Sororities

Information on officially recognized Greek organizations is available in the Office of Student Affairs. **Students participating in activities of "Greek" organizations not officially recognized by Saint Mary's University of Minnesota 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 Campus Safety (see Fire Pits, page 32, for details).

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, arcade-style games, 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 Campus Safety. The checkout policy requires a Saint Mary's University of Minnesota ID card. Your account will be charged for any lost or damaged equipment.

INTRAMURAL/COMPETITIVE SPORTS TONER STUDENT CENTER 8

Intramural participation is an important element of student life at Saint Mary's University of Minnesota. Intramural sports are intended to provide healthful exercise, promote leisure education, enrich social competence, develop teamwork, 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

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.

OUTDOOR LEADERSHIP

Saint Mary's University's Outdoor Leadership Program presents students, faculty, and staff with exciting opportunities for outdoor recreation. Our location on the Mississippi River, immersed in the bluffs, surrounded by streams and trails, make this a perfect place to get outdoors. We are engaging people in activities such as camping, hiking, backpacking, kayaking, canoeing, cross-country skiing, snowshoeing, and much more. Through our attention to environmental stewardship, we are continuing to educate and develop a sustainable campus for everyone. The program creates a campus connection between our community and our environment.

Ski/Hike/Running Trail

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 Campus Safety Office in the

Toner Student Center.

ENVIRONMENTAL AWARENESS CENTER 507-457-1404

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 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.

Jay Johnson Wellness Center HEFFRON HALL - LOWER LEVEL; 507-457-1492

The Jay Johnson Wellness Center of Saint Mary's University of Minnesota promotes the development of the whole person and fosters biological, psychological, social, and spiritual wellbeing. Counseling and health services are offered.

As caring professionals, Jay Johnson Wellness Center staff assist students as they attend to their physical and mental health needs. Health and counseling staff, motivated by the charism inspired by the life of Saint John Baptist de LaSalle, work to respond to the needs of students as they live and learn at Saint Mary's University so that they ultimately enter the world more competently equipped to fulfill their vocations.

After Hours and Emergencies

Urgent care services are available in Winona at Winona Health and Gundersen Clinic. Emergency care is available at the Winona Health Emergency Department (Winona, Minn.), Gundersen Clinic (La Crosse, Wis.), and Mayo Clinic (La Crosse, Wis. and Rochester, Minn.) or by calling 911.

Cost

Services are provided free of charge for undergraduate students on the Winona Campus. The cost of off-campus services (i.e., referrals, prescription medications, supplies, testing or treatments) are the responsibility of the student. There is no fee for on-site laboratory testing. A limited supply of some over-the-counter medications is available at no cost. Additional items and resources are available for loan. If not returned, the student will be responsible for the cost of replacement.

Confidentiality

All communications and services provided by counselors and healthcare providers remain strictly confidential. Health and counseling records are kept separately from all academic and disciplinary records and cannot be shared with parents, faculty, administration, peers or others without the student's explicit written consent. Health and counseling records are not covered by standard parental release of information under FERPA. Exceptions can be made in the case of a life-threatening situation.

Insurance

Although not required, Saint Mary's University recommends that students maintain health insurance. We encourage students to obtain and carry a copy of their insurance card and to verify coverage at area healthcare facilities. This will help facilitate care if the student requires off-campus services or prescriptions during their time as a student.

Excuse Note Policy

Saint Mary's University of Minnesota encourages students to take responsibility for their own wellbeing, including their health. The Jay Johnson Wellness Center encourages students to function independently and to be accountable for their own academic performance.

Saint Mary's University Jay Johnson Wellness Center does not provide notes for routine illness, injuries or mental health concerns that may lead to missed classes, exams, assignment deadlines, work or athletic activities.

It is the responsibility of the student to communicate directly with their instructors when illness impacts their ability to attend class or complete assignments. It is up to instructors to determine the impact this will have on the student's ability to meet course outcomes.

COUNSELING SERVICES HENDRICKSON HALL; 507-457-1492

Saint Mary's University of Minnesota offers short-term counseling services. Many changes take place during the college

years and almost all students face questions with regard to identity, relationships, purpose of life, time management, 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 partnerships care about you and will listen in an objective, non-judgmental and confidential manner.

Concerns that students experience are diverse, and often include:

Stress and time management	Choosing a major and/or career	Anxiety Alcohol and
Other drug abuse issues	Body image and eating disorders	Behavior problems
Family issues	Sexuality and unexpected pregnancy	Relationship concerns
Depression and other mood disorders	Cultural adjustment	Grief and loss
Academic performance issues	Self-esteem	Learning disabilities
Attention deficit disorders	Motivation, procrastination, and	
	academic performance issues	

Hours

In-Person counseling services are available Monday-Thursday 8am-3pm for all undergraduate students on the Winona Campus.

Appointments

Students are generally seen by appointment only due to availability. Urgent needs will be addressed as soon as possible. Counseling appointments can be made by visiting web.penjiapp.com and navigating to the counseling tab.

Teletherapy

Teletherapy (phone, video, secure messaging) is available through Uwill (Student Mental Health & Wellness). Uwill provides students with additional hours and provider options, including services in additional languages, cultural focus, and additional choices to find a provider that is the best match. Please visit <https://wellness.smumn.edu> or email wellnesscenter@smumn.edu to learn more about these options.

Testing

Counseling Services offers a variety of personality inventories, screenings, and career assessment inventories. The Jay Johnson 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.

Disclaimer

The counselors and psychologists at the Jay Johnson Wellness Center are the only individuals on campus authorized by the university and trained to provide professional mental health 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 Jay Johnson Wellness Center, the student assumes all the risks associated with said counseling.

Alcohol and Other Drug Education

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 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. If counseling is part of a disciplinary sanction, the Office of Student Affairs/Residence Life will be notified only whether or not you have kept your appointments. **Referrals to other professional resources are available.**

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 life staff, professional speakers, and other mediums.

Personal Development Workshops, Classes, and groups

Jay Johnson Wellness Center staff offer personal development workshops, information sessions, and groups on a variety

of topics. We will work with students to develop presentations for university groups. These are publicized on-campus throughout the year. Wellness staff are committed to assisting students to develop healthy lifestyles. Look for a variety of wellness opportunities throughout the year.

HEALTH SERVICES 507-457-1492

The Health Services staff adheres to the philosophy that decisions you make in the areas of sleep, 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 of illness, but also to support you in prevention and maintaining a healthy lifestyle. 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. Services are provided on campus by Winona Health staff.

Services include but are not limited to:

Lab testing:	Medication management	Physicals
Glucose	Minor acute injury	Acute illness
Pregnancy	Asthma	
Basic urinalysis	Allergies	
Hemoglobin	Allergy injections (under the guidance of student's allergist)	
Strep	Mental health	
Mono	Dermatological concerns	

Hours

Health Services are available Tuesday and Wednesdays 1pm-4pm while classes are in session.

Appointments

Students must make an appointment via the Winona Health Portal to be seen. To create a portal account and make an appointment, visit wellness.smumn.edu/student-health-services/ or email wellnesscenter@smumn.edu for instructions.

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 for and require accommodations in their housing, dietary needs or academics. Should you need assistance for:

Chronic or Long-Term Health Concerns

Students should contact the director of health services 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.

Short Term Illness or Injury Resulting in Missed Classes

In general it is the student's responsibility to notify an instructor if they are 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 Health Services, 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.

Student Health Insurance

Although not required, Saint Mary's University recommends that students have health insurance. In addition to carrying a copy of their health insurance card, we request that a copy of the student's insurance information be provided to Health Services along with the appropriate forms. This form/information helps to facilitate care if the student requires off-campus services or prescriptions.

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 of Minnesota. 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.

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 they recommend. 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 under important documents at **international.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	Sexuality	Tobacco awareness
Healthy lifestyles	Fitness challenges	Sexually transmitted diseases	

Students are welcome to use 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 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 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 Health Services bills in an expedient manner.

ACADEMIC SUPPORT SERVICES

Student Success Center GRIFFIN HALL 70; 507-457-6994

studentsuccess@smumn.edu

The Student Success Center supports students at Saint Mary's University by providing inclusive, student centric resources that offer transformative opportunities in a well-integrated environment enriched by our Lasallian Catholic traditions.

ACADEMIC SUPPORT SERVICES smumn.edu/academicadvising

Academic Advising

The advising team works closely with faculty advisers and other campus departments to provide a comprehensive learning experience for all students. Our motto: Academic advisers guide, students decide.

Advising support for academic development includes:

- Course planning and scheduling/registration
- Academic planning and evaluation of degree requirements
- Understanding undergraduate academic policies and procedures
- Major exploration and declaration
- Primary adviser for undecided/ exploratory students until declaration
- Incoming Transfer student advising
- Change of adviser
- Overcoming academic difficulty
- Withdrawal (from a course or from the university)
- The Academic Success Program (ASP)

Advising support for personal development includes:

- Habit management and organizing time
- Developing strategies for academic success and life skills
- Identifying and achieving personal goals
- Addressing personal concerns impacting academic performance

Faculty Advising

Full-time faculty members serve as a student's primary adviser from declaration to graduation.

Faculty advisers assist students in:

- Major and/or career direction

- Planning their course schedules
- Developing an academic plan and education goals
- Assessing academic progress
- Helping with other concerns
- Serving as a referral person to appropriate offices on campus

New Student Experience

New Student Experience provides opportunity for seamless transition to the University through New Student Orientation and Registration, Welcome Weekend, and First Five Weeks programming.

Early Alert

The Early Alert system is managed by the Student Success Center and exists to monitor student behavior inside the classroom and in the academic setting. Faculty and Staff across campus have the ability to submit alerts to the Early Alert team for concerns including:

- At Risk of Failing
- Attendance (Missing or Late)
- Disruptive Behavior in Class
- Financial Hardships
- General Academic Concerns
- Grades (Low Test Scores or Overall Low Grade)
- Homework (Missing or Late)
- Personal Life Concern
- Physical or Mental Health Concerns
- Student Plans to Leave or Withdraw
- Other

Students may receive communication from a member of the Early Alert team to check in. Students are expected to respond to any outreach from the Early Alert Team, including meeting requests. In severe circumstances, the Behavioral Intervention Team may require meetings to address academic concerns. The Behavioral Intervention Team (BIT) consists of the Dean of Students and the Senior Director of Student Success, or their delegates.

ACCESS SERVICES

Access Services provides specific accommodations to qualified students who have met documentation requirements. Students are responsible for furnishing disability documentation and requesting accommodations to the director of Access Services. For more information go to accessservices.smumn.edu or contact the Access Services director at 507-457-1465.

Qualified students may receive assistance with:

- Alternate format textbooks
- Assistive technology
- Testing accommodations
- Liaison with faculty as needed

Career Services GRIFFIN HALL 70J; 507-457-6695

[CAREERSERVICES.SMUMN.EDU](https://careerservices.smumn.edu)

Career Services offers programs, activities, and resources in career readiness and job search skills to assist students in all majors to prepare for life after college. Services include:

- Career exploration and assessment

Resources on choosing a major
Internships and field explorations
Resume development and review
Job search strategies
Career-readiness training
Interview preparation and practice
Negotiation strategies
How to apply to graduate school
Career fairs and employer relations
One-on-one career advising
Annual first destination outcomes reports
Courses for academic credit such as PD101 Career Exploration (for freshmen and sophomores) and PD301 Career Strategies (for juniors and seniors)

Learning Services

Learning Services provides students with the tools necessary to become self-directed learners. Students can utilize Peer Tutoring for course-specific support and/or Peer Mentoring for support with academic skills like time management, study skills, note taking strategies, etc. Peer Tutors are available for most 100 and 200 level courses and select 300 and 400 level courses.

Peer Mentors hold regular office hours for either by-appointment meetings or drop-in support. Peer Tutors are available by-appointment in a satellite model meaning they will meet you at the time and place that works best for both of you. Courses with traditionally high demand often have weekly drop-in sessions in addition to the by-appointment option.

Writing Center – Winona Campus 103 SAINT MARY’S HALL, 612-728-5154

write@smumn.edu

The Writing Center assists with your papers through individual writing tutorials. We offer a variety of services: individual consultations, workshops, and online resources.

Telephone: 612-728-5154

Toll-free 866-437-2788, Ext. 5154

E-mail: write@smumn.edu

Website: write.smumn.edu

Individual Consultations

Writing tutors answer your writing questions and provide informed feedback on your drafts. Consultants do not proofread entire student papers, but help students correct their own sentence-level and citation errors. Tutors start by ensuring a draft answer the assignment prompt, follows the assignment sheet, and takes the grading rubric into account. Then tutors focus on thesis development, paper structure, and use of sources before moving on to grammar and citation.

Consultations are free, but appointments are required; schedule a tutorial on the Writing Center website (write.smumn.edu).

Workshops

Each term the Writing Center offers free workshops on writing topics including citation style, content development and organization, and resume writing. These workshops are described on the Writing Center’s website.

Online Resources

The Writing Center website provides another means of access to our services. The website features a variety of resources, including guides to types of writing assignments, grammar and punctuation rules, information on citation style, and

learning modules on various writing topics.

The Fitzgerald Library/McEnerg Center 507-457-1561; wlibrary@smumn.edu

The library provides reference services, interlibrary loan, information resources, and areas for individual or group study. Our collection includes scholarly online databases, print resources, and audiovisual materials. Professional librarians provide research assistance and help in using the library collection. The library provides for all of your technology needs, with computers, printers, scanners, and technology equipped study rooms. The Saint Mary's University of Minnesota Archives, containing documents and photographs related to the history of the university, is located in the lower level of the library and can be accessed by appointment.

Super search allows users to search not only our library collections but also the collections of many other Minnesota academic libraries, as well as scholarly open access resources. In addition, the library website provides useful links to library services and policies, on- and off-campus access to our online database subscriptions, and advanced information resources for your study and research needs.

All three floors in the library have open study areas that can be used by individuals or groups. Private individual and group study rooms are also available on each floor.

Library Hours:

Monday-Thursday	7:30 a.m. to midnight	Saturday	noon to 6 p.m.
Friday	7:30 a.m. to 6 p.m.	Sunday	3:30 p.m. to midnight

We are here to help with your research needs. You can chat with a librarian online 24/7, request an appointment for a research consultation, or walk in and receive in-person assistance from the librarian that is on duty.

Hours are subject to change without notice. Special library hours during finals week and holiday/break periods can be found on the Saint Mary's University website.

Study Abroad THE HEIGHTS; 507-457-6996; studyabroad@smumn.edu

Saint Mary's University of Minnesota encourages students to incorporate international study into their academic plans. Education abroad choices are available in a variety of locations and timeframes. Staff in the Study Abroad office is available to assist students during all stages of the study abroad experience, including exploring various options, applying to programs, preparing for international travel and study, and returning to campus. Students interested in studying abroad are encouraged to start the planning process in their first year. Regardless of what program you choose, you'll enrich your academic experience and gain an international perspective needed in a global society, all while staying on track for graduation. Eligibility requirements, application processes, and availability of financial aid vary by program. Visit the Study Abroad office or website at <https://studyabroad.smumn.edu/>.

International Student Services THE HEIGHTS; 507-457-1778; INTLCENTER@SMUMN.EDU

The International Student Services office strives to best serve the educational, social and personal needs of SMU's international population while recognizing these students as valuable assets enriching the Saint Mary's University community. Primary responsibilities of this office in regard to international undergraduate students include:

- Providing welcoming and orientation programming
- Offering comprehensive immigration services related to F-1 visa holders
- Fostering adjustment to and cultural understanding of life in the U.S.
- Creating opportunities for international students to share their knowledge and experiences with the campus and Winona communities
- Advocating on behalf of international students
- Arranging educational, cultural, and social activities

Visit the International Student Services office or website at <https://international.smumn.edu>.

OTHER CAMPUS RESOURCES AND SERVICES

ATHLETICS AND RECREATION

Intercollegiate Athletics

Over one-third of the student body competes in intercollegiate athletics. Seventeen sports are sponsored by the Saint Mary's University of Minnesota Athletic Department.

Fall Sports:

Women's Volleyball
Men's Soccer
Women's Soccer
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 and Field
Women's Indoor Track and Field

Spring Sports:

Men's Baseball
Women's Fastpitch Softball
Men's Tennis
Women's Tennis
Men's Outdoor Track and Field
Women's Outdoor Track and 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).

The Athletic Department checks student-athlete eligibility prior to each season of participation.

1. To be eligible for participation during the sport's season:

- The student-athlete must be carrying a minimum of 12 non-repeating credits. Anytime the student drops below 12 credits, the student becomes ineligible immediately.
Exception: final semester (NCAA 14.1.8.1.6)
- The student must pass a minimum of 66% of credits attempted during a semester.
- The student must be making normal progress towards graduation.

2. Students must maintain a minimum cumulative grade point average to be eligible for athletic participation.

Anytime a student is on academic probation, he/she is ineligible for participation in athletics.
(Saint Mary's Course Catalog: Good Academic Standing)

- 2.00 Cumulative GPA
 - credits transferred in from other institutions will not influence your GPA at SMU.
 - the number of semesters used to determine a minimum GPA for transfer students are determined by the Registrar's Office with regard to the total number of full-time semesters attended prior to matriculation to Saint Mary's.

3. If a student is deemed ineligible the student will be notified by any or all of the following: the registrar, compliance officer, athletic director, or coach.

- The student is not permitted to travel with the team to away contests (NCAA 16.8.1.2)
- The student may sit on the bench for home events (SMU)
- The student may not be excused from class for a home contest

4. Each student can participate in four (4) seasons in any given sport. The student has ten (10) full-time semesters of attendance in which to complete their four (4) seasons. A full-time semester is utilized when the student is enrolled in

a full-time class load and attends the first day of classes. You must withdraw prior to the first day of classes for the term not to count. (NCAA 14.2)

Equity in Athletics Disclosure Statement

The Equity in Athletics Disclosure Act requires colleges 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 Athletic Department Office.

RECREATION AND ATHLETIC FACILITIES 507-457-6954

• Gostomski Fieldhouse		
+ Multi-purpose courts	+ Fitness center	+ Indoor running track
+ Weight room	+ Aerobic/dance studio	+ Cardinal lounge
• Gymnasium	• Swimming pool	• Ice rink
• Racquetball courts	• Saint Yon's valley	• Running and ski trails
• Outdoor track	• Athletic fields (baseball, softball, soccer)	• Outdoor sand volleyball
courts		• Lower intramural fields

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

Each venue may be reserved by an individual or group. Please contact Event Services at 507-457-1586 for group reservations.

Guests of Saint Mary's faculty, staff, or students wishing to use the Gostomski Fieldhouse must sign a waiver and receive a guest pass from the Office of Campus Safety. Guests must be accompanied while in the facility by the Saint Mary's host. The Saint Mary's host may not have more than three guests. Visitors must be authorized by the Fieldhouse Director, sign a waiver, and receive a temporary visitor's ID to use the facilities.

For questions about the Gostomski Fieldhouse Usage policy, please contact the Athletic Office at 507-457-1579.

CENTRAL SERVICES FUNCTIONS

Document services, including printing, photocopies, laminating, and plastic binding are now available at the IT Helpdesk.

All mail services are now available in the Michael H. Toner Student Center mailroom.

INFORMATION TECHNOLOGY 507-457-7800

All Saint Mary's University of Minnesota users are subject to the Appropriate Use of Information Technology Policy. This, along with other IT information, can be found on our website at techFAQ.smumn.edu. Information Technology provides an array of support and is located in the lower level of the Hendrickson Center. The IT Helpdesk (HC #25) is your first point of contact for all IT questions related to your computer, wireless service, gaming system, and more. For any technical issue, you can reach the Helpdesk at 507-457-7800 or by using the online ticket submission found on our website.

Helpdesk Hours:

Monday-Thursday	7:30 a.m. to 11 p.m.	Saturday	9 a.m. to 5 p.m.
Friday	7:30 a.m. to 8 p.m.	Sunday	2 p.m. to 11 p.m.

Computer labs are available for use throughout the campus. They are located in the Hendrickson Center adjacent to the

IT Helpdesk, Fitzgerald Library, Aquinas Hall, and in Toner Student Center. Some computer labs are used for various classes throughout the day but are available for public use when classes are not in session.

For more about Information Technology, please visit techFAQ.smumn.edu.

Document services, including printing, photocopies, laminating, and plastic binding are now available at the IT Helpdesk for a small fee. Cash only please.

MAILROOM **TONER STUDENT CENTER; 507-457-1571**

The campus mailroom is staffed during the following hours:

Monday–Friday	8:30 a.m. to 4 p.m.	Saturday	10 a.m. to 2 p.m.
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During break periods and summer, this schedule may be modified. Prior to these periods, the modified schedule is posted through electronic communication, and in the mailroom lobby.

If you are expecting an urgent package such as medicine or perishable items that you are unable to pick up during normal business hours, notify the mailroom staff so that alternative arrangements can be made.

Incoming Mail/Your Mailbox

Students are assigned a mailbox in the lower level of the Toner Student Center. The student will keep the same box as long as they are enrolled as an undergraduate student at Saint Mary's University of Minnesota. It is your responsibility to check your mailbox.

Packages

All types of parcel services come through the mailroom (USPS, UPS, FedEx, etc.). You will be notified to come pick up your oversize letter or package through your Saint Mary's University of Minnesota email account. These notices will direct you to the Mailroom for pickup during business hours or to the electronic parcel locker system located in the mailroom lobby.

Regular size student packages will be placed in the parcel locker system for pick-up. The notice from Saint Mary's University of Minnesota is your indication that the package has been received, processed, and is available for pick-up. It will include information on how to retrieve your package. Please do not rely on emails from the vendor or carrier that say packages have been delivered as they are often inaccurate. Parcels not retrieved after three notifications will be removed from the parcel locker system and placed in the mailroom for regular pick-up.

For oversized or overflow packages, you will receive a notice to pick-up your package from the mailroom window. Please ensure you have your student ID for mailroom pick-up as identity verification before packages will be released.

University Address

To ensure accuracy and timeliness in your deliveries, both mail and packages, please use the following address format:

Your Name (as shown on your student ID)
Saint Mary's University of Minnesota
700 Terrace Heights
(campus mailbox number)
Winona, MN 55987-1399

Omission of any of these items, such as name or box #, may cause delays or packages to be returned to sender. Student organizations/university offices should not send candy or food to students and all postcards/paper should be at least the size of an index card. General/mass campus mailings are not recommended.

Other Mail Services

On-campus mail can be dropped off at the mailroom.

The mailroom provides USPS stamps and packages with cash payment only.

We have available a limited amount of shipping supplies.

Prepaid and pre-labeled shipments for UPS and FedEx may be dropped off at the mailroom for pick-up by the carrier.

Inter-campus mail may also be deposited in the designated slot near the mailroom window for inter-campus delivery. Do not send cash in the inter-campus mail or any uninsured U.S. Postal Service.

Mailroom 21+ Signature Required Policy

Any items received that require a signature by someone of at least 21 years of age will be transferred to the Office of Student Affairs for resolution.

PERFORMANCE CENTER pagetheatre.org, 507-457-6921

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 various arts events each year, including the Department of Fine and Performing Arts as well as films, speeches, and other events.

Employment

A variety of work/study opportunities are available at the Performance Center, including box office staff, technical crew, and costume shop staff. Contact Event Services for more information at 507-457-6921.

Scheduling 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 directly through Lynette Johnson at ljohnson@smumn.edu or 507-457-6921. The Performance Center hosts many events each year (including rehearsals, plays, concerts, speakers, films, etc.) so please get your requests in as early as possible. Please seek approval from your department head prior to requesting a space.

PHOTOCOPIERS

A coin operated copy machine is available in the lobby of the Fitzgerald Library — copies are 10 cents each. Copies can also be made at the IT Helpdesk, which is located in the lower level of the Hendrickson Center.

RECYCLING

The Saint Mary's University of Minnesota 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, no 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 and Catalogs
Cereal boxes
Telephone books
Printer and Copier paper
Mail

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 507-457-1436 or the Office of Residence Life at 507-457-1640.

Cardinal Central SAINT MARY'S HALL 32; 507-457-6655

Cardinal Central handles student tuition, billing, and student payroll processing.

Hours are Monday-Friday, 8 a.m. to 4:30 p.m.

Cardinal Central can:

Take payment for tuition, room, board, and other fees

Answer questions about tuition, financial aid, portal, etc.

A Saint Mary's ID is required for all transactions.

STUDENT ACCOUNT BILLING POLICIES

Tuition Statements

Access your tuition ACCOUNT THROUGH THE MY BILL SECTION OF THE STUDENT PORTAL.

Payment Methods Late

Payments can be made in the following ways:

Online through the portal using the Cashnet payment system, with an electronic check (ACH) or credit card.

There is no fee for ACH. Cashnet charges a 2.95% fee for credit or debit card transactions.

Check or money order by mail to the Business Office at 700 Terrace Heights #8, Winona, MN 55987.

In person at Cardinal Central.

A finance charge will be assessed if your account 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 and DISCLOSURE STATEMENT which every student is required to sign when logging into the portal for the first time.

A \$20 non-refundable fee will be charged to the 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 Cardinal Central.

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.

STUDENT PAYROLL

Cardinal Central processes all student worker forms, including new student worker forms (direct deposit, W-4s, and 1-9) and work permits. Supervisor's request and send work permits to their student workers. Students return the completed work permits to Cardinal Central. Cardinal Central sends any new student worker new student worker forms. Students must provide acceptable forms of ID in person at Cardinal Central prior to beginning work. New student worker forms only need to be filled out once, but permits must be filled out each semester and summer for each position. Students enter timesheets online through the Student Portal (My Payroll > Timesheets). Timesheets must be submitted at the end of the pay period. Supervisors receive, verify, and approve timesheets if all hours are entered correctly. Earnings are deposited into a student's bank account on the payroll dates.

Office of Financial Aid SAINT MARY'S HALL 32; 507-457-1437

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; 507-457-1501

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 adviser, and work with the Registrar and Dean of Student Success regarding 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 507-457-1586

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: Office of Student Engagement., Event Services, bookstore, dining hall, Cardinal Club, Mailroom, Campus Safety, the Lillian Davis Hogan Art Galleries, meeting rooms, game room, student lounge areas, and the space for Student Senate and organizations.

Hours of Operation—Michael H. Toner Student Center

Campus Safety—24/7

Identification Cards (IDs)

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. ID cards are prepared at registration each semester. Lost or damaged ID cards can be replaced in the Office of Campus Safety 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 ID card, or the refusal to comply with a request for identification, will result in disciplinary action by Student Affairs. 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 Driver and Vehicle Services licensing office. 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:

The sponsoring group must be an organization recognized by the Student Senate or have recognition as a group through the Office of Student Engagement. Free enterprise parties are subject to rental arrangements.

The sponsoring organization must check with the senior director of arts and event services for calendar information and space availability.

All events on campus should be reserved through the Astra Request System.

The sponsor may need to post a damage/clean-up deposit. Appropriate clean-up is determined by the coordinator of recreation, involvement, and student engagement/director of event services and organizations are responsible for requesting this information from the coordinator of recreation, involvement, and student engagement/director of event services.

Events that include a live band must submit a technical rider to the coordinator of recreation, involvement, and student engagement one week prior to the event.

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.

Damage to the facility which occurs in connection with the event is the responsibility of the sponsor if culpability is not satisfactorily established.

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.

Fundraising 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 through Astra and key pickup is at the Campus Safety Office. 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 the 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 Campus Safety Office and are given to each person when they attend driver awareness.

Public Events on Campus

Events sponsored by campus organizations in the gymnasium, Gostomski Fieldhouse, 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 affairs or their designee.

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.

Bookstore 507-457-1569

The university's bookstore is operated by Barnes and Noble College Bookstores, and is located on the lower level of the Toner Student Center. Shop with us online or in store for all of your textbooks and Cardinal merchandise: st-marys.bncollege.com/.

Rent or buy your textbooks

Rental books are the cheapest printed option available. Highlight, take notes in your rental textbooks. Return your rental books to the bookstore at the end of the semester on or before the last day of finals.

Digital books

Available for purchase or rent both online and in store. Check it out at yuzu.com.

Exclusive emblematic apparel and gifts for Saint Mary's University of Minnesota Cardinals. You can also purchase school supplies, small electronics, and trade books.

Hours of operation during the school year:

Monday through Friday	9 a.m. to 3 p.m.
Saturday	Closed unless otherwise noted
Sunday	closed

The bookstore will have modified hours during back to school, special events, and school breaks.

Please check the storefront window or go to our website at st-marys.bncollege.com any time for updated hours.

Like us on Facebook [facebook.com/smumbookstore](https://www.facebook.com/smumbookstore). Contact us by phone 507-457-1569 or email w-bookstore@smumn.edu.

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