

COLLEGE SERVICES

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Advising Office (Student Academic Services)

Our advisors assist first-year students in curricular planning and help facilitate the transition from high school to college. Our services include the following:

Advising and Helping with Course Selection

Faculty advisors and advisors in the Advising Office will help plan your class schedule each semester.

Administering Academic Policies

A number of academic policies may affect you during your first year of college. Please visit the Advising Office for help with any academic policy including: excused absences, final exam changes, questions regarding transfer credit and credit by exam, and withdrawals from a course.

Assisting with Academic Adjustments

We encourage you to stop by our office to ask questions and discuss any concerns during your first year. At Saint Mary's all departments are here to help; we want your transition into college life to be as smooth as possible.

Location and Contacts

The Advising Office is located in 166 Le Mans Hall.

For more information, please contact our office at (574) 284-4594 or advising@saintmarys.edu

Karen Chambers, PhD
Dean of Student Academic Services

Tracy White
Director of Advising

Kari McCloud
Senior Academic Advisor

Lexie Rhinehart
Academic Advisor

Julia Van Arsdale
Academic Advisor

Pam Hardig
Coordinator

ACCESSIBILITY RESOURCE OFFICE (ARO)

The Accessibility Resource Office provides assistance and reasonable accommodations for students who are substantially limited by a diagnosed disability. Upon admission, students must self-disclose and request academic or housing related accommodations. Students who believe they qualify for accommodations under the Americans with Disabilities Act, should contact the office at aro@saintmarys.edu and an application and instruction will be provided.

You may also contact Eric Wagenfeld, Director of the Accessibility Resource Office, at ewagenfeld@saintmarys.edu or Emily Kubaszak, Associate Director, at ekubaszak@saintmarys.edu.

Career Crossings Office (CCO)

The Career Crossings Office (CCO) assists students with choosing a major, exploring career options, finding internships and jobs, discerning post-graduation service, and preparing for graduate/professional school studies. They provide assistance with career assessments, resume and cover letter writing, networking and LinkedIn, interviewing preparation, and graduate/professional school applications. In-person or virtual appointments can be made via Handshake. All graduates have access to free lifetime career services.

Resources:

- Handshake online job/internship posting system that enables students' access to opportunities, resources for all career topics, and schedule appointments with career advisors. <https://saintmarys.joinhandshake.com/>
- CCO Portal page with resources and materials that can be accessed 24/7. <https://my.saintmarys.edu/groups/career-crossings/page> (<https://my.saintmarys.edu/groups/career-crossings/page/>)
- Networking and mentoring platform for students to connect with alumnae called The Bridge. <https://thebridge.saintmarys.edu/>

For more information, please visit the Career Crossings Office in 114 Spes Unica Hall or contact the office at (574) 284-4775 or cco@saintmarys.edu (<https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=cco@saintmarys.edu>).

Cushwa-Leighton Library

The Saint Mary's College campus library contains a collection of more than 200,000 print volumes and provides access to more than 800,000 ebooks, electronic journal titles, and other e-resources, including the Academic Repository. The rare-book collection, the 24-hour Trumper Computer Center, the Huisking Instructional Technology Resource Center, the IT Helpdesk, and the Accessibility Resource Office are located on the lower level of the library, and the Writing & Tutoring Center and Office of Student Success are located on the third floor. The College Archives is a part of the library and is located in Madeleva Hall.

All materials are accessible through the library's website (<https://www.saintmarys.edu/library/>), which also includes access to the catalogs of twenty-three other college libraries throughout the state of Indiana. The library is a critical resource for your college coursework. Help with library use and information research is available through many of your courses, and individually at the front desk of the library or by appointment. Complete information about services and library policies

is available at saintmarys.edu/library (<http://saintmarys.edu/library/>), or contact the library by phone at (574) 284-5280.

Mary Lee Sheftic Health and Counseling Center (HCC)

The Mary Lee Sheftic Health and Counseling Center supports the educational mission of the College by providing high-quality care in an accessible, safe, secure, and confidential environment. The staff is committed to assisting students in their acquisition of knowledge, skills, and behaviors necessary to become self-directed health advocates. We encourage students to participate actively in their own mental and physical health maintenance and to make informed choices regarding their care.

The Health and Counseling Center is open Monday through Friday, 8:30 am to 5:00 pm, and is located on the south side of the Angela Athletic & Wellness Complex. The health center provides a variety of services, including sick exams, gynecology exams, athletic and employment physicals, laboratory services, allergy injections, individual counseling appointments, and so much more. Please give us a call if you have a question about the services we provide. Appointments can be made by calling the Health and Counseling Center at (574) 284-4805. There is no charge for appointments with any of our providers, and all services are confidential. More details can be found here (<https://www.saintmarys.edu/student-life/student-services/health-counseling/>).

Math Center

The Math Center provides tutoring and resources for students taking mathematics courses. Directors Suzanne Cox and Chris Dwyer are available for tutoring students taking 100-level math courses. These faculty members are available weekdays at regularly scheduled hours; no appointment is necessary. The center, located in 354 Madeleva Hall, includes a library of supplementary texts that students are free to borrow. The center also has several computers loaded with the software used in mathematics and computer science courses. Students are encouraged to use these as they work on class projects.

Office for Student Success (OSS)

Directed by Aaron Bremyer, the OSS is an academic resource available to all students at Saint Mary's that offers a wide range of programming throughout the academic year, including an *Academic Strategies Workshop Series*. Additional programs include: *Courage Keepers Peer Mentoring Program*; *Accountability Buddies Curriculum (ABC)*; *Shared Walks Saturday (SWS)*; *Community Cooking Classes (3Cs)*; and the signature *S.H.A.R.P. Success Program*, which helps students build productive academic habits through structured study schedules in the Library every week.

Based on a number of factors, our Admissions Office admits some students to SMC as well as to the Student Success Program at the same time, with the Success Program falling under the supervision of the OSS. Designed for students transitioning to the elevated expectations and additional responsibilities of college life, the Success Program provides our "Success Scholars" with additional academic support. These students meet regularly with Bremyer to discuss their academic progress and to develop individualized action plans scaffolded to help them progress toward their goals. Alongside other interested students, "Success Scholars" also enroll in a two-credit "Strategies for Academic Success" course (EDUC 100 (<https://catalog.saintmarys.edu/search/?P=EDUC%20100>)), which Bremyer teaches each semester.

Bremyer invites any student who needs help to schedule an appointment to discuss individual academic challenges. Through conversation and the development of an action plan, any student can become better prepared to respond well to the hurdles and complications of college life.

Aaron Bremyer, Director of the Office of Student Success
Room 310, Third Floor of the Cushwa-Leighton Library & Learning Commons
(574) 284.4463 || abremyer@saintmarys.edu

Pre-Health Professions Advising

Dr. Calli Versagli, Associate Professor of Biology, assists students who are interested in pursuing graduate or professional degrees in human and veterinary medicine, dentistry, optometry, pharmacy, occupational therapy, physical therapy, athletic training, chiropractic, and physician assistant studies.

Students are encouraged to initially consult with their first-year advisors regarding their academic plans and interest in health professional programs, and later engage with their major advisors. It is essential for both first-year and major advisors to inform Dr. Versagli or the academic affairs office when students express an interest in a health professional program. This ensures that the necessary prerequisites are accurately reflected in DegreeWorks and that relevant information is communicated effectively. Dr. Versagli is available to aid with scheduling to first-year advisors, major advisors, and students as required. All commonly required prerequisites can be found in the bulletin. Students are welcome to reach out to Dr. Versagli at any time with questions concerning health professions. All students pursuing Pre-Health Professions are advised to enroll in SMC387, Preparing for Health Professions, during the spring semester of their junior year to adequately prepare their applications for health professional programs. If a gap year is planned, enrollment should occur during the senior year. Students planning to take the MCAT, PA-CAT, DAT, or OAT should schedule BIO375 in the second semester of their junior year to prepare for these examinations, unless a gap year is anticipated. Saint Mary's College provides all necessary courses to meet the prerequisites for graduate or professional programs in health-related fields. It is the responsibility of the students to research potential health programs to identify any unique prerequisites and to communicate these to their advisors.

Dr. Calli Versagli, Associate Professor of Biology and Pre-Health Professions advisor
Department of Biology
274 Science Hall
cversagli@saintmarys.edu (<https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=cversagli@saintmarys.edu>)
574-284-4665

Pre-Law Professions Advising

The Career Crossings Office offers pre-law advising for students seeking information on registering and preparing for the LSAT, researching law schools, preparing law school applications, and more. The CCO coordinates announcements to students on law school fairs, webinars, information sessions, and other topics related to law school. Contact Stacie Jeffirs to be added to the pre-law listserv. Schedule an appointment to meet with her via Handshake (<https://saintmarys.joinhandshake.com> (<https://saintmarys.joinhandshake.com/>)) if you have any questions about pursuing law school.

The academic department involved in pre-law advising provide academic advising, guidance, coordinating law school information sessions for their major(s), and serving as a main point of contact for students interested in law school programs with targeted interests (e.g., civil rights, criminal law, education, environmental, family, health, immigration, sports, and entertainment).

Stacie Jeffirs, Pre-Law Advisor and Director
 Career Crossings Office
 114 Spes Unica Hall
 sjeffirs@saintmarys.edu (<https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=sjeffirs@saintmarys.edu>)

Andrew Pierce, Assistant Professor
 Department of Philosophy
 153 Spes Unica Hall
 apierce@saintmarys.edu (<https://mail.google.com/mail/?view=cm&fs=1&tf=1&to=apierce@saintmarys.edu>)

Residence Life	574-284-4522
ResNet	574-284-5319
Security	574-284-5000
Student Academic Services	574-284-4594
Writing & Tutoring Center	writingcenter@saintmarys.edu

Writing & TUTORING Center

The Writing & Tutoring Center at Saint Mary's College provides one-on-one tutoring throughout the year for learners at every level of preparedness. Peer tutors representing a variety of majors work with students at any phase in the writing and study process, from drafting to revising, notetaking, and accountability appointments, and exam prep or problem sessions. The director and a graduate tutor work with graduate students. Students can make appointments in person by visiting the third floor of the Library, near the front of the building, or by making a free account and using our online scheduling platform: <https://saintmarys.mywonline.com> (<https://saintmarys.mywonline.com/>). Tutorials can take place in-person, online via live videoconferencing, or online via asynchronous e-tutoring. Send any questions to writingcenter@saintmarys.edu.

Directory Information for First-Year Students

Office	Phone Number
Accessibility Resource Office	574-284-4262
Advising Office	574-284-4594
Admission	574-284-4587
Athletics	574-284-4694
Bookstore - Barnes & Noble	574-284-4719
Business Office (Student Accounts)	574-284-4730
Campus Dining	campusdining@saintmarys.edu
Campus Ministry	574-284-5391
Career Crossings Office (CCO)	574-284-4775
Cushwa-Leighton Library	574-284-5280
Information Technology	574-284-4715
International and Intercultural Learning	574-284-4051
Mary Lee Sheftic Health and Counseling Center	574-284-4805
Multicultural Services and Student Program	574-284-4723
Office of Financial Aid	574-284-4557
Office of Student Success	574-284-4463
Registrar	574-284-4594