REMINDERS

My Gustie(s) ______________________________________________________________
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College ID # ______________________________________________________________
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Email Address _____________________________________________________________
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College Phone # ___________________________________________________________

College Switchboard (M–F 8 a.m.–7 p.m., Sat 9 a.m.–3 p.m.) ............... 507-933-8000

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

Dean of Students on Call (staffed 24 hours) .......................................... 507-933-8888

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STUDENT ASSISTANCE DIRECTORY

Academic Matters: Faculty Advisors; Office of the Provost; Academic Support Center; Registrar

Alcohol & Drug Awareness, Education, Referral, and Consultation:
Substance Use Specialist; Counseling Center; Peer Assistants

Athletic Eligibility: Athletics Director; Registrar

Books & Other Supplies: Book Mark

Campus Employment: Office of Financial Aid

Campus Events: Campus Bulletin Boards; Office of Marketing and Communication;
Campus Activities Board; Campus Activities Office; Fine Arts Programs Office;
Sports Information Office; Campus Media

Career Counseling/Management: Career Development

Career Exploration (Interim Experience): Career Development

Conduct Expectations and Disciplinary Procedures: Dean of Students Office

Course Requirements & Planning: Academic Bulletin; Faculty Advisors; Registrar;
Academic Support Center

Damage or Repairs: Area Coordinator; Physical Plant; Residential Life Office

Dining Service: Dining Service Office

Disability Services: Academic Support Center

Email: Technology Services

Faith Questions, Religious/Spiritual Concerns: College Chaplains; Faculty;
Saint Peter Churches; Office of Church Relations

Fax: Telecommunications Office

Finance, Fees, Tuition: Student Accounts

Fraternities and Sororities: Campus Activities Office

Grades: Registrar

Graduation Requirements: Academic Bulletin; Faculty Advisors; Registrar; Academic Support Center

Health Concern: Health Service, Counseling Center

Housing (on- & off-campus): Residential Life Office

ID Cards: Dining Service (Three Crowns Card)

Independent Study: Faculty; Department Chairs; Registrar

International Programs: Center for International and Cultural Education
International Student Advisor: Center for International and Cultural Education
Internships: Career Development
Intramural Programs: Intramurals Office
Intramural Equipment: Intramurals Office
January Interim: Office of the Provost, Center for International and Cultural Education
Loans: Student Accounts
Multicultural Programs: Diversity Center
Organizations & Clubs: President of Organization or Club; Campus Activities Office
Parking Permits: Campus Safety
Personal Concerns: Counseling Center; Collegiate Fellows; Area Coordinator; Dean of Students Office; Residential Life Office; Chaplains’ Office
Photocopy Machine: Print and Mail Services
Post Office Boxes & Services: Print and Mail Services
Probation (academic): Academic Support Center; Registrar
Probation (disciplinary): Dean of Students Office
Recreation: Intramurals Program Director; Athletics Director; Campus Activities Office
Rental Equipment (recreational): Intramurals Program Director; Campus Activities Office
Room Changes: Residential Life Office
Safety & Security: Campus Safety; Physical Plant; Dean of Students Office; Residential Life Office
Scholarships: Financial Aid
Study Areas: Library; Residence Hall Lounges; Campus Lounges
Study Skills: Academic Support Center; Counseling Center
Technology: Technology Services
Telephone Repairs & Billing: Telecommunications Office
Theft: Collegiate Fellow; Area Coordinator; Campus Safety; Dean of Students Office
Transcripts: Registrar
Transfer Information: Registrar; Office of Admission
Withdrawal from a Course: Registrar
Withdrawal from the College: Dean of Students Office; Office of the Provost; Faculty Advisor; Registrar
Writing Center: Department of English, Diversity Center
The Dean of Students and Vice President for Student Life 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. Deans can be reached after hours by calling Campus Safety at 507-933-8888.

Parents often ask . . .

Q Which office should I call when I don’t know whom to call?
A 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 is a helpful place to start.

Q Where is the Dean of Students office located?
A The Dean of Students office is located on the main level of the Johnson
Student Union. Students and/or parents are welcome to schedule an
appointment to see the Dean, the Associate Dean, or the Assistant Dean.
Email communication is also possible by writing to: dos@gustavus.edu.

Q How can I, as a parent, keep up with what’s happening at Gustavus while
my student is there?
A1 Gustavus Parents Website: gustavus.edu/parents.
You can also go to the Gustavus homepage and click on the Parents section.

A2 Parents Blog: parents.blog.gustavus.edu
Stay connected with campus culture, announcements, events, and important dates.
All parents with email addresses on file with the College will be automatically
subscribed to these monthly posts.

A3 Facebook: /gustavusadolphuscollege
Twitter: @gustavus
Instagram: @gustavusadolphuscollege
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.

**Note:** The provisions of this section of the *Family Handbook* are not an irrevocable contract, and the College reserves the right to change any provision at any time during the students’ term of residence. Please refer to the *Academic Bulletin* for any updates.

**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 by being named to the Dean's List.

At the end of the official grading period for the January Interim Experience, full-time students who have a cumulative Gustavus grade point average (GPA) 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 GPA of 3.900 or higher are designated as graduating *summa cum laude*; students who have a cumulative Gustavus GPA of 3.700 to 3.899 are designated as graduating *magna cum laude*; students who have a cumulative Gustavus GPA of 3.500 to 3.699 are designated as graduating *cum laude*. 
ACADEMIC SANCTIONS

The College has instituted a set of sanctions, to be imposed by the Academic Probations Committee, in order to respond to problems with a student’s academic performance. These academic sanctions are distinct from the disciplinary sanctions and processes found in the statements of Student Rights, Responsibilities, and Judicial Procedures in the *Gustavus Guide*.

ACADEMIC WARNING

The College requires that its students attain a minimum 2.0 cumulative grade point average for the awarding of the BA degree. Students are placed on academic warning once during their academic career at Gustavus if their work falls below standards. The following standards apply:

1. All students will receive a warning if they:
   a. Complete fewer than three (3.0) regular semester course credits; or
   b. Have a semester grade point average in the following ranges:
      1.) First-year students with semester grade point average below 2.00*, but a cumulative grade point average of 1.75 or above.
      2.) First-semester sophomores with semester grade point average below 2.00*, but a cumulative grade point average of 1.90 or above.
      3.) All other full-time students with semester grade point average below 2.00*, but a cumulative grade point average of 2.00 or above.

*Students who receive all grades of W have a *null* semester GPA.

First-year students receiving a warning must have their spring semester registration revalidated by their faculty advisor and the Academic Support Center.

ACADEMIC PROBATION

Students are placed on academic probation if their work falls below 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 (3.0) regular semester course credits for a second time during their academic career, 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 advisor and the Academic Support Center.

2. First-semester sophomores will be placed on probation if they:
   a. *Receive passing grades in fewer than three (3.0) regular semester course credits for a second time during their academic career, 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 (3.0) regular semester course credits for a second time during their academic career; 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.

Academic records of students on probation in a given semester will be reviewed at the end of that semester by the probation committee and students will be removed from probation, continued on probation, or suspended from the College for a period normally of one year. Coursework taken in a January 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 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 (3.0) regular semester course credits; 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 Academic Probation Committee. In order to be considered by the Academic Probation Committee for a continuation of their probationary status, students must:
   a. Receive passing grades in three (3.0) regular semester course credits with at least a 2.0 grade point average in that semester; or
   b. Make substantial progress toward achieving regular academic standing.

Students on academic or disciplinary probation are not permitted to participate in internship, career exploration, or study-away programs, or in off-campus January Interim Experience courses. Students who register for such programs and courses accept the financial risks associated with being barred from participating should they be on academic probation or suspended when the term begins. These financial risks include, but are not limited to, unrecoverable deposits, fares, reservations, and pro-rated group travel costs. Parents of dependent students are notified when a student is placed on probation.

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.
READMISSION

Students who have left Gustavus and want to return 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 before graduating and want to return do so according to what they have accomplished while away.

1. If in good standing at Gustavus and having been a full-time student elsewhere, return as a transfer student, by means of a transfer student application from the admission office; transcripts of any transfer coursework should accompany the application;

2. If in good standing at Gustavus and having been a part-time student elsewhere, return by means of a readmission application from the registrar’s office or Academic Support Center; transcripts of any transfer coursework should accompany the application;

3. If enrolled elsewhere because of academic suspension, even though a full-time student elsewhere, return by means of a readmission application from the registrar’s office or Academic Support Center; transcripts of any transfer coursework should accompany the application.

4. If enrolled elsewhere because of a disciplinary suspension, if a full-time student elsewhere, return by means of a transfer student application; if a part-time student elsewhere, return by means of the readmission application from the registrar’s office or Academic Support Center.

5. If elsewhere because of a medical leave, start by contacting the Dean of Students office to begin documenting readiness to return. The student will be directed from there to the appropriate application to return.

Applications for returning as a transfer student are acted upon by the office of Admission. Applications for readmission are acted upon by the Dean of Students, Dean of Academic Programs, Registrar, and Director of Academic Support Center.

APPLICATION FOR READMISSION

Students who want to return to Gustavus after having been suspended must apply for readmission on forms available from the Academic Support 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 GPA) at another accredited institution.
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:

“When 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, and the recommendation of the instructor as to whether further disciplinary action is warranted.” 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)—chosen from the Honor Board pool—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 vote of at least 4–2 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 decisions of the Honor Board hearings are final.
The Honor Board pool comprises six students and six faculty members. From this pool of 12, three students and three faculty will be appointed by the Office of the Provost to investigate and adjudicate cases involving the academic honesty policy. Potential student members are required to complete an application, and are appointed each spring for the next academic year by the Student Senate. 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 confidentially 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.

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 of 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.

**FINAL EXAMS**

Students/parents are advised to study the academic calendar and confirm with professors the student’s final exam schedule before making travel plans.

**ACADEMIC SUPPORT CENTER (ASC)**

507-933-7027

The ASC coordinates and supports the faculty-based academic advising program and provides a number of services to help students make the most of their academic experience at Gustavus. Services include academic advising, academic coaching and support, disability services, and English development. We are open weekdays from 8 a.m.–4:45 p.m. with additional evening hours for English development in the Library. Appointments are made by contacting us at 507-933-7027.

**? PARENTS OFTEN ASK . . .**

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

**A** Each first-year student is assigned a faculty advisor. Students in the Liberal Arts Perspectives will choose a First Term Seminar (FTS) class and the professor of that class will be their advisor through at least the first semester. Students in the Three Crowns Curriculum have the professor of one of their Three Crowns classes as their faculty advisor. After the first year, if students have declared a major, they will choose or be assigned a faculty advisor in the major. Students may remain undecided until the end of their sophomore year. Transfer students are assigned to ASC staff for initial advising and registration and may declare a major in their area of interest as soon as they are ready.
**Q** What kinds of academic advisors are available for students?

**A** All students have a faculty advisor from their first summer registration to their enrollment in an FTS or Three Crowns Curriculum class in their first semester. After the first semester, students may choose to declare a major, or remain with their undeclared advisor until they are ready to choose. Additionally, professional advisors are available in the ASC and career counselors in the Office of Career Development who can meet with students about major/minor and pre-professional interests. Students may attend Four-Year Planning Workshops for academic planning, seek advice from the Fellowships Coordinator, and have the STRONG Interest Inventory interpreted in career development.

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

**A** The Probation Committee meets during the second week in January and the second week in June to review transcripts of those students who have not met minimum academic requirements in the just-completed semester. Letters are sent by email to students and their advisors, and by mail to parents of dependent students, if the student is placed on academic probation. First-year students must meet with their academic advisor and ASC staff to review registration and make a plan for improvement as well as for referral to support services.

**Q** How do students with disabilities access reasonable academic accommodations?

**A** Students with disabilities may schedule an in-person or phone appointment with Disability Services staff by calling 507-933-7027. It is suggested that a student connect early in the process of application to answer any questions. Once the student chooses Gustavus, a meeting to review the effects of the disability and ways to meet those needs as well as to arrange appropriate and reasonable accommodations is recommended.

**Q** How do students access English Development support?

**A** For students using English alongside another language or as a newer language, the EL Specialist provides individual consultations about course assignments, understanding class readings and planning, writing and revising papers, etc. The EL Specialist also assists faculty who have EL students in class. The **Summer Institute for Academic Success (SIAS)** is a five-day session prior to orientation for first-year multilingual students. Students who are interested in attending SIAS should call 507-933-7027 for more information.
The Book Mark is owned and operated by Gustavus to serve the campus community. The store is open from 8:30 a.m.–5 p.m. Monday–Friday and most Saturdays during the academic year from 11 a.m.–3 p.m.

**PARENTS OFTEN ASK . . .**

**Q** Can students charge their books and supplies at the college bookstore?
**A** Yes. The Book Mark accepts Visa, MasterCard, Discover, student account charges, personal checks, cash, and Book Mark gift cards.

**Q** Does the Book Mark have a website, and can students order textbooks online?
**A** Yes. The Book Mark’s web address is bookmark.gustavus.edu, and in addition to clothing, books, and gifts, students can order their course materials. The materials are posted online well before classes begin. Web orders can be placed approximately one month before each term starts. Textbook orders must be prepaid with Visa, MasterCard, Discover, American Express, gift cards, or a student account charge. Web orders can be picked up on campus at the designated times listed on the website. We carry rental books, e-books, new and used books, and online resources.

**TEXTBOOK REFUNDS**

1. Textbook returns are accepted through the third day of class each term. A receipt is required. For dropped classes, textbook returns are honored through the first two weeks of class, fall and spring semesters, and through the third day of class for January. A revised schedule and receipt are required from the fourth day through the 10th day of class.

2. Books purchased new MUST be in excellent condition for full refund. Marked, damaged, or worn books will be refunded at 75 percent of the new price. There will be a $5.00 fee for unwrapped packages.

3. Texts that are sealed and labeled “no return if unwrapped” are not available for refund or exchange if the seal is broken. Opened access codes cannot be returned.

**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.
The Campus Activities Office coordinates New Student Orientation, Family Weekend, and student transportation services, and serves the campus as a resource for student leadership in up to 130 campus clubs and organizations, including fraternities and sororities. The campus 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 management of the Campus Center and Student Union facilities.

**PARENTS OFTEN ASK . . .**

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

*A* There are a number of resources available for students who are seeking opportunities to be involved. Each semester, the Campus Activities Office sponsors an Involvement 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 email 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. Another great resource to utilize is gustavus.edu/studentorgs. This website has a comprehensive list of all the student organizations at Gustavus, as well as contact information. Finally, the Campus 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 six fraternities, some nationally and some locally affiliated. Our on-campus Greek tradition spans more than 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. 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, held during the fall semester. Any questions can be addressed to the Assistant Director of Campus Activities.

**Q** What is the College’s policy on hazing?

*A* Gustavus Adolphus College does not tolerate hazing in any form by any individual, group, or organization. Hazing is defined as any action taken or situation created, intentionally or unintentionally, whether on or off"
campus premises, to produce mental or physical discomfort, fatigue, humiliation, intimidation, embarrassment, harassment or ridicule or that disrupts community life or academic commitments regardless of the intent or end result. Such actions may be perpetrated by an individual, group, or organization against an individual or individuals.

Hazing can take place with or without the consent of the hazed. The consent of those hazed will not be accepted as a justification for hazing activities. Apathy or acquiescence in the presence of hazing are not neutral acts.

**Consequences**

Gustavus Adolphus College takes violations against the college hazing policy very seriously. Individuals, groups, and organizations are held accountable for acts of hazing. Furthermore, the College will treat the hazing action of even one member of a group as constituting hazing by the group. Those found responsible for hazing may be subject to severe sanctions including suspension or expulsion of the individual, group, or organization from the College.

Additionally, anyone who knew or who reasonably should have known of the hazing and did not make an attempt to prevent it may be adjudicated through the College’s conduct system. Every member of the campus community is required to report any incidents of hazing or suspicions of hazing that come to their attention.

**Reporting**

Campus community members are expected to report any practice or action believed to constitute hazing immediately. Reports may be made 24 hours a day to the Dean of Students (507-933-7526) or Campus Safety (507-933-8888). In addition, online reporting capabilities are available at gustavus.edu/safety/silentwitness/. The college will not tolerate harassment of or retaliation towards individuals who have reported hazing incidents and will investigate any allegations of hazing that are reported.

At Gustavus Adolphus College, we try to live the College’s five core values of excellence, community, faith, justice, and service. As Gusties, we do not tolerate intimidation, harassment, embarrassment, or ridicule.

Each year, students find a variety of organizations, club sports, athletic teams, and other groups at Gustavus Adolphus College in which to make friends, enjoy social opportunities, practice leadership skills, or try something new. The majority of student organizations and teams provide amazing, positive experiences for their members. However, some organizations engage in negative behavior known as hazing—acts of humiliation or demeaning tasks meant to prove an individual’s commitment and worthiness in joining or maintaining membership in a group. We recognize that the mental and physical safety of your student is extremely important and place this as our top priority.
It’s important to talk with your student about hazing and their campus involvement to proactively address any concerns that may rise. Here are some great questions to help start the conversation:

- What do you think you want to be involved in at school?
- Do you know what hazing is?
- How can you stand up or say no if it occurs?
- Do you know how to report the situation if you are being hazed?
- Do you know the resources available at Gustavus if you are hazed?
- How much of your time is the organization or team taking up?
- What kind of activities are involved in joining the group or team? Are you comfortable with all these activities?
- Is your participation in this organization or team impacting your class work?
- Is alcohol involved in any of these activities?
- Have you met the organization’s advisor or coach?

Your student may or may not feel comfortable expressing concern directly to you if he or she is being hazed. If you notice any of the following signs of hazing in your student, please report them to the Dean of Students office.

- Sudden change in behavior or attitude after joining an organization or team
- Wanting to leave the organization or team with no real explanation
- Sudden decrease in communication with friends and family
- Physical or psychological exhaustion
- Unexplained weight loss
- Unexplained injury or illness
- Change in sleeping or eating habits
- Withdrawal from normal activities
- Expressed feelings of sadness or feeling of worthlessness
- Increased secrecy and unwillingness to share details
Campus Safety, housed in the basement of “A” section (Room 35A) of Norelius Hall, is on duty 24 hours a day throughout the year. As the College’s primary unit for supporting the personal safety of all students, employees, and visitors, its mission is to provide the safest environment possible in which education may be pursued. Uniformed officers are responsible for:

- Supporting residence hall, academic buildings, and grounds security
- Enforcement of parking, traffic, and other College regulations
- Responding to personal safety concerns
- Addressing environmental health and fire safety issues
- Crime prevention efforts
- Incident investigations
- Management of campus safety escorts.

While Campus Safety officers are not commissioned police officers under Minnesota statutes, the College has an excellent working relationship with local law enforcement and first responders. Some of the training officers receive includes first aid, CPR, interview techniques, legal issues, report writing, victim concerns, crisis intervention, defensive tactics, criminal investigation and evidence, alcohol and drug identification, and patrol and security procedures.

In addition to maintaining its own radio frequency, Campus Safety has direct radio communication with the Saint Peter Police Department, Nicollet County Sheriff’s Office, and ambulance service.

Campus Safety patrol officers work closely with city police and other public safety officials that are called to campus to assist with emergencies, to investigate crimes, and to apprehend those involved in criminal activity. It is the policy of Gustavus Adolphus College to work with police and other public safety officials on all Part I and Part II crimes (as defined by the FBI Uniform Crime Reporting systems), and report known violators of state or federal laws to appropriate law enforcement authorities. Gustavus Adolphus College has a written memorandum of understanding (MOU) with the Saint Peter Police Department. Violations of College polices are handled according to the Student Conduct Code and Campus Judicial Procedures or by appropriate College authorities.
PARENTS OFTEN ASK . . .

Q Is parking allowed on campus?
A A parking permit is required for students and employees to park on campus. Permits are available online June 22–August 22 at the Campus Safety website (gustavus.edu/safety) and are delivered to the student’s campus mailbox. After August 22, students must come in person to the Campus Safety office to register before parking their vehicle on campus. Student permits are $260 for the 2016–2017 academic year.

Visitor parking is provided on campus and is identified accordingly. It is closed to students and employees at all times. All visitors wishing to park on-campus overnight must register their vehicles with Campus Safety and receive a temporary permit. For parking information, contact Campus Safety 24 hours a day at 507-933-8888.

Bicycle permits are also required. They are available at no charge and registration is available on the Campus Safety website or in person in the Campus Safety office.

Q Are there safety escorts?
A Campus Safety student employees operate a Safe Rides campus escort service from 6:00 p.m. to 1:30 a.m. daily. Students should look for the marked Safe Rides pick-up locations on campus and call x7000 for a ride. For more information, 24-hour medical escorts, or walking escorts after 1:30 a.m., call Campus Safety at 507-933-8888 (x8888).

Q Are security phones used on campus?
A To support personal safety, the College has installed external Campus Safety blue light 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.
The Office of Career Development provides students with resources, connections, and communities to make informed transitions through explorations and experiences. Career development utilizes the Career Interest Cluster approach to aid students in their career development process. Career interest clusters are groups of occupations and industries that have foundational knowledge and skills in common. The seven career interest clusters are:

- Arts and Communication
- Business
- Education
- Government and Social Services
- Health Professions
- Science, Technology, Engineering, and Math
- Still Deciding

Career development offers resources, career counseling, online career tools, and events and programs organized around the career interest clusters.

Chaplains Siri Erickson, Brian Konkol, and Grady St. Dennis are available to students for spiritual care and personal counseling; for assistance with religious, moral, and theological issues; or to discuss ideas about the integration of faith and spirituality with learning and life at Gustavus. The chaplains are also available to help students find and explore a variety of faith communities, spiritual practices, and religious traditions at Gustavus. The Office of the Chaplains is located in Old Main 102 (first floor). Appointments may be made by calling the office, emailing the chaplains, or stopping by the office.

**Q** What is Daily Sabbath and who is welcome?

**A** Daily Sabbath is a scheduled service offered in Christ Chapel from 10–10:20 a.m. every weekday. Daily Sabbath is a chance to build community, encounter God, listen to an assortment of theological perspectives, and integrate faith and learning on campus and beyond. People of all faith expressions and worldviews are invited to attend. In addition to Daily Sabbath, worship with Holy Communion is offered on Sundays at 10:30 a.m. in Christ Chapel.
How can my student get involved?

Students who wish to participate in the ministry and leadership of the chaplains’ office as musicians, scripture readers, speakers, ushers, communion servers, greeters, cross bearers, candle bearers, sacristans, educators, hospitality ministers, pence and justice advocates, service coordinators, dancers, or worship planners may complete an interest form on the chaplains’ web page or in the chaplains’ office.

COMMUNITY-BASED SERVICE AND LEARNING

gustavus.edu/communityservice

Community-Based Service and Learning focuses on building the necessary skills and capacities to serve and to lead. It builds upon the robust portfolio of ongoing service programs in the surrounding Saint Peter community and many service-learning classes in the curriculum. It aims to build students’ capacities to find meaning in service through reflection and to recognize how their gifts and talents can be used to create a more just society.

CONDUCT/JUDICIAL AFFAIRS

507-933-7526

Student life policies of the College, including the Student Conduct Code and the Student Conduct Procedures, are contained in the student handbook, the Gustavus Guide. This handbook is available online at gustavus.edu/gustieguide. The Assistant Dean of Students coordinates the conduct process.

PARENTS OFTEN ASK . . .

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

Violations of College rules and regulations are normally addressed through the College Student Conduct System, special grievance officers, or other authorities charged with rule enforcement. A student who has been confronted on campus for a College policy violation can expect to have a meeting to discuss the incident with a staff member. If they are found responsible for the violation, they will be assigned sanctions based on the severity of the violation and the conduct history of the individual. Some sanctions are punitive (fines, restitution) and most are educational (classes, reflection papers) in nature.
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 student’s behavior?
A  We believe that parents share a deep concern with us for the growth and development of our students, and therefore we can join together to promote positive, healthy decision making. Although the College does not routinely contact parents when their student is found to have broken College rules, we may do so when the student has been found responsible for a violation which has jeopardized his or her status with the College.

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 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 Conduct Procedures.

Q  Can I contact the Dean’s office to find out if my student has any conduct violations?
A  As with any student records, your student’s privacy is protected by law. This means that we cannot answer questions about specific incidents, violations, sanctions, or conduct history unless we have a student’s authorization to do so. Exceptions to this happen when a student’s status changes, meaning they have been placed on Disciplinary Censure or Disciplinary Probation. We are happy to engage in conversation about general policies, sanctions, and how to talk to your student about behavioral choices.
The Counseling Center offers support to students with concerns for self and others. The Center is open weekdays from 8 a.m.–4:45 p.m.

The Counseling Center staff offers licensed and professional 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, mental health issues, 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.

**PARENTS OFTEN ASK . . .**

**Q** Are counseling services available?

**A** The Counseling Center is located in Johnson Student Union. Staff psychologists can assist with social, personal, emotional, and psychological concerns or problems.

The chaplains’ office, located at Old Main 102, will counsel couples in pre-marriage preparation and talk with students about spiritual issues.

Additionally, the Sexual Assault Response Team (SART) will assist students who have experienced current or past sexual trauma. They can be contacted at 507-933-6868.

**Q** What can a student expect during a counseling visit?

**A** After making an appointment at the Counseling Center, the student will receive information forms and be asked to fill out online information. During the first appointment, the student will discuss their concerns, and the counselor will begin an assessment of the student’s needs and the ways in which the Counseling Center might be able to help.

Toward the end of the initial meeting, the counselor and student together will make a decision about what the best course of action will be. At times, the student’s concerns are resolved at the end of this meeting and no further assistance is needed. If the student does need further help, the counselor will make a referral to one of the services offered by the Counseling Center, to another campus office, or to an off-campus agency, depending on the student’s unique circumstances and needs.
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 is a threat to self or others and/or gives written permission for the psychologist or chaplain to share information with another person.

DINING SERVICE
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 Service and Dining Service offices to provide nutritional counseling to students to work with the Dining Service to promote delicious and nutritious meals. 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.

?  PARENTS OFTEN ASK . . .

Q  Does the College offer any type of birthday or finals week “care packages” which can be ordered for my student?
A  You may have a cake or fruit basket prepared 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. A notice will be placed in their campus mailbox letting them know there is a birthday cake or fruit basket for them to pick up.

Q  What services can be accessed with the student ID card?
A  The Gustavus Three Crowns Card (TCC) uses smart card technology for a variety of online functions, including meal plan access, charge account or declining balance use in the College bookstore, and dining facilities. This same ID card also functions as the exterior door key for most of the on-campus residence halls. 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.
It is the mission of the Diversity Center to provide leadership for positive and equitable change that creates a welcoming and supportive environment for persons historically underserved in American colleges and universities. We partner with faculty, staff, and students to design activities that infuse into college life an acceptance and deep understanding for difference that is morally and socially just.

We achieve this by collaborating with faculty and campus departments to create a learning environment that offers cultural, educational, and mentoring programs for students. We also partner with faculty and staff to effectively support the academic, cultural, and social adjustment of students from various multicultural backgrounds.

**PARENTS OFTEN ASK . . .**

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

**A** Everyone! All Gustavus students and student groups are encouraged to use the Diversity Center as a base to promote intercultural sensitivity, awareness, and understanding, and to gain a greater appreciation of the cultural and ethnic diversity that exists among Gustavus students, faculty, and staff. The Diversity Center is also a lounge where students relax or study when not in classes. People of all economic backgrounds, religions, cultural heritages, genders, and sexual orientations are invited to participate in Diversity Center-sponsored activities.

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

**A** Campus organizations and groups affiliated with the Diversity Center include more than 21 student organizations, such as the Asian Cultures Club (ACC), the Pan-Afrikan Student Organization (PASO), Organization for Latin American and Spanish Cultures (OLAS), Queers and Allies, the Womyn’s Awareness Center, and Muslim Student Association (MSA). These organizations promote events like the annual “Building Bridges” student-initiated conference, the annual Our Story student-initiated diversity conference, and Diversity Week events. The Diversity Center collaborates with the student-led Diversity Leadership Council to honor individuals and create events that help improve campus climate within the Gustavus community during the annual Diversity Awards Ball.
We appreciate the varied perspectives, talents, and experiences that multicultural students bring to campus.

We also respect the challenges many multilingual students face in studying and communicating effectively in English. Language development support is available through the Academic Support Center for multilingual students who grew up speaking another language alongside English, as well as for students for whom English is a newer language, including both international and many U.S. students.

An English Learning (EL) Specialist is available to consult individually with students and to support faculty with teaching strategies that support multilingual students. Appointments may be arranged by calling the Academic Support Center office during business hours, Monday through Friday.

Multilingual students may consult with the EL Specialist about such matters as:

- Reviewing assignment descriptions for understanding; planning the organization of papers.
- Help with difficult class readings and academic vocabulary development.
- Preparing things to say in class discussions; rehearsing oral presentations.
- Seeking language-related feedback on writing (to learn to recognize and address patterns of grammatical errors or to learn to identify where “accent” may impede a reader’s comprehension, for example.)
- Making requests for language adjustments from professors (like extra time on tests or early feedback on writing drafts) if those adjustments fit a student’s point of language development. Arrangements are at the professors’ discretion, but most respond favorably when a need is brought to their attention.
- Discussions about language learning and identity.

Multilingual students may also benefit from meeting with peer tutors in the Writing Center for help planning, implementing and revising their writing.
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.

**PARENTS OFTEN ASK . . .**

**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 Dean 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 Free Application for Federal Student Aid (FAFSA) each year with the priority deadline being June 15. 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 financial need. Any scholarships received from outside resources need to be reported to the Office of Financial Aid. Depending on the amount and terms of the scholarship, the award can affect the amount of the student’s need-based student loan assistance. The award will be adjusted according to federal regulations and Gustavus policy.

**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, 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, returning 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 Once students receive their first baccalaureate degree, they can no longer be awarded financial aid.
The mission of Gustavus Health Service is to promote and provide quality health care and education while enhancing healthy lifestyles.

**PARENTS OFTEN ASK . . .**

**Q** What College services are available?

**A** Health Service is a clinic staffed by nurse practitioners, physician assistants, nurses, a dietitian, and administrative assistants. Services provided include illness evaluation and treatment, physical and gynecological examinations, travel medicine, immunizations, laboratory testing, medication prescriptions, nutrition counseling, and referrals to outside physicians or specialists. Some commonly prescribed medications are available in Health Service through a pre-packaged pharmacy. Prescriptions written by the providers that are not available on campus may be filled at local pharmacies.

Health Service is located on the lower level of the Jackson Campus Center and is open from 7 a.m.–4:30 p.m., Monday through Friday, while school is in session. Appointments are encouraged. To schedule enough time for an 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.

The Daniels Health Center (part of Mankato Clinic), River’s Edge Clinic, and the St. Peter Clinic (part of Mayo Health System) 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 the Health Service?

**A** For students 18 years of age and older, all medical records and visits to 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 questions should I ask my insurance company before school starts?
A  Visits to Gustavus Health Service are billed to insurance. To better understand your medical insurance coverage, here are some suggested questions to ask your medical insurance company:

- **Network:** Does your insurance plan cover medical care in the St. Peter/Mankato area, including Gustavus Health Service? Do you need a referral to have medical care received in this area covered by your insurance plan? Are preventive visits (exams, immunizations) covered at these clinics? What pharmacy does my insurance plan authorize?

- **Insurance Card:** Request an insurance card for your student to have on campus. At each appointment, your student should be prepared to provide your insurance card and information regarding the policy holder (typically a parent, guardian, or the student).

- **Coverage:** Learn about any deductibles, coinsurance, and co-pays that may apply to coverage.

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 or Tdap (tetanus, diphtheria, and pertussis) booster within the past 10 years. International students are required to have tuberculosis screening upon their arrival to Gustavus. We recommend that students consider immunization against bacterial meningitis (Menactra) along with the Hepatitis A, Hepatitis B, and HPV (Human Papillomavirus) series. In addition, the American College Health Association and Center for Disease Control recommend two doses of the MMR be given. The influenza vaccination is administered in the fall by Health Service, and all students are encouraged to receive it annually.
The Registrar and Assistant Registrar are available to consult with students about their academic programs. All academic records are kept in this office.

**PARENTS OFTEN ASK . . .**

**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 access to WebAdvisor for their parents, permitting them to view grades and other information. The College may also release selected educational records to parents of dependent students under specific circumstances. The student is at the center of any conversation. Therefore, the normal procedure is to require your student’s signed authorization before we will release non-directory information to parents. However, 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 January Interim Experience courses, at the discretion of the instructor; for fine arts performance courses; for education department clinical courses; for internships; and physical education activity courses.

The following values are assigned to letter grades:

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<th>G.P.A. Value</th>
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<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>C</td>
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<tr>
<td>A–</td>
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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 education 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.

At its discretion, the College may provide directory information to any inquirer. Directory information includes periods of enrollment, degrees awarded, honors, major(s), date of graduation, home and college addresses, email and telephone numbers, and date of birth. Students may prevent directory information about them from being disclosed by formally notifying the Office of the Registrar.

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expanded the circumstances under which student education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other private information — may be accessed without a student’s consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to student records and PII without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without prior consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive students’ PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent PII from the education records, and they may track a student’s
participation in education and other programs by linking such PII to other personal information about the student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Students who believe that their rights under FERPA have been abridged may file complaints with the Family Policy Compliance Office, Department of Education, Washington, D.C. 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.

? PARENTS OFTEN ASK . . .

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. Gustavus is a residential institution—students live on campus throughout their time here.

Q Can my son/daughter live off-campus his/her senior year?
A All students are expected to live in college-owned residences during their college experience. A very limited number of seniors are granted special permission to reside off-campus through the housing selection process. Please visit the residential life website, gustavus.edu/reslife, for further housing selection information during the academic year. The application process starts in March each spring.

Q Are residence halls closed during breaks and vacations?
A Yes, we close during some breaks. During Thanksgiving Break, Christmas Break, and Spring Break, halls are closed to students 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 break 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, students are encouraged to contact their roommates before making big purchases such as carpets, microwaves, refrigerators, 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  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 halogen lamps and/or possession/use of candles is prohibited in the interest of fire safety. Homemade bedlofts are not permitted. Students may rent lofts through bedloft.com.

Q  Are personal appliances allowed?
A  Students are permitted to bring stereos, hair dryers, televisions, lamps, and refrigerators (not to exceed six 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 returning 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 cannot be accommodated. Students living inside the 350-mile 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.

Returning students select a roommate and have the opportunity to select housing during Room Draw each spring. Computer-generated random priority numbers based on adjusted year in residence are used to create a selection order.
STUDENT ACCOUNTS
507-933-7502 or 507-933-6244

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 student accounts office to make payment arrangements, and subsequently withdraws, he or she is responsible for all charges.

2. All accounts, including 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 Dean of Financial Aid.

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 50)..............................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 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 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.

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.

Standard Withdrawal: 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 financial aid office 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 email, 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, GradGuard. 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 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 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. 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 polices, the College strongly encourages students and parents to consult with the financial aid office and student accounts before making a final decision to determine the financial impact of withdrawing.
Eligibility and Appeals
The Dean of Financial Aid 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.

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 only, January 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 as well as outstanding amounts in the Telecommunications office, Dean of Students office, the Book Mark, Campus Safety, 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.

Payment Options for Student Account
1. You may choose to pay with a credit card. A prorated convenience fee of 2.75 percent will be assessed on every transaction by the credit card processor. You will be able to see the fee before completing the transaction.

2. You may choose to pay your account with an electronic bank transfer (ACH) from your checking or savings account. You will need your current account number and bank routing number to complete the ACH payment. There is no fee to make an ACH payment. It must be an American checking or savings account.

3. You may also pay by check, cashier’s check, or money order. Please include the student ID number and full name. Payment can be mailed to:
   Gustavus Adolphus College
   Students Accounts
   800 West College Avenue
   St. Peter, MN 56082

4. Cash payments may be made in person at the student accounts office on campus in the Jackson Campus Center. Payments can be made at gustavus.afford.com.
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 financial aid office. 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

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<tr>
<td>Spring Semester Fees</td>
<td>January 31</td>
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<tr>
<td>Fall Registration Deposit ($500)</td>
<td>March 31</td>
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<td>Registration Deposit ($200)</td>
<td>June 30</td>
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(This is a deposit for first-year students only.)

Fee statements will be mailed to the billing address of all students on record in late July for fall semester and late December for spring semester. After the initial semester billing, all monthly statements will be delivered electronically through WebAdvisor. Students will receive an email each time a new billing statement is available.
Gustavus Technology Services is the central organization responsible for most of the technology delivery and support at Gustavus. For students, the Technology Helpline is the primary point of contact for all technology related questions, problems, and concerns. The Helpline consists of a phone support center (507-933-6111 or helpline@gustavus.edu) and a web-based help center (gustavus.edu/gts) available seven days and more than 70 hours a week.

Resources available to all students include email, Internet access (wired and wireless), network storage, Google Calendar and Drive, Office365 (including free Microsoft Office software), computer lab access, printing, and technical support.

? PARENTS OFTEN ASK . . .

Q What do we need to know about bringing a computer to campus?
A Most students bring a personal computer to campus. Most of those computers are laptops. Students should choose whatever platform they are most comfortable with; we support both Macintosh and Windows computers. If you have other questions about configurations or specialized software, contact the Technology Helpline (507-933-6111 or helpline@gustavus.edu).

Residence hall spaces and most campus spaces are covered by a wireless network. All residence hall rooms are also networked with ethernet ports (cables provided by the Technology Helpline). Students may connect computers, smartphones, tablets, game consoles, or any other Internet-capable device to the network. All devices must go through a simple registration process to connect to the Internet (the Technology Helpline is available to help with this).

All first-year residence halls have computer labs with state of the art computers and printers. Printers are also located throughout campus, including the library and the Jackson Campus Center. Our print accounting system allows 600 free prints per year; additional printing can be added if needed. Students do not need to bring a printer to campus.

Additional questions or concerns or can be directed to the Technology Helpline (helpline@gustavus.edu) or 507-933-6111.
The telecommunications department provides telephone, voicemail, long distance service, and fax service for the College. Students should contact the department for any questions on telephone use including service and repair, authorization codes, voice mail, payments and rates for long distance calling, and fax service.

The telecommunications business office hours are 8 a.m.–4:45 p.m. Monday–Friday. It is located in the lower level of Olin Hall, Room 027. Please visit our campus website for complete office information at gustavus.edu/telecom.

PARENTS OFTEN ASK . . .

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.

Q  How is long distance usage administered?
A  Long distance service is available to all students upon request, 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 email and a URL (telecom-server.gac.edu). There are no surcharges, minimum durations, or monthly fees for direct dialing from the campus telephone system.

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. 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 – Only by Request
Voice mail is provided by Telecommunications upon request. It is available at no charge. Contact Telecommunications for more information.

Contacting Your Student by Telephone
Please ask your student for his/her campus telephone number. If your student does not know his/her phone number, call the main switchboard directory for this information. The main switchboard, 507-933-8000, is open from 8 a.m.–7 p.m., Monday–Friday; 9 a.m.–3 p.m. on Saturdays, and closed Sunday. If, in an emergency situation, parents have difficulty reaching their student and the switchboard is closed, parents should call the Campus Safety at 507-933-8888, or the Saint Peter Police Department at 507-931-1550, which maintains radio contact with the Gustavus security staff.

Fax Service
Students are able to send and/or receive fax at the Gustavus switchboard office, located in the lower level of Olin Hall, Room 026. Fees for these services may be applied to the student’s phone bills or paid immediately.

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.
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 Campus Activities Office Information Desk. Multiple round trips are made daily between Minneapolis-St. Paul International Airport and Saint Peter. Additionally, students may purchase tickets by calling Land to Air Express directly at 507-625-3977 or 1-888-736-9190. Discount price does not apply if purchase is made through Land to Air. For further convenience, students may use the Saint Peter Transit Service for many of the pick-up and drop-off times at the Saint Peter Food Co-Op by calling 507-934-6070. For further information, visit landtoairexpress.com.

Travel within Saint Peter
Saint Peter Transit offers both a route and a dial-a-ride option for transportation in Saint Peter. A one-way ride on the route shuttle costs $1.75 and one-way on dial-a-ride costs $3.50 in the City of Saint Peter. This service offers door-to-door transportation. Call 507-934-6070 for more information. Students may purchase tickets at a discounted rate at the Campus 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 at residential buildings or kept in the student’s room. All students, faculty, and staff who have a bicycle on campus must register it upon arrival at the College. Registration of bicycles is accomplished in person at the Campus Safety office located in the basement of Norelius Hall Room A35. Students can also register online at gustavus.edu/safety/permits. There is no fee for registering a bicycle.
KEEPING IN TOUCH

BY MAIL

The Family
Street
Hometown, State ZIP

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

BY EMAIL

Each student has an email account assigned to them. All addresses use the same ending: @gustavus.edu. Check with your student for their specific email address.
ACADEMIC FACILITIES
Education and Nursing: P. A. Mattson Hall (E-5)
English and Modern Foreign Languages:
Ogden P. Udall 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; & Theatre and Dance, E-4)
Humanities: Old Main (G-3)
Library: Folke Bernadotte Memorial Library (G-4)
Mathematics, Computer Science, and Physics: E.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: Warren and Donna Beck
Academic Hall (G-5)

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)
Book Store: The Book Mark, JCC (H-4)
Campus Activities: JCC (H-4)
Campus Safety: Norelius Hall (J-4)

Career Development: JCC (H-4)
Chaplains’ Office: OM (G-3)
Community-Based Service and Learning: JSU (G-4)
Counseling Center: JSU (G-4)
Dean of Students: JSU (G-4)
Dining Service: JCC (H-4)
Diversity Center: JCC (H-4)
Event Technical Services: Olin (F-4)
Finance Office: CAB (G-3)
Financial Aid: JCC (H-4)
Fine Arts Programs: SFA-M (D-4)
Health Service: JCC (H-4)
Human Resources: CAB (G-3)
Information Desk/Ticket Center: JCC (H-4)
Institutional Advancement: CAB (G-3)
Intercollegiate Athletics: LC (H-5)
# ACADEMIC CALENDAR

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<th>16–17</th>
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<tr>
<td>Orientation</td>
<td>Sept 2–5</td>
<td>Sept 1–4</td>
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<tr>
<td>Fall Class Start</td>
<td>Sept 6</td>
<td>Sept 5</td>
<td>Sept 4</td>
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<tr>
<td>Registration Deadline</td>
<td>Sept 19</td>
<td>Sept 18</td>
<td>Sept 17</td>
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<tr>
<td>First Half Finals</td>
<td>Oct 21</td>
<td>Oct 20</td>
<td>Oct 19</td>
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<tr>
<td>MidTerm Grades</td>
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<td>Oct 25</td>
<td>Oct 24</td>
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<tr>
<td>Withdrawal Deadline</td>
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<td>Nov 10</td>
<td>Nov 9</td>
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<td>IEX Registration</td>
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<td>Oct 30–Nov 2</td>
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<td>Spring Registration</td>
<td>Nov 7–17</td>
<td>Nov 6–16</td>
<td>Nov 5-15</td>
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<td>Thanksgiving</td>
<td>Nov 23–27</td>
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<td>Nov 21–25</td>
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<td>Final Class Day</td>
<td>Dec 14</td>
<td>Dec 13</td>
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<td>Reading Day</td>
<td>Dec 15</td>
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<td>Final Exams</td>
<td>Dec 16–20</td>
<td>Dec 15–19</td>
<td>Dec 17–20</td>
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<td>Dec 20</td>
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<td>Christmas Recess</td>
<td>Dec 21–Jan 2</td>
<td>Dec 20–Jan 7</td>
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<td><strong>INTERIM EXPERIENCE</strong></td>
<td>Jan 3–27</td>
<td>Jan 8–Feb 2</td>
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<td>Touring Week</td>
<td>Jan 28–Feb 5</td>
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