

# ACADEMIC LIFE

Saint Mary's College offers graduate students an outstanding curricular program in the form of master's degrees and a professional doctorate. These programs are supported by the Office of Graduate Studies as well as other offices and services throughout the College. This office also implements graduate academic policies and procedures of the College.

## Division of Academic Affairs

The Associate Provost and Dean of Graduate Studies currently heads the Office of Graduate Studies which includes the Director of Graduate Admissions, the Assistant Director of Graduate Admissions, and the Graduate Studies Marketing Coordinator. This office serves the needs of incoming graduate student. In concert with the Associate Provost and Dean of Graduate Studies and the Graduate Program Directors, additional offices on campus support the ongoing needs of our graduate students.

These additional offices, as well as the individual graduate program within which the student is accepted, provide direct support for students seeking advising, course registration assistance, advice on study strategies, stress relief, and career advising.

## Academic Offices, Programs and Services

### Career Crossings Office

The Career Crossings Office (CCO) offers career services for all graduate students throughout their studies at Saint Mary's and beyond with access to lifetime services. Information on career resources and programs are available by contacting the office in 114 Spes Unica, calling (574) 284-4775, or emailing [cco@saintmarys.edu](mailto:cco@saintmarys.edu). Appointments can be made with the CCO by logging onto Handshake (<https://saintmarys.joinhandshake.com>) (<https://saintmarys.joinhandshake.com/>)).

### Exploring Career Options

The CCO helps graduate students in exploring career options and setting goals to achieve success after graduation. Career assessments such as the PathwayU, Myers-Briggs Type Indicator, and CliftonStrengths are offered and can be accessed by scheduling an appointment.

### Job Searching

The CCO helps graduate students learn strategies to meet their individual needs and maximize job search results. The CCO also helps graduate students with job offer negotiation.

### Résumé and Cover Letter Writing

Résumés and cover letters are an opportunity to provide a great first impression with potential employers. The CCO assists with developing and fine tuning job search correspondence to make a positive impact on employers. Resources on writing effective résumés and cover letters can be found by logging onto Handshake.

### Networking and Interviewing Skills

Networking and interviewing skills are critical to the success of landing opportunities. The CCO provides LinkedIn coaching, mock interviews, and alumnae networking resources. The CCO hosts programs that allow students to utilize and develop both networking and interviewing skills.

### On-Campus Recruiting Program

Employers from various industries visit the Saint Mary's campus each year to recruit for jobs and internships. Employers conduct campus and virtual sessions, interviews, information sessions, and information tables,

The office hosts an annual career fair in the fall and various recruiting events throughout the year.

### Handshake

All graduate students have access to Handshake for finding job opportunities. On Handshake, students can connect with employers, apply for positions, post résumés, make appointments with the CCO, and more. Access the site at <https://joinhandshake.com>.

### Alum Resource Network

The ARN houses contact information for over 8,000 alumni throughout the United States and abroad working in all industries and with all types of employers. Access the ARN at <http://connect.saintmarys.edu>.

## Accessibility resource office

Saint Mary's College will provide reasonable accommodations to qualified graduate students with disabilities who request accommodations and provide appropriate documentation.

Documentation should be provided by an appropriately credentialed professional:

- a physician for physical disabilities,
- a psychologist with training in the learning disabilities of adults and adolescents for learning disabilities, or
- a mental health provider licensed to diagnose psychiatric disabilities.

The specific content of the documentation will vary with the nature of the student's disability, but in all cases it should include a diagnosis, justification, recommendations, and a clear rationale for the recommendations.

The student is responsible for arranging accommodations with the Accessibility Resource Office and with their professors each semester. Students in online graduate programs who need accommodations must email the Accessibility Resource Office at [aro@saintmarys.edu](mailto:aro@saintmarys.edu) to set up an appointment via phone or video chat such as Skype. The student will sign a release of information allowing the Disabilities Resource Office to inform his or her professors of the approved accommodations each semester, and must make a follow-up appointment to meet with each professor to discuss the implementation of the accommodations. Faculty are not authorized to grant academic accommodations and those receiving requests will refer students back to the Disabilities Resource Office.

## Office of Student Success

Located on the third floor of the Cushwa-Leighton Library & Learning Commons in rooms 308-310, the Office of Student Success offers a variety of programming available to all Saint Mary's students, including frequent workshops focused on learning and study strategies, time management, productive habit formation, and dealing with stress and anxiety. The Director of the OSS (Aaron Bremyer) also provides individual consultations for any interested student that focus on these same topics and more, which leads to a personalized action plan and/or membership in the S.H.A.R.P. Success Program ([https://docs.google.com/forms/d/e/1FAIpQLSf8ydVP6zqUqFxxvi30eZZnZjg-qYjJg1BYfctmWxV7C1wyu\\_w/viewform/](https://docs.google.com/forms/d/e/1FAIpQLSf8ydVP6zqUqFxxvi30eZZnZjg-qYjJg1BYfctmWxV7C1wyu_w/viewform/)).