

STUDENT SERVICES

The University of St. Francis provides a variety of services and programs to meet the needs of the students. These range from service-oriented departments such as food service and the bookstore to those which provide challenges and opportunities to complement the academic experience such as Student Life, Counseling, and University Ministry.

The vision of education the University of St. Francis endorses includes not only quality academic programs, but also resources that afford opportunities for the students to mature both personally and socially. Hence, the University of St. Francis is committed to holistic development of the person and creates a supportive and dynamic environment for students so that they may develop interpersonal skills, leadership qualities, and team building to achieve common goals, knowledge of careers, a reaffirmation of Catholic ideals, and the ability to recognize and take responsibility for their human needs and aspirations.

The departments that collaborate to complement the academic life of the University of St. Francis students are listed below. They collectively present services, programs, and a nurturing atmosphere through which students may successfully work toward the accomplishment of their educational aspirations.

Academic Advising Center

The University values the connection and relationship between the student and academic advisor. The Academic Advising Center coordinates the academic advising and registration of new students, undergraduate and graduate, and provides information and assistance to students applying for credit for prior learning.

Each student is assigned an academic advisor within his or her major to assist with educational planning, academic advising and registration. Students who are undecided about their major or seeking to change their major may receive assistance from the Academic Advising Center in exploring various fields of interest, developing a plan of study for their educational goals, and/or selecting a major.

The Academic Advising Center also provides new students a transcript evaluation for previously earned credit that includes general education and major requirements fulfilling degree requirements. In addition, information and guidance is provided to enrolled students seeking credit from nationally recognized assessment programs (AP, CLEP and DANTES) or credit for nontraditional learning experiences. (See section on Credit for Prior Learning.)

Academic Resource Center

The Academic Resource Center (ARC) provides students with information, guidance, and services to assist in their successful pursuit of educational goals. Students will find computers, study aids, study tables and comfortable locations for reading, as well as people to offer individualized help.

Opportunities for study groups or assistance can be found in the Writing, Math, and Science Centers. Tutoring in a variety of subjects, such as nursing, economics, accounting, psychology and theology, is located in the ARC as well. The Supplemental Instruction Program provides peer led study groups that provide discussions and study strategies for historically challenging courses. Additional services include workshops on learning strategies, study aid materials, learning strategy counseling, and services for students with disabilities.

Athletics

Intercollegiate athletics are an important part of campus life for both participants and spectators. For those who wish to compete on an intercollegiate level, basketball, baseball, cross-country, football, golf, soccer, tennis, bowling, and track & field are available for men; and basketball, cross-country, competitive dance, golf, soccer, softball, tennis, track & field, bowling, and volleyball are available for women. There is also a co-ed competitive cheer team. The men and women's intercollegiate teams compete as members of the Chicagoland Collegiate Athletic Conference (CCAC), the Mid-States Football Association (MSFA) and the National Association of Intercollegiate Athletics (NAIA). The varsity sports teams, known as the "Fighting Saints," have demonstrated their excellence over the years by being selected to participate in the NAIA national tournaments many times.

Bookstore

The University of St. Francis Bookstore is your #1 source for textbooks. The textbook choice is yours: rent and save over 50%, download eBooks and save up to 60%, buy **used** and save 25%, or buy **new** textbooks. Textbooks can be purchased in the store or online through the USF portal. Just go to where your schedule is posted on the portal and click "Order your textbooks". Textbooks can also be purchased online through the Bookstore website [stfrancis.edu/bookstore](http://www.stfrancis.edu/bookstore) (<http://www.stfrancis.edu/bookstore/>) and click "textbooks". The Bookstore buys back used books all year. However, the best time to sell back your books is during finals week or the week before. The Bookstore also sells USF clothing and gifts, school supplies, laptops, computer accessories, backpacks, bargain books, snacks and beverages. Please visit the Bookstore website to order USF clothing & gifts, and check store hours. The USF Bookstore is located on the 1st floor of Tower Hall. Friend us on Facebook at [facebook.com/stfrancisbookstore](https://www.facebook.com/stfrancisbookstore) (<http://facebook.com/stfrancisbookstore/>).

Career Success Center

University of St. Francis Career Success Center staff assists students with their employment needs. We are devoted to helping students and alumni research career options. In doing so, we focus on the individual needs, goals, and values of each student. Career Success believes in personal and professional development; therefore, assistance with job search, resume and cover letter writing, along with career advising are among the services available.

Students and alumni are welcomed and encouraged to participate in career planning, employment resources and activities available through the Career Success Center. Use of the Strong Interest Inventory is available to help in the career decision-making process. Students will receive assistance with developing their resume. Student Employment is housed in this office for all search and application to jobs. Once a student work position is secured, students will provide paperwork and registration with the HR department to be compliant with federal work study regulations and parameters as well as employment laws. Opportunities to participate in mock (practice) interviews are also coordinated through this office. Students seeking internships can search an online database of internship opportunities. Job postings, career fairs, and employer contacts are developed to assist students in finding employment opportunities which can also be found online. A career resource library containing career information is available for students to use in their employment search. The Career Success Center uses stfrancis.joinhandshake.com to house events, internships and employment opportunities. All students have access.

English Language for Academic Purposes (ELAP)

The University of St. Francis is happy to welcome international students to study in its undergraduate and graduate programs. Oftentimes, international students must improve their English language skills and knowledge of American academic culture before beginning degree programs. ELAP prepares international students or other non-native English speakers with intensive English training before starting their university program. Through ELAP, students gain valuable English, academic, and cultural skills that will contribute to their success as students of the University of St. Francis. ELAP offers full-time English language training in 15-week sessions beginning in January (Spring) and August (Fall) as well as a 12-week session during the summer (May). Full-time ELAP students take a minimum of 18-20 hours of English language instruction each week. Students who do not require a visa may take ELAP courses part-time.

Food Service

Food service at the University of St. Francis is designed to be an integral part of the total collegiate experience. The board plan is designed to offer variety, quality, and a nutritious balance in the meals served. Resident students have meal service provided seven days a week during the academic year. Resident dining options include the Terrace Café for an all-you-care-to-eat experience, the Three Oaks Bistro with its restaurant style menu, Bernie's Pub, an evening-only location with "pub" food and root beer on tap, the Saints Snack Shop for those between meal cravings, and Clare's Garden, another bistro-like café at the St. Clare campus. Residents can choose from meal plans combining meals and Dining Dollars allowing them flexibility and convenience. Commuter students are also encouraged to take advantage of the services through reasonable cash rates and daily specials. Special services range from a distinctive dining experience through the catering department to sick trays and special diets when necessary.

International Programs Office (IPO)

The International Programs Office oversees and provides guidance for various University initiatives relating to the support of international students, study abroad, and other internationalization efforts. International students work with appropriate personnel on campus to ensure that all documentation, international paperwork, credit transfer, and academic records are properly processed and recorded. Students also receive assistance for housing, transportation, course registration, integration into campus life, understanding academic expectations, and similar support services. Study abroad opportunities include semester-long and short-term experiences. These may be faculty-led or through partner schools, for academic credit or as co-curricular cultural excursions. On campus, faculty and students enjoy cultural events and curricula that emphasizes global competency.

Office of Institutional Diversity

Our Mission Statement: The University of St. Francis is committed to building an inclusive community that inspires acceptance, compassion, respect, and wisdom in understanding the multicultural richness of our society. We value the role of pursuing diversity through achieving flexibility of thinking, respect for differences, moral courage, and appreciation for common ground. **Goal 1** - Create a hospitable campus climate espousing diversity for students, faculty, staff and the community. **Goal 2** - Develop and implement comprehensive educational programs for students, faculty and staff that include cross-cultural

competence, legal issues, best practices and relevant research for the purpose of promoting better understanding and appreciation of diversity and individual differences. **Goal 3** - Advocate a recruitment plan that will increase the percentage of diverse undergraduate students, faculty and staff. **Goal 4** - Champion internal and external research, collaborations, and partnerships with community businesses and organizations. **Goal 5** - Promote accountability: design and implement a continuous improvement process as part of the university strategic plan.

Residence Education

Your Residence Education department is dedicated to providing a safe and supportive environment where students residing on campus can develop their full potential. The department is led by trained full time professionals who strive to foster a positive living environment for you during your journey of independence.

In the Franciscan tradition, Residence Education is dedicated to the ideals of mutual respect, integrity, friendship, love, and reverence for all people. Since respect and acceptance for all persons are basic community expectations, we value differences such as age, gender, race and ethnic background. All people will be treated with the consideration and respect we value for ourselves. Living in the Residence Halls is a privilege. As a member of the residential community, your behavior affects your fellow residents in a variety of ways.

Safety and Security

Campus security personnel are always on duty to answer questions or to assist students. Security provides ID marking of valuables, gives lectures on safety, and makes fire inspections monthly, as well as issuing parking permits and citations. Each security officer is trained in areas of burglary and theft investigations, and in first aid, CPR, and self-defense. The security staff is committed to the safety of all persons, as well as the protection of University of St. Francis property. All full-time security officers are certified as responders to assist in medical emergencies. In addition to a campus wide public address system, security can notify students, faculty and staff of emergencies through email and voicemail systems.

Services for Students with Disabilities (ADAAA)

The University strives to be in compliance with Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA). To this end, a student who requires special accommodations or arrangements due to a disability should contact the Office of Disability Services, part of the Academic Resource Center (ARC). This contact preferably should occur no later than the first week of classes. Early contact before the semester start is encouraged to allow sufficient time to provide accommodations properly. Extra time is needed for some types of accommodations; such as sign language interpreters or special text formatting. Should a need arrive after the start of a semester, the student is encouraged to contact the Disability coordinator as soon as possible. Each case will be reviewed on an individual basis to determine reasonable and appropriate accommodations.

Student Life

The Student Life Office provides many opportunities for students to become more involved throughout the university community. Students are encouraged to participate in orientation and the large selection of events that take place on and off campus. USF students are invited to become involved with any of the current clubs and organizations,

including Greek Life. Programs available through these student organizations offer exposure to a wide variety of cultural, educational, and social events and activities, which may broaden the students' interests and enhance the development of lifelong recreational pursuits. Various leadership development workshops and programs are available to students who are interested in developing their leadership skills. Students are encouraged to participate in the Student Government Association in order to address the needs and concerns of the student body.

The Student Activities Board, a function of Student Government, plans and implements major student entertainment programs on campus which include Homecoming, Spring Fling, dances, game nights, karaoke nights, movies, coffeehouses, and other special events. Membership is open to all students.

University Ministry

University Ministry plays a vital role in creating a spiritual environment with and for students by building on the four Franciscan values particular for USF – respect, integrity, service and compassion. All students regardless of faith background are invited to participate in the four components of values education, community building, religious programming, and community service. Students participate in a wide variety of civic engagement opportunities and mission trips in the United States, Bolivia, and the Philippines. University Ministry staff and student Peer Ministers (living in the residence halls) involve participation in such events as retreats, daily and Sunday liturgies, ecumenical prayer services, Bible study, and discussion groups to enrich students' spiritual lives. Spiritual counseling and catechetical instruction are available. Francis and Clare of Assisi serve as role models struggling to live the gospel message through simplicity, peacemaking, prayer and respect for all things created as we work to bring about the reign of God here and now.

Two programs are offered to smooth a student's transition to college. First Year Transition offers a five-day residential experience to incoming freshmen with a taste of college academics and course expectations. First Year Transition also presents tools for academic success. The University Success Scholars (USS) program offers programming and enrichment activities that help students succeed in college and prepare for leadership. USS is offered to students who are "first generation college students," (students whose parents have not graduated from college).

Wellness Center

The Wellness Center is the liaison between the students and area health care facilities. Staffed by a registered nurse and a Licensed Counselor, the department provides access to counseling, treatment information, health maintenance, and referrals. In addition, the department sponsors educational programs to increase awareness around personal mental and physical health. Professional physicians' care and emergency aid are available at area hospitals and clinics. Also Telehealth is available for counseling needs. When emergency care or hospitalization is required, arrangements can be made to transfer the student to a local hospital at the student's expense. The Wellness Center Coordinator is additionally responsible for overseeing the compliance by all students to state immunization requirements.

The Wellness Center of the University of St. Francis has a legal and moral obligation to protect all patients' right to privacy except in extreme emergencies. USF students are expected to notify their family about details concerning their health. Strict confidentiality is maintained at all times concerning the details of all student health records and care

provided. Information **cannot** be released without the written permission of the student. This includes all requests for immunization records. Counseling records are kept directly through the counselor and are not part of the students educational record.