

# Student Services

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The highest priority of St. Mary's University is to provide the highest-quality academic experience for its student. A variety of useful services and resources are offered to assist students as they begin, or prepare to begin, their St. Mary's journey.

## Academic Advising

### Statement of Philosophy

Consistent with the "Statement of Mission for St. Mary's University", the primary purpose of the academic advising program is to assist students in the development of meaningful educational plans which help shape their values and life goals. Academic advisers assist students by promoting a freshman through senior year academic advising plan, which encourages student participation in career exploration. Academic advising is a continuous process of clarification and evaluation. Academic advisers assist in this process by helping students to identify and assess alternatives and the consequences of their decisions. However, students are ultimately responsible for making decisions about their life goals and educational plans.

Students are advised by a faculty member of their declared academic major. If students have not declared a major, they are advised by a faculty member of the School in which they have an interest in exploring educational opportunities. Undeclared major students are assigned a new academic adviser when they declare a major.

The academic advising program emphasizes the student-adviser relationship. All students are required to meet with their academic adviser every semester during their Priority Advising days and are encouraged to seek their adviser's assistance throughout the academic year.

## Information Technology Services

Information Technology Services (ITS) provides the University community with high quality technology infrastructure and services in support of its mission to prepare and educate leaders of tomorrow's world. Students coming to St. Mary's University are asked to bring a lap top to campus. All student dorms provide Internet access to residents. Over 80% (58/68) of classrooms are equipped with projection and Internet access, and approximately 1/3 of the classrooms are wired for student connectivity. We support a Web-based course management system allowing students access to course materials, communicating with instructors and fellow students, and submission of coursework and assignments. Wireless access is available in all open areas such as the library, the university center, and the Charles L. Cotrell Learning Commons.

The Technical Support Center (TSC) provides prompt and friendly support for all students, staff and faculty of St. Mary's. We welcome you to communicate with us by phone, email, online and walk-in for computing/technology support. The TSC is located in the Charles L. Cotrell Learning Commons on the 1st Floor of the Louis J. Blume Library.

## Library and Instructional Services

Library and Instructional Services, including the Louis J Blume Library, Academic Imaging and Media Center, and Learning Assistance Center were created to combine all those academic support services which facilitate and enhance individual and group instruction. The individual components of Library and Instructional Services have unique purposes and functions which are listed below:

### Academic Library

The Blume Library offers a wide variety of resources in print and non-print media. The three-story building is designed for both individual and group study research. It contains 100,000 square feet of floor space with seating for 450. Wi-Fi is available throughout the building for the St. Mary's community.

Located on the second floor are government documents, a small art gallery with rotating exhibitions, and seating areas for quiet study. The second floor also houses the Marianist Collection, the Map Collection, the Teacher Education Collection, and the Juvenile Literature Collection.

The third floor contains the primary circulating collection and Special Collections. Also on the third floor are the Learning Assistance Center and quiet study seating at open carrels. The third floor also contains the new Center for Graduate Excellence.

The library provides 24-hour access to over 35,000 electronic serials and aggregated databases. The online collection also consists of a growing collection of over 120,000 eBooks. Librarians provide instruction and workshops in library use, much of it tailored to individual classes, and a full range of reference services.

The Cotrell Learning Commons is located on the first floor and is accessible from the Library or through a separate entrance. The Commons provides space for informal individual and group study, with seating for 250 individuals. The Research Desk and a Starbucks coffee shop are located in the Commons. Also located in the Commons are the Technical Support Center, Academic Technology Services, Academic Media Center, and the Media Viewing Room.

## Academic Media Center

The Academic Media Center (AMC) located on the ground floor of the Louis J. Blume Library serves students and faculty in the development of mediated instruction and learning. AMC is part of ITS division reporting under Academic Technology Services. AMC provides tutorials and workshops in web development, mediated presentations, video and photographic media for academic work. The AMC media professionals assist students with the development of instructional materials, in cooperation with the faculty, for classroom use. The Center is responsible for maintaining audio visual equipment such as laptops, flip cameras, projectors, and screens for student use. The AMC also delivers audio visual equipment to traditional classrooms, for training in its use, and for maintenance. The AMC provides several computer labs with a wide array of media software for student use and a 52-seat MediaView Room.

## Rattler Success Center

Located in the Louis J. Blume Library, the Rattler Success Center serves St. Mary's University by providing instructional and academic peer coaching resources for students, staff, and faculty in a collaborative and holistic environment. The RSC offers tutorial support and group work in the following academic areas: accounting, biology, chemistry, computer science, economics, English, engineering, foreign languages, mathematics, physics, and statistics. The RSC also provides academic peer coaching to strengthen time management, organization, study, note-taking skills for intellectual and personal growth.

The Center also supports students needing individualized instruction in English as a Second Language. The Writing Center, housed in the RSC, allows students to work with peer tutors on any writing task from prewriting to finished paper. The RSC provides programmed instruction, audio/visual materials, computer software, and an extensive online learning library in all subjects for students who wish to work independently.

## United Colleges of San Antonio

In 1970, the governing boards of the University of the Incarnate Word, Our Lady of the Lake University, St. Mary's University of San Antonio, and Oblate School of Theology adopted an agreement to develop and maintain a cooperative enterprise for undergraduate and graduate learning in San Antonio. The institutions cooperate with each other through a central coordinating body.

## McNair Scholars Program

The McNair Scholars is a program for undergraduates in order to encourage and assist low-income, first generation students and students from underrepresented groups to continue their studies in graduate school, particularly in academic doctoral programs leading to a Ph.D. During the academic year, McNair scholars will learn about the various aspects of graduate school. A smaller group of McNair scholars will be selected to attend a 8-week summer research internship at the University of Notre Dame, where students perform Faculty Directed Research. Participants must meet the eligibility criteria determined by the U.S. Department of Education.

## Campus Recreation Programs

The mission of Campus Recreation is to enhance the mind, body and spirit of students, faculty, staff and guest by providing excellent programs, services and facilities that are responsive to the physical, social, recreational, and lifelong educational needs of a diverse community. The Intramural Sports Program provides an opportunity for students, faculty and staff to participate in a variety of individual and team recreation activities in the men's, women's and co-rec divisions. The Fitness program offers instructions in proper form and usage of the fitness room equipment, variety of group fitness classes, and personal fitness assessments. Aquatics offers a heated natatorium suitable for the serious lap swimmer and the swimmer who is more interested in the leisure and relaxation aspect of the pool. Aquatics offers year round classes in Lifeguarding, Water Safety Instructor and swim lessons for all ages for St. Mary's University community and public alike. The indoor rock-climbing wall is an exciting and fun alternative to traditional exercise. A popular activity among students, the 40 ft. climbing wall is a unique experience that offers novice to advance climbing routes, an artificial crevice, and a 45-degree overhang.

## Community Engagement

As a Catholic and Marianist University, St. Mary's is committed to providing students with experiential learning opportunities that inform their development of faith and vocation, their understanding of justice and the Common Good, and their journey to becoming leaders in our local, national and global communities. Through involvement with ongoing local volunteer opportunities, service-learning classes, advocacy work, immersion experiences and civic leadership – all rooted in reflection and shaped by our Catholic identity – the Office of Civic Engagement serves to connect our students to the world around them as they identify where their passions, skills and talents meet the world's needs. Simultaneously our office works to build and maintain healthy and mutually beneficial relationships with community partners, particularly those on the West Side of San Antonio. We serve as the connector of our students and neighbors in a joint effort to learn from one another in a process of community growth and development, heeding Father Chaminade's wisdom that "new times call for new methods," and working together to discover our best possible response.

## Intercollegiate Athletic Programs

St. Mary's University participates in intercollegiate athletic programs for men and women, designed to assist in the overall development of students. Varsity athletic teams at St. Mary's are rich in history and tradition. School colors are gold and blue and the team name is the Rattlers. St. Mary's is a member of the Lone Star Conference, the National Collegiate Athletic Association Division II. St. Mary's teams participate in baseball, basketball, golf, soccer and tennis for men; and basketball, softball, soccer, STUNT, tennis, volleyball and golf for women, and esports for men and women. The Bill Greehey Arena is the home of the basketball and volleyball Rattlers while Dickson Stadium, one of the finest collegiate baseball stadiums in the

country, is the home of the baseball team. The softball team plays at the Softball Stadium, while Sigma Beta Chi Field houses the soccer teams and the Rohrbach Stadium Tennis Complex is home to tennis. The esports team competes at the Spectrum Esports Arena. St. Mary's University has five national champions: The 1986 and 2002 women's softball team, 1989 men's basketball team, the 2001 baseball team and a 2006 men's golf individual. The Rattlers also have two national academic championships in the sports of men's and women's golf.

## Residence Life

The Office of Residence Life at St. Mary's University is a component of the Student Development Division and is shaped by Marianist traditions. Residence Life provides residence halls that are communities which develop students' life skills and personal responsibility and serve as transitional environments to future roles and service to society. First year students that reside outside of San Antonio/Bexar County are required to live on campus for their first two (2) years unless they receive permission prior to beginning of their first semester from the Office of Residence Life.

## Student Identification Cards

During the registration processes each student is responsible for obtaining a Rattler Identification Card from the Technical Support Desk located in the Cotrell Learning Commons. The Rattler card is necessary for participating in student activities, elections, athletic and cultural events; for checking out books from St. Mary's library and other college libraries; for use in the Registrar's Office, the Business Office, and the Bookstore; for use as a meal card in the Dining Facilities and other official uses by the University. All students are required to carry their identification while on campus and must present it upon the request of any University official.

## Student Integrity and Welfare

The St. Mary's University student conduct program is managed by the Vice President for Student Development/Dean of Students and is committed to be an educational and developmental process that balances the needs of individual students with the needs of the University community. Every member of the St. Mary's University community bears responsibility for their conduct and assumes reasonable responsibility for the behavior of others.

The Vice President for Student Development/Dean of Students is the principal officer for all non-academic discipline and may assign persons designated to implement these procedures (St. Mary's University Faculty Handbook, 2.17.2).

At St. Mary's University, the Vice President for Student Development/Dean of Students has assigned management of the student conduct process to the Assistant Director for Student Integrity and Welfare who oversees and manages day-to-day operations of the student conduct process. The Vice President for Student Development/Dean of Students has also delegated limited authority to Residence Life Professional Staff to resolve certain resident student conduct reports as assigned by the Assistant Director.

## Student Publication

St. Mary's University supports student publications, such as The Rattler, so that they can explore and discuss student concerns, campus events, and (to some extent) world affairs. The publication records and provides a forum for student opinion, while also modeling responsible journalism.

Since all student media are public forums, their content is not censored, nor is funding withheld because of it. The content of The Rattler is decided by its student editors, not by the administration, faculty or staff of St. Mary's. The Associate Vice President for Student Development chairs the Student Publications Board, which supports the student editors and staff advisers of all publications to ensure consistency with the mission of the University.

## University Ministry

University Ministry is an expression of a desire to be present to all who are involved in higher education. It is a department that is inspired to be bold and creative in the task of rethinking the goals, structures, style and methods of evangelization and seeks to create and develop a ministry that is "of a missionary option", a missionary impulse capable of transforming everything, so that spirituality and customs of faith can be suitably channeled for the evangelization of today's world. Its mission is to assist the University's efforts in providing opportunities for all its members to develop the intellectual, moral, and spiritual principles needed for leading value and God-centered lives. Inspired by Catholic and Marianist traditions, University Ministry seeks to unite all persons on campus at their deepest level of religious consciousness, and to enrich them through a genuine ecumenical sharing. University Ministry, staffed by religious and laity, fosters a spirit of community and faith. We provide opportunities to strengthen one's spiritual life and, in collaboration with other departments, encourage community members to respond to the needs of others through the celebration of the Eucharist and other Sacraments, prayer, community service, social justice programming, service immersion experiences, pastoral counseling, retreats, Small Faith-Sharing Communities, spiritual direction, faith formation, peer ministry and other activities. The Eucharist is offered daily when classes are in session and on Sundays in the University Chapels. Special all-school Masses and smaller liturgies and prayer services are interspersed throughout the year. All the members of faith on campus are called, according to their own gifts, to share in this ministry. We welcome the participation of faculty, staff, students and Alumni as part of the team effort to integrate a growing sense of ministry and service into the total experience of our academic community.

## Commuting Rattlers

This area provides programming and services to St. Mary's University commuter students exclusively! Events include free grab n' go food, treasure hunts for prizes, biannual family events and opportunities to meet other commuter students.

## Fraternity and Sorority Life

Social-Greek organizations offer students unique opportunities to develop leadership skills, strengthen personal academics, give back to the local community, and form lifelong friendships. Students who have completed at least 12 credit hours in their most recent semester and are in good academic standing are able to participate in recruitment for these organizations.

## Leadership

Become a leader among your peers. St. Mary's University offers a strength-based learning leadership program to students: Emerging Leaders. The Emerging Leaders program strives to strengthen student's leadership skills by promoting ethical leadership and the positive psychology movement.

## Registered Student Organizations

The University provides students with opportunities to form focused communities in academic, social, service, and professional interests. Students develop and utilize leadership skills, with an emphasis grounded in the Marianist charism. Membership in these organizations provides opportunities for developing the qualities expected of college graduates. To learn how to register a student organization, visit Rattler Tracks (<https://stmarytx.campuslabs.com/engage/>).

## Student Activities

The Department of Student Life hosts free events for all St. Mary's students, providing fun opportunities to foster a vibrant campus community. Student Life and the student-run University Programming Council host on-campus programs at various campus locations including The Pub at St. Mary's. In addition, students can participate in San Antonio excursions for a discounted rate, including StMU Night at the Spurs, Broadway Show Series, and Six Flags Outing(s).

## Student Government

The Student Government Association (SGA) promotes undergraduate and graduate students' rights, needs and interests; ensures academic freedom and academic responsibility; and continuously supports and promotes the values of St. Mary's University. Elections are held every spring for the Executive Board and Senators, with the elections for Freshman Senators conducted in early fall. SGA puts on a variety of events every year, including Dinner with the Deans, Chami's Birthday Celebration, and 24 hours access to The Commons during finals.

## Student Health and Wellness Programs

St. Mary's University's Student Health and Wellness Programs work together to support students' holistic wellness journey. Student Health and Wellness Programs include the Student Counseling Center, Student Health Center, Wellness Programs, and Student Accessibility Services.

## Student Accessibility Services

Student Accessibility Services offers services and accommodations for students with documented disabilities. Covered disabilities include but are not limited to medical and mental health conditions. To apply for services, students must schedule an appointment and provide appropriate documentation of their disability and requested accommodations. The appointment will identify needs, required documentation and assistance options. We also provide accommodated testing for students who qualify. Please call 210-436-3135 or email [accessibility@stmarytx.edu](mailto:accessibility@stmarytx.edu) for appointments and questions.

## Student Counseling Center

The Student Counseling Center supports current St. Mary's students with single-session therapy, individual counseling, couples counseling, group counseling and psychiatric services. The center uses a short-term counseling mode but may provide referrals for students needing services not offered. All services are free to current students. Please call 210-436-3135 for appointments and support during business hours. Rattler Help Line: 210-825-3622 for crisis support 24/7, 365 days a year.

## Student Health Center

The Student Health Center is a primary care health clinic. All enrolled students are eligible to receive care. For those enrolled in the Student Health Insurance Plan, there is a co-pay per office visit for covered services. Students who have other insurance or no insurance will be responsible for the cost of the office visit and any additional charges for lab, medications and procedures performed in the clinic. Students can make appointments via Gateway. Please call 210-436-3506 for appointments and questions.

## Wellness Programs

Wellness Programs provide opportunities for St. Mary's University students to enhance their holistic well-being. Through participation in our events and services, our students will cultivate their wellness and develop sustainable lifelong practices. Our team, including Peer Health Educators and a Wellness Coordinator, provides a full calendar of programs, events and trainings to aid in students' awareness of the eight dimensions of wellness. Wellness Programs offers a Confidential Advocate Program, Wellness Coaching, It's On Us (student group), Rattler Den (food and hygiene pantry), federal benefit application assistance and various events/presentations surrounding topics such as self-care, alcohol education, stress management, healthy eating and more! Contact us to schedule an appointment or learn more at 210-436-3837 or [wellness@stmarytx.edu](mailto:wellness@stmarytx.edu).

## **International Student Services**

International Student Services serves as a point of contact for international students at St. Mary's University from pre-arrival through post completion of their studies. Immigration services include issuing Form I-20AB needed to obtain an F-1 student visa, recommending and authorizing practical training, and maintaining student information in SEVIS (Student & Exchange Visitor Information System), the government database. Other services include international check-in, serving as a liaison between international students and other campus offices, information on obtaining a Social Security Number and Texas Identification card, and offering workshops and cultural events specifically for International Students.

## **Testing Services**

The Rattler Success Center offers placement testing and serves as a national testing center for a variety of programs including CLEP and THEA. Test fees are set by the particular program. Some tests require additional on-site administrative charges.

## **Veterans Affairs**

The VA Certifying Official serves as the liaison between the Department of Veterans Affairs and students of St. Mary's participating in a VA educational training program. The VA Certifying Official at St. Mary's is the training institution's representative responsible for completing all paperwork necessary to certify the enrollment and changes in enrollment for students eligible for VA benefits. All students applying for VA education benefits must complete the request for the VA Certificate of Eligibility (CoE) and the St. Mary's Certification Form. The St. Mary's Certification Form must be turned in at the beginning of every semester. VA students are responsible for notifying the VA Certifying Official of changes in their enrollment status. The VA Certifying Official is located in the Office of Financial Assistance.