

School of
Theology & Ministry
2011-2012
Quick Reference
Guide

Critical Information!

School of Theology & Ministry

2011-2012 GENERAL INFORMATION



THE SCHOOL OF THEOLOGY & MINISTRY

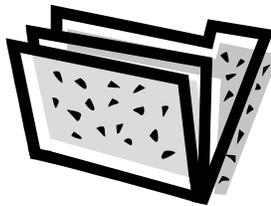
Staff and faculty offices and mailboxes are located on the 2nd floor of Hunthausen Hall. Kelly Hickman is the STM Receptionist. Beth Smith is the Office Manager and Financial Aid Coordinator.

Phone: (206) 296-5330
Fax: (206) 296-5329
Email: stm@seattleu.edu
Web: www.seattleu.edu/stm
Office Hours:
8:00 AM-4:30 PM M-Th
8-12 AM & 1-4:30 PM Fri.

STM STUDENT SERVICES

STM'S STUDENT WEBPAGE

You can access STM course schedules, updates, and syllabi on the STM Student Webpage: www.seattleu.edu/stm/currentstudents.aspx. Read and print out the syllabi for your classes before the start of each quarter. This is especially necessary for weekend and summer courses. This website also offers information and printable forms regarding financial aid, formation/field education, and the STM course offerings timeline.



STM STUDENT MAIL FOLDERS

Students have a folder set up for them on the 1st floor of Hunthausen Hall, beneath the STM Bulletin Board. **Please check your file folder weekly!** Essential information is communicated to you through this "mailbox."

You are also strongly encouraged to carefully read the STM Bulletin! It contains vital information about STM, and it is our primary form of communication with you. The STM Bulletin is available on the student webpage before the start of each month. An email will be sent to *your SU email account* to notify you when it is available. We count on you to keep yourself updated through these resources.



STM STUDENT SERVICES

ADVISING

As a new student you will meet with your advisor both in Fall and Winter during your first year. Subsequently, you are required to meet with your advisor at least once a year, during Winter Quarter, to plan for the following academic year. Your Declaration of Credits form, Course Projection Calendar (completed and signed by your advisor), and Criteria-Based Tuition Aid Grant Information form are due to Beth Smith in the STM Office by **April 1** each year. These forms can all be found on STM's website.



ADVANCE READING REQUIREMENTS

Because of the intensive nature of the weekend and summer courses, students are required to complete the required reading prior to arriving on campus for these courses. You will be able to find the reading lists for your particular class(es) on the syllabi located on the STM website.

JOB, RETREAT & OPPORTUNITIES

Announcements about current job positions, STM and Seattle-area activities, retreats, and other events are posted on the bulletin board in Hunthausen Hall next to the student file folders.



SEATTLE UNIVERSITY STUDENT SERVICES

REGISTRATION RESOURCES

Student ID/Campus Cards:

Students taking classes *on the SU Campus* are required to have an SU Campus Card. The “SU One Card” is your primary source of identification and is used for library book checkout, the Connolly Center, and computer labs. Money can be deposited into the card’s account to use for meal-plans, the SU Bookstore, and Student Financial Services. To obtain your campus card, you will need a photo ID and your SU Student ID number.

Email:

STM uses your SU email to contact you with important updates about classes and events. SU email accounts can be generated for new students approximately one week after registration, and **it is important that you activate yours ASAP.**

Having an SU email account and checking it frequently are very important because all official SU notices—such as **your tuition bill, financial aid offers, future registration appointments, and notification of the STM Student Bulletin**—are sent to that email address. **All STM Students are required to have an SU email account.** When you are admitted to Seattle University, you will receive with your admission packet, a letter that includes information on how to use the internet to set-up your email account and gain access to the *SUOnline* system.



Online Registration:

Seattle University uses an online system for class registration. The website at which to register is www.suonline.seattleu.edu. The Registrar will send a notice to your SU email account indicating when your registration appointment can be viewed on SUOnline. Dates for advanced registration (by appointment only) and open registration can be found on the SU Academic Calendar located on the SU website: www.seattleu.edu. Please consult the “How to Register on the Web” page in this booklet for more information. Any further questions about registration can be answered by the Registrar’s Office at (206) 296-2000. Option “3”.

Computer Labs:

Computer labs are available for student use in Engineering 310, Pigott 206 and Lemieux Library and McGoldrick Learning Commons. Students have access to both PCs and Macs, as well as the Internet and their email accounts. The Information Technology Department offers **free computer classes to students** for many kinds of software programs (Excel, Publisher, Word, PowerPoint, etc). Current computer lab hours and a listing of the upcoming free computer classes can be checked at the website: www.seattleu.edu/oit/.



SU BOOKSTORE

Textbooks are available at the Seattle University Bookstore (in the University Services Building). They can now be ordered or rented online. You may have them shipped to you or pick them up in person at the Bookstore. If you order/rent textbooks online, you will pay sales tax and shipping. The turn-around time to process your order is 24 hours. The Seattle University Bookstore website is: www.seattleubookstore.com.

Instructions for Ordering Textbooks Online from the SU Bookstore, books are usually available 10 days before classes start:

- Go to www.seattleubookstore.com and click on “Textbook” at the top of the webpage.
- Scroll down the “Textbook” page and choose the correct category in “Select a Campus/Term Combination (select a campus term).”
- Choose the correct categories (or numbers) in “Select a Department.” Choose either STMM, STMC, STML or STMA. “Select a Course,” and “Select a Section.”
- The particular textbook selection for your course/professor appears, and you can add new or used books to your basket by clicking on the “Add to basket” button.
- After “Add to basket,” you will be taken back to a “Textbook Selection” page. Scroll all the way down, and it will list how many items are in your basket. Click on “Basket” to continue and complete your transaction.
- Finally, click “Checkout” to pay and exit.

If you are interested in purchasing books prior to SU Bookstore availability, review our Booklist Binder permanently located on the 1st floor of Hunthausen above student mail folders. **This binder is for all students and MUST NOT be removed from the building.**



SEATTLE UNIVERSITY STUDENT SERVICES

CONTINUED...

LEARNING TOOLS & RESOURCES

LIBRARY

SU's Lemieux Library/McGoldrick Learning Commons offer services to help students in preparing class assignments and research, including interlibrary loans, online bibliographic searches, online and CD-ROM databases, photocopiers, and quiet places to study. For additional information on library services, hours of operation, and policies, consult the library's website at: www.seattleu.edu/library.

WRITING CENTER

The Writing Center offers help to writers at any stage of the writing process. It is free of charge and open to all regularly enrolled students. The Writing Center is located in the 2nd floor of the McGoldrick Learning Commons. Call (206) 296-6239 to sign up for an hour-long appointment, and you will work one-on-one with a trained Writing Consultant. Website: www.seattleu.edu/writingcenter/



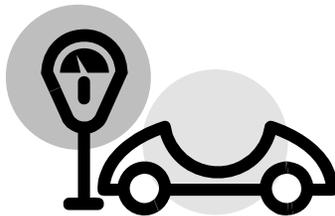
LEARNING CENTER/DISABILITIES SERVICES

The Learning Center/Disabilities Services provides peer tutors, supplemental learning opportunities, support for students with disabilities, and study skills strategies. The phone number is (206) 296-5740, and it is located in Loyola 100.

CAMPUS COMMUNITY RESOURCES

PARKING

Parking permits and bus passes are available at discounted rates at the Department of Public Safety in the University Services Building. It is best not to wait until the first day of class to get your parking pass! The phone number is (206) 296-5992.



SUMMER ON-CAMPUS HOUSING

Summer Housing Information and Application forms are included in this mailing, including costs, options, and deadlines. For further information and room reservations, call (206) 296-6305.

SU CAMPUS COMMUNITY RESOURCES

THE GRADUATE COLLEGIUM

The McGoldrick Collegium, on the 1st floor of Hunthausen Hall, offers a restful place for STM students to relax between classes, eat, refrigerate or heat their lunch, meet with other students, or study. It has a kitchen with a microwave and refrigerators, comfortable chairs, a telephone, and study tables. Students must sign up to become a member of the Graduate Collegium and be able to use this space.

FOOD OPTIONS

Meals are available seven days a week at the Cherry Street Market on the 2nd floor of the Student Center; this is the largest dining room on campus with the most food choices and is the only facility available during Summer Quarter. During the rest of the year, other dining areas can be found at the Hawk's Nest Bistro on the 3rd floor of the Student Center, the Side Bar located in the lobby of the School of Law Building, The Bottom Line located on the 1st floor of the Pigott Building and The Byte in Lemieux Library/McGoldrick Learning Commons.



In addition, there are several off-campus restaurants a few blocks north of SU around Pike Street and Broadway, offering everything from Vietnamese to Indian to Mexican food. And directly east of campus, on 12th Avenue, are several other choices, including Starbucks and Subway.

CONNOLLY CENTER

The Connolly Center, located on the SE edge of campus, provides free facilities for sports and exercise for SU students. The center features outdoor tennis courts, an Astro-gym, five racquetball/handball courts, outdoor jogging track, two swimming pools, two full-size gymnasiums, a weight room, a quiet exercise room, and two saunas. Intramural sports are organized by the Connolly Center staff, and various exercise classes and yoga are available for an additional fee.



Please note there will be construction 2011-2012. For hours of operation and information call (206) 296-6441 or go to: www.seattleu.edu/recsports. Don't forget your Campus Card for ID—you will need it to enter.

HOW TO REGISTER ON SU ONLINE

(You will not be able to register for your first quarter until you attend an Academic Orientation!)



1. Go to SU Online at www.suonline.seattleu.edu.
2. Log in by typing your **SU email address** (*without* the “@seattleu.edu” at the end) and your pre-assigned SU student number. The first time you log on to SU Online, you’ll be prompted to create your own new permanent password to replace your SU student number.
3. On the **Main Menu**. Click on “**Students.**”
4. Click on “**Register/Add Classes**” (under “**Registration**” Section)
5. Select the correct *quarter* under “**Term,**” and then select “**School of Theology and Ministry**” under the “**Schools**” field, which will allow you to open a listing of all *open* STM classes. Once you select your “school,” scroll to the bottom of the page and click on “**Submit**” once.
6. All open STM classes will be displayed. Click on the box “**Select Course**” for the class you want. Select “**C-Credit/Letter Grade**” under the “**Take For**” column (to choose the grading option). Click on “**Submit**” once finished choosing classes.
7. You’ll see “**Selection Confirmation**” and a list of your chosen classes. If it’s correct, click on “**Submit**” once. This officially submits your chosen classes to the Registrar’s Office.
8. Read the Terms of Agreement, then click on “**I Agree.**”
9. You’ll see “**Registration Results,**” showing the final results—ie, what you’re officially signed up for and what you’ll be billed for. You can print a paper copy of your results; that way, you’ll have registration confirmation, and **you’ll know the location of your classroom(s)!** (SU Online is the only place where classroom locations are posted.)
10. Finally, click on “**Log Out**” to end your session. Congratulations, you’re done!



If you have any questions, call the Office of the Registrar at (206) 296-2000, ext. 3.

Extra Registration Hints:

If you want to drop a class, click on “**Drop Classes**” at the bottom of the page (“**Drop Classes**” is also an option back at the **Main Menu**).

**Navigating <http://www.seattleu.edu/>,
the Seattle University Website for
Important School Services and Programs**

SU Office or Department Email Address/Path	What information you can access and gather		
STM Homepage www.seattleu.edu/stm	Topics of interest to students including Alumni News (Bulletin Board with job openings); Continuing Ed (CEN); Course Offerings; Financial Aid; Great Theologians, etc. Printed copies of the course schedules are not available in the STM Office. Check out the “Current Students” page to locate STM course schedules and descriptions, syllabi, summer course assignments/reading lists, etc.		
SU Online https://suonline.seattleu.edu	SU Online is the site where you register online for classes, search for open classes, check your schedule, and check your grades. To do these functions, click on the heading “ Access Student Menu ” on the <u>Main Menu</u> page. On the next <u>For Students</u> page, you’ll see these selections (and choose according to your needs): <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <u>Registration</u> Search for classes My class schedule Register/Add classes* Drop classes </td> <td style="width: 50%; vertical-align: top;"> <u>Academic Profile</u> Grade Point average by term Transcript </td> </tr> </table> *This is the official place to register for classes. Consult the “Registration Information” heading on the <u>Main Menu</u> , or the “How to Register on the Web” sheet for registration instructions.	<u>Registration</u> Search for classes My class schedule Register/Add classes* Drop classes	<u>Academic Profile</u> Grade Point average by term Transcript
<u>Registration</u> Search for classes My class schedule Register/Add classes* Drop classes	<u>Academic Profile</u> Grade Point average by term Transcript		
Seattle University Email owa.seattleu.edu	To check your SU email account, click on <u>Enter Seattle University Email</u> . Then, enter your email username, “_____@seattleu.edu,” and then your email username and password, when prompted.		
Registrar www.seattleu.edu/registrar/	SU Online Web Registration Instructions and Worksheet; “SU Online—Search for Classes” link; Bulletin of Information; Commencement Information; Registrar’s Office Forms; Registration Information; SU Academic Calendar; List of Registrar’s Services.		
Financial Services www.seattleu.edu/sfs/	Financial Aid; Financial Aid Budgets; Paying Your Bill; Tuition and Fees; Important Dates; Printable Forms; Contact Information.		
Parking Services (Campus Safety and Security) www.seattleu.edu/safety	Traffic Flow; Parking Services (including student permit procedures and student parking rates); Map and Regulations; Bus Pass; Van Rental; Services; Contact Information.		
Information Technology (IT) www.seattleu.edu/oit/	Visit here for information on Campus Cards, Computer Labs (including locations & hours), Computer Training, Help Desk, and more.		
Lemieux Library www.seattleu.edu/lemlib/	Library Catalog (of all books and periodicals in the library); Search other Databases (for all published works); Hours and Phone; Reference; Circulation; Interlibrary Loan; Technical Services; Access to Electronic Journals, Newspapers, and Media Sources.		
SU Bookstore www.seattleubookstore.com/	Bookstore Location and Hours; General Books; Textbooks; Clothes and Gifts. Order and rent textbooks from this site.		
Health Center www.seattleu.edu/health	Providing health care services and encouraging wellness for SU students (for example, routine outpatient care, first aid treatment, immunizations, meds. and prescriptions, laboratory procedures, and male and female health care). Information about Health Center Location; Hours; Eligibility and Cost; Student Insurance.		
Student Academic Services: Learning Center and Disabilities Services www.seattleu.edu/sas	<u>Academic Assistance:</u> Personalized academic assistance; Tutoring; Academic success seminars; Handouts and reference books. <u>Disabilities Services:</u> Accessing services; Accommodations; Assistive aids and devices; Student responsibilities; Support for personal development.		
Writing Center www.seattleu.edu/writingcenter/	Trained writing consultants help SU students through all stages of the writing process (for free!). Information about Hours and Location; the Consultants; What We Do; Links to Resources.		



Summer Housing at Seattle University

*Visit the Seattle University STM Housing website
to view your options for staying with us as you study this summer:*

Our residences here at Seattle University are unusual among college residences, because although there are shared restroom facilities down the hall as most colleges have, our individual bedrooms also each have a vanity with sink and mirror. In either building, standard rooms have two twin beds that are made up for guest arrival and have chocolates on the pillows; towels are provided as well. We are able to offer either single or double occupancy rooms for you, and would be able to accommodate requests for early arrival or late departure housing as well.

All rooms have complimentary high speed internet access and free local telephone service. Although a permit is required to park on campus, parking is complimentary for all registered guests.

In Campion Tower, we now also offer Seattle University Signature Service in a limited number of rooms and dates. All rooms have sweeping views of either Mount Rainier or the city of Seattle. They also have nicer appointments than our standard rooms: nicer chocolates on the pillows, nicer linens, a desk lamp, a refrigerator, hair dryer, and iron and ironing board.

We also have housing in Murphy Apartments, available by the week. Their amenities are similar to the standard rooms except that they also have a bathroom in each apartment. They are available in the following configurations: (1) Studio Apartment with one twin bed, or (2) a One-Bedroom Apartment with a bedroom that has two twin beds, a small living room, and one bathroom.

***To register go to: www.regonline.com/STM2011
For questions email: suconferences@seattleu.edu or Call 206-296-5620***

Seattle University
Academic Calendar 2011-2012
(Summer Quarter - Spring Quarter)

Summer Quarter 2011

- June 20 Classes Begin: First 4-week 8-week terms
- June 26 Last Day, Add/Drop or Change Grading Options: First 4-Week 8-Week Terms
- June 27 Registration Continues: Second 4-week and Intersession Terms
- July 02 - July 04 Independence Day Break: No Classes
- July 05 Last Day to Withdraw: First 4-Week Term
- July 16 Last Class Day: First 4-Week Term
- July 18 Classes Begin: Second 4-Week Term
- July 24 Last Day to Add/Drop or Change Grading Options: Second 4-Week Term
- July 25 Last Day to Withdraw: 8-Week Term
- August 1 Last Day to Remove N Grade: Summer 2010
- August 1 Last Day to Withdraw: Second 4-Week Term
- August 13 Last Class Day: 8-Week and Second 4-Week Terms
- August 17 Grades Due: Noon—Grades Posted on SU Online by 6pm

Intersession 2011

- August 15 Classes Begin
- August 21 Last Day to Register, Add/Drop or Change Grading Options
- August 29 Last Day to Withdraw
- September 03 through September 05 Labor Day Break: No Classes
- September 12 Last Class Day
- September 16 (12 PM - 2 PM) Grades Due: Noon
- September 16 (6 PM - 2 PM) Grades posted on SU Online by 6 p.m.

Fall Quarter 2011

- September 07 Non-Matric Registration: Fall 2011
- September 14 (8 AM - 12 PM) University Convocation: 8a.m. - Noon - Faculty & Staff
- September 19 New Student Academic Convocation
- September 21 Classes Begin
- September 27 Last Day to Register, Add/Drop or Change Grading Options
- September 29 (11 AM - 1 PM) Mass of the Holy Spirit (classes between 11 a.m. - 1 p.m. cancelled)
- October 01 Last Day to Apply for Graduation: Winter 2012
- October 21 Last Day to Remove I Grade: Spring and Summer 2011
- October 25 - November 04 Advising Period: Winter 2012
- November 01 Last Day to Apply for Graduation: Spring 2012
- November 04 Last Day to Withdraw
- November 11 Veteran's Day Observed: No Classes
- November 14 Advance Registration Begins: Winter 2012
- November 15 Last Day to Remove N Grade: Fall 2010
- November 23 - November 26 Thanksgiving Break: No Classes
- December 03 Last Class Day
- December 05 - December 10 Final Examination
- December 11 - January 03 Christmas Break
- December 14 (6 PM - 12 PM) Grades Posted on SU Online by 6pm
- December 19 Non-Matric Registration: Winter 2012
- December 26 - January 02 Administrative Offices Close for Christmas and reopen January 3rd

Winter Quarter 2010

Winter Quarter 2012

- January 04 Classes Begin
- January 10 Last Day to Register, Add/Drop or Change Grading Options
- January 16 Martin Luther King's Birthday Observed: No Classes
- February 01 Last Day to Apply for Graduation: Summer and Fall 2012
- February 03 Last Day to Remove I Grade: Fall 2011
- February 07 - February 17 Advising Period: Spring 2012
- February 10 Last Day to Withdraw
- February 20 President's Day: No day classes (Evening classes will meet as scheduled)
- February 21 Advanced Registration Begins: Spring 2012
- March 01 Last Day to Remove N Grade: Winter 2011
- March 12 Last Class Day
- March 12 Non-Matric Registration: Spring 2012
- March 14 - March 17 Final Examinations
- March 18 - March 25 Spring Break
- March 21 Grades Due: Noon -- Grades posted on SU Online by 6 p.m.

Spring Quarter 2012

- March 26 Classes Begin
- March 26 Last Day to Register, Add/Drop or Change Grading Options
- April 06 - April 07 Easter Break: No Classes
- April 12 University Mission Day 8:00 am-Noon: No Morning Classes (All afternoon and evening classes will meet as scheduled)
- April 20 Last Day to Remove I Grade: Winter 2012
- May 01 Last Day to Register N Grade: Spring 2011
- May 01 - May 11 Advising Period: Fall 2012
- May 04 Last Day to Withdraw
- May 10 Advance Registration Begins: Summer 2012
- May 14 Advance Registration Begins: Fall 2012
- May 28 Memorial Day Observed: No Classes
- June 04 Last Class Day
- June 05 - June 09 Final Examinations
- June 09 Baccalaureate
- June 10 Commencement
- June 13 Grades Due: Noon -- Grades posted on SU Online by 6 p.m.