

# Handbook for Families

GUSTAVUS   
GUSTAVUS ADOLPHUS COLLEGE

## Reminders

My Gustie(s) \_\_\_\_\_

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College ID # \_\_\_\_\_

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E-mail Address \_\_\_\_\_

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College Phone # \_\_\_\_\_

College Switchboard (8 a.m.–8 p.m.) .....(507) 933-8000

Gustavus Department of Campus Safety (staffed 24 hours) .....(507) 933-8888

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# Student Assistance Directory

- Academic Matters:** Faculty Advisers; Office of the Provost;  
Academic Advising; Registrar
- Alcohol & Drug Awareness, Education, Referral, and Consultation:**  
Alcohol and Drug Education Office; Counseling Center
- Athletic Eligibility:** Athletics Director; Registrar
- Books & Other Supplies:** Book Mark
- Campus Employment:** Office of Student Financial Assistance
- Campus Events:** Campus Bulletin Boards; News and Information  
Office; Campus Activities Board; Student Activities Office; Fine Arts  
Programs Office; Sports Information Office; Campus Media
- Career Counseling/Management:** Career Center; Center for Vocational  
Reflection
- Career Exploration (Interim Experience):** Career Center
- Chapel Concerns:** Chaplains' Office
- Course Requirements & Planning:** College Catalog; Faculty Advisers;  
Registrar; Academic Advising
- Damage or Repairs:** Area Coordinator; Physical Plant; Residential  
Life Office
- Dining Services:** Dining Services Office
- Disability Services:** Academic Advising
- Conduct Expectations and Disciplinary Procedures:** Dean of  
Students Office
- Faith Questions:** College Chaplains; Faculty; St. Peter Churches;  
Center for Vocational Reflection
- Fax:** Telecommunications Office
- Finance, Fees, Tuition:** Finance Office
- Fraternities and Sororities:** Student Activities Office
- Grades:** Registrar
- Graduation Requirements:** College Catalog; Faculty Advisers;  
Registrar; Academic Advising
- Health Concern:** Student Health Service, Counseling Center
- Housing (on- & off-campus):** Residential Life Office
- ID Cards:** Dining Service (Also see Three Crowns Card)
- Independent Study:** Faculty; Department Chairs; Registrar
- Insurance:** Finance Office
- International Programs:** International Education Office
- International Student Adviser:** International Education Office
- Internships:** Career Center
- Intramural Programs:** Intramurals Office

**Intramural Equipment:** Intramurals Office

**January Term:** Deans of Faculty Office

**Loans:** Financial Aid; Finance Office

**Multicultural Programs:** Diversity Center

**Organizations & Clubs:** President of Organization or Club; Student Activities Office

**Parking Permits:** Safety and Security Office

**Personal Concerns:** Counseling Center; Collegiate Fellows; Area Coordinator; Dean of Students Office; Coordinator of Alcohol and Drug Education; Residential Life staff; Chaplains' Office

**Photocopy Machine:** Library, Print Services

**Post Office Boxes & Services:** Director of Postal Services

**Probation (academic):** Academic Advising; Registrar

**Probation (disciplinary):** Dean of Students Office

**Recreation:** Intramurals Program Director; Athletics Director; Student Activities Office

**Rental Equipment (recreational):** Intramurals Program Director; Student Activities Office

**Room Changes:** Residential Life Office

**Safety & Security:** Director of Safety and Security; Director of Physical Plant; Dean of Students Office; Residential Life Office

**Scholarships:** Financial Aid

**Student Employment:** Financial Aid

**Study Areas:** Library; Residence Hall Lounges; Campus Lounges

**Study Skills:** Advising/Counseling Center

**Telephone Repairs & Billing:** Telecommunications Office

**Theft:** Collegiate Fellow; Area Coordinator; Safety and Security; Dean of Students Office

**Three Crowns Card:** Dining Service

**Transcripts:** Registrar

**Transfer Information:** Registrar's Office; Admission Office

**Withdrawal from a Course:** Registrar's Office

**Withdrawal from the College:** Dean of Students Office; Deans of Faculty Office; Faculty Adviser; Registrar

**Writing Center:** Department of English

# Dean of Students

(507) 933-7526

The Dean of Students and Vice President for Student Affairs has responsibility for the overall coordination of programs, activities, and services that promote student development and support students' active engagement in learning. Because campus life outside the classroom is the particular responsibility of the Dean of Students Office, staff are available to talk to students and parents when they have questions in this area. Staff responsibilities also include responding to emergency situations and personal matters.



**Q** *Who can I call when I'm not sure who I should ask a certain question or where I can voice a specific concern?*

**A** The Dean of Students office often functions as a resource and referral agency for parents and students. If you don't know to whom to direct your inquiry or opinion; if you are unsure which office or program might handle a particular matter, or if your issues are multifaceted and you're not sure where to begin, the Dean of Students Office might be a helpful place to start.

**Q** *Where is the Dean of Students Office located?*

**A** The Dean of Students office is located on the upper level of the Jackson Campus Center. Students and/or parents are welcome to schedule an appointment to see the Dean, the Associate Dean, or the Assistant Dean. E-mail communication is also possible by writing to: [dos@gustavus.edu](mailto:dos@gustavus.edu).

# Academic Deans

(507) 933-7675

The Academic Deans work in close collaboration with the Provost who has general responsibility for planning, organizing, and administering the education program and services of the College and for development and administration of the academic program and the faculty.

## Academic Honors

At the end of the official grading periods for Fall and Spring semesters, students who have completed three or more courses and earned a Gustavus grade point average of 3.700 or higher for that semester are recognized for their achievement by being named to the Dean's List.

At the end of the official grading period for the Interim Experience, students who have a cumulative Gustavus grade point average of 3.700 or higher are recognized by being named to the President's List at Honors Day, held annually in May.

At commencement, students who have a Gustavus grade point average of 3.900 or higher are designated as graduating *summa cum laude*; students who have a cumulative Gustavus grade point average of 3.700 to 3.899 are designated as graduating *magna cum laude*; students who have a cumulative Gustavus grade point average of 3.500 to 3.699 are designated as graduating *cum laude*.

## Academic Probation

The College requires that its students attain a minimum 2.0 cumulative grade point average for the awarding of the B.A. degree. Students are placed on academic probation if their work falls below minimal standards or they show a pattern of academic dishonesty. The following standards apply:

1. First-year students will be placed on probation if they:
  - a. \*Receive passing grades in fewer than three regular semester courses or;
  - b. Have a cumulative grade point average of less than 1.75.First-year students placed on probation must have their spring semester registration revalidated by their faculty adviser and the Advising Center.
2. First semester sophomores will be placed on probation if they:
  - a. \*Receive passing grades in fewer than three regular semester courses or;
  - b. Have a cumulative grade point average of less than 1.9.
3. All other full-time students will be placed on probation if they:
  - a. \*Receive passing grades in fewer than three regular semester courses or;
  - b. Have a cumulative grade point average of less than 2.0.

\* Students who receive grades of "Incomplete" are placed on probation only if the coursework is not completed before the end of the next semester.

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## Academic Deans *continued from previous page*

Academic records of students on probation in a given semester will be reviewed at the end of that semester by the probation committee. Students either will be removed from probation, continued on probation, or suspended from the College for a period normally of one year. Coursework taken during the Interim Experience or summer session will not affect probationary status until after the next regular semester.

All students receiving financial aid must make satisfactory progress toward completion of a degree in order to maintain eligibility for aid. Probationary status may affect eligibility. (Please see the College *Academic Bulletin* section titled Satisfactory Progress Standards for Financial Aid Recipients.)

1. Students are removed from probation when at the end of the probationary semester they:
  - a. Receive passing grades in at least three regular semester courses and;
  - b. Have a cumulative grade point average at or above the minimum required for their class.
2. Students who do not meet criteria to be removed from probation may be continued on probation at the discretion of the probation committee. In order to be considered by the probation committee for a continuation of their probationary status, students must:
  - a. Receive passing grades in three regular semester courses with at least a 2.0 grade point average in that semester or;
  - b. Make substantial progress toward achieving regular academic standing.
3. Students on probation may be suspended from the College if at the end of the probationary semester they:
  - a. Receive passing grades in fewer than three regular semester courses or;
  - b. Have a cumulative grade point average below the minimum required for their class.

The College reserves the right with 24-hour notification to suspend students if their academic performance is regarded as undesirable during the semester in which they are on academic probation. Students on academic probation are not permitted to enroll in an internship or career exploration, in a study abroad program, or in Interim Experience UMAIE courses or other off-campus Interim Experience courses.

## Readmission

Students who have left Gustavus in good standing and want to return with no other collegiate experience should make their intent known to the Registrar at least two months prior to the opening of the term to be assured of courses, housing, and financial aid.

Students who have left Gustavus in good standing and want to return after transferring to another institution should apply for readmission through the Admission Office. Transcripts of any transfer coursework should accompany the application.

Students who want to return to Gustavus after having been suspended must apply for readmission on forms available from the Advising Center. The application for readmission should be sent at least two months prior to the opening of the term and must be accompanied by an essay analyzing the reasons for suspension and the reasons for requesting readmission. If the reason for suspension was failure to meet academic standards, the applicant must also provide transcript documentation of successful full-time coursework (2.75 g.p.a.) at another accredited institution. Applications for readmission are acted upon by the Dean of Students, an Academic Dean, the Director of Academic Advising, and the Registrar.

## Medical Leave of Absence

When health reasons force a withdrawal from Gustavus before the end of the term, the affected student may apply to the Dean of Students for a medical leave of absence. The leave can be granted only with proper medical documentation. Likewise, suitable medical documentation must accompany the student's request to the Dean of Students to resume enrollment. Students who are granted permission to withdraw for medical reasons will receive grades of "W" indicating withdrawal for the semester. Refer to the refund policy in the Expenses and Financial Assistance section for more information.

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## Gustavus Adolphus College Honor Code

Every Gustavus Adolphus College student is required to sign the following statement before final admittance into the College:

**“As a community of scholars, the faculty and students of Gustavus Adolphus College have formulated an academic honesty policy and honor code system, which is printed in the *Academic Bulletin* and in the *Gustavus Guide*. As a student at Gustavus Adolphus College, I agree to uphold the honor code. This means that I will abide by the academic honesty policy, and abide by decisions of the joint student/faculty Honor Board.”**

Through information provided in syllabi and/or other means, faculty members will explain to students how the Honor Code will operate in their respective courses. The following statement is suggested as a pledge for students to sign on all graded assignments and projects:

The following code will be written in full and signed on every examination and graded paper:

**“On my honor, I pledge that I have not given, received, or tolerated others’ use of unauthorized aid in completing this work.”**

A similar statement may be signed by students at the beginning of a course, indicating that their work for that course will comply with the academic honesty policy and the Honor Code.

Gustavus Adolphus College is proud to operate under an honor system. The faculty and students have jointly created an Honor Board to enforce this policy. In signing this statement a student is promising that his or her work complies fully with the authorized aid as defined by the professor. It is each professor’s responsibility to state course penalties for academic honesty policy violations, and to define the level of authorized aid appropriate to the work in the course or to particular assignment. However, the student is responsible to ask questions about any reasonable doubt he or she may have regarding the professor’s definition.

Under the academic honesty policy, the instructor informs “...the student and the Office of the Provost of the nature of the offense, the penalty within the course, the recommendation of the instructor as to notification of the Provost’s office should end the matter in the most cases. However, if a student disputes the allegations of academic dishonesty, the student can request an Honor Board hearing.

A six-member Honor Board panel (three students and three faculty) will investigate and hear the case. Both the accused student and the instructor have

the right to submit statements and documents and/or be present for the proceeding. A 4-2 vote is needed to decide that the student is indeed guilty of an academic honesty policy violation. If the Board rules that a violation occurred, all other provisions of the academic honesty policy will apply, including the instructor's in-course penalties, and possible probation or suspension for repeated offenses. If the student is not found guilty, it will be presumed that no violation occurred; and the faculty member will not penalize the student for a honesty violation (honesty aside, the quality of the student's work is still subject to the instructor's professional judgment).

The Honor Board pool comprises six students and six faculty members. From this pool of twelve, three students and three faculty will be appointed by the Office of the Dean of Faculty to investigate and adjudicate cases involving the academic honesty policy. Potential student members are required to complete an application, and are interviewed and nominated each spring for the next academic year by the Student Senate Academic Affairs Committee. After receiving the nomination, the Student Senate Cabinet appoints the student board members. The faculty members are invited to indicate an interest in serving on the board and are then nominated by the Academic Operations Committee. The Faculty Senate makes the appointment of faculty board members each spring. Each Honor Board member participates in an orientation session and is instructed on the importance of confidentiality and proper investigation procedures.

The proctoring of exams will be at the discretion of instructor.

An integral part of the honor code is non-tolerance of violations. This non-tolerance policy is a recognition that we are not only responsible for our own ethical conduct but are also members of a vital community with obligations to contribute to its ethical climate. Under this code, students are not expected to police others' actions. Rather, students agree to report a violation of which they become aware, and failure to do so would constitute an honor code violation. Maliciously making a false accusation will be considered a violation of the honor code.

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## Academic Honesty Policy

The faculty of Gustavus Adolphus College expects all students to adhere to the highest standards of academic honesty, and to refrain from any action that impinges upon academic freedom of other members of the college community. In all academic exercises, examinations, presentations, speeches, papers, and reports, students shall submit their own work. Footnotes or some other acceptable form of citation must accompany any use of another's words or ideas. Students are especially cautioned that quoting from or paraphrasing from electronic sources without proper citation is as serious a violation as copying from a book or other printed source.

In the case of cheating or plagiarism, the instructor will inform the student and the office of the Provost of the nature of the offense, the penalty within the course, and the recommendation of the instructor as to whether further disciplinary action is warranted. Another instance of academic dishonesty will result in review of the student's record by the Academic Probation Committee and may result in the student being placed on academic probation. If a pattern of academic dishonesty continues, the student may be permanently dismissed from the College.

A student may not submit work that is substantially the same in two courses without first gaining permission of both instructors if the courses are taken concurrently, or permission of the current instructor, if the work has been submitted in a previous semester.

The faculty regards the damaging of library materials, failing to sign out or to return them properly, and misuse of computer files and programs as equally serious violations of the ethical standard of courtesy, fairness, and honesty that bind together a community of scholars.

Individuals who use the College's computer facilities assume the responsibility of seeing that these resources are used in an appropriate manner. Misuse of computer hardware, software, data, and output is a violation of College policy and regulations and may also be a violation of law if data of other computer users are disturbed or the privacy of individuals is violated.

Finally, students who serve the college in positions of responsibility in which they deal with test materials, letters of recommendation, and other matters that must be held in confidence are expected to maintain confidentiality and to adhere to the same high standards of personal integrity.

# Advising/Counseling Center

(507) 933-7027

The Advising/Counseling Center offers academic and personal support with separate staffs. The Center is open weekdays from 8:00 a.m. to 4:45 p.m. A receptionist schedules appointments for students with academic or personal concerns.

The **Counseling Center** staff offer counseling services to students with concerns about identity development, relationships, grief and loss, depression, anxiety, family concerns, eating disorders or body image, sexuality, alcohol and drug use, sexual assault, assertiveness, stress management, and other personal matters. Additionally, they provide consultation services to faculty, staff, administrators, and parents who have concerns about a student's psychological well-being.

The **Academic Advising** staff teach students how to study for various disciplines, prepare for exams and papers, and use time efficiently. They make referrals to departmental tutors and other academic support resources. They are available to discuss majors, which opportunities to include in an academic program, and strategies for excelling even in unusual circumstances. In addition, the **Disability Services Coordinator** helps facilitate reasonable accommodations for students with documented disabilities.



## **Q** *Are counseling services available?*

**A** The Advising/Counseling Center, located in Johnson Student Union, is staffed with a variety of professionals providing different counseling services. Psychologists can assist with social, personal, emotional, and psychological concerns or problems. Academic counselors are available for assistance with academic support (learning strategies, organization, and time management) and disability support. The Coordinator for Drug and Alcohol Education provides information, referral and consultation about alcohol and other drugs. The Chaplains counsel couples in pre-marriage preparation and talk with students about spiritual issues.

## **Q** *Which services provided by counselors are confidential?*

**A** The counseling services provided by staff psychologists and chaplains are held to the same legal and ethical standards of confidentiality as any other services in the State of Minnesota. This means that all information is kept private unless the student being seen gives written permission for the psychologist or chaplain to share information with another person.

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### **Q** *How does the academic advising program work?*

**A** Each first-year student is assigned a Collegiate Fellow (an upperclass student who lives on the same floor or section of the residence hall) and a Faculty Adviser. Curriculum II students have the professor of one of their Curriculum II courses as their advisers. Curriculum I students registered for a First-Term Seminar have the professor of that course as their first-year adviser. Transfer students arrange for an adviser with help from the Advising Center. After the first year, if students have declared a major, they are assigned an adviser from that department. If they are still undecided, they may continue with their first-year adviser. Students may also consult with faculty, the Advising Center, the Center for Vocational Reflection, and the Career Center to determine academic interests.

### **Q** *What kinds of academic advisers are available for students?*

**A** Advisers are available for first-year students and in connection with majors, pre-professional interests, graduate school, graduate and undergraduate interests, and scholarships and awards. In addition, the Director of Academic Advising and the Academic Counselor in the Advising Center are available for academic planning and support.

### **Q** *When does a student know he/she is on academic probation?*

**A** The Faculty Committee on Academic Operations and Achievement meets during the second week in January and the second week in June to review files of those students who have not met expected academic standards in the just-completed semester. Letters are sent to students, parents, and advisers if the student is placed on academic probation.

### **Q** *How do students with documented disabilities access reasonable accommodations?*

**A** Students with disabilities are encouraged to schedule an appointment with the Disability Services Coordinator to identify individual needs within the campus environment and to discuss ways to meet those needs and arrange appropriate, reasonable accommodations.

# Alcohol and Drug Education

(507) 933-7607

The Alcohol and Drug Education staff provide information and consultation about alcohol and other drug use and abuse and other lifestyle issues. The Coordinator is also available to make referrals to on- and off-campus resources and is the adviser for the Peer Assistants (a peer educator group).



**Q** *What is the College's policy on the use of alcohol?*

**A** The College's Alcohol Policy states in part that the College seeks to foster an atmosphere in which abstinence from alcohol is accepted, respected, and supported. The College also expects individuals and groups of legal age to make responsible choices with regard to alcohol use. Gustavus strives to provide education about alcohol and other drug use, to encourage responsible choices, and to intervene in situations where it has knowledge of individual misuse and abuse of chemicals. College regulations restrict the consumption of alcoholic beverages to designated areas and private rooms in the residence halls by residents who are of legal age. Known misuse and abuse of alcohol and irresponsible behavior resulting from it will not be tolerated, and are subject to disciplinary action in accordance with the College's Statement of Student Responsibilities and Student Judicial Procedures.

# Book Mark

(507) 933-7587

The Book Mark is owned and operated by Gustavus to serve the campus community. The store is open from 8:30 a.m. to 5 p.m. on Monday–Friday and most Saturdays during the academic year from 11 a.m.–3 p.m.



**Q** *Can students charge their books and supplies at the college bookstore?*

**A** Yes. The Book Mark accepts MasterCard, Discover, and Visa, as well as student charges (set up in the store office) and personal checks. Refund policies are listed below.

**Q** *Does the Book Mark have a website, and can students order textbooks online?*

**A** Yes. The Book Mark's Web address is [www.bookmark.gustavus.edu](http://www.bookmark.gustavus.edu), and in addition to the online catalog of clothing, books, and gifts, students can order their textbooks. The textbook list is posted approximately 2 weeks before classes start, and orders can be placed up until several days before the semester begins (this date will be listed on the Web page). Text orders must be prepaid with MasterCard, Visa, Discover, or a student account charge, and can be picked up at designated times also listed on the Web.

## Text Refunds

1. Refunds are given only during the first two weeks of classes each semester and the first three days of Interim Experience.
2. Refunds will be given during the first five days of Fall and Spring semester with just a sales receipt.
3. During the second week of class, students need to bring a receipt and a copy of their current schedule, verifying they have dropped the course, to return textbooks.
4. New texts must be clean and unmarked to receive a full refund. Marks of any kind make it a "Used Text" with a used price refund.
5. Texts that are sealed and labeled "no return if unwrapped" are not available for refund or exchange if this seal is broken.

## Non-Text Refunds

Refunds and exchanges, when accompanied by the sales receipt, may be made within 30 days of purchase. Sale items may be returned for exchange only. In case of defective books or merchandise, replacement or refund will be made promptly.

# Campus Safety

**(507) 933-8888**

Campus Safety provides a security force of eight full-time officers and more than 165 student employees. They enforce College rules and regulations, monitor campus parking, render emergency assistance, and attend to fire and environmental safety concerns. Environmental and personal safety concerns are addressed by a safety coordinator within the department. Campus Safety may also be reached at ext. 8888 or through the St. Peter Police Department Dispatch (931-1550). Ask to have a member of the College security staff dispatched.

Parents  
often  
ask...

## **Q** *Is parking allowed on campus?*

**A** Due to space constraints, the number of on-campus parking permits issued is limited. Submission of a parking application does not guarantee issuance of a permit. Students may apply for resident or commuter campus parking permits on a first-come, first-served basis. For parking information and permit applications, contact the Department of Campus Safety 24 hours a day. Students are charged a yearly fee for student parking permits. Visitor parking is provided on campus and is identified accordingly. If visitor parking is full, please stop by the Campus Safety Office for assistance. All visitors wishing to park on-campus overnight must register their vehicles with Campus Safety and receive a temporary permit.

## **Q** *Is there an escort service?*

**A** An on-campus walking escort service is provided for members of the College community from dusk to dawn by the Department of Campus Safety. Mobile escorts for persons with physical disabilities are available 24 hours a day. All escorts may be requested by phoning extension 8888.



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**Q** *Are security phones used on campus?*

**A** To support personal safety, the College has installed external “Campus Safety” telephones at various outdoor locations. External phones have also been installed at all academic buildings and residence halls. They provide callers with the ability to directly dial Campus Safety (for escorts, emergencies, or information) and local 911 services. All Campus Safety phones with blue lights have the option of calling the Department of Campus Safety or the St. Peter Police Department.



# Career Center

(507) 933-7586

The Career Center staff provides career counseling, health profession information, and internship and job search assistance to students. They help with interest testing, career decision making, and the clarification of career goals.



**Q** *Does Gustavus sponsor internships?*

**A** Gustavus has a strong, nationally recognized internship program. Over 50 percent of Gustavus students participate in a credit-bearing internship during their time here. Students interested in full-semester internships or Interim Experience career explorations are encouraged to visit the Career Center for information and assistance.

**Q** *Does the College help students find jobs after graduation?*

**A** The Career Center assists students in making career transitions from college to employment, service, or graduate and professional schools. Programs and services include (but aren't limited to) individual counseling, résumé preparation, job search strategies, workshops/presentations, job fairs, practice interviews, and employer and graduate school information. The Career Center also assists students applying to professional schools in the health professions. Students are encouraged to start working with the Career Center early in their academic careers.

# Chaplains' Office

(507) 933-7446

The Office of the Chaplains at Gustavus provides for and schedules all services of worship in Christ Chapel. The Chaplains are also available for personal counseling.

Parents  
often  
ask...

**Q** *Who is welcome at daily chapel?*

**A** People of all faiths and denominations are welcome to the chapel—either to join the daily community gatherings or to take time for private meditation or prayer. The candelabra candles may be lighted by any visitors or members of the community.

**Q** *What is the spiritual life like at Gustavus?*

**A** There is a lively and invigorating exploration of faith and vocation which happens not only during chapel but also in classrooms, in residence halls, in small group gatherings, and in service. Several student-led religious organizations gather weekly for prayer, study, and singing. Students are invited to participate in a variety of offerings as their schedules permit.

**Q** *How do I get to meet or get in touch with one of the staff of Christ Chapel?*

**A** Feel free to call the office at (507) 933-7446. If there is a family emergency and you need the assistance of a chaplain, the Gustavus operator and Safety and Security know where to reach them at any time.

# Conduct/Judicial Affairs

(507) 933-7526

Student life policies of the College, including the Student Conduct Code and the Campus Judicial Procedures, are contained in the student handbook, the *Gustavus Guide*. This handbook is available online at [www.gustavus.edu/deanofstudents/policies/gustavusguide/](http://www.gustavus.edu/deanofstudents/policies/gustavusguide/). The Associate Dean of Students coordinates the judicial process.



**Q** *How does the College deal with students who have violated College policies?*

**A** Violations of College rules and regulations are normally addressed through the College Judicial System, special grievance officers, or other authorities charged with rule enforcement.

**Q** *How are social difficulties handled?*

**A** The Residential Life staff or Dean of Students Office are usually able to respond to behavioral concerns. Occasionally the Dean, after having informed the student, will contact parents about potential problems.

**Q** *When does the College contact parents about concerns for a son's or daughter's behavior?*

**A** Although the College does not routinely contact parents when their student is found to have broken College rules, we will do so when the student has been found responsible for a serious violation and has thus jeopardized his or her status with the College. Because we believe that parents share a deep concern with us for the growth and development of our students, we send a copy of a letter sent to your son or daughter concerning the violation of the College policy when their status with the College is in jeopardy.

# Dining Services

(507) 933-7608

The Dining Service coordinates meal plan options for on- and off-campus students, special event/catering functions, vending, and food concessions and cash sales. A registered dietitian is on staff in the Health Services Office to provide nutritional counseling to students. The Dining Service is the largest work-study and non-work-study employer on campus, offering many and various work experiences to fit students' academic and extracurricular schedules.



**Q** *Does the College offer any type of birthday or finals week “care packages” which can be ordered for delivery to my student?*

**A** You may have a cake or fruit basket delivered for your son's or daughter's birthday or anytime! You will receive a mailing advertisement of this service prior to the opening of school in September. There are also “care packages” authorized by the college are offered by the Epsilon Pi Alpha Fraternity and the Gustavus track team as fundraising projects. Designed to be delivered at the beginning of the year and during finals week in each semester, they typically contain snacks, sundries, and a personalized “good luck” note.

**Q** *What services can be accessed with the student ID card?*

**A** The Gustavus Three Crowns Card (TCC) uses magnetic stripe technology for a variety of on-line and off-line functions including meal plan access, charge account or declining balance use in the College bookstore and dining facilities and photocopying in the library. A booklet with more information will be distributed with the TCC to students during orientation in September and a mailing with information for parents will be sent during the summer.

# Diversity Center

(507) 933-7449

The Diversity Center is a concrete expression of the College's commitment to provide an open and hospitable environment for all of the increasingly diverse people who make up its community. The Diversity Center is home to the Office of Multicultural Programs. The Director of Multicultural Programs provides direction for the development, organization, and implementation of student diversity initiatives as established by the College's mission and vision for a multicultural and diverse campus through coordination, planning and development of campus-wide diversity initiatives (academic, student life, and institutional).

The focus of this office has been to maintain an environment that encourages the full participation of students, faculty, and staff from diverse cultural backgrounds and underrepresented populations (i.e., racial, ethnic, gender equity, sexual orientations, socio-economic, regional, special needs, etc.) through advocacy and support. The Diversity Center provides forums, seminars, and activities for the entire campus community and especially for students of color, low-income students, students from rural communities, students with differing sexual orientations, first-generation college students, etc.



**Q *Who is welcome at the Diversity Center? Everyone!***

**A** Groups and individuals may use the Diversity Center as both a base and a resource to promote sensitivity, awareness, understanding, and appreciation of cultural and ethnic diversity that exists among Gustavus students, faculty, and staff. People of all economic backgrounds, religions, cultural heritages, genders, and sexual orientations are invited to participate and visit the Center.

**Q *What student groups are affiliated with the Diversity Center?***

**A** Campus organizations and groups affiliated with the Center include over 14 student organizations including the Asian Cultures Club, the Pan-African Student Organization (PASO), Orgullo Latino Assn (OLAS), Queers and Allies, the Womyn's Awareness Center, and "I Am...We Are" Theatre Company. These organizations promote events such as the annual "Building Bridges" student-initiated conference, the annual "Our Story" student-initiated diversity conference, and Diversity Week events. The Center features a library of diversity-related videos, lecture tapes, and resource books; ethnic journals, periodicals, and newspapers.

# English Language Learning (ELL)

**(507) 933-6027**

English Language Learning (ELL) support is available in the Writing Center for individual meetings with students and with faculty who have ELL students in their classes. The College's ELL staff person can provide a letter for a student to bring to faculty that explains and supports test taking accommodations, leaving it to the professors' discretion whether or not to follow the recommendation. It is expected that competency will develop in students' beginning semesters.

## Finance Office

**(507) 933-7501**

The Student Accounts Office is the place to contact regarding all aspects of paying student fees at Gustavus. Staff can discuss payment options with you as well as work with you to set up Gustavus individual payment plans. They are responsible for disbursing student and parent loans. They can also assist students with concerns about budgeting and managing funds.

### General Policy

1. If a student has made arrangements with the College's Finance Office to defer payment, and subsequently withdraws, he or she is responsible for all charges as if the deferral had not been granted.
2. All accounts, including Finance Office, Telecommunications, Dining Service, Book Mark, Dean of Students and parking fines, etc., must be paid in full before an official academic transcript or diploma can be released.
3. An appeals process exists for those students or parents who feel that individual circumstances warrant exception from these published policies. Appeals should be directed to the Vice President for Finance.

# The Gustavus Refund Policy and Return Of Federal Title IV Funds Policy

## The Gustavus Refund Policy

For either semester and regardless of whether a student is a recipient of Federal financial aid, the following credits will be applied to the student’s account upon withdrawal for any reason:

**Tuition—if the date of withdrawal is:**

- Before the first day of classes .....100% credit less \$500
- For students in their first semester of attendance at Gustavus after attending at least one class, but before the end of the 60% point in the term (see dates on page 25) ...35% credit
- For all other students, after attending at least one class but before the end of the twentieth day of classes.....35% credit

**Room:**

The entire room portion of the total tuition, room, and meal fee is non-refundable after classes have begun. The College’s expenses related to the operation of the residence halls do not decline substantially when a student withdraws.

**Meal Plan:**

The meal portion of the total tuition, room, and meal fee will be divided by the number of weeks in the term (usually 15) to determine a per-week amount. Then the per week amount will be multiplied by the number of weeks remaining in the term as of the date of withdrawal. This result will then be multiplied by a food cost factor of 35 percent to determine the actual credit. The fixed costs involved with operating the Dining Service do not decline substantially when a student is no longer enrolled.

**Technology Fee, Student Government Fee, Transcript Fee, and Other Student Fees:**

These fees are non-refundable after classes have begun.

**No refund or credit of any charges will be made to a student who is suspended or dismissed from the College for any reason on or after the first day of classes in a semester.**

*continued on next page*

## **Withdrawal Process**

The withdrawal process begins the day a student informs the Office of the Registrar of the intent to withdraw or the day a student requests a medical leave of absence or standard withdrawal from the Dean of Students or his designee. The Office of the Registrar or the Dean of Students provides the student with a Withdrawal Request Form. The student is asked to visit a series of offices including the Office of Student Financial Assistance and Student Accounts to obtain signatures and to complete exit interviews, etc. The student is also asked to complete a questionnaire regarding his/her experiences at Gustavus. Once the Withdrawal Request Form and exit questionnaire are completed, the student returns the forms to the Office of the Registrar.

If a student is not able to complete the official withdrawal process as described above, then the student must, at a minimum, provide notice to either the Office of the Registrar or the Dean of Students of an intent to withdraw from the College. The notification may be in writing, by phone, by e-mail, or in person.

**Medical Withdrawal:** When health reasons force a withdrawal from the College before the end of the term, the affected student may apply to the Dean of Students for a medical leave of absence. The leave can be granted only with proper medical documentation. Likewise, suitable medical documentation must accompany the student's request to the Dean of Students to resume enrollment. Students who are granted permission to withdraw for medical reasons will receive grades of "W" indicating withdrawal for the semester. Upon re-enrollment within one calendar year, students on medical leave will be charged 90% tuition for the semester during which they resume enrollment.

Gustavus offers an optional insurance plan through a private insurance company that can provide up to a 60 percent refund of all tuition, room, and meal expenses for withdrawals due to mental illness or a 100 percent refund for withdrawals due to physical illness. Information is mailed each summer to all full-time students. The Dean of Students is the College official who is authorized to recommend claim requests to the company based upon certification received from the student's healthcare professional and other information.

## **Return Of Federal Title IV Funds Policy Summary**

Students who receive Federal Title IV financial assistance are subject to this policy. The types of assistance included under this policy are the Federal Pell Grant, Federal SEOG, Federal Perkins Loan, Federal Direct Stafford/Ford Loans, and the Federal Direct PLUS Loan.

A student who withdraws after the 60-percent point of a semester is entitled to

retain all Federal Title IV aid for that semester. However, if the student withdraws prior to the 60-percent point of the term, unearned Title IV funds as determined by the Federal policy must be returned to the various programs. These funds must be returned even if the College provides no financial credit to the student. This means the student could owe the College and/or the U.S. Department of Education a significant amount of money.

Title IV financial aid is earned by the calendar—not class—day. This includes weekends, holidays, and breaks of less than five consecutive days. The College is required to determine the amount of Title IV aid the withdrawing student has earned and then either disburse any additional funds the student may be entitled to up to the amount earned or return funds in excess of the amount earned which the student has already received. If an amount to be returned to a Federal program is determined, then a further calculation is made to determine how much of the amount needs to be returned by the College and how much, if any, needs to be returned by the student. The amount to be returned is distributed in a specified order—Federal Direct Loan-Unsubsidized, Federal Direct Loan-Subsidized, Federal Perkins Loan, Federal Direct PLUS Loan, Federal Pell Grant, Federal SEOG, ACG or SMART grant. Any grant amount that is to be returned by the student will be reduced by 50 percent under the regulations. This provision does not apply to grant funds that must be returned by the College. The College has specified timeframes within which to disburse additional funds, return excess funds, and to contact and advise the student of what is occurring and of any needed actions on the student's part.

***Due to the complexity of these policies, the College strongly encourages students and parents to consult with the Office of Student Financial Assistance and the Student Accounts Office before making a final decision to determine the financial impact of withdrawing.***

## Related Topics

### Eligibility and Appeals

The Vice President for Finance is the institutional officer responsible for determining a student's eligibility for a credit or refund. This officer is also the person to whom appeals concerning special individual circumstances should be made.

*continued on next page*

### **Interim Experience Credits/Refunds**

Students who enroll for the academic year but elect to omit January term are not eligible for a credit or refund. Students who attend Gustavus for fall semester only, fall semester and January term only, January term and spring semester only, or spring semester only will be charged one half of the annual tuition, room, and meal fee.

### **Release of Transcripts**

Official academic transcripts will be released after all outstanding College account balances have been paid in full. This includes all amounts owed on the general student account in the Finance Office as well as outstanding amounts in the Telecommunications Office, Dean of Students Office, the Book Mark, Office of Safety and Security, etc. Students who have established individual payment plans with the College may continue to pay under the established agreements, but transcripts will be released only after payment in full is received.

### **Billing Information**

At the time of the first-year student registration, students indicate where they want their billing information to be sent on the Census Form. If this information is not completed, bills will automatically be sent to the student's on-campus post office box. If you wish to change the billing information, your student must complete a change form in the Student Accounts Office. If the monthly bill balance is less than \$100, the bill will be sent directly to the student's on-campus post office box.

### **Health Insurance**

All Gustavus students are expected to carry health insurance. Those students not covered by a family policy while enrolled at Gustavus may choose to enroll in the Gustavus Student Supplemental Insurance Plan or find coverage on their own. Information is sent to the home address with the fall fee statement at the end of the July. A waiver form must be completed on-line by a parent or guardian of each dependent student no later than August 31 to waive the coverage each year.

### **Statement of Financial Responsibility (SFR)**

A signed and notarized Statement of Financial Responsibility (SFR) is required of each student before the first day of attendance. The use of the SFR provides assurances to the College in regard to collection of fees and makes it possible to offer a variety of payment options to students and parents. This form indicates who, in addition to the student, is responsible for the payment of fees. The SFR also explains the Gustavus policies relating to past due

accounts, including the one-percent-per-month (12 percent nominal annual percentage rate) finance charge. The student, and at least one parent or legal guardian, must sign the SFR unless the student has been declared financially independent by the Gustavus Office of Student Financial Assistance. The SFR covers all fees incurred through the student's final date of attendance which is usually graduation. A new form may be filed prior to the start of any semester if the responsible party changes due to a change in family status.

### Payment Due Dates

<b>Fall Semester Fees</b> .....	August 31
<b>Spring Semester Fees</b> .....	January 31
<b>Fall Registration Deposit (\$500)</b> .....	March 31
<b>Enrollment Deposit (\$200)</b> .....	June 30

(This is a deposit for first-year students only.)

# Financial Aid

(507) 933-7527

The Financial Aid staff can help answer questions concerning part-time work, scholarships, grants, and student loans. Staff members are also available for personal counseling concerning resources for funds, budgeting, and managing money.



**Q** *Can adjustments be made to a financial aid award if a family's financial status changes during the school year?*

**A** Adjustments during the school year may be made due to extenuating circumstances that have occurred after a financial statement was filed—death of a parent, unanticipated medical expense, loss of employment, divorce of parents, etc. When unusual circumstances occur, the student should contact the Director of Financial Aid.

**Q** *How can students renew their financial aid for future years?*

**A** Financial aid is awarded on an annual basis. Students are responsible for completing a renewal financial assistance statement each year with the priority deadline being April 15. (Applications submitted after April 15 will be considered for college-funded grant assistance on a “funds available” basis.) Changes in financial aid from year to year are most likely to be affected by changes in family income (that differ from cost of living increases), changes in the number of dependents, or the number of family members in college.

**Q** *Why does the receipt of an “outside” scholarship affect a student's financial aid package?*

**A** Financial assistance from all sources must remain within estimated financial need. Any scholarships received from outside resources need to be reported to the Financial Aid Office. Depending on the amount and terms of the scholarship, the award can affect the amount of the student's need-based student loan assistance.

**Q** *Is on-campus work available to students who do not receive student employment as a part of a financial aid award?*

**A** Students who did not receive student employment as part of their financial aid award are welcome to apply for designated campus jobs when they arrive on campus in the fall. These students are eligible to apply for work in: Dining Service, Custodial, Admission phoning, or GusLink phoning. Assignments depend on job availability during the school year. Also, these students may work in certified skill positions at the discretion of an academic department. For example, upper-class students may be asked by an academic department to tutor, grade, be a lab assistant, or be a musical accompanist.

**Q** *Is the amount of financial aid affected by living off-campus?*

**A** Yes. Students electing to live off-campus will receive \$500 less in college-funded grant/scholarship assistance than the amount normally awarded when living on campus.

**Q** *How does a student's enrollment status affect aid eligibility?*

**A** Financial aid of all types and sources is reduced or eliminated for students enrolled less than full-time (less than three courses per term). Minnesota State Grant assistance is reduced for those enrolled in less than 3.75 courses per semester.

**Q** *How long may a student be considered for financial aid?*

**A** Financial aid is not awarded to students subsequent to completion of the minimum requirements necessary to receive their first baccalaureate degree. Work to complete a second major after meeting degree requirements does not qualify for financial assistance.

# Health Service

(507) 933-7630

The Student Health Service promotes and provides quality health care and education, while enhancing lifestyles. Board certified mid-level providers, nurses and administrative assistants staff the Health Service. A registered dietitian is available for consultation on a weekly basis.



## **Q** *What College services are available?*

**A** The Student Health Service is located on the lower level of the Jackson Campus Center and is open from 8 a.m. to 4:30 p.m., Monday through Friday, while school is in session. We also have extended hours until 6:30 p.m. twice a week. Appointments are encouraged. To schedule enough time for the appointment, the student will be asked the reason for the visit. Students may ask to speak directly with a nurse if they feel uncomfortable discussing their health concerns. All appointment information is strictly confidential.

Services provided include illness evaluation and treatment, physical and gynecological examinations, immunizations, limited laboratory testing, medication prescriptions, nutrition counseling, and referrals to outside physicians or specialists. There are no pharmacy services available on campus. Prescriptions written by the nurse practitioners may be filled locally at EconoFoods Pharmacy or Soderlund Village Drug in St. Peter, or any other pharmacy of the patient's choice.

The St. Peter Clinic-Mayo Health System and the Daniels Mankato Clinic in St. Peter are also available to see students. During evenings and weekends, Urgent Care at the River's Edge Hospital in St. Peter is available for injuries or illnesses that must be seen immediately. The Emergency Room at the River's Edge Hospital in St. Peter is available 24 hours a day and should be reserved for true emergencies.

## **Q** *Will I be able to obtain information about my son/daughter's visit to Health Service?*

**A** For students 18 years of age and older, all medical records and visits to the Student Health Service are confidential and cannot be released without the student's signed consent. Parental requests for information, including details about statement mailings, cannot be granted without the student's signed release. For students under the age of 18, information regarding contraception, diagnosis of sexually transmitted infections, pregnancy, mental health problems, and substance abuse cannot be released without the student's signed consent.

**Q *What does treatment at the Health Service cost?***

**A** All Gustavus Health Service office visits with the nurse practitioners and physician assistants, laboratory tests, immunizations, and/or medical supplies will be billed to the student's medical insurance company. Any unpaid office, laboratory or immunization fees will be charged to the student's account. No student will be denied care due to inability to pay. Services are provided at a reasonable cost. Visits with a nurse or the dietitian are free of charge.

**Q *What about insurance?***

**A** All Gustavus students must provide evidence of adequate health care insurance coverage. Those students not covered by a family policy are required to enroll in the Gustavus Student Supplemental Insurance Plan. Information is mailed to all students with the fall fee statement in July. This plan offers coverage for a full 12 months beginning August 1. Each student is required to carry a current insurance card to present to Health Service at the time of office visit or to fill any necessary prescriptions.

Students are encouraged to check if the St. Peter Clinic-Mayo Health System, Daniels (Mankato) Clinic (in St. Peter), or the River's Edge Hospital are covered by their insurance policies. If students carry the College Student Health Insurance, they should first check with Health Service before obtaining off-campus health care (unless it is an emergency or after hours). All questions regarding the Gustavus student supplemental insurance plan should be directed to the Director of Student Accounts in the Finance Office (507) 933-7502.

**Q *What immunizations are required to attend Gustavus?***

**A** Minnesota state law requires all students enrolling in college to have had one MMR (measles, mumps, and rubella) vaccination after 12 months of age and a Td (tetanus and diphtheria) booster within the past 10 years. International students are required to have a tuberculosis screening upon their arrival to Gustavus. We recommend that students consider immunization against bacterial meningitis (Menomune or Menactra) along with the Hepatitis B series. In addition, the American College Health Association and Center for Disease Control are recommending two doses of the MMR be given. The influenza vaccination is coordinated in the fall by Health Service, and all students are encouraged to receive it to prevent interruption of their academic pursuits.

# Registrar

(507) 933-7495

The Registrar and Assistant Registrar are available to consult with students about their academic programs. All academic records are kept in this office.



## Q Will we have access to grades?

A Gustavus encourages parents to discuss mutual expectations with regard to academic achievement including how and when grades will be discussed and shared with their students. Students can easily provide their web adviser user names and pin numbers, permitting parents to view grades and degree audits at any time. The College may also release selected educational records to parents of dependent students under specific circumstances. While the normal procedure is to require your student's signed authorization for parental access, the College reserves the right to release grade and course schedule information to parents of legally dependent students without student authorization if circumstances warrant.

## Grading System

Coursework will be graded as follows: A, A-, B+, B, B-, C+, C, C-, D+, D, F (fail), I (incomplete), P (pass). The grade "P," defined as equal to "C" or better, may be given for Interim Experience courses, at the discretion of the instructor; fine arts performance courses; Education Department clinical courses; internships; and physical education activity courses. The following values are assigned to letter grades:

<u>Grade</u>	<u>Number Value</u>
A .....	4.00
A- .....	3.66
B+ .....	3.33
B .....	3.00
B- .....	2.66
C+ .....	2.33
C .....	2.00
C- .....	1.66
D+ .....	1.33
D .....	1.00
F .....	0

Grades of "P" and grades for non-Gustavus courses are not calculated in the grade point average.

## Student Educational Records

Gustavus Adolphus College accords its students all rights under the Family Educational Rights and Privacy Act (FERPA) and related state laws.

Under FERPA provisions, as amended in December 1974, enrolled students have the right to inspect their education records. Education records do not include personal records of instructional, administrative, and educational personnel; security department records; student health records; employment records; or alumni records.

In addition, under Minnesota law, individuals, whether enrolled students or not, have the right to be informed, upon request, of the content and meaning of their Gustavus student records except those confidential by statute. Students may request the amendment of their educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of their privacy or other rights. Written requests for such amendment should be made directly to the office where the information is maintained.

The College will not disclose information from students' education records without their written consent except to the extent authorized by law. The College may, however, release selected educational records to the parents of dependent students through the Registrar, the Director of Academic Advising, the Associate Dean of the Faculty, and/or the Dean of Students. At its discretion, the College may provide directory information to any inquirer. Directory information includes name; local, home, e-mail addresses; telephone numbers; date and place of birth; major field(s) of study; class standing; dates of attendance; degree and awards received; the most recent educational institution attended; participation in officially recognized activities and sports; and height and weight of members of athletic teams. Students may prevent directory information about them from being disclosed by formally notifying the Office of the Registrar.

Students who believe that their rights under FERPA have been abridged may file complaints with the Family Rights and Privacy Act Office, Department of Education, Washington, DC 20201.

# Residential Life

(507) 933-7529

Residential Life staff are available to assist students with roommate problems or room changes, and with any kind of physical difficulty with a room or residence hall. They are also available for personal counseling. The Residential Life staff consists of professional staff and student staff called Collegiate Fellows.



**Q** *What does being a "residential college" mean?*

**A** The College recognizes that a significant part of a student's learning experience is gained outside the classroom and that the residence hall environment is a key developmental tool in this process.

**Q** *Can my son/daughter live off-campus his/her junior and senior years?*

**A** All students are expected to live in college-owned residences **all four years** of their college experience. In recent years, the number of students attending Gustavus has been greater than the on-campus residential capacity. Therefore, a select number of juniors and seniors are granted special permission to reside off-campus through the housing selection process. Please watch the monthly electronic newsletter and the Residential Life website for further housing selection information during the academic year.

**Q** *Are residence halls closed during breaks and vacations?*

**A** Yes. During Thanksgiving Break, Christmas Break, and Spring Break, halls are vacated and the Dining Service either closes or offers limited service. However, students who live farther than 350 miles from Gustavus can make arrangements with the Residential Life Office to be accommodated in vacation housing on campus. All halls remain open during Fall Break and Touring Week.

**Q** *How are rooms furnished?*

**A** The College provides a bed, desk, desk chair, bureau, mirror, wardrobe, wastebasket, and recycling container. Because of differences in room dimensions and bed sizes, students are encouraged to contact their roommates before making big purchases such as carpet, microwave, refrigerator, etc. Students may also check the Residential Life Office website for general room dimensions in their assigned residence hall.

**Q *What are some of the things students will need in their residence halls?***

**A** Different students will tend to use different things, but some general suggestions are extra-long sheets for college beds; towels; a laundry basket and soap; an electrical outlet strip and extension cord; a fan; and a few dishes. Use of unprotected or uncovered halogen lamps and/or possession/use of candles is prohibited in the interest of fire safety.

**Q *Are personal appliances allowed?***

**A** Students are permitted to bring stereos, hair dryers, televisions, lamps, and refrigerators (not to exceed 6 cubic feet in size). Safety regulations prohibit the use of small appliances with heating elements (portable heaters, electric blankets, and air conditioners). Cooking appliances (with the exception of popcorn poppers, coffee pots, pop-up toasters, and microwaves) are also restricted.

**Q *Are laundry facilities available?***

**A** Every residence hall is equipped with washers and dryers, which are free for student use.

**Q *Are single rooms available?***

**A** Southwest Hall provides a limited number of single rooms for upperclass students only.

**Q *Is storage space available?***

**A** Limited storage space is available during the school year for empty trunks and suitcases. During the summer, students who live outside an approximate 350-mile radius may store limited belongings. Bicycles, refrigerators, couches and other stuffed furniture, and bed loft parts or other lumber cannot be accommodated. Students living inside the radius should plan on taking all personal belongings home for the summer or storing them off-campus.

**Q *How are rooms and roommates selected?***

**A** For first-year students, the Housing Contract and Preference Form is used to match roommates. Priority is based on the date the College receives the student's admission deposit.

Upperclass students select a roommate and apply for housing. Computer-generated random priority numbers are used to create a rank order of students by adjusted year in residence.

# Student Activities

(507) 933-7598

The Student Activities Office coordinates New Student Orientation, Family Weekend, and student transportation services and serves the campus as a resource for student leadership in over 100 campus clubs and organizations, including fraternities and sororities. The Student Activities staff works with leaders of various groups to develop high-quality programs and activities for the campus. This office oversees the Information Desk and Ticket Center (507) 933-7590, as well as managing the Campus Center and Student Union facilities.



## **Q** *How can my son or daughter get involved?*

**A** Students interested in getting involved on campus have numerous options available to them. While it is our advice that they don't over-commit, most Gusties find that co-curricular involvement contributes to their overall satisfaction with college. There are a number of resources available for students who are seeking opportunities to be involved. Each semester, the Student Activities Office sponsors an Organization Fair. This fair features many of the Gustavus student clubs. Students can also check for meeting notices or other events by reading their Gustavus-L e-mail listings, the College Calendar, and looking at posters across campus. The student organization suite called the "Gustie Den," located on the lower level of the Jackson Campus Center, is another key place for connecting with groups. Finally, the Student Activities Office staff welcomes individual appointments with students. They will aid students in assessing interests and make recommendations for possible involvement with activities, events, groups, and organizations on campus.

## **Q** *Are fraternities and sororities active on campus?*

**A** Gustavus currently recognizes six sororities and four fraternities, some nationally and some locally affiliated. Our on-campus Greek tradition spans over 100 years; membership comprises approximately one-fifth of the student population. The Greek experience focuses on brother and sisterhood, scholarship, leadership, service/philanthropy, and the development of character. Only students with sophomore or above status and a 2.5 or higher grade point average are welcome to pledge an organization within the Greek system. Gustavus has one pledging period per year, during the fall semester. Any questions can be addressed to the Director of Student Activities.

# Technology Services

(507) 933-7605

Technology is delivered and supported by a number of departments at Gustavus. The Department of Technology Services is the source for academic and residential computing at Gustavus. The department supports and manages all desktop computers and the campus computer labs. Technology Services also manages campus e-mail accounts, network storage space, Web space, campus networking, and student computing.

Resources available to all students include use of campus computer labs, printing, e-mail, Internet access, technical support and network storage space.



**Q** *What is the status of computing facilities/access in the halls?*

**A** All residence hall rooms are networked with Ethernet ports (one per student) allowing students the option to connect their personal computers directly to the Gustavus network and the Internet. Residence hall spaces are also covered by a wireless network. Before connecting to the campus network, all machines must have current virus protection and up-to-date security patches.

There are labs located in all residence halls, academic buildings, the Campus Center, and the Library. These labs include state-of-the-art Windows and Macintosh computers, as well as laser printers for academic use. All lab computers are equipped with Internet applications for Web browsing and e-mail access, in addition to the Microsoft Office Suite for productivity software. The residence hall labs provide students with 24-hour access, seven days a week.

All computing facilities in the residence halls are supported by the Department of Technology Services. Questions or concerns can be directed to Technology Services Helpline ([helpline@gustavus.edu](mailto:helpline@gustavus.edu)) or (507) 933-6111.

# Telecommunications

(507) 933-7025 or (507) 933-6261

The Telecommunications Department provides telephone, voicemail, and fax service for the College. Students should contact the Department for any questions on telephone use including service and repair, authorization codes, payments and rates for long distance calling, voicemail and fax service. Office hours are 8 a.m.–4:45 p.m. Monday–Friday, The Telecommunications Department is in Olin 27.



## **Q** *What sort of telephone service is available to my student?*

**A** The Telecommunications Department provides basic telephone service to all students in College-owned housing at no additional cost. Each room or suite of rooms has a standard touch-tone telephone and local service. Students may bring their own telephone. Students are responsible for any damages to telephones caused by abuse and will be charged for all repairs at standard time and material costs. A complete replacement telephone is \$40. For information regarding voice mail, see the section below titled "Voice Mail."

## **Q** *How is long distance usage administered?*

**A** Long distance service is available to all students, including those living in non-college housing, by means of a personal authorization code. Students placing calls using their personal authorization code from a campus telephone are billed monthly by the Telecommunications Department. Electronic billing is provided through e-mail and a URL. The URL address is <http://server.telecom.gac.edu>. Direct dialing from the campus telephone system is inexpensive for most students as there are no surcharges, minimum duration, or monthly fees.

### **Authorization Code - only by request**

Each student may request a personal and confidential, seven-digit authorization code for long-distance calls placed from campus. A student retains the same authorization code while he/she has an active status, usually four years. Each student is responsible for all calls made using his/her authorization code and any other charges associated with telephone services provided by the Telecommunications Department. Each student is responsible for the security of his/her authorization code. The authorization code should be kept confidential; a lost code should be reported immediately to the Telecommunications Department. Any student misusing an authorization code will be fined \$100 and may be subject to further disciplinary action.

### **Payment of Bills**

Bills for long distance are due and payable by the 20th of each month. If no payment has been made by the 20th, the student's authorization code will be deactivated and a charge of \$25 will be added to the phone bill. The \$25 is a late fee and must be paid whether the student will use the code again or not. An authorization code that has been deactivated for non-payment will be restored within three business days after full payment, including the \$25 late fee. Student telephone charges must be paid in accordance with college policy. The Telecommunications Department reserves the right to deny long-distance service due to collection problems.

### **Voice Mail**

Voice mail is provided for all students, including those living in off-campus housing. All students receive a private, password protected mailbox on the college telephone system. Students must contact Telecommunications for changes to the voice mailbox if a personal telephone or modem will be used on the phone line in College-owned housing. In most cases, this voice mailbox will remain the same while the student is at Gustavus.

### **Contacting your student by telephone**

Dial directly to the student's room. Please ask your student for his/her campus telephone number. The main switchboard, (507) 933-8000, is open from 8 a.m. to 7 p.m., Monday–Friday, 9 a.m. to 3 p.m. on Saturdays and closed Sunday. If, in an emergency situation, parents have difficulty reaching their student and the switchboard is closed, you should feel free to call the Office of Safety and Security at (507) 933-8888, or the St. Peter Police Department at (507) 931-1550, which maintains radio contact with the Gustavus Security staff.

**NOTE: The Telecommunications Department reserves the right to deny any of these services to any student who abuses the telephone system, including, but not limited to, physical damage to equipment, tampering with any facilities of the telephone system, harassment via telephone, and unauthorized use of codes.**

**Gift Certificates** to be used for student phone charges may be purchased at the Telecommunications Office.

### **Fax Service**

Students are able to send and/or receive Fax at the Gustavus Switchboard. Fees for these services may be applied to the student's phone bills or paid immediately.

**Pre-Paid Phone Cards** are available for sale in the Telecommunications Office and the Book Mark.

# Transportation Information

## Airport Shuttle Service

Students may purchase tickets and make guaranteed reservations to ride Mankato Land to Air Express airport shuttle at a discounted price at the Student Activities Office Information Desk. Twenty-six round trips are made weekly between Minneapolis-St. Paul International Airport and Hometown Travel, located just a few blocks from campus in downtown St. Peter. Additionally, students may purchase tickets by calling Land to Air Express directly at (507) 625-3977 or 1-888-736-9190, or by paying the driver directly. Discount price does not apply if purchase is made through Land to Air. For further convenience, students may use the St. Peter Transit Service for many of the pick-up and drop-off times at Hometown Travel by calling (507) 934-6070. For further information, visit [www.landtoairexpress.com](http://www.landtoairexpress.com) and [www.hometowntravel.net](http://www.hometowntravel.net) .

## Travel within St. Peter

St. Peter Transit offers a dial-a-ride option for transportation in St. Peter for \$1.75 each way. This service offers door-to-door transportation and will transport students to the St. Peter pick-up location for Mankato Land to Air as well as other places in St. Peter. Call (507) 934-6070 for more information. Students may purchase tickets for \$1.00 per ride at the Student Activities Office information desk.

## Bicycles

Bicycle racks have been strategically placed at residence halls and other campus locations to permit temporary parking and security of bicycles. The College cannot provide specified enclosed storage for bicycles during the winter months. Bicycles remaining on campus during these time periods are to be secured to the bicycle racks provided or kept in the student's room. All students, faculty, and staff who have a bicycle on campus must register upon arrival at the College. Registration of bicycles is accomplished in person at the Campus Safety Office located in the basement of Norelius Hall Romm A35 or you can also register online at [www.gustavus.edu/safety/permits](http://www.gustavus.edu/safety/permits). There is no fee for registering a bicycle.

# Keeping in touch . . .

## . . . with Flowers

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### **Floral Expressions (Econofoods)**

612 South Minnesota Ave.  
(507) 931-5541

### **Mary's Flowers**

1123 South Minnesota Avenue  
(507) 931-4806

### **St. Peter Greenhouse and Floral**

801 North Minnesota Ave.  
(507) 934-4650

### **Traverse Des Sioux Garden Center**

1702 US Hwy 169  
(507) 931-6683

## . . . by Mail

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The Family  
Street  
Hometown, State ZIP

Jane A. Gustie  
Gustavus Adolphus College  
800 West College Avenue  
St Peter, MN 56082-1498

## . . . by E-mail

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Each student has an e-mail account assigned to them when they check in. All addresses use the same ending: @gustavus.edu. Check with your student for their specific e-mail address.

# Around Gustavus

## Area Hotels

### St. Peter

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AmericInn Motel & Suites  
700 N. Minnesota  
(507) 931-6554, (800) 396-5007

Locust Street Hotel (B&B)  
in the historic Donahower House  
720 S. Minnesota Ave.  
(507) 934-5602  
(612) 990-0090

Kronsbruck Hotel  
408 S. 3rd Street  
(507) 934-3154

Minnesota River Inn  
1321 S. Minnesota Ave.  
(507) 931-4100

St. Peter Motel  
221 Union St.  
(507) 931-3100

Viking Jr. Motel  
Jct. Hwys. 169 & 99  
(507) 931-3081, (800) 221-6406

### Henderson

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Henderson House Bed and Breakfast  
*104 North 8th Street*  
(507) 248-3356

### Le Sueur

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Downtown Motel  
*510 North Main Street*  
(507) 665-6246

*For more information, go to [gustavus.edu/welcome/lodging](http://gustavus.edu/welcome/lodging)*

## **Mankato**

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### AmericInn Hotel & Suites

*250 Stadium Rd.  
(507) 345-8011, (888) 205-3488*

### Best Western Hotel & Conference Center

*1111 Range St. (Hwy. 169), N. Mkto.  
(507) 625-9333, (800) 780-7234*

### Budget Host Inn

*1255 Range St. (Hwy. 169), N. Mkto.  
(507) 388-1644, (800) 283-4678*

### Butler House (B&B)

*704 S. Broad  
(507) 387-5055*

### Comfort Inn

*131 Apache Place  
(507) 388-5107*

### Country Inn & Suites

*1900 Premier Dr.  
(507) 388-8555, (800) 596-2375*

### Days Inn

*1285 Range St. (Hwy. 169), N. Mkto.  
(507) 387-3332, (800) 329-7466*

### Fairfield Inn (Marriott)

*141 Apache Place  
(507) 386-1220*

### Grandstay Residential Suites

*1000 Raintree Rd.  
(507) 388-8688*

### Holiday Inn Downtown

*101 E. Main St.  
(507) 345-1234, (888) HOLIDAY*

### Microtel Inn and Suites

*200 St. Andrews Dr.  
(507) 388-2818, (800) 771-7171*

### Riverfront Inn

*1727 N. Riverfront Dr.  
(507) 388-1638*

### Super 8 Motel

*Jct. Hwys. 169 & 14, N. Mkto.  
(507) 387-4041, (800) 800-8000*

## **St. Peter Banks**

### Hometown Bank

*102 South Third Street  
(507) 934-2823*

### First National Bank of Minnesota

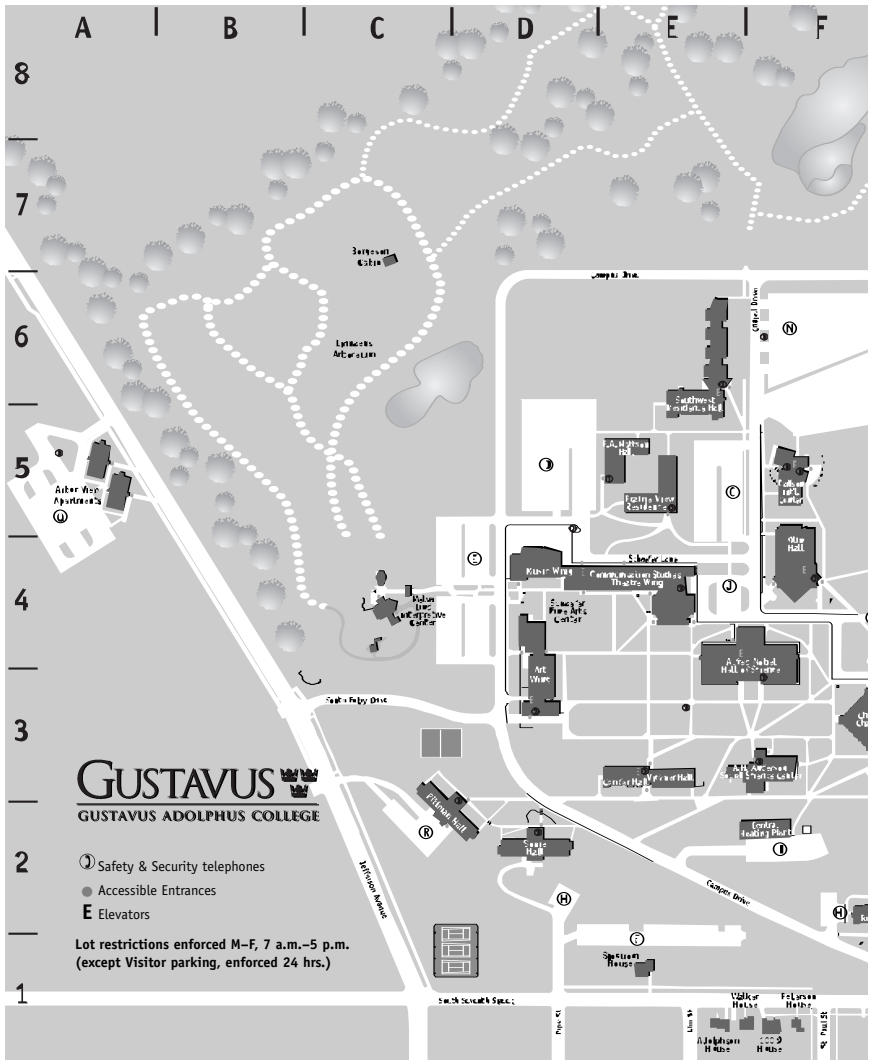
*226 West Nassau  
(507) 931-4000*

### Nicollet County Bank

*220 South Third Street  
(507) 931-3310*

### Wells Federal Bank

*1618 South Minnesota Ave.  
(507) 931-6100*



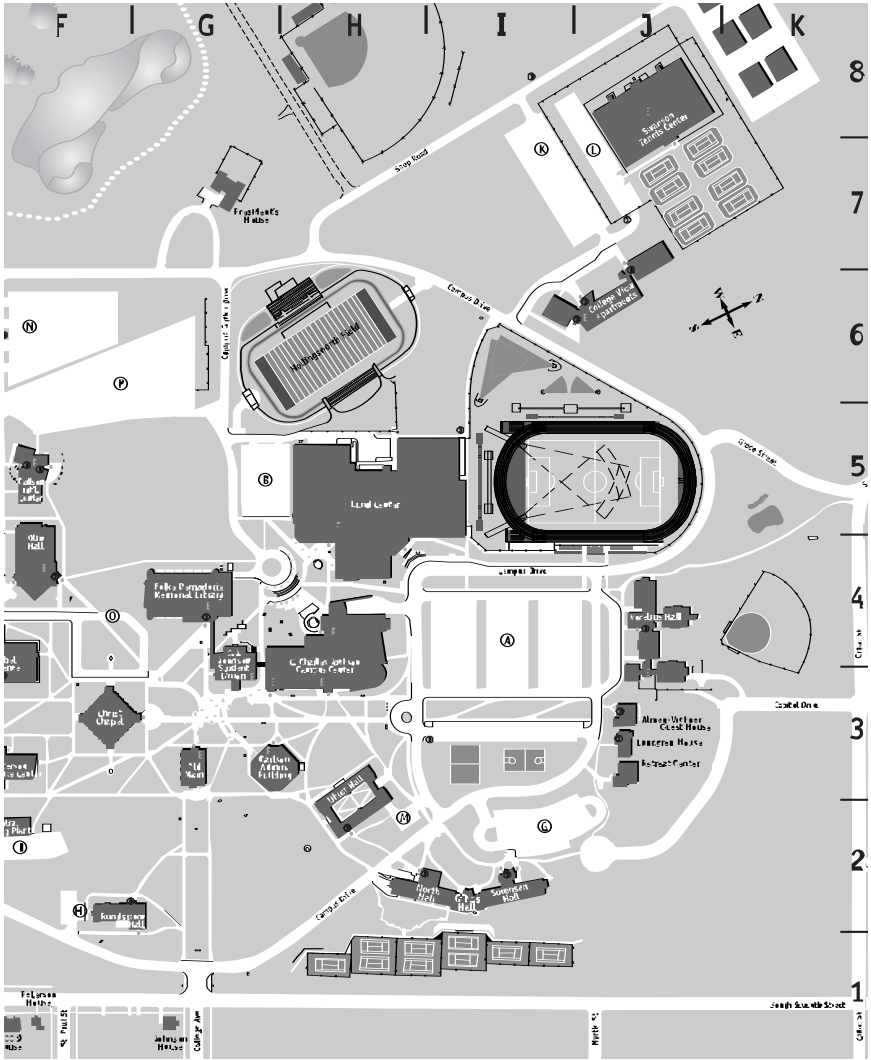
**ACADEMIC FACILITIES:**

Education and Nursing—P.A. Mattson Hall (E-5)  
English and Modern Foreign Languages—  
Ogden P. Confer Hall (E-3) &  
Edwin J. Vickner Language Hall (E-3)  
Fine Arts—Harold and Ruth Schaefer  
Fine Arts Center (Art, D-3; Music, D-4; &  
Communication Studies/Theatre, E-4)  
Humanities—Old Main (G-3)  
Library—Folke Bernadotte Memorial  
Library (G-4)  
Mathematics, Computer Science, and  
Physics—F.W. Olin Hall (F-4)  
Natural Sciences—Alfred Nobel Hall of Science  
(E-3 & F-3)  
Physical Education and Athletics—Lund Center for  
Physical Education and Health (H-4 & H-5)  
Social Sciences—A.H. Anderson Social  
Science Center (F-3)

**ADMINISTRATION AND SERVICES:**

Academic Affairs, Edgar M. Carlson  
Administration Building (G-3)  
Academic Computing (GTS), Olin (F-4)  
Administrative Computing (GTS), CAB (G-3)  
Admission Office, C. Charles Jackson  
Campus Center (H-4)  
Alcohol & Drug Education, JCC (H-4)  
Book Mark, JCC (H-4)  
Career Center, O.J. Johnson Student Union (G-4)  
Center for Vocational Reflection, JSU (G-4)  
Chaplains' Office, OM (G-3)  
Church Relations, Church Retreat Center (J-3)  
Community Service Center, JSU (G-4)  
Counseling Center, JSU (G-4)  
Dean of Students, JCC (H-4)  
Dining Services, JCC (H-4)  
Diversity Center, JCC (H-4)  
Finance Office, CAB (G-3)  
Financial Aid, CAB (G-3)

Fine Arts Programs, SFA-M (D-4)  
Health Services, JCC (H-4)  
Human Resources, Uhler Hall (H-3)  
Information Desk/Ticket Center, JCC (H-4)  
Institutional Advancement, CAB (G-3)  
International Education,  
Carlson International Center (F-5)  
Intercollegiate Athletics, LC (H-5)  
Intramurals, LC (H-5)  
Media Services (GTS), OH (F-4)  
Ombudsman, JSU (G-4)  
Physical Plant (K-8, also F-5 & F-2)  
President, CAB (G-3)  
Post Office, JCC (H-4)  
Printing Services, JCC (H-4)  
Registrar, CAB (G-3)  
Residential Life, JCC (H-4)  
Retreat Center, Church Retreat Center (J-3)  
Safety & Security, Norelius Hall (J-4)  
Student Activities, JCC (H-4)



Sports Information, LC (H-5)  
Telecommunications (GTS), OH (F-4)

**PUBLIC FACILITIES:**

Alumni Hall, JSU (G-3)  
Arboretum-Linnaeus Arboretum (A-F-7-8 & B-C-4-6)  
Arboretum Interpretive Center-Melva Lind Interpretive Center (C-4)  
Art Gallery-Hillstrom Museum of Art, JCC (H-4)  
Baseball Field-Myrum Field (H-8)  
Basketball Court-Gus Young Performance Court, LC (H-5)  
Book Store-The Book Mark, JCC (H-4)  
Christ Chapel (F-3)  
Dance Studio-Kresge Room, SFA-C/T (E-4)  
The Dive, JSU (G-4)  
Football Field-Hollingsworth Field (H-6)  
Granlund Studio, SFA-A (D-4)  
Guest House-Almen-Vickner Guest House (J-3)

Gymnastics Studio-Sponberg Studio, LC (H-5)  
Hockey Rink- Lund Arena (H-5)  
Indoor Track, LC (H-5)  
Johns Family Courtyard (G-4)  
Recital Hall-Jussi Björling Recital Hall, SFA-M (D-4)  
Soccer Field (I-5 & J-5)  
Softball Field (K-4)  
Swimming Pool, LC (H-4)  
Tennis Courts-Brown Outdoor Courts (J-7)  
Tennis Courts-Gibbs Center (H-1 & I-1)  
Tennis Courts-South Courts (C-1)  
Tennis Courts-Lloyd O. Swanson Tennis Center (J-8)  
Theatre-Evan and Evelyn Anderson Theatre, SFA-C/T (E-4)  
Theatre-Black Box, SFA-C/T (E-4)  
Track (Outdoor) (I-5 & J-5)

**PARKING LOTS:**

A Norelius (Visitor Parking designated) (I-3 & I-4)  
B Lund Arena (Employee Parking only) (G-5)  
C Olin (Visitor Parking designated) (E-5)  
D Björling (Visitor Parking designated) (D-5)  
E Arboretum (Visitor Parking designated) (C-4)  
F Wahlstrom (E-1)  
G Sorenson (I-2)  
H Rundstrom (F-2)  
I Heating Plant (Employee Parking only) (F-2)  
J Nobel (E-4)  
K College View (I-7)  
L Swanson (Visitor Parking designated) (J-7)  
M Ulter (H-2)  
N Southwest (F-6)  
O Chapel (F-4)  
P Stadium (F-5)  
Q Arbor View (A-5)  
R Pittman (C-2)





# Academic Calendar

Academic Year	09-10	10-11	11-12	12-13
<b>FALL SEMESTER</b>				
Orientation	Sept 4-7	Sept 3-6	Sept 2-5	Aug 31-Sept 3
Fall Class Start	Sept 8	Sept 7	Sept 6	Sept 4
Registration Deadline	Sept 22	Sept 21	Sept 19	Sept 17
Nobel Conference	Oct 6-7	Oct 5-6	Oct 4-5	Oct 2-3
First-Half Finals	Oct 23	Oct 22	Oct 21	Oct 19
Reading Days	Oct 24-27	Oct 23-26	Oct 22-25	Oct 20-23
Midterm Grades	Oct 28	Oct 27	Oct 26	Oct 24
Withdraw Deadline	Nov 13	Nov 12	Nov 11	Nov 9
IEX Registration	Nov 2-5	Nov 1-4	Oct 31-Nov 3	Oct 29-Nov 1
Spring Registration	Nov 8-19	Nov 7-18	Nov 6-17	Nov 4-15
Thanksgiving	Nov 25-29	Nov 24-28	Nov 23-27	Nov 21-25
Final Class Day	Dec 15	Dec 14	Dec 14	Dec 14
Reading Day	Dec 16	Dec 15	Dec 15	Dec 15
Final Exams	Dec 17-21	Dec 16-20	Dec 16-20	Dec 17-20
Fall Semester Ends	Dec 21	Dec 20	Dec 20	Dec 20
Christmas Recess	Dec 22-Jan 3	Dec 21-Jan 2	Dec 21-Jan 2	Dec 21-Jan 6
<b>INTERIM EXPERIENCE</b>				
Touring Week	Jan 4-29	Jan 3-28	Jan 3-27	Jan 7-Feb 1
	Jan 30-Feb 7	Jan 29-Feb 6	Jan 28-Feb 5	Feb 2-10
<b>SPRING SEMESTER</b>				
Spring Class Start	Feb 8	Feb 7	Feb 6	Feb 11
Registration Deadline	Feb 19	Feb 18	Feb 17	Feb 22
First-Half Finals	Mar 26	Mar 25	Mar 23	Mar 28
Spring Break	Mar 27-Apr 5	Mar 26-Apr 3	Mar 31-Apr 9	Mar 29-Apr 7
Midterm Grades	Mar 31	Mar 30	Mar 28	Apr 3
Easter Recess	Mar 27-Apr 5	Apr 22-25	Mar 31-Apr 9	Mar 29-Apr 7
Fall Registration	Apr 12-22	Apr 10-20	Apr 15-26	Apr 15-25
Withdraw Deadline	Apr 16	Apr 15	Apr 13	Apr 26
MAYDAY Conference	Apr 28	May 4	May 2	May 1
Honors Day	May 1	May 7	May 5	May 4
Final Class Day	May 19	May 18	May 16	May 22
Reading Day	May 20	May 19	May 17	May 23
Final Exams	May 21-25	May 20-24	May 18-22	May 24-28
Spring Semester Ends	May 25	May 24	May 22	May 28
Commencement	May 30	May 29	May 27	June 2

# Frequently called phone numbers

If calling from off-campus, you'll need to dial the 933- prefix (except where indicated). All offices are accessible through 711 operator relay assistance.

ADMISSION OFFICE	7676
ALUMNI OFFICE	7511
ARBORETUM	6181
CAMPUS ACTIVITIES BOARD (CAB)	7583
COMMUNITY SERVICE CENTER	6060
COMPUTER HELPLINE	6111
CUSTODIAL	7655
DEAN OF FACULTY OFFICE	7675
DEAN OF STUDENTS OFFICE	7526
DINING SERVICE	7608
FINANCIAL AID-STUDENT EMPLOYMENT	7581
FINE ARTS OFFICE	7363
INTERNATIONAL EDUCATION	7545
INTRAMURALS	7699
INTERIM EXPERIENCE OFFICE	7675
LIBRARY (Reference Desk)	7567
LUND CENTER (Red Desk)	6660
MEDIA SERVICES	7459
NEWS SERVICES/PUBLIC RELATIONS	7520
PHYSICAL EDUCATION/ATHLETIC CENTER (Lund Information Desk)	7666
PHYSICAL PLANT OFFICE	7504
POST OFFICE	7589
SWITCHBOARD (from off-campus, dial 933-8000)	Dial "0"
THEATRE TICKET BOOTH	7357
TICKET/INFORMATION CENTER	7590

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Dean of Students Office  
800 West College Avenue  
Saint Peter, Minnesota 56082-1498