

2014-15

FAMILY HANDBOOK



GUSTAVUS ADOLPHUS COLLEGE | St. Peter, Minnesota | 1-800-GUSTAVUS | gustavus.edu

REMINDERS

My Gustie(s) _____

College ID # _____

Email Address _____

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

NOTES

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STUDENT ASSISTANCE DIRECTORY

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

Alcohol & Drug Awareness, Education, Referral, and Consultation:

Intervention Specialist; Counseling Center; Wellbeing 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: Center for Servant Leadership

Career Exploration (Interim Experience): Center for Servant Leadership

Chapel Concerns: Chaplains' Office

Course Requirements & Planning: College Catalog; Faculty Advisers; Registrar; Academic Support Center

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

Dining Service: Dining Service Office

Disability Services: Academic Support Center

Conduct Expectations and Disciplinary Procedures: Dean of Students Office

Faith Questions: College Chaplains; Faculty; St. Peter Churches; Center for Servant Leadership

Fax: Telecommunications Office

Finance, Fees, Tuition: Student Accounts

Fraternities and Sororities: Campus Activities Office

Grades: Registrar

Graduation Requirements: College Catalog; Faculty Advisers; Registrar; Academic Support Center

Health Concern: Health Service, Counseling Center; Wellbeing 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 Adviser: Center for International and Cultural Education

Internships: Center for Servant Leadership

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

Telephone Repairs & Billing: Telecommunications Office

Theft: Collegiate Fellow; Area Coordinator; Campus Safety; Dean of Students Office

Transcripts: Registrar

Transfer Information: Registrar's Office; Admission Office

Withdrawal from a Course: Registrar's Office

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

Writing Center: Department of English, Diversity Center

DEAN OF STUDENTS

507-933-7526

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 Whom can I call when I'm not sure whom I should ask a certain question or where I can voice a specific concern?

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

Q Where is the Dean of Students Office located?

A The Dean of Students Office is located on the upper level of the Jackson Campus Center. Students and/or parents are welcome to schedule an appointment to see the Dean, the Associate Dean, or the Assistant Dean. Email communication is also possible by writing to: dos@gustavus.edu.

Q How do parents find out about Gustavus academic life, the college rhythm, starting conversations with their students, Gustavus lingo, or high school to college transition?

A1 Gustavus Parents Website: <http://gustavus.edu/parents>

You can also go to the Gustavus homepage and click on the Parents section.

A2 Parents Blog: <http://parents.blog.gustavus.edu>

Stay connected with campus culture, announcements, events, and important dates at our blog for Parents.

All parents having email addresses on file with the College will be automatically subscribed to these monthly posts.

ACADEMIC PROGRAMS

507-933-7541

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 for their achievement by being named to the Dean’s List.

At the end of the official grading period for the January Interim, 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 PROBATION

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

1. First-year students will be placed on probation if they:
 - a. Receive passing grades in fewer than three regular semester courses or;
 - b. Have a cumulative GPA of less than 1.75.

First-year students placed on probation must have their spring semester registration revalidated by their faculty adviser and the Academic Support Center.

2. First semester sophomores will be placed on probation if they:
 - a. Receive passing grades in fewer than three regular semester courses or;
 - b. Have a cumulative GPA of less than 1.9.

3. All other full-time students will be placed on probation if they:
 - a. Receive passing grades in fewer than three regular semester courses or;
 - b. Have a cumulative GPA 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. Students either will be removed from probation, continued on probation, or suspended from the College for a period normally of one year. Coursework taken during the January Interim or summer session will not affect probationary status until after the next regular semester.

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

1. Students are removed from probation when at the end of the probationary semester they:
 - a. Receive passing grades in at least three regular semester courses and;
 - b. Have a cumulative GPA 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 regular semester courses with at least a 2.0 GPA in that semester or;
 - b. Make substantial progress toward achieving regular academic standing.
3. Students on academic or disciplinary probation are not permitted to participate in internship, career exploration, or study-abroad programs, or in off-campus January Interim 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 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 by 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 Admission Office. Applications for readmission are acted upon by the Dean of Students, Dean of Academic Programs, Registrar, and Director of Academic Support Center.

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 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:

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

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

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

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

A six-member Honor Board panel (three students and three faculty) will investigate and hear the case. Both the accused student and the instructor have the right to submit statements and documents and/or be present for the proceeding. A 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 twelve, 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 confidentiality and proper investigation procedures.

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

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

ACADEMIC HONESTY POLICY

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

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

A student may not submit work that is substantially the same in two courses without first gaining permission of both instructors if the courses are taken concurrently, or permission

of the current instructor, if the work has been submitted in a previous semester.

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

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

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

FINAL EXAMS

Students/parents are advised to study the academic calendar (page 50) and confirm with professors the students 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. to 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 adviser. Students in the Liberal Arts Perspectives will choose a First Term Seminar (FTS) class and the professor of that class will be their adviser through at least the first semester. Students in the 3 Crowns Curriculum have the professor of one of their 3 Crowns classes

as their faculty adviser. After the first year, if students have declared a major, they will choose or be assigned a faculty adviser 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 advisers are available for students?

A All students have a faculty adviser from their first summer registration to their enrollment in an FTS or 3 Crowns Curriculum class in their first semester. After the first semester, students may choose to declare a major, or remain with their undeclared adviser until they are ready to choose. Additionally, professional advisers are available in the ASC and career counselors in the Center for Servant Leadership (CSL) who can meet with students about major/minor and pre-professional interests. Students may attend 4-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 advisers, and by mail to parents of dependent students, if the student is placed on academic probation. First-year students must meet with their academic adviser 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.

COUNSELING CENTER

507-933-7027

The Counseling Center offers support to students with concerns for self and others. The Center is open weekdays from 8:00 a.m. to 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. Students are asked to fill out and return these forms before the appointment so that the counselor has an opportunity to review them prior to the meeting. During the first appointment, the student will discuss his or her 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 or gives written permission for the psychologist or chaplain to share information with another person.

ENGLISH LANGUAGE DEVELOPMENT

507-933-7027

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 Sunday through Thursday evenings in the library. 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.

BOOK MARK

507-933-7587 | bookmark.gustavus.edu

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

? 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. Refund policies are listed below.

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

A Yes. The Book Mark's Web address is www.bookmark.gustavus.edu, and in addition to the online catalog of clothing, books, and gifts, students can order their textbooks. The textbooks are posted online well before classes start. Web orders can be placed approximately one month before each term starts. Text orders must be prepaid with Visa, MasterCard, Discover, gift cards, or a student account charge. Web orders can be picked up on campus at the designated times listed on the website. Rental textbooks are available in store only.

TEXT REFUNDS

1. Refunds are only given on textbooks that are no longer needed due to a dropped class. These refunds will be allowed during the first three days of each term.
2. To obtain a refund, students must bring their textbook receipt and a copy of their current schedule, verifying that they have dropped the course.
3. NEW texts must be clean and unmarked to receive a full refund. Marks of any kind make it a "Used Text" with a USED price refund.
4. 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.

CAMPUS SAFETY

507-933-8888

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 building 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 escort services.

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 also monitors the Minnesota statewide Emergency Law Enforcement and weather radio frequencies.

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 city police and other public safety officials all Part I and Part II crimes (as defined by the FBI Uniform Crime Reporting systems), and known violators of state or federal laws to appropriate law enforcement authorities. Gustavus Adolphus College does not have a written memorandum of understanding (MOU) with any local law enforcement agencies. Violations of College policies 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 staff to park on campus. Students may apply for resident campus parking permits on a first-come, first-served basis. Students are charged a yearly fee for student parking permits. Visitor parking is provided on campus and is identified accordingly. If visitor parking is full, please contact the Campus Safety Office for assistance. All visitors wishing to park on-campus overnight must register their vehicles with Campus Safety and receive a temporary permit. Visitor parking is closed to students and staff at all times. For parking information, contact Campus Safety 24 hours a day at 507-933-8888.

Q Is there an escort service?

- 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.



CENTER FOR SERVANT LEADERSHIP

507-933-7272

The Center for Servant Leadership welcomes students to discover how they'll answer the Gustavus invitation to "Make Your Life Count"—pursuing a life of meaning, passion, and purpose; a life of courageous integrity and authentic connection; a life that makes a positive difference for those around you and for the communities and the planet we share. The Center's many programs and resources help students to explore their calling to learn, live, and lead "from within" in ways that serve others and help to address the world's deep needs. Centrally located on the main level of the Johnson Student Union, the Center is the "campus living room," the place to gather for great conversation about things that matter.

Vocation and Integrative Learning focuses on discovering your calling, on discerning how best to live out your distinctive gifts, passions, and senses of faith and meaning in ways that benefit others. Vocation is everywhere in the CSL and at Gustavus: in the curriculum and classrooms; in the dining hall, post office, and library; in art studios, Christ Chapel, and labs; in residence halls, performance stages, playing fields, and the Arb; in moments of quiet solitude and energized debate, hard work and electrifying discovery, caring for friends and a passion for justice.

Community-Based Service and Learning focuses on building the necessary skills and capacities to serve and to lead, and builds upon the robust portfolio of ongoing service programs in the surrounding St. 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.

Career Development focuses on career planning, internships and career exploration, preparation for health professions, discernment and application processes for graduate school or service programs, and the job search process. It provides students with the skills and knowledge they need to manage career choices and discern fulfilling callings to meaningful lives of leadership, service, and work in the world.

Church Relations and Community Engagement helps Gustavus to be both deeply rooted in our Lutheran tradition and radically inclusive of others' deep rootedness in their traditions, nourishes our historic ties to the Lutheran church via the Association of Congregations, explores relationships with ecumenical and interreligious bodies, and extends opportunities for vocational reflection, service, career exploration, and liberal arts learning to off-campus constituents.

CHAPLAINS' OFFICE

507-933-7446

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), and appointments may be made by calling the office, emailing the chaplains, or stopping by the office.

? PARENTS OFTEN ASK . . .

Q What is daily Sabbath and who is welcome?

A Daily Sabbath is a scheduled service offered in Christ Chapel from 10 to 10:20 a.m. every weekday. Daily Sabbath is a chance to build community, encounter God, and integrate faith and learning on campus. People of all faith expressions and worldviews are invited to attend for a time of meditation, prayer, or quiet reflection. In addition to Daily Sabbath, worship with Holy Communion is offered on Sundays in Christ Chapel. A student-led contemporary Proclaim worship service is also offered once a month on Tuesday evenings for all students.

Q How can my student get involved?

A 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, dancers, or service planners may complete an interest form on the Chaplains' Web page or contact Kathy Chalhoub, administrative assistant in the Chaplains' Office.

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 judicial process.

? PARENTS OFTEN ASK . . .

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

A Violations of College rules and regulations are normally addressed through the College 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 serious violation and has thus 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 accepted, respected, and supported. The College also expects individuals and groups of legal age to make responsible choices with regard to alcohol use. Gustavus strives to provide education about alcohol and other drug use, to encourage responsible choices, and to intervene in situations where it has knowledge of individual misuse and abuse of chemicals. College regulations restrict the consumption of alcoholic beverages to designated areas and private rooms in the residence halls by residents who are of legal age. Known misuse and abuse of alcohol and irresponsible behavior resulting from it will not be tolerated, and are subject to disciplinary action in accordance with the College's Statement of Student Responsibilities and Student 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.

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 and also works with Executive Chef Jake and his staff 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 magnetic stripe 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.

DIVERSITY CENTER

507-933-7449

We co-create a learning environment that seeks to improve relationships with the campus community and collaborate with faculty and campus departments to offer cultural, educational, and mentoring programs to students. We also partner with faculty and staff to effectively support the academic, cultural, and social adjustment of students from various racial, ethnic, and cultural backgrounds.

It is the mission of the Diversity Center and Office of Multicultural Student Programs and Services to provide leadership for positive and equitable change that creates a welcoming and supportive environment for historically underserved students, staff, and faculty and to design activities that infuse into college life an acceptance and appreciation for difference that is morally and socially just.

? 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 over 14 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 I Am We Are Social Justice Theatre Company. 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 events that help improve campus climate within the Gustavus community during the annual Diversity Awards Banquet.

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 25)..... 35% credit

For all other students, after attending at least one class but before
the end of the twentieth day of classes 35% credit

Room

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

RETURN OF FEDERAL TITLE IV FUNDS POLICY SUMMARY

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

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

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

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

RELATED TOPICS

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 term only, January term and spring semester only, or spring semester only will be charged one half of the annual tuition, room, and meal fee.

Release of Transcripts

Official academic transcripts will be released after all outstanding College account balances have been paid in full. This includes all amounts owed on the general student account 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. (Mastercard, Discover, and American Express are accepted. We do not accept Visa.) A prorated convenience fee of 2.75% 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 Carlson Administration Building. You can find the links to the payment gateways on the Gustavus Web page at gustavus.edu/finance/students.

Health Insurance

All students are required to carry health insurance. All full-time students are automatically enrolled into a comprehensive health insurance plan. In order to decline this coverage, students must complete an online waiver verifying other health insurance coverage. The waiver will be available from July 10 through August 29 online at www.eiiastudent.org/gustavus. **All students with their own health insurance will need to complete the online waiver by August 29, 2014 or they will be charged an annual premium of \$1,699 for health insurance.**

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

Fall Semester Fees	August 31
Spring Semester Fees.....	January 31
Fall Registration Deposit (\$500)	March 31
Registration Deposit (\$200).....	June 30

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

FINANCIAL AID

507-933-7527

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

? 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 Financial Aid Office. Depending on the amount and terms of the scholarship, the award can affect the amount of the student's need-based student loan assistance. 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, Admission phoning, or GusLink phoning. Assignments depend on job availability during the school year. Also, these students may work in certified skill positions at the discretion of an academic department. For example, upper-class students may be asked by an academic department to tutor, grade, be a lab assistant, or be a musical accompanist.
- Q Is the amount of financial aid affected by living off-campus?**
- A** Yes. Students electing to live off-campus will receive \$500 less in college-funded grant/scholarship assistance than the amount normally awarded when living on campus.
- Q How does a student's enrollment status affect aid eligibility?**
- A** Financial aid of all types and sources is reduced or eliminated for students enrolled less than full-time (less than three courses per term). Minnesota State Grant assistance is reduced for those enrolled in less than 3.75 courses per semester.
- Q How long may a student be considered for financial aid?**
- A** Financial aid is not awarded to students subsequent to completion of the minimum requirements necessary to receive their first baccalaureate degree. Work to complete a second major after meeting degree requirements does not qualify for financial assistance.

HEALTH SERVICE

507-933-7630

The 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 8 a.m. to 4:30 p.m., Monday through Friday, while school is in session. Appointments are encouraged. To schedule enough time for the appointment, the student will be asked the reason for the visit. Students may ask to speak directly with a nurse if they feel uncomfortable discussing their health concerns. All appointment information is strictly confidential.

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 are recommending 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 to prevent interruption of their academic pursuits.

Q Why is there a health insurance charge on my student account?

A All students are required to carry health insurance. All full-time students are automatically enrolled into a comprehensive health insurance plan. In order to decline this coverage, students must complete an online waiver verifying other health insurance coverage. The waiver will be available from July 10 through August 29 online at www.eiiastudent.org/gustavus. **All students with their own health insurance will need to complete the online waiver by August 29, 2014 or they will be charged an annual premium of \$1,699 for health insurance.**

REGISTRAR

507-933-7495

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

? 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 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:

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

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 four-year residential institution—students live on campus throughout their time here.

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

A All students are expected to live in college-owned residences all four years of their college experience. In recent years, the number of students attending Gustavus has been greater than the on-campus residential capacity. Therefore, a limited number of seniors are granted special permission to reside off-campus through the housing selection process. Please visit the Residential Life website 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 and bed sizes, students are encouraged to contact their roommates before making big purchases such as carpet, microwave, refrigerator, etc. Students may also check the Residential Life Office website for general room dimensions in their assigned residence hall.

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

A Different students will tend to use different things, but some general suggestions are extra-long sheets for college beds; towels; a laundry basket and soap; an electrical outlet strip and extension cord; a fan; and a few dishes. Use of 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 www.bedloft.com.

Q Are personal appliances allowed?

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

Q Are laundry facilities available?

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

Q Are single rooms available?

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

Q Is storage space available?

A Limited storage space is available during the school year for empty trunks and suitcases. During the summer, students who live outside an approximate 350-mile radius may store limited belongings. Bicycles, refrigerators, couches, and other stuffed furniture 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.

Upperclass 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.

CAMPUS ACTIVITIES

507-933-7598

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 managing the Campus Center and Student Union facilities.

? PARENTS OFTEN ASK . . .

Q How can my son or daughter get involved?

A Students interested in getting involved on campus have numerous options available to them. While it is our advice that they don't over-commit, most Gusties find that co-curricular involvement contributes to their overall satisfaction with college. There are a number of resources available for students who are seeking opportunities to be involved. Each semester, the 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-I 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 over 100 years; membership comprises approximately one-fifth of the student population. The Greek experience focuses on brother- and sisterhood, scholarship, leadership, service/philanthropy, and the development of character. 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 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 just 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 adviser or coach?

Your student may or may not feel comfortable expressing concern directly to you if he or she are 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
- Increase in secrecy and unwillingness to share details

Hazing activities can be reported anytime through Campus Safety at 507-933-8888 or using the Silent Witness form at <https://gustavus.edu/safety/silentwitness> or during normal business hours through the Dean of Students Office at 507-933-7526. To review the complete hazing policy, visit <https://gustavus.edu/deanofstudents/hazing/hazing.php>.

TECHNOLOGY SERVICES

507-933-6111

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 7 days and over 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 at Gustavus 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 need NOT bring a printer to campus.

Additional questions or concerns or can be directed to the Technology Helpline (helpline@gustavus.edu) or 507-933-6111.

TELECOMMUNICATIONS

507-933-7025 or 507-933-6261

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. They are 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. A complete replacement telephone is \$40. For information regarding voice mail, see the section below titled “Voice Mail.”

Q How is long distance usage administered?

A Long distance service is available to all students 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. The URL address is <http://telecom-server.gac.edu>. Direct dialing from the campus telephone system is inexpensive for most students as there are no surcharges, minimum duration, or monthly fees.

Authorization Code – Only by Request

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

Payment of Bills

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

Voice Mail

Voice mail is provided by Telecommunications upon request. It is available at no charge.

Contacting your student by telephone

Dial directly to the student's room. 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. to 7 p.m., Monday–Friday, 9 a.m. to 3 p.m. on Saturdays and closed Sunday. If, in an emergency situation, parents have difficulty reaching their student and the switchboard is closed, you should feel free to call the Campus Safety at 507-933-8888, or the St. Peter Police Department at 507-931-1550, which maintains radio contact with the Gustavus Security staff.

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

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.

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 St. Peter. Additionally, students may purchase tickets by calling Land to Air Express directly at 507-625-3977 or 1-888-736-9190, or by paying the driver directly. Discount price does not apply if purchase is made through Land to Air. For further convenience, students may use the St. Peter Transit Service for many of the pick-up and drop-off times at the St. Peter Food Coop by calling 507-934-6070. For further information, visit landtoairexpress.com.

Travel within St. Peter

St. Peter Transit offers both a route and a dial-a-ride option for transportation in St. 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 St. Peter. This service offers door-to-door transportation and will transport students to the St. Peter pick-up location for Mankato Land to Air as well as other places in St. Peter. Call 507-934-6070 for more information. Students may purchase tickets 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 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 or students can also register online at gustavus.edu/safety/permits. There is no fee for registering a bicycle.

KEEPING IN TOUCH

WITH FLOWERS

Floral Department, Family Fresh Market

612 South Minnesota Ave.

507-931-5541

Mary's Flowers

1123 South Minnesota Avenue

507-931-4806

St. Peter Greenhouse and Floral

801 North Minnesota Ave.

507-934-4650

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 when they check in. All addresses use the same ending: @gustavus.edu. Check with your student for their specific email address.

AROUND GUSTAVUS

AREA LODGING

St. Peter

AmericInn Hotel & Suites St. Peter

700 North Minnesota

507-931-6554, 800-634-3444

Konsbruck Hotel

408 S. 3rd Street

612-483-6771

St. Peter Motel

221 Union Street

507-931-3100

Viking Jr. Motel of St. Peter

216 W. Martin Street

507-931-3081, 800-221-6406

Henderson

Henderson House Bed and Breakfast

104 North 8th Street

507-248-3356

Le Sueur

Valu Stay Inn & Suites

510 North Main Street

507-665-6246

Mankato

AmericInn Hotel & Conference Center*

240 Stadium Road
507-345-8011, 888-634-3444

Best Western Hotel & Conference Center*

1111 Range St. (Hwy. 169)
North Mankato
507-625-9333, 800-937-8376

Budget Host Inn

1255 Range Street (Hwy. 169)
North Mankato
507-388-1644, 800-283-4678

Butler House (B&B)

704 South Broad
507-387-5055

Quality Inn*

131 Apache Place
507-388-5107, 800-424-6423

Country Inn & Suites*

1900 Premier Drive
507-388-8555

Courtyard Marriot

901 Raintree Road
507-388-1234

Days Inn*

1285 Range Street (Hwy. 169)
North Mankato
507-387-3332, 800-329-7466

Fairfield Inn (Marriott)

141 Apache Place
507-386-1220

Grandstay Residential Suites*

1000 Raintree Road
507-388-8688, 877-388-7829

Hilton Garden Inn

20 Civic Center Plaza
507-344-1111, 800-445-8667

Holiday Inn Express & Suites

2051 Adams Street
507-388-1880

Mankato City Center Hotel*

101 East Main Street
507-345-1234, 877-345-5577

Microtel Inn and Suites*

200 St. Andrews Drive
507-388-2818, 800-771-7171

Riverfront Inn

1727 North Riverfront Drive
507-388-1638

Super 8 Motel

Jct. Hwys. 169 & 14
North Mankato
507-387-0600

Visit gustavus.edu/welcome/lodging
for additional listings

*Ask for special Gustavus rates

ST. PETER BANKS

HomeTown Bank

102 South Third Street
507-934-2823

First National Bank Minnesota

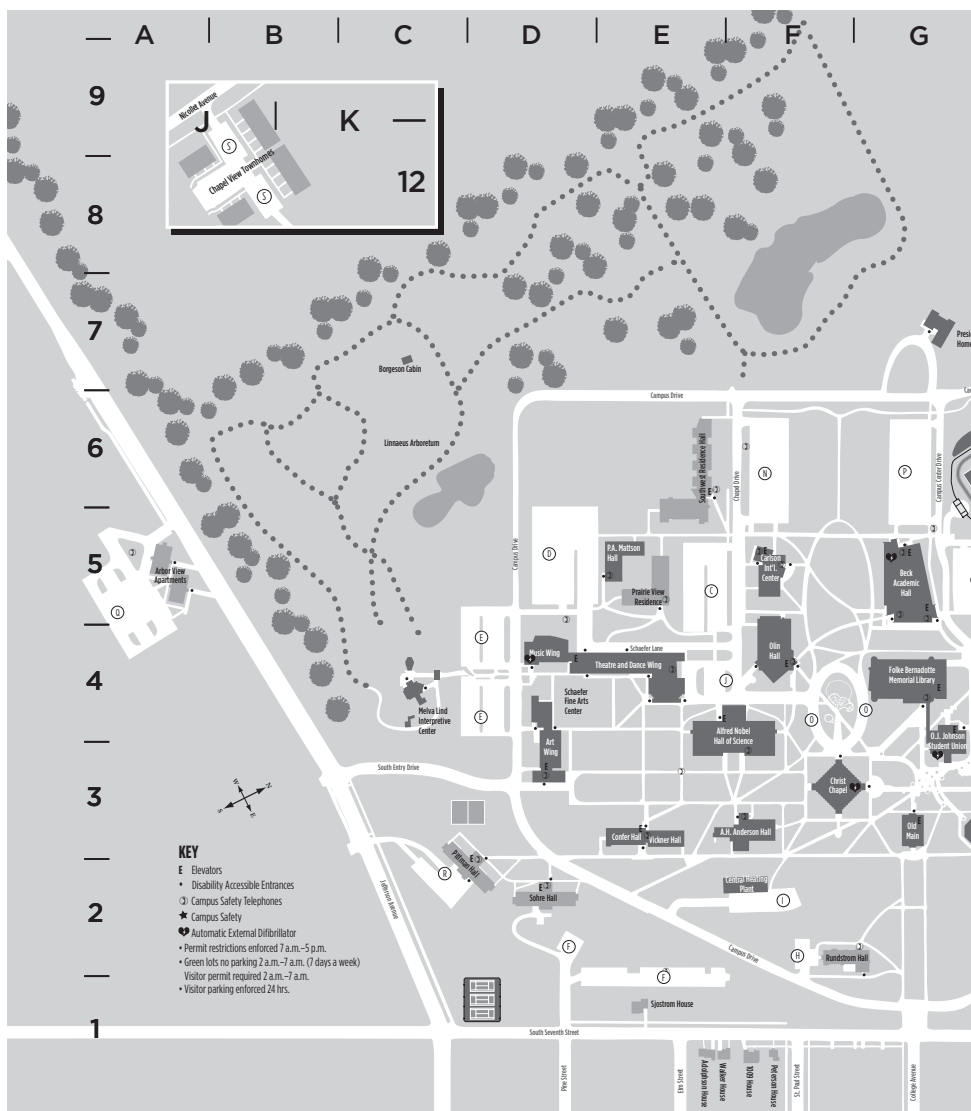
226 West Nassau
507-931-4000

Nicollet County Bank

220 South Third Street
507-931-3310

Wells Federal Bank

1618 South Minnesota Avenue
507-931-6100



ACADEMIC FACILITIES

Education and Nursing: P. A. Mattson Hall (E-3)

English and Modern Foreign Languages:

Ogden P. Confer Hall (E-3) &

Edwin J. Vickner Language Hall (E-3)

Fine Arts: Harold and Ruth Schaefer

Fine Arts Center (Art, D-3; Music, D-4;

& Theatre and Dance, E-4)

Humanities: Old Main (G-3)

Library: Folke Bernadotte Memorial Library (G-4)

Mathematics, Computer Science,
and **Physics:** F.W. Olin Hall (F-4)

Natural Sciences: Alfred Nobel
Hall of Science (E-3 & F-3)

Physical Education and Athletics:

Lund Center for Physical Education
and Health (H-4 & H-5)

Social Sciences: 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: Johnson Student Union (G-4)

Center for Servant Leadership: JSU (G-4)

Chaplain's Office: OM (G-3)

Counseling Center: JSU (G-4)

Dean of Students: JCC (H-4)

Dining Service: JCC (H-4)

Diversity Center: JCC (H-4)

Finance Office: CAB (G-3)

Financial Aid: CAB (G-3)

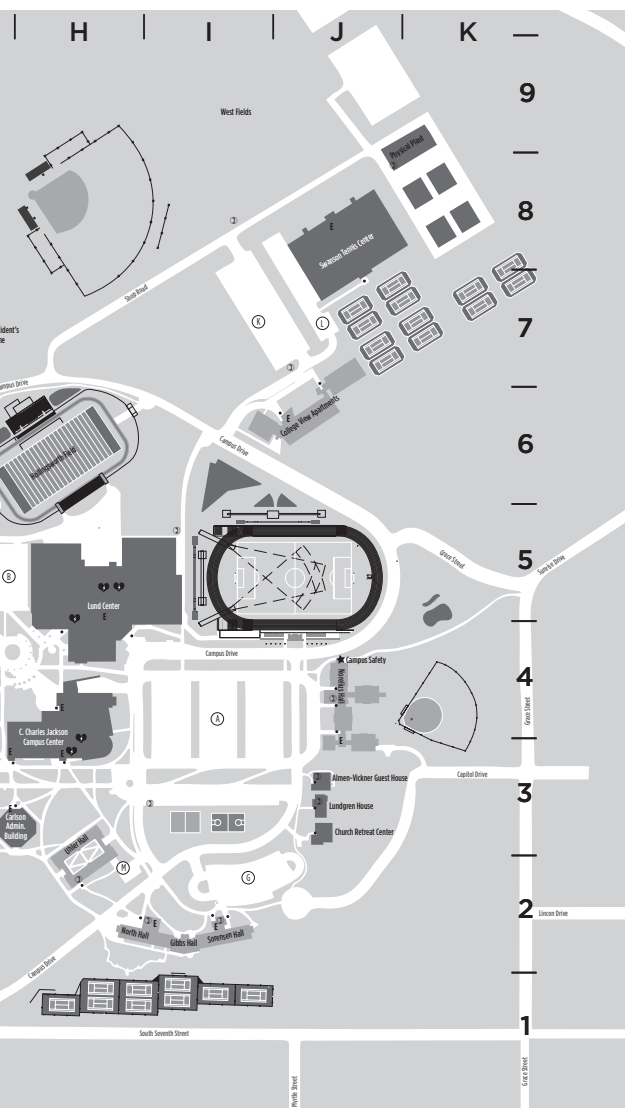
Fine Arts Programs: SFA-M (D-4)

Health 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)

International Education:

Carlson International Center (F-5)

Intramurals: Lund (H-5)

Marketing and Communication:

Lundgren House (J-3)

Media Services: JCC (H-4)

Peer Education and Chemical Health: JCC (H-4)

Physical Plant (K-8, also F-2 & F-5)

Post Office: JCC (H-4)

President: CAB (G-3)

Print and Mail Services: JCC (H-4)

Provost: CAB (G-3)

Registrar: CAB (G-3)

Residential Life: JCC (H-4)

Retreat House: Church Retreat Center (J-3)

Sports Information: LC (H-5)

Telecommunications: OH (F-4)

PUBLIC FACILITIES

Alumni Hall: JSU (G-3)

Arboretum: Linnaeus Arboretum

(A-F-7-8 & B-C-4-6)

Arboretum Interpretive Center: Melva Lind Interpretive Center (C-4)

Art Gallery: Hillstrom Museum of Art, JCC (H-4)

Baseball Field: Myrum Field (H-8)

Basketball/Volleyball Court: Gus Young

Performance Court, LC (H-5)

Book Store: The Book Mark, JCC (H-4)

Christ Chapel (F-3)

Dance Studio: Kresge Room, SFA-C/T (E-4)

The Dive: JSU (G-4)

Eckman Mall (G-3 & H-3)

Football Field: Hollingsworth Field (G-6 & H-6)

Granlund Studio: SFA-A (D-4)

Guest House: Almen-Vickner Guest House (J-3)

Gymnastics Studio: Sponberg Studio, LC (H-5)

Hockey Rink: Lund Arena (H-5)

Johns Family Courtyard (G-4)

Recital Hall: Jussi Björling Recital Hall, SFA-M (D-4)

Retreat House: Church Retreat Center (J-3)

Sesquiennial Plaza (F-4)

Soccer Field (I-5 & J-5)

Softball Field (K-4)

Swimming Pool: Vic Gustafson Pool LC (H-4)

Tennis Courts: Brown Outdoor Courts (J-7)

Tennis Courts: Gibbs Center (H-1 & I-1)

Tennis Courts: South Courts (C-1)

Tennis Courts: Lloyd O. Swanson Tennis Center (J-8)

Theatre: Evan and Evelyn Anderson Theatre, SFA-C/T (E-4)

Theatre: Black Box, SFA-C/T (E-4)

Track (Indoor): LC (H-5 & I-5)

Track (Outdoor): (I-5 & J-5)

PARKING LOTS

A Norelius (Visitor Parking designated) (I-3 & I-4)

B Lund Arena (Employee Parking only) (G-5)

C Olin (E-5)

D Björling (D-5)

E Arboretum (Visitor Parking designated) (C-4)

F Wahlstrom (E-1)

G Sorensen (I-2)

H Rundstrom (F-2)

I Heating Plant (Employee Parking only) (F-2)

J Nobel (E-4)

K College View (I-7)

L Swanson (Visitor Parking designated) (J-7)

M Uhler (H-2)

N Southwest (F-6)

O Chapel (Disability Access only) (F-4)

P Stadium (F-5)

Q Arbor View (A-5)

R Pittman (C-2)

S Chapel View (J-12)

RESIDENTIAL FACILITIES

1009 House (F-1)

Adolphson House (E-1)

Arbor View Apartments (A-5)

Carlson International Center, including Svenska Huset (F-5)

Chapel View Townhouses (J-12)

College View Apartments (J-6)

Gibbs Hall (The Link) (I-2)

Norelius Hall (J-4)

North Hall (H-2)

Peterson House (F-1)

Pittman Hall (C-2)

Prairie View Residence (E-5)

President's Home (G-7)

Rundstrom Hall (F-2)

Sjostrom House (E-1)

Sohre Hall (D-2)

Sorensen Hall (I-1)

Southwest Hall (E-6)

Uhler Hall (H-3)

Walker House (E-1)

ACADEMIC CALENDAR

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

FREQUENTLY CALLED NUMBERS

ACADEMIC SUPPORT CENTER	507-933-7027
ADMISSION OFFICE	7676
COUNSELING CENTER	7027
ALUMNI AND PARENT ENGAGEMENT OFFICE	7511
ARBORETUM	6181
CAMPUS ACTIVITIES	7598
CAMPUS ACTIVITIES BOARD (CAB)	7583
CAMPUS SAFETY	8888
CENTER FOR SERVANT LEADERSHIP	7272
CHAPLAINS' OFFICE	7446
COMPUTER HELPLINE	6111
CUSTODIAL	7655
DEAN OF STUDENTS OFFICE	7526
DINING SERVICE	7608
DIVERSITY CENTER	7449
FINANCIAL AID/STUDENT EMPLOYMENT	7581
FINE ARTS PROGRAMS OFFICE	7363
HEALTH SERVICE	7630
INTERNATIONAL AND CULTURAL EDUCATION	7545
INTRAMURALS	7699
INTERIM EXPERIENCE OFFICE	7675
LIBRARY (REFERENCE DESK)	7567
LUND CENTER (INFORMATION DESK)	6660
MARKETING AND COMMUNICATION	7520
PHYSICAL EDUCATION/ATHLETIC CENTER	7666
PHYSICAL PLANT OFFICE	7504
POST OFFICE	7589
PRESIDENT'S OFFICE	7538
PROVOST'S OFFICE	7675
SWITCHBOARD	8000
TICKET/INFORMATION CENTER	7590



MAKE YOUR LIFE **COUNT**®

Dean of Students
800 West College Avenue
Saint Peter, MN 56082

gustavus.edu