

SEATTLE UNIVERSITY

STUDENT HANDBOOK 2011-2012



Seattle University does not discriminate on the basis on race, color, religion, sex, national origin, age, disability, marital status, sexual or political orientation, or status as a Vietnam-era or special disabled veteran in the administration of any of its education or admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment policies and practices. All University practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries about the non-discrimination policy may be directed to the University's EEO officer and Title IX coordinator, University Services Building 107, (206) 296-5870, or hr@seattleu.edu

September 2011

Dear fellow Redhawk:

It is my pleasure to welcome you to Seattle University and to your new academic year. Please take the opportunity to review this handbook as it contains important information that highlights the many resources here on campus that are devoted to your success as a student. As a Seattle University student take advantage of what this campus offers; excellent academic rigor, a vibrant campus life and opportunities to reflect and develop your spirit. Our goal is to contribute to your development as a leader, provide important moments to exercise your leadership and plant the seeds that will encourage you to make a constructive difference in the world well beyond your graduation.

Take the time to identify your passions, lead a healthy life, connect with outstanding faculty and staff, get involved and support our Redhawks at an athletic event. We are glad you are here and look forward to working with you.

**Jacob L. Diaz, Ed. D.
Vice President, Student Development**

TABLE OF CONTENTS

EQUAL OPPORTUNITY, NON-DISCRIMINATION, AND HARASSMENT POLICIES	6
ACADEMIC CALENDAR	8
ABOUT SEATTLE UNIVERSITY	8
Background	8
Overview	8
Mission	8
Vision	8
Values	8
How We Educate	9
CAMPUS RESOURCES AND INFORMATION	9
University Bookstore	10
Campus Card	10
Cash Machines	11
Computers and Computer Labs	11
Engineering Computer Lab	11
Pigott Computer Lab	11
Bellevue Eastside Education Center (ECC)	11
Email	12
Copy and Mailing Services	13
Catholic Mass in Campus Chapels	14
Food Service (Bon Appétit)	14
Kinsey Gallery	15
Recycling (Campus Sustainability)	15
ACADEMIC RESOURCES AND INFORMATION	17
Academic Advisement	17
Bellarmino Advising Center	17
Office of Fellowships	18
Culture and Language Bridge Program	18
Disabilities Services	19
Lemieux Library and McGoldrick Learning Commons	19
Learning Assistance Programs	20
Math Lab	20

Writing Center	21
ACADEMIC POLICIES	21
Office of the Registrar	21
CODE OF CONDUCT	22
Integrity Formation	22
STUDENT LIFE	23
Athletics	23
Campus Ministry	24
Career Services	25
Center for Service and Community Engagement	25
Commuter and Transfer Student Life	26
Commuter Student Services	26
Collegia Program	26
Transfer Student Services	27
Counseling and Psychological Services (CAPS)	27
International Student Center	28
Off-Campus Housing	29
Office of Multicultural Affairs	29
Office of Wellness and Health Promotion	29
Student Center and James C. Pigott Pavilion for Leadership	30
New Student and Family Programs	30
Leadership Development	31
Student Activities	31
Student Events and Activities Council (SEAC)	32
Associated Students of Seattle University (ASSU)	32
Recognized Student Clubs	32
Club Connection	33
Graduate Student Council	33
Dance Marathon	33
Student Health Center	33
Health Insurance	34
Student Newspaper	34
Student Radio Station	35
University Recreation—Facilities, Activities, and Programs	35
FINANCIAL INFORMATION	37
Check Cashing	37

Paying Tuition and Fees	37
Financial Aid	37
Work-study and Part-time Jobs	38
HOUSING AND RESIDENCE LIFE.....	39
Seattle University Residency Requirement	40
Housing and Residence Life Staff	41
Residence Hall Housing Options	43
Residence Hall Services	45
Community Living	47
TRANSPORTATION AND PARKING.....	50
Airport	50
Bicycles	50
Buses	50
Disabled Parking	51
Ferries	51
Impounded Car or Bicycle	51
Motorcycles	51
Parking	51
Ride Sharing	51
Taxis	52
PUBLIC SAFETY.....	52
Emergency Numbers	52
Campus Public Safety Department	53
Assault	53
What you can do if a sexual offense occurs	54
Reporting Procedures	55
Rape Prevention and Self Protection Awareness Programs	56
Earthquakes and Natural Disasters	57
COMMUNITY DIRECTORY.....	58
CAMPUS DIRECTORY.....	59

INTRODUCTION

This handbook references campus resources. For campus policies and the code of student conduct please see <http://www.seattleu.edu/studentdevelopment/>. You are responsible for being informed about university policies, regulations and standards contained in the Handbook or referred to in these publications. The Handbook is prepared for publication by the Office of New Student and Family Programs.

EQUAL OPPURTUNITY, NON-DISCRIMINATION, AND HARRASMENT POLICY

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. For a complete list visit <http://www.seattleu.edu/policies/nondiscrimination/>

All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries relating to these policies may be referred to the University's Vice President for Human Resources and University Services. Consistent with the requirements of Title IX of the Education Amendments of 1972 and its implementing regulations, Seattle University has designated three individuals responsible for coordinating the University's Title IX compliance. Students or employees with concerns or complaints about discrimination or harassment in employment or an education program or activity may contact any one of the following Title IX coordinators:

Seattle University seeks to promote and maintain an environment free from harassment of any type. Sexual harassment can interfere with a student's academic performance and emotional and physical well being. Preventing and remedying sexual harassment at Seattle University is essential to ensuring a nondiscriminatory environment in which students can learn. A complete copy of the Policy and Complaint Procedure Relating to Sexual Harassment of Students by Students is available in the Office of the Vice President for Student Development.

If a student has a concern about harassment by another student or group of students, this should be reported to the Office of Public Safety, the Office of Student Development, or any of the Contact Persons listed below. If a student has a concern about harassment by a member of the faculty, staff or administration, or by anyone in an employment or teaching situation, this should be reported to Human Resources and is governed by the Seattle University Policy on Sexual Harassment.

Seattle University is committed to the individual rights of all members of its community of diverse students, faculty, and staff. We are called by our institution's Catholic heritage and Jesuit mission to engage in a fundamental dialogue of cultures and perspectives in the service of faith and the promotion of justice for all members of our community. We value and celebrate a diverse educational community, united in the common goals of teaching and learning, educating for values, preparing for service, and fostering the holistic development of persons. By encouraging, nurturing, and protecting equal opportunity, we create an environment that sustains freedom of thought and academic excellence.

As a community, we are committed to respect persons and their differences, to foster the values of personal dignity, civility, and mutual respect, and to model and defend these values. As a campus, we support the individual's right to be free of any threatening or demeaning situation or circumstance. We will

not tolerate any form of bigotry, harassment, intimidation, threat or abuse, whether verbal or written,

physical or psychological, direct or implied.

Policies are in place to ensure that students and employees can raise concerns with the confidence that the matter will be handled professionally and without fear of retaliation.

Ruth Donohue

Manager of Human Resources
RIAN 215 (206) 296-5865
donohue@seattleu.edu

Gerald Huffman

Vice President for Human Resources and University Services
University Services Building 107 (206) 296-5869
huffmaje@seattleu.edu

Paula Macias

Human Resources Manager
RIAN (206) 296-5868
maciasp@seattleu.edu

Dr. Jacquelyn Miller

Associate Provost for Academic Affairs
Administration 104 (206) 296-5446
jcmiller@seattleu.edu

Dr. Michele C. Murray

Associate Vice President for Student Development
Student Center 140C 206-296-6066
mmurray@seattleu.edu

Dr. Alvin Sturdivant

Assistant Vice President for Student Development
Student Center 140B (206) 296-6066
sturdial@seattleu.edu

Individuals may also contact the [Office for Civil Rights](#) of the U.S. Department of Education.

ACADEMIC CALENDAR

To see the complete academic calendar please visit the Office of the Registrars website at <http://www.seattleu.edu/registrar/Calendar.aspx>

ABOUT SEATTLE UNIVERSITY

BACKGROUND

To learn about the history of Seattle University, please visit our website at www.seattleu.edu/home/history/

OVERVIEW

Founded in 1891, Seattle University is the Northwest's largest and most diverse independent university, with a student population of 7,000. The 48 acre campus houses eight schools: Arts and Sciences, Science and Engineering, Nursing, Education, Theology and Ministry, Law, Business and Economics, and the Matteo Ricci College.

One of 28 Jesuit Catholic universities in the United States, Seattle University draws upon the Jesuit educational philosophy to develop critical thinkers and compassionate leaders. Seattle University focuses on students' intellectual and spiritual development through a high-caliber faculty, small class sizes, challenging curriculum, and emphasis on education for justice. Accordingly, Seattle University alumni are high-achieving, highly-engaged leaders in their communities and their professions.

Located within steps of Seattle's downtown core, Seattle University provides distinctive learning, service, and career opportunities for students. To balance the rigorous demands of the curriculum, students take advantage of the abundant cultural and recreational opportunities afforded by our location within a dynamic, global city and the natural wonders of the Pacific Northwest.

Seattle University is consistently listed among the top 10 best master's-granting universities in the West by *U.S. News and World Report*.

MISSION

Seattle University is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world.

VISION

We will be the premier independent university of the Northwest in academic quality, Jesuit Catholic inspiration, and service to society.

VALUES

Care - We put the good of students first.

Academic Excellence - We value excellence in learning with great teachers who are active scholars.

Diversity - We celebrate educational excellence achieved through diversity.

Faith - We treasure our Jesuit Catholic ethos and the enrichment from many faiths of our university community.

Justice - We foster a concern for justice and the competence to promote it.

Leadership - We seek to develop responsible leaders committed to the common good.

HOW WE EDUCATE

Excellent teaching, supported by high quality scholarship and personalized attention to student learning, ensures that intellectually challenging education is at the heart of our mission in undergraduate, graduate, and professional programs.

As a community of faculty and colleagues, in partnership with students, we seek a total educational experience encompassing the classroom, campus and community that develops competence, character, and leadership.

The Jesuit educational tradition promotes independent critical thinkers informed by the humanities, open to finding and serving God in all things, and challenged by the Jesuit priority of "the service of faith and the promotion of justice" to address issues of poverty, injustice, discrimination, violence, and the environment in knowledgeable, committed, and effective ways.

Inspired by the Catholic intellectual tradition, we encourage and assist all students to explore their relationship with humanity, nature, and God; we provide all members of the university community the means to deepen the understanding of their faith; and we identify ourselves as a university that welcomes and promotes free dialogue among persons of diverse religious and intellectual traditions.

The mission of Seattle University will thrive to the extent that all persons within the university engage one another as collaborative colleagues, that our boards guide us in informed and committed ways, that our friends and the wider public take pride in, support, and call upon the services of Seattle University, and that our alumni manifest the fulfillment of our mission in their lives and professions.

Seattle University is the most racially and culturally diverse, the most genuinely urban, and the largest multidisciplinary independent university of the Northwest. Utilizing these three assets for the education of our students and the service of society presents opportunities unique to Seattle University.

Seattle University -- Connecting the mind to what matters.

SEATTLE UNIVERSITY FIGHT SONG

Let's give a cheer for Seattle
O' Seattle U
Show them the fight of the Red & White
They will win for you
Fight, Fight, Fight
Over the foes we're victorious
And victory is our cheer
So let's give a cheer
For the whole gang is here
To cheer you Seattle U!

CAMPUS RESOURCES AND INFORMATION

It is important that the Office of the Registrar has your current address. If your address changes you must update it on SUOnline (www.suonline.edu). All students will be required to verify their address prior to registration for each term.

UNIVERSITY BOOKSTORE

Products & Services

- Textbooks
- General Books
- Office & School Supplies
- SU Clothing & Gifts
- Computer Supplies
- Candy, Snacks & Juice
- Cards, Gifts & Balloons
- Fast Special Order Book Service

On-Line Catalog

Shop our on-line catalog or for Bookstore information see our web page at www.seattleubookstore.com

Book Buyback

Students can save up to 62% on the cost of textbooks by purchasing used books and selling those books back at the end of the term, contingent on the bookstore receiving faculty book orders for the next term. We buy back used textbooks at ½ the purchase price if we have received faculty orders.

Return Policy

Textbooks can be returned for a full refund up to 5 calendar days from the first day of class for Fall, Winter or Spring terms, and 3 days from the date purchase thereafter. Summer term refund period is three days. Cash register receipt required and books must be in new condition (shrink-wrap intact).

Merchandise and General Books may be returned for a full refund up to 14 calendar days from the date of purchase with cash register receipt. Software, Study Guides, and Calculators are nonrefundable.

Payment

We accept Visa, MasterCard, Campus Card, cash.

Regular Hours:

Monday to Thursday 8:30 a.m. to 6:00 p.m.

Friday 8:30 a.m. to 5:00 p.m.

Saturday 10:00 a.m. to 4:00 p.m.

Location/Contact:

First Floor, University Services Building

206-296-5820 (main office)

206-296-5821 (textbooks)

206-296-2828 (fax)

CAMPUS CARD

Your campus photo ID card is your library card, electronic door key, dining card, vending machine card, Connolly Center card, and campus debit account card. All Campus Card account options offer you cashless convenience as well as added security for your money. Your card is automatically validated as long as you are enrolled or employed at Seattle University and it can be immediately deactivated if it is lost or stolen. Students, faculty, and staff are photographed and issued Campus Cards in the office which is shared with the Help Desk (Engineering 313). Each summer a large-scale card-issuing event for new students attending in the Fall is conducted. Bring a photo ID, such as a driver's license or passport, and your seven-digit University Identification number when you come to have your picture taken. Visit the web

site at <http://www.seattleu.edu/oit>

Hours:

Monday to Friday 8:00 a.m. to 4:30 p.m.

Location/Contact:

ENGR 313
Third Floor, Engineering Building
206-296-CARD (2273)
campuscard@seattleu.edu

CASH MACHINES

US Bank and BECU cash machines are located in the University Services Building and a US Bank cash machine is located in the Student Center. These machines will accept ATM cards from any financial institution on the Exchange Network or PLUS System.

COMPUTERS AND COMPUTER LABS

Students are encouraged to bring their own computers for use in their residence hall rooms. All student rooms are wired for computers and have Internet access. There are a number of computer labs on campus (see below). Also, there are numerous plug-ins for laptop use in the Student Center and wireless access is supported in most major building around campus.

Up-to-date lab hours and lab information is available on the web at <http://www.seattleu.edu/oit/page.aspx?id=45>, or by calling the Office of Information Technology Help Desk at 206-296-5571.

ENGINEERING COMPUTER LAB

The open engineering computer lab is in rooms 309 and 310 of the Engineering Building. This is the largest and most widely used computer lab on campus. This facility is equipped with Macintosh and PC-compatible computers, laser printers, and a scanner.

Monday - Thursday 7:00 a.m. to 11:00 p.m.
Friday 7:00 a.m. to 5:00 p.m.
Saturday 10:00 a.m. to 5:00 p.m.
Sunday 10:00 a.m. to 11:00 p.m.

PIGOTT COMPUTER LAB

The Pigott computer lab is in Pigott 206. The facility is equipped with PC computers, a scanner, and a laser printer.

Monday - Thursday 7:00 a.m. to 11:00 p.m.
Friday 7:00 a.m. to 5:00 p.m.
Saturday 10:00 a.m. to 5:00 p.m.
Sunday 10:00 a.m. to 11:00 p.m.

BELLEVUE EASTSIDE EDUCATION CENTER (EEC)

The EEC open computer lab at Seattle University's Eastside Education Center in Bellevue is in the Conifer Building of the Bellefield Business Park. This facility is equipped with PC-compatible computers

and laser printers. This facility has access to the main campus central academic computer systems. Call 425-451-0200 for more information.

Monday - Thursday 3:00 p.m. to 10:00 p.m.
Friday - Sunday Closed

Vlab virtual desktop connection instructions

In Fall 2009 Seattle University OIT released a virtual lab environment. This virtualization technology is now being deployed to the desktop in the labs which allows students and faculty to access the university lab resources from any PC or Macintosh connected to the internet.

The link below will take you to the virtual desktop Image of the lab. Please use either Internet Explorer (for Windows) or Safari (for Macintosh) and use your regular Seattle University logon and password to access the system **at the following URL**. <https://vlab.seattleu.edu/>

Also, please make sure you have the latest Remote Desktop Client installed on your computer and that you are running the latest Java version. The links are provided below for the installation.

Remote Desktop for Macintosh users: <http://www.microsoft.com/mac/products/remote-desktop/default.mspx>

Remote Desktop for Windows users:

<http://www.microsoft.com/windowsxp/downloads/tools/RDCLIENTDL.mspx>

Java download: <http://www.java.com/en/>

After these critical pieces of software are updated, you can launch <https://vlab.seattleu.edu/>. When prompted, your browser will ask you for permission and to accept a certificate. Please agree and accept this certificate. You will only need to do this once.

****NOTE**** Do NOT use Mozilla Firefox when trying to access the vlab website. This will only work with Internet Explorer (for Windows) and Safari (for Macintosh).

EMAIL

Network/Email accounts are available once you have accepted attendance to the University. Your SU account and password provides access to all services, including SU Online, Email, and ANGEL. To activate your account, visit <http://pwreset.seattleu.edu> and click on 'Forgot Password' link to set your email password. Provide the requested information to create the password for your account. Email, SU Online, ANGEL and other services can be accessed at the MySU portal, <http://my.seattleu.edu>.

Should you need assistance with your account, please contact the OIT Help Desk at 206-296-5571 or email helpdesk@seattleu.edu

Help Desk Hours

Fall, Winter, and Spring Hours
Monday-Thursday: 8AM to 9PM
Friday: 8AM to 6PM
Saturday: 9AM to 4PM
Sunday: CLOSED

Summer Hours

Monday-Thursday: 8AM to 6PM
Friday: 8AM to 4:30PM
Saturday: 9AM to 4PM
Sunday: CLOSED

COPY AND MAILING SERVICES

SUPERCOPY is the copying, printing and mailing center for students, faculty, and staff.

Print/Copy. We offer full-service color copying, black-and-white copying, digital printing and poster printing. Envelopes, resume paper, transparencies, and other specialty papers are also available. Our bindery and finishing services include comb and coil binding, saddle stitching, paper cutting and folding, laminating and more.

Course Packs. Course packs are available here! Please be sure to check with your instructor as course packs are sold in three locations.

Mail. Visit us for all your mailing needs . We sell individual stamps and offer a variety of US Postal Service options such as Priority, Express, and international mail*. We also offer UPS services for expedited shipping and large packages. **International mail not to exceed 1 lb.*

Additional Services. Other services include incoming/outgoing fax and self-service copying. For added convenience, SUpErCopy maintains additional self-service copy machines in the Lemieux Library, Campion Residence Hall, Pigott Atrium, Student Center, and the Law Library.

For more information and payment options, log on to www.seattleu.edu/supercopy.

Regular Hours:

Monday to Thursday 8 a.m. to 6 p.m.

Friday 8 a.m. to 5 p.m.

Closed Weekends

Hours are extended at the start of an academic quarter.

Location/Contact:

PAVL 010

Ground Floor, Student Center Pavilion

206-296-6117

supercopy@seattleu.edu

CATHOLIC MASS IN CAMPUS CHAPELS

Sundays: 11:00am and 9:00pm in the Chapel of St. Ignatius, (no 9:00pm Mass during summer and breaks).

Monday – Friday: 7:15am in the Immaculate Conception Chapel (no 7:15am Mass during summer and breaks) and 12:05pm in the Chapel of St. Ignatius.

The Mass schedule changes when classes are not in session. Worship times and locations for other faith traditions are available at Campus Ministry, 206-296-6075 and the Campus Ministry website at www.seattleu.edu/campusministry. For more information on the Chapel, call the Chapel Information Line, 206-296-5587.

FOOD SERVICE—BON APPETIT

Bon Appétit is widely regarded as the nation's premier contract foodservice provider and is famous for serving fresh, healthy, wholesome, and delicious food. Dishes are prepared from scratch, using the finest ingredients available. Organic and locally grown produce is used whenever possible. Special emphasis is placed on quality, variety, and value. At Seattle University, Bon Appétit offers the following on-campus food service locations:

Cherry Street Market

Located on the second floor of the Student Center, the Cherry Street Market is the largest dining facility on campus. Choices include a Mediterranean sauté station, an Asian wok station, authentic Latin cuisine, American comfort foods, Delicatessen, Grill, hot sandwich station, made-from-scratch soups, house-baked pastries, soft-serve ice cream, desserts, and an abundant salad bar.

Monday - Friday

Breakfast 7:00 a.m. to 10:30 a.m.

Continental breakfast 10:30 a.m. to 11:00 a.m.

Lunch 11:00 a.m. to 2:00 p.m.

Dinner (Monday – Thursday) 4:30 p.m. to 7:30 p.m.

Dinner (Friday) 5:00 – 7:00 p.m.

Saturday and Sunday

Continental breakfast 8:00 a.m. to 10:30 a.m.

Brunch 10:30 a.m. to 2:00 p.m.

Dinner 5:00 p.m. to 7:00 p.m.

Hawk's Nest Bistro

Located on the top floor of the Student Center, the Bistro is known for its comfortable atmosphere and magnificent view. Offerings include made to order entrées, personal pizzas, hot sandwiches, salads, house-made desserts, made-from-scratch soups, espresso, smoothies, beverages, and packaged items.

Monday -Thursday 11:30 a.m. to 11:00 p.m.

Friday 11:30 a.m. to Midnight

Saturday 6:00 p.m. to Midnight

Sunday 2:00 p.m. to 10:00 p.m.

The Cave

Located in the basement of Campion Tower, the Cave is a convenience store offering hot entrees, soups, snacks, groceries, beverages and sundry items.

Monday - Thursday 10:45 a.m. to 2:00 p.m.

6:00 p.m. to 11:00 p.m.

Friday 10:45 a.m. to 2:00 p.m.

Saturday 2:00 p.m. to 6:00 p.m.

Sunday 6:00 p.m. to 11:00 p.m.

The Sidebar

Located in the Sullivan Law Center, the Sidebar offers hot entrees, grilled sandwiches, made-from-scratch soups, grab-and-go sandwiches, salads, espresso and bottled beverages.

Monday - Thursday 7:30 a.m. to 7:30 p.m.

Friday 7:30 a.m. to 2:00 p.m.

Saturday and Sunday Closed

The Bottom Line

Located in the Pigott Atrium, the Bottom Line provides hot sandwiches, made-from-scratch soups, grab-and-go sandwiches, salads, espresso, bottled beverages, breakfast pastries and desserts.

Monday - Thursday 7:30 a.m. to 8:00 p.m.

Friday 7:30 a.m. to 2:00 p.m.

Saturday and Sunday Closed

The Byte

Located in the McGoldrick Learning Commons, the Byte offers hot soups, pre-packaged salads and sandwiches, beverages, espresso drinks and specialty teas.

KINSEY GALLERY

The Kinsey Gallery offers a variety of art shows, including faculty, and student work. There is no admission charge to the gallery. For further information on current and up-coming exhibitions please contact the gallery director in the Fine Arts department.

Hours:

Monday to Friday 10:00 a.m. to 12:00 p.m. , 1:00 p.m. to 4:00 p.m.

Location/Contact:

First Floor, Casey Building

(Within the College of Arts and Sciences Dean's Office)

206-296-5360 (Gallery Director)

RECYCLING (CAMPUS SUSTAINABILITY)

For more information on SU's sustainable practices or how to reduce your own environmental footprint, visit www.seattleu.edu/sustainability. Contact the Campus Sustainability Manager at 296-6999.

Recycle

Students can easily recycle these materials on campus: paper, cardboard, plastic, glass, aluminum and tin food containers, printer cartridges, batteries, cell phones, electronics, and packing material. To learn what to recycle and how, go to www.seattleu.edu/sustainability.

Compost Your Food Waste

Compost your food and food soiled paper in one of the many clearly labeled compost containers located in your residence hall recycle room, in the Student Center, In the Pigott building atrium, and outside many buildings on campus. Your post-consumer food waste is turned into compost by Cedar Grove, a local company. To learn what, where and how to compost, go to: www.seattleu.edu/sustainability.

On Campus Compost Facility

The pre-consumer food waste (fruit and vegetable trimmings, old bread, expired grains, and coffee grounds) generated by on-campus restaurant kitchens is composted on campus. The campus compost facility annually turns 25 tons of organic waste into compost which is applied on our landscape. Learn more about the facility at www.seattleu.edu/sustainability.

20 Cent Beverage Discount

Bring your own reusable mug and get a 20 cent discount on all hot drinks and fountain soda at the campus restaurants.

Water Fountains

Fill your reusable water bottle with FREE WATER at one of the numerous water fountains around campus. Many of these water fountains are filtered and equipped with a convenient candy cane-shaped bottle filler.

Move Out: Give it up for Good

At the end of Spring Quarter, students moving out of the residence halls and Murphy Apartments have a lot of stuff they don't want to bring home. Facilities Services sets up a collection station outside each building for students to donate clothing, food, furniture, electronics, school supplies and household items. Students annually donate more than 8,000 pounds of clothes, 900 pounds of food and 30 cubic yards of usable items.

Association for the Advancement of Sustainability in Higher Education

AASHE is a membership-based organization of colleges and universities working to advance sustainability in higher education. The university's membership in AASHE extends to students who can take advantage of their free weekly e-newsletter on the latest news, opportunities, and events related to campus sustainability. Students can also download the publications, presentations, policy databank, reports, and other resources in their Resource Center. Use your campus email address as your username to create a new account to give you access to all of the locked resources.

Visit www.aashe.org

Awards

Facilities Service's innovative sustainable operations practices serve as models for other institutions around the country. The university has received 15 awards for its pesticide-free and water efficient landscape practices, pre-consumer food waste compost facility, recycling program, energy efficient building operations, and the faculty and staff commute trip reduction program.

Climate Change

President Sundborg has signed two commitments pledging that the university will take action to reduce its greenhouse gas emissions by doing an annual emissions inventory and implementing an action plan. The Seattle Climate Partnership, a voluntary pact among Seattle-area employers, was signed in 2006 and the American College and University Presidents Climate Commitment was signed in 2007.

Solar Power

The solar panels on the Student Center's roof, south wall and the tracking pole-mounted array produce enough electricity to power one energy-conserving home for a year. This solar power demonstration project was installed in 2005 as a joint effort between Mechanical Engineering seniors, Facilities Services and Seattle City Light.

The solar panels were funded by customer contributions to Seattle City Light's Green Power Program.

Renewable Energy Credits

Seattle University purchases Renewable Energy Credits (RECs) equal to 15% of its annual electricity usage (2,541,600 kWh/yr). By purchasing RECs, the university is helping generate a market for clean, renewable technologies in the Pacific Northwest.

Energy Conservation

An energy conservation program began in 1986 that continues today for electricity, natural gas and steam. Inefficient equipment is replaced annually with new energy saving technology. Students can conserve energy by turning off electronics when not in use, taking shorter showers and taking the stairs not the elevator.

Water Conservation

Dual-flush toilets have been installed in the Cherry, Chardin and Kolvenbach buildings. The toilet conserves water by allowing the user to flush liquids with .9 gallons of water. A regular 1.6 gallon flush is

still used for solids. The low flow urinals use two cups of water instead of one gallon per flush. The urinals use only a pint of water. Aerators attached to sink faucets add air, reducing water flow to one gallon per minute. Showerheads use two gallons of water per minute. Students can conserve water by taking shorter showers, turning off the water when brushing teeth and washing full loads of laundry.

LEED Building Certification

The University is a member of the U.S. Green Building Council which manages the LEED green building rating system. The Student Center achieved a LEED Certified rating. The new Alumni & Admissions building and Library addition are striving to achieve a LEED Gold rating.

Sustainable Landscape

The gardeners have successfully and beautifully maintained the 48 acres since 1986 without the use of pesticides. The campus landscape has been designated a Backyard Wildlife Sanctuary since 1989.

ACADEMIC RESOURCES AND INFORMATION

ACADEMIC ADVISEMENT

During their time at Seattle University, students have many forms of mentoring and guidance available to them. One service common to each student is advising support in his or her academic program. Through professional, faculty or peer academic advisors, each college, school, program, and department of the university offers help to individual students in the areas of educational planning, academic progression and course scheduling. Although methods and procedures concerning student advising vary somewhat by academic discipline, all academic departments provide academic advising as an essential student service.

The role of academic advisor is multifaceted, going beyond help with scheduling. New students are usually concerned most with questions about planning their schedules and registering for classes. Among the questions students frequently ask their advisors are:

- What is the purpose of gaining a broad exposure to liberal arts in addition to a specific major?
- How will academic decisions made in college affect my life and career goals?
- What requirements must I meet to graduate?
- How should I plan my course schedule to graduate on time?
- How do I change my major or class schedule?
- What prerequisites must I complete before taking certain classes?
- Which classes are only offered certain quarters of the year?
- Do I have to finish my Core requirements before I go on to my major classes?

The standard procedures for advising relevant to a particular discipline will be communicated to students at the time of their entry into Seattle University and their acceptance into a specified department or program.

BELLARMINE ADVISING CENTER

The Bellarmine Advising Center offers specialized and supplemental advising services to students. The Center is home to the Premajor Studies Program, the College Success Foundation Scholarship Program, the Fostering Scholars Program, and the Office of Fellowships. Our advisors can help you:

- explore all your academic options when you are undecided about a major.

- find your best resources for assistance when you are struggling academically.
- assess your personal strengths, interests and values as they relate to your choice of major, your overall education and your vocational path.

Please don't hesitate to come by at any time for assistance. Our website is located at

www.seattleu.edu/sas

Hours:

Monday to Friday 8:30 a.m. to 4:30 p.m.

Location/Contact:

BELL 111

First Floor, Bellarmine

206-296-2260

bellarmineadvisingcenter@seattleu.edu

OFFICE OF FELLOWSHIPS

The Office of Fellowships offers practical advice to Seattle University students and alumni as they apply for nationally-competitive, merit-based scholarships, such as the Fulbright, Rotary and Truman programs. We offer the following services:

- Information on national scholarship and fellowships, including deadlines and program requirements
- Logistical guidance and support throughout the application process
- Faculty mentoring and consultation on application essays
- Assistance with writing project proposals and personal statements
- Practice interviews
- General academic and career planning

The Office of Fellowships is located in Loyola Hall 100. For more information, please visit our website at:

www.seattleu.edu/fellowships

Hours (for appointments):

Monday to Friday 10:00am to 4:00pm

Location/Contact:

LOYA 100-Loyola Hall

206-296-2517

CULTURE AND LANGUAGE BRIDGE PROGRAM

The Culture and Language Bridge Program offers courses in academic reading and writing, academic speaking and presenting skills, and advanced English grammar to students whose TOEFL scores are between 520/190/68 and 580/237/92. All new students whose TOEFL scores fall in this range are required to take courses in the Culture and Language Bridge Program during their first two quarters at Seattle University. You can visit our website at: www.seattleu.edu/academics/bridge

Hours:

Monday to Friday 8:30 a.m. to 4:30 p.m.

Location/Contact:

LYNN 101
 Lynn Building
 206-296-6064
pricef@seattleu.edu

DISABILITIES SERVICES

Disabilities Services is committed to creating a community in which students with disabilities are able to participate fully in all aspects of university life. This is accomplished by providing accommodations, academic counseling, adaptive equipment, advocacy, and referrals for students with physical or mental health, learning, or other disabilities. Commonly provided services include:

- extended time for exams
- e-texts or books in alternative format
- note takers
- reduced course loads
- adaptive/auxiliary aids
- interpreters for deaf or hard of hearing students

Students need to provide appropriate documentation of their disability and participate in an intake interview to start services. Disabilities Services is located in Loyola Hall 100. The Seattle University Section 504/ADA Policy and Appeal Procedure can be viewed on our website at:

www.seattleu.edu/sas/lc/disabilityservices

Hours:

Monday to Thursday 8:00 a.m. to 6:00
 Friday 8:00 a.m. to 4:30 p.m.-

LEMIEUX LIBRARY AND MCGOLDRICK LEARNING COMMONS

The staff of Lemieux Library and McGoldrick Learning Commons, opening fall 2010, welcomes students to an exciting new building with innovative technology and a range of academic services to support research, writing, and learning, all made available under the auspices of the innovative Learning Commons Partnership. An experienced and friendly information and research staff helps students locate and use information resources to support their academic work. Assistance is provided through a variety of convenient methods -- on-site, telephone, email, 24x7 chat services, and one-on-one assistance from librarians through the popular Research Consultation service. Students can strengthen study skills and receive subject-specific tutoring through the Learning Assistance Programs, develop critical thinking and writing strengths by working with consultants in The Writing Center, and receive problem-solving assistance from The Math Lab. These collateral academic support services are conveniently located on the second floor of the building. Please consult this Handbook for individual entries for each of these academic services.

The new six-floor facility houses a media production center, The Byte café, five distinctive reading rooms, numerous bookable group study rooms, and two computer labs. It provides seating for 975 in a variety of settings – private and collaborative group study rooms, open carrels, study tables, lounge seating, and collaborative computer workstations -- and offers 4,000 sq-ft of 24-hour study areas on two floors. Desktop computers provide access to the library catalog, a wealth of online digital information, and the Microsoft Office Suite. A secure wireless network is accessible from all public areas and a laptop and digital camera check-out service is provided.

The library houses a growing collection of materials in multiple formats including more than 300,000 printed book and periodical volumes, 1,800 current print periodical subscriptions, and access to over

50,000 electronic journals, 130 online databases, and 6,600 electronic books. Modest collections of rare books and university archival materials, multi-media, and microforms round out the on-site collections, which are accessible through the library's online catalog. The University's membership in the Orbis Cascade Alliance provides students with online borrowing privileges and on-site access to more than 28-million items in the collections of the other 35 Alliance libraries in Oregon and Washington. Membership in the Northwest Association of Private Colleges & Universities also extends onsite access to the collections of 30 private academic institutions in the region.

From the novice to the experienced library user, from first-year to graduate students, from the humanities to the sciences to the professional schools, every student can benefit from Lemieux Library & McGoldrick Learning Commons' helpful staff, supportive services, varied facilities, rich technology, and growing collections.

For more information, consult the Library website at <http://www.seattleu.edu/library/>

LEARNING ASSISTANCE PROGRAMS

Learning Assistance Programs provide peer tutoring, facilitated study group learning opportunities in selected courses, and learning strategy development through scheduled workshops and individual meetings with a learning specialist for:

- Time management and organizational coaching
- Effective learning and study approaches for a variety of courses
- Learning style assessment
- Reading strategies development
- Review and exam-taking approaches
- Additional topics related to academic achievement

Learning Assistance Programs staff members also work to develop leadership skills in all student employees, including tutors, study group facilitators and office assistants through regular training, self-reflection opportunities, and feedback.

Visit our website at www.seattleu.edu/SAS/LearningAssistance for listings of current learning strategy workshops and other information.

New Location: Lemieux Library & McGoldrick Learning Commons – 2nd floor

Hours: 8:30 a.m. – 8:00 p.m. Monday – Thursday
8:30 a.m. – 4:30 p.m. Friday

MATH LAB

The Math Lab is a service provided by the Mathematics Department to students in all first-year mathematics courses. A comfortable atmosphere is provided on the second floor of Lemieux Library for students to work on their mathematics problems and receive assistance from upper-division mathematics, science, and engineering majors who serve as Math Lab assistants.

Please visit our website: <http://www.seattleu.edu/scieng/math/default.aspx?id=14586>

Hours:

Monday to Thursday 9:00 a.m. to 4:45 p.m.
Friday 9:00 a.m. to 12:00 p.m.

Please visit the website <http://www.seattleu.edu/scieng/math/default.aspx?id=14586> for more precise quarterly schedules.

Location/Contact:

Second Floor, Lemieux Library
206-296-5930 (Mathematics Department)
206-296-2248 (Math Lab Director, Dr. Mark MacLean)
math@seattleu.edu
macleanm@seattleu.edu

WRITING CENTER

Staffed by carefully trained undergraduate writing consultants, the Seattle University Writing Center assists students at any stage of the writing process. Acting as friendly conversation partners, Writing Center consultants help students effectively engage assignments, develop thesis statements, organize and develop first drafts, and revise and edit later drafts.

Available free of charge to the campus community, writing consultants work diligently to help students realize their writing potential. By making good use of the Writing Center, students who struggle with writing can learn to write more easily and effectively, while students who already write well can learn to make their work more vital and graceful. Let us be your first readers. Drop by or call 296-6239 to schedule an appointment.

Hours:

Monday to Thursday 9:00 a.m. to 8:30 p.m.
Friday - 9:00 a.m. to 3:30 p.m.

Location/Contact:

Find us on the 2nd Floor of the Lemieux Library and McGoldrick Learning Commons
Find more about academic writing, our services, and our staff at www.seattleu.edu/writingcenter

ACADEMIC POLICIES

OFFICE OF THE REGISTRAR

The Office of the Registrar serves you from matriculation through degree completion and beyond. Services provided to you include transcripts, transfer credit guidance, grading, academic evaluations, registration for classes, enrollment verification requests and academic record protection. Additional information regarding services we provide including forms and policies, can be found by visiting www.seattleu.edu/registrar.

Hours:

Monday and Tuesday - 9:00 a.m. to 6:00 p.m.
Wednesday through Friday - 9:00 a.m. to 4:30 p.m.

Location/Contact:

USVC 103
First Floor, University Services Building
Phone: 206-220-8030
Fax: 206-296-2443
Email: registrar@seattleu.edu
Web site: www.seattleu.edu/registrar

Services you may need, which are offered by the Office of the Registrar include:

- **SU Online:** You can access SU Online for the most up-to-date information concerning registration, enrollment verification, course offerings, grades, student employment, class schedules, advisors, program evaluation, financial aid award letter, tuition statements and information changes.
You received your User ID in your welcome packet and can set up your password through one of these two methods: (1) on SU Online under the Forgot/Set password link, (2) the HelpDesk Web site.
- **Transcripts:** You can obtain a copy of your unofficial transcript or request an official transcript on SU Online. You can find these services under your Academic Profile. You can also submit a paper Transcript Request Form to the Office of the Registrar. Processing takes three business days and you can receive a maximum of 10 copies of your official transcript per quarter at no cost.

Academic Policies

The academic policies represent official rules and regulations pertaining to many aspects of academic life at Seattle University, including but not limited to admissions, enrollment, grades, conduct, and graduation. These policies do not apply to the School of Law, nor do they represent all official [Seattle University Policies](#). Current policies can be viewed at <https://www.seattleu.edu/registrar/Policies.aspx>.

STUDENT CODE OF CONDUCT

As a Catholic and Jesuit University, Seattle University is a learning community that values the dignity and worth of all persons. Consistent with its values, the University fosters the respect needed for students to live, work, study, and socialize together as a community. All members of the University community are expected to observe standards that reflect personal accountability and responsibility for the common good; demonstrate regard for the safety, security and health of others; maintain the atmosphere needed for study and reflection; show respect for individuals; and value truthfulness and personal integrity. This policy is referred to as the “Code of Student Conduct” or “Redhawk Commitment.”

The Redhawk Commitment is intended to be developmental, educational, and restorative in nature. Standards of conduct assist each student in the formation of their own integrity. Conduct that evidences good intentions, mature consideration of the foreseeable consequences, and respect for the rights and property of others, generally will not conflict with University and Community Standards.

INTERGRITY FORMATION

The office of integrity formation promotes and creates opportunities for awareness, dialogue, and critical engagement for students with integrity, justice, and ethical decision-making. The office also stewards our Redhawk Commitment and enforces the university conduct system, assists students with access to their judicial record, and provides a resource for students of concern in our campus community. Additional information regarding services we provide including forms and policies, can be found by visiting www.seattleu.edu/integrityformation.

Hours:

Monday through Friday - 8:00 a.m. to 4:30 p.m.

Location/Contact:

Student Center 140

First Floor, Student Center
Phone: 206-296-6066
Fax: 206-296-6063
Email: integrity@seattleu.edu
Web site: www.seattleu.edu/integrityformation

STUDENT LIFE

ATHLETICS

The Seattle University athletics department enters an exciting time, as it prepares for full NCAA Division I membership and acceptance into the Western Athletic Conference beginning July 1, 2012. During the 2011-12 academic year Athletics will sponsor 19 Division I countable varsity sports: baseball, men's and women's basketball, men's and women's cross country, men's and women's golf, men's and women's indoor track and field, men's and women's outdoor track and field, men's and women's soccer, softball, men's and women's swimming, men's and women's tennis, and women's volleyball. In addition to intercollegiate athletic programs, there are also numerous club teams and intramural activities run by the Department of Recreational Sports for Seattle University students to become involved in.

The 2010-11 academic year got off to a solid start, as the women's soccer and volleyball programs both enjoyed winning seasons. For the second straight year, the men's cross country team finished second at the Great West Conference Championships. The men's basketball team continued to draw crowds to KeyArena at Seattle Center, including over 11,000 fans present for the crosstown matchup against the University of Washington. The team also posted its second straight victory over Oregon State as well as a road win at ACC school Virginia. The women's basketball squad continued its improvement and welcomed Notre Dame, Gonzaga, and Loyola Marymount to KeyArena for a two-day classic. The men's swim team won four individual titles at the Mountain Pacific Sports Federation Championships, and the track and field squad picked up three individual championships within the Great West Conference. In its second year of its rebirth, the baseball team doubled its win total from the previous season, including victories at nationally-ranked Oregon State, at Washington, and at Super Regional participant Dallas Baptist.

This continues a tradition of success in athletics, dating back to the 1950s and 1960s, when the men's basketball program reached the NCAA Tournament 11 times in 16 years and made one Final Four appearance led by College Basketball and NBA Hall of Fame player Elgin Baylor. More recently, the men's soccer team won the NAIA National Championship in 1997 and the NCAA Division II Championship in 2004, while the men's swim team earned the NAIA National Championship in 2002.

The University continues to view athletics as a major part of the future success of the institution, as the move to Division I has been a major priority set forth by the university administration. The Fitness Center, a new addition to the Connolly Center, is on schedule to be completed and opened September 2011. Thanks to a new turf system installed in the previous summer, Championship Field has been recognized as one of the top college fields in the country and has been used by Major League Soccer teams as well as Manchester United for practice sessions. The university will focus its attention on a renovation plan for Logan Field, which is home to women's softball. These investments will enable the Seattle University Redhawks to continue the tradition of success, both in the classroom and in athletic competition.

Location/Contact:
Connolly Center
www.goseattleu.com

CAMPUS MINISTRY

Campus Ministry – rooted in the Jesuit, Catholic tradition – is dedicated to building a community committed to deepening spirituality, enriching faith, and embodying justice in the world. Campus Ministry also seeks to help students integrate the academic, social and spiritual dimensions of their lives. We support the diversity and richness of faith traditions reflected in our university community. Students of all faith traditions are welcome in Campus Ministry.

The Campus Ministry team provides a myriad of opportunities to build a vibrant faith community: celebrating God's presence through worship and fellowship; reaching out to serve others; inviting students into a life of social justice; providing pastoral care. Campus Ministry also fosters opportunities for personal and spiritual growth through the Sunday night Catholic liturgy, a weekly Protestant worship service, a variety of prayer opportunities, local and international service experiences, and a variety of retreat programs.

Campus Ministry invites students to engage in leadership and service informed by the Jesuit ideal of a *faith that does justice*. Significant service and social justice opportunities include weekly meal preparation for families and homeless teenagers; juvenile detention visitation; and daycare and family support at a shelter. Programs such as Soup With Substance engage the community in reflection upon current social and faith related issues. Service and international immersions in various locations engage students in direct action and reflection upon world citizenship, global economics and social justice.

The Archbishop Hunthausen Resource Center and its 800-volume library are located within the Campus Ministry office and is open to all students who seek resources about social justice issues and non-violent social change.

Retreat programs are designed to provide progressive opportunities for self-reflection. The New Student Retreat is an overnight experience to assist first-year students in adjusting to college life. The Search Retreat is a weekend retreat in the Christian tradition exploring relationships with self, God, and others. The Agape Retreat, a peer-led retreat in the Catholic tradition for juniors and seniors, takes a deeper look at faith commitment. The Senior Retreat provides time for seniors to reflect on their SU education and consider what's next in their life journey.

Also Campus Ministry provides opportunities to engage in its Jesuit roots by providing opportunities to engage in the Spiritual Exercises of St. Ignatius. Each year the three- and five-day retreats provide opportunities for our students to get away from campus, spend time in silence to come to know the depth of God's love and what God's calls them too. These retreats also provide an opportunity to experience the practice of Ignatian spirituality.

We have a variety of sacred spaces on campus. The Chapel of St. Ignatius provides a spiritual home for the university's Catholic faith community, with daily and Sunday liturgies. The Ecumenical Chapel in Champion Hall provides worship space for a Sunday ecumenical Protestant worship service, as well as other Christian denominational and ecumenical worship opportunities. The Multifaith Prayer Room in Champion is available for religious services, prayer, and contemplation for Muslim, Hindi, Jewish, and non-Christian members of the Seattle University Community. In addition, the Immaculate Conception Chapel, located on the second floor of the Administration Building, and the Chardin Chapel in Chardin Hall offer places of personal refuge and prayer.

Faith formation opportunities are available for those seeking community, fellowship, learning and growth in the Catholic Christian faith. For those seeking to explore a Catholic Christian faith commitment, the Rite of Christian Initiation of Adults (RCIA) provides a process of inquiry which culminates in Baptism, Confirmation, and Eucharist at the Easter Vigil liturgy. Baptized Catholics seeking to affirm their call to follow Jesus, may join Confirmation classes and celebrate the Sacrament of Confirmation in late spring. Assistance in preparation for the sacrament of marriage is also available. Ecumenical Bible studies are

based on different themes each quarter. Small faith communities and prayer groups offer opportunities to gather in prayer with fellow students. The Muslim Student Association gathers regularly for prayer in the Multifaith Prayer Room. The Jewish Student Union meets regularly to plan religious and cultural events and programs that build community among Jewish students and promote increased awareness of Jewish life and history on campus. Also regular Buddhist offerings are made available during the school year, including weekly Zen Meditation and the EcoSangha lectures. Information about local churches and houses of worship is readily available on Campus Ministry's website at: www.seattleu.edu/campusministry.

Campus Ministers welcome the opportunity to be available for pastoral guidance and supportive conversation. We encourage you to stop by our office in the Student Center to find out more about our specific programming opportunities and meet the Campus Ministry team.

Location/Contact:

STCN 120
First Floor, Student Center,
206-296-6075

CAREER SERVICES

In collaboration with the university-wide Career Services Group, Career Services offers a diversity of career-support and opportunity-search services, including assistance with making major and career decisions; assistance with resume writing, cover letters, personal statements, and interview preparation; support with internship/job-search planning; part-time, full-time job and internship listings and networking opportunities; on-campus interviews with regional and national employers; and an alumni and community-member mentor database. Students have 24/7 access to the Redhawk Network at www.seattleu.edu/redhawknetwork, where they can find internship and job postings, post their profile, resume and other documents, find and register for career advising, workshops, and events, such as networking events, career fairs, and on-campus interviews, and find mentors. Students have access to additional powerful tools like GoinGlobal and the student resource room, which includes a career information library and online resources. For more information on either of these services, please visit our web page at www.seattleu.edu/careerservices.

Hours:

Monday 8:30 a.m. to 6:30 p.m.
Tuesday 8:30 a.m. to 6:30 p.m.
Wednesday 8:30 a.m. to 6:30 p.m.
Thursday 8:30 a.m. to 6:30 p.m.
Friday 8:30 a.m. to 4:30 p.m.

Location/Contact:

PAVL 110
Student Center Pavilion
206-296-6080

CENTER FOR SERVICE AND COMMUNITY ENGAGEMENT

Service plays an integral role in the lives of SU students. Through student organizations and many campus programs, students create opportunities to empower themselves and others through volunteering and working for social justice. In addition, through service-learning courses and research projects students can provide service to local schools, non-profit organizations, and government agencies, while expanding their knowledge. The Center also has a significant role with the Seattle University Youth Initiative, a university-wide effort to provide additional support to children from low-income families. Visit the Center for Service and Community Engagement in the Pavilion or on the web www.seattleu.edu/csce

to learn more about these and other opportunities. You can also subscribe to our “justice and service” list-serve to get frequent updates on ways to get involved.

Hours:

Monday to Friday 9:00 a.m. to 5:00 p.m.

Location/Contact:

1223 E Cherry St
Suite E
206-296-2569
csce@seattleu.edu

COMMUTER AND TRANSFER STUDENT LIFE

COMMUTER STUDENT SERVICES

Commuter and Transfer Student Life supports students who live off campus, helping to identify available resources and providing information on the Collegia Program, the Commuter Meal Plan, commuter student events, and transportation. For more information, contact our office or visit our website at www.seattleu.edu/commuters.

An elected commuter student representative holds a seat on the ASSU Council, the administrative body of the student government. The commuter representative addresses the special needs and concerns of commuter students. For more information or assistance contact ASSU at 206-296-6050, stop by the ASSU office (in the Student Center), or visit their website at www.seattleu.edu/assu.

The Parking Services Division of Campus Public Safety sells parking permits and discounted bus, train, and ferry passes. A commuter transportation center, with information on the Metro bus system and carpooling is located in the University Services Building foyer. To contact the Parking Services Office, call 206-296-5995, stop by the Department of Campus Public Safety in the University Services Building, or go to their website at www.seattleu.edu/safety.

THE COLLEGIA PROGRAM

Collegia Program is “home away from home” for commuter and transfer students. Commuter and transfer students have communities just for them on Seattle University’s campus. Five “home away from home” Collegia spaces offer home-like environments in which students can study, renew themselves between classes, meet with classmates and faculty in a relaxed setting, have conversations with friends, enjoy a snack, or join in a special activity. The Collegia environments include small kitchens, comfortable sofas and reading lamps, study tables, stereos, computers, printers, and access to snacks from an honor bar. Collegia Community Assistants in the room provide assistance and serve as a campus resource.

Membership in the Collegia Program is free and available to all undergraduate and graduate commuter and transfer students. Students enroll beginning the first day of classes in the fall by going to the Collegia spaces where a Community Assistant will assist with the sign-up. Enrollment is ongoing but may be limited due to capacity restraints. Different Collegia serve different student populations; please see the website to find out which one is your Collegium. For information about the specific Collegia and how to enroll, contact our office or visit the Collegia website at www.seattleu.edu/ctsl.

Location/Contact:

PAVL 180
Student Center Pavilion
206-296-6291
commuterservices@seattleu.edu

TRANSFER STUDENT SERVICES

Commuter and Transfer Student Life supports transfer students by hosting welcome and orientation events, by providing Transfer Lunches through the year, and by connecting transfer students with resources and services on campus. For more information, contact our office or visit our website at www.seattleu.edu/transfers.

An elected transfer student representative holds a seat on the ASSU Council, the administrative body of the student government. The transfer representative addresses the special needs and concerns of transfer students. For more information or assistance contact ASSU at 206-296-6050, stop by the ASSU office (in the Student Center), or visit their website at www.seattleu.edu/assu.

Collegia Program is a “home away from home” for commuter and transfer students (living on and off campus). Commuter and transfer students have communities just for them on Seattle University’s campus. Five “home away from home” Collegia spaces offer home-like environments in which students can study, renew themselves between classes, meet with classmates and faculty in a relaxed setting, have conversations with friends, enjoy a snack, or join in a special activity. The Collegia environments include small kitchens, comfortable sofas and reading lamps, study tables, stereos, computers, printers, and access to snacks from an honor bar. Collegia Community Assistants in the room provide assistance and serve as a campus resource.

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Location/Contact:

PAVL 180
Student Center Pavilion
206-296-6291

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

SU's student counseling center, known as Counseling and Psychological Services (“CAPS” for short), helps students meet the challenges of life during college and graduate school by developing healthy attitudes and behaviors. Students seek services at CAPS for many reasons, including anxiety, depression, stress, life crises, identity issues, relationship concerns, difficulty with loss or other life transitions, sexuality choices and concerns, problems related to alcohol or drug use, coping with sexual or other violent assaults or injuries, managing chronic illness, and many other issues of concern. In addition, professional counseling can enhance general coping skills and enable students to deal more effectively with obstacles to academic and personal success.

Our professional team of licensed psychologists, clinical social workers, and graduate trainees provide brief individual and couples therapy. We also offer group therapy, which is often more effective than individual therapy for some concerns and there is no time or session limit on participation in a group. When appropriate, CAPS clients may also obtain on-site psychiatric and medication consultation. Students experiencing an acute personal crisis can be seen without a scheduled appointment during Urgent Care hours from 11 a.m. to 12 p.m. and 3 p.m. to 4 p.m., Mon-Fri. Since our services are primarily short-term, we also provide consultation and community referrals for students seeking ongoing or specialized counseling, psychotherapy, or psychiatric services. Our services are provided free of charge

to enrolled students. All clinical services are confidential: no information is released without the student's consent, unless required by law.

CAPS also offers a variety of educational and skill-building workshops on topics such as stress management, communication and listening skills, assertiveness, time management, etc. Our professional staff is available to meet with students in the residence halls, campus clubs, athletic teams, and other student groups to discuss a range of topics related to emotional health and wellness. The Center also maintains a Resource Library with self-help brochures and books available for check-out.

Consultation services are available to faculty and staff concerned about a student's psychological well-being or behavior.

You may visit our website at: www.seattleu.edu/caps

Hours: Monday to Friday 8 a.m. to 4:30 p.m.

Urgent Care Hours:

For students who are experiencing an acute personal crisis and feeling overwhelmed, you may be seen without a scheduled appointment from 11 a.m. to 12 p.m. and 3 p.m. to 4 p.m. Mon-Fri

Location/Contact:

PAVL 120

Student Center Pavilion

206-296-6090

www.seattleu.edu/caps

INTERNATIONAL STUDENT CENTER

The International Student Center (ISC) serves as a "home away from home" for approximately 600 students from 60 countries around the world. The ISC assists international students in achieving success in their educational endeavors, and through the contributions of their varied cultural and global perspectives, serves to broaden the University community's cultural and global awareness. We provide a wide variety of services, including immigration and academic advising, social support, cultural events, and other special activities to support the international community at Seattle University.

The ISC provides a detailed and comprehensive orientation program called the New Beginning Program. This fall program is designed specifically for incoming international students. This three day event includes: an introduction to campus and the various services available to students, strategies for managing stress and culture shock, immigration requirements and familiarization with Seattle University's policies and procedures. In addition, this program provides opportunities for new students to create lasting friendships.

All questions concerning academic, cultural, or immigration issues should be brought to the attention of the international student advisors.

All students are welcome to join ISC activities that occur throughout the year. The International Student Lounge, located in the Student Center Pavilion is open for students to use as a place for studying or relaxing, as well as the location for many ISC and other club events.

Visit our Website at: www.seattleu.edu/student/isc

Hours:

Monday to Friday: 8:30 am to 4:30 p.m.

Location/Contact:

PAVL 160
Student Center Pavilion
206-296-6260
isc@seattleu.edu

OFF-CAMPUS HOUSING

Apartments, houses, and rooms for rent are listed online at <http://www.seattleu.edu/housing/Inner.aspx?id=12024>. Students can post “housing and roommates wanted” on the website. The site includes links for community newspapers and other Seattle area housing lists, and helpful information about off-campus living. Housing flyers can be posted and viewed on off-campus housing boards on the 2nd floor of the Student Center and the first floor of the Student Center Pavilion. All postings must be approved by the Campus Assistance Center before being posted.

OFFICE OF MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs (OMA) is committed to supporting the holistic development, persistence, and achievement of students of color and lesbian, gay, bisexual, and transgender students, and to encouraging the development of cultural competencies among all members of the Seattle University community. OMA advocates for students, creates spaces for cultural exploration and celebration, promotes leadership development, and provides opportunities for education and reflection about multicultural issues to support curricular learning. The staff of OMA is dedicated to the promotion of a campus community that appreciates, supports, and celebrates diversity.

OMA provides orientation programs for students of color and LGBTQ students; leadership development programs and opportunities; dialogue and retreat programs; student lounge spaces; student success resources and referrals; club support through the student-led OMA Alliance; cultural competency training for individuals, organizations, and offices; financial support for student programs; and community-based connections. Visit our website at: www.seattleu.edu/oma

Hours:

Monday to Friday 8:00 a.m. to 4:30 p.m.

Location/Contact:

STCN 320
Third Floor, Student Center
206-296-6070

OFFICE FOR WELLNESS AND HEALTH PROMOTION

The Office for Wellness and Health Promotion along with the student based Peer Health Action Team (also known as PHAT) promote good health practices through education, prevention, and peer support. Their goal is to enhance student health and well-being. Feel free to drop by and learn about health and wellness issues, attend an event or workshop, or contribute to a healthy campus environment by joining other students on the PHAT team. Issues and activities include nutrition and physical activity, alcohol awareness, managing stress and finding balance, substance abuse awareness, sexual health and safety, disordered eating, healthy choices and more.

Location/Contact:

PAVL 126
Student Center Pavilion, 206-296-2593
phat@seattleu.edu

STUDENT CENTER & JAMES C. PIGOTT PAVILION FOR LEADERSHIP

The Student Center is home to the Associated Students for Seattle University, the Student Events and Activities Council, recognized student clubs, the Campus Assistance Center, the Office of Multicultural Affairs, the McGuire Campus Ministry Center, Bon Appétit offices, Student Activities, and the Vice President for Student Development.

Cherry Street Market, located on the second floor, is home to the main food service operation for the Seattle University campus. The Hawk's Nest Bistro, affectionately called "the Bistro", is a cozy eatery located on the third floor of the Student Center and has become the latest hang out for wood-fired pizzas, espresso, and SEAC's Coffeehouse series, and Student Activities' Bistro Saturday series.

The Student Center also offers several meeting rooms, the Father LaRoux Conference Center, two Collegia, and a game room complete with pool tables, air hockey and foosball. A TV lounge, commuter showers, lockers, a student art gallery, and the Cyber Café are also found in the Student Center. The heart of the building, the Student Center Hearth, serves as the building's living room and features a gas fireplace. The Student Center has also been designated as an environmentally friendly building and is LEED certified.

The Student Center Advisory Board, a student/administrator-run issues orientated body, is the "voice of the building" and was formed to provide on-going student input into the use and character of the Student Center.

Hours of operation for the Student Center are 7 a.m. - 12 midnight Sunday-Thursday and 7 a.m. - 1 a.m. Friday-Saturday. For general information about the Student Center, contact Student Activities in the Center for Student Involvement at 206-296-2525. For room reservation inquiries, contact Event Support Services at 206-296-5620.

Student Center Lockers

The Campus Assistance Center rents student lockers in the Student Center. The rental fee is \$50 for the full academic term or \$20 per quarter (rates are subject to change). To rent a locker, bring a student ID to the Campus Assistance Center in the Student Center and complete a locker rental form. Contact the Campus Assistance Center at 206-296-6464 for more information.

NEW STUDENT AND FAMILY PROGRAMS

New Student & Family Programs coordinates a variety of activities designed to help new freshmen and their families adjust to the University, learn about available resources, and meet students, faculty, and staff. Student Orientation Advisers, or OAs, are selected each spring to work with all aspects of the University's orientation offerings. Major programs include:

- Summer in Seattle Orientations
- Family Orientation in the summer
- New Student Immersions in the fall
- Welcome Week
- Family Weekend
- New Student events
- Parents Council
- *Parent Connections* e-newsletter

Hours:

Monday to Friday 8:00 a.m. to 4:30 p.m.

Location/Contact:

PAVL 180
 206-296-2525
newstudent@seattleu.edu

LEADERSHIP DEVELOPMENT

Grounded in the belief that all students have the capacity to lead as active and engaged world citizens, our purpose is to help groups and individuals develop so that they in turn can make a difference. Leadership Development offers the following services and programs:

- Leadership Blitz, the annual campus wide leadership conference
- First-Year Leadership Institute for new first-year and transfer students
- Ignatian Leadership Honor Society, honorary for senior leaders
- Leadership Week, a week-long exploration of leadership
- Lunches with Leaders, lunch series examining diverse aspects of leadership
- Leadership Take-Out, a free, personalized workshop service for SU groups
- Student Recognition Awards
- Online resources such as group activities and leadership course catalog
- One-on one coaching for students

Hours:

Monday to Friday 8:00 a.m. to 4:30 p.m.

Location/Contact:

PAVL 150
 Student Center Pavilion
 Phone: 206-296-LEAD (5323)
 Fax: 206-296-2577
www.seattleu.edu/leadership

STUDENT ACTIVITIES

Student Activities assists students in getting connected to numerous social, cultural, and educational experiences both on and off campus. Student Activities provides guidance, resources, and advising support for student clubs and organizations at Seattle University and promotes a collaborative and welcoming environment where all students can contribute to the Seattle University experience. In addition, Student Activities produces social and educational programs that complement and enhance the student experience.

Student Activities offers the following services and programs:

- Student Events and Activities Council (SEAC)
- Bistro Saturdays, Speaker Series, Dinner Club, and other events
- Dance Marathon
- Out and About in Seattle
- Campus Assistance Center
- Plan the Student Organization Orientation
- Club Connections resource area
- Plan Street Fair
- Oversee building operations of the Student Center
- Associated Students of Seattle University (ASSU)

STUDENT EVENTS AND ACTIVITIES COUNCIL (SEAC)

The Student Events and Activities Council (SEAC) is the main programming board on campus and is responsible for planning and producing campus-wide events such as films, concerts, dances, comedy shows, and lectures. SEAC is a student-run organization composed of several planning committees: Special Events, Coffeehouse, Films, Study Break, Late Night and Multicultural/Awareness. SEAC plans three of the largest Seattle University campus traditions: Fall Ball, Battle of the Bands, and Quadstock. If you enjoy planning fun activities, have creative ideas, would like to learn more about the entertainment industry, or would like to leave your mark on Seattle University campus-wide events, then SEAC is for you!

SEAC will be hiring for volunteer positions on our SEAC Committee in the Fall. For more information please contact us at the info below.

Location/Contact:

STCN 350D
Third Floor, Student Center
206-296-6047
SEAC@seattleu.edu

ASSOCIATED STUDENTS OF SEATTLE UNIVERSITY (ASSU)

As the elected representation of the Seattle University undergraduate student body, the Associated Students of Seattle University (ASSU), formed in harmony with the University's mission, is the official voice and advocate for students. ASSU communicates with students regarding their collective and constituent interests, promotes opportunities for student leadership and involvement, assists in the development of a cohesive undergraduate community, and provides the undergraduate community with political and financial support.

The purpose of ASSU in living out our mission is fourfold: to represent and advocate for the needs and views of Seattle University's undergraduate students, to engage students in university decisions, to support student involvement on campus, and to promote university spirit. ASSU also is host to the Redzone the student spirit organization.

You can get involved in ASSU or Redzone by dropping by or calling the ASSU office. For more information visit the ASSU website at www.seattleu.edu/assu.

Location/Contact:

STCN 360
beheard@seattleu.edu
206-296-6050

RECOGNIZED STUDENT CLUBS

Student clubs and organizations are an integral part of Seattle University's mission: they provide opportunities to develop leadership skills, broaden social and professional backgrounds, and contribute to both the university and community. Student clubs provide our diverse student body a way to share ideas, values, and experiences with other members of the campus community. All groups are student initiated, organized, and led.

Seattle University promotes values consistent with its Catholic and Jesuit identity. Our tradition inspires and shapes the educational values articulated in our institutional mission statement. The university encourages the formation and development of a wide variety of student groups, but reserves the right to deny recognition to any group whose purpose is judged to be incompatible with the university mission

and/or its Catholic, Jesuit identity.

All student-organized clubs must become recognized by Seattle University through the annual club recognition process. Club activities and access to club accounts may only be conducted after clubs have been recognized or re-recognized by the Assistant Director of Student Activities. The annual 12-month recognition period runs from November 1 through October 31.

For a complete list of recognized student clubs or more information about recognized club policies, procedures and privileges, contact Student Activities located in the Student Center, STCN 350, or call 206-296-6465 or visit the Student Activities website at www.seattleu.edu/getinvolved

CLUB CONNECTIONS

All officially recognized student clubs may use the common club workspace, The Club Connection, located in the Student Center 350. Resources available to clubs in Club Connections are: a high-speed computer, a color laser printer, a scanner, and basic office and publicity supplies. Some limited filing and storage bin space will be available on a first come, first-served basis during the priority club recognition period. For more information contact 206-296-6465.

GRADUATE STUDENT COUNCIL

The mission of the Graduate Student Council (GSC) is to enhance the graduate student experience, foster development of community, and support the Seattle University mission. The GSC acts as an information resource for graduate students and funds programs for graduate students through a proposal process. For meeting dates and locations, or for more information see visit www.seattleu.edu/student/gsc.

DANCE MARATHON

Dance Marathon is an annual 16 hour fundraiser filled with music, dancing, games, entertainment and food that raises money for Seattle Children's uncompensated care program. Last year we raised over \$20,000 making us the largest student led fundraiser on campus. Come find us at street fair or tabling in the fall to learn how to get involved.

Contact info:

Student Center 360

Dancemarathon@seattleu.edu

STUDENT HEALTH CENTER

The Student Health Center provides primary care to all enrolled students regardless of type of insurance or lack of insurance. The Health Center is staffed by Board Certified Family Nurse Practitioners and Medical Assistants. Consultation and treatment for various health care needs are provided with a \$5.00 administrative fee per visit. A small fee is charged for services requiring laboratory testing and prescription medications are available at a minimal cost. The Student Health Center also provides most immunizations to students at cost. All services are confidential and no information is released without student permission, unless required by law.

The Student Health Center provides the following specific services: wellness physicals, women's annual exams, diagnosis and treatment of acute illness, management of chronic medical problems, treatment of injuries, treatment of skin problems, STD and pregnancy testing, medication management for depression, immunizations, allergy shots, eating disorder management, laboratory services, and medical supplies.

Same day or next day appointments are available for urgent health concerns. Please stop by or call for an appointment.

Visit our website at www.seattleu.edu/student/health for more detailed information on clinic services, hours, staff, and fees.

Hours:

During Academic Year (August 15th - June 15th)

Monday to Friday 7:00 a.m. to 5:00 p.m.

Saturday and Sunday Closed

Holidays Closed

Hours: During Summer (June 15th - August 15th)

Monday to Friday 8:30 a.m. to 4:30 p.m.

Location/Contact:

BELL 108

First Floor, Bellarmine Hall

HEALTH INSURANCE

All full-time undergraduate students are required to have health insurance. To assist students in fulfilling this requirement, an affordable insurance plan has been made available. Students will automatically be enrolled and billed for this plan by financial services unless they provide proof that they have comparable coverage through another insurance plan that provides coverage in Washington State. To demonstrate that a student has existing coverage, they should complete the Health Insurance Waiver form found online at <https://wfis.wellsfargo.com/SeattleUniversity>. For students who chose to purchase the university sponsored plan there is an option to buy up additional coverage. To purchase additional coverage students need to contact Wells Fargo of California Insurance Services Inc., Student Insurance Division at (800) 853-5899.

Seattle University's Student Health Center provides basic primary care to enrolled students; however, students needing a medical specialist or experiencing a catastrophic illness or injury must obtain and pay for these services outside the Student Health Center. The health center staff will assist you in obtaining appropriate referrals to specialists for services that cannot be provided in the clinic. Seattle University has a number of excellent hospitals and medical providers in the immediate vicinity.

The university provides a voluntary health insurance program for part-time, graduate, and law students who do not have health insurance through another source. Information on these insurance plans can be found in the Student Health Center through the office of the Vice President for Student Development and on the Student Health Center website: www.seattleu.edu/student/health. This insurance plan can be purchased on either an annual or quarterly basis with associated payments made directly to the insurance company.

International students who are required to have health insurance will be billed for this coverage by the Student Financial Service's Office. Contact Mike Hosterman at 206-269-5000 for more information. 206-296-6300

STUDENT NEWSPAPER

The Spectator, the weekly newspaper of the university community, is written and edited by students in consultation with the faculty adviser. The Spectator reports campus news and student concerns, and provides a forum for the expression of opinions and the exchange of ideas. It is published every Wednesday evening in print and has daily online features during the academic year, except during finals

weeks and breaks. The Spectator office is located in the basement of the Campion Residence Hall, 206-296-6470. Visit us online at: www.su-spectator.com

Location: CAMPB24

STUDENT RADIO STATION

Seattle University's student-run radio station, The Redhawk KSUB, is SU's source for music, campus news, entertainment, and information. KSUB is available online and around the world at www.ksubseattle.org and on campus at 89.1 FM and 1330 AM. Not only does KSUB serve as an essential point of communication, providing updates on campus and local opportunities and events, KSUB also provides students interested in broadcasting – whether as a hobby or as a career – with the opportunity to host their own weekly radio show. Any student interested in becoming involved with KSUB, either on the air or behind the scenes, should e-mail the Programming Director at ksubprog@seattleu.edu.

Would you like to request a song?
Call 206.296.2255
or instant message KSUBRequest on AIM.

Location/Contact:

CAMP B25
Basement, Campion Residence Hall (Just down the hall from the Cave)
206-296-6036 (Office)

UNIVERSITY RECREATION—FACILITIES, ACTIVITIES, AND PROGRAMS

Through sport, fitness, instructional, and outdoor programs, University Recreation inspires, educates, and empowers the Seattle University community to live happier, healthier, and more successful lives. Whether it is promoting wellness, providing worthwhile recreational activities or building community, University Recreation is an integral component of a Seattle University student's holistic education.

The following are the core facilities and programs offered by University Recreation:

The **Archbishop Connolly Complex featuring the William F. Eisiminger Fitness Center** is an approximately 170,000 square-foot recreation and fitness facility located at the corner of 14th Street and East Cherry Street providing the Seattle University community with a space to recreate positively and safely. It has the following features:

- Over 8,000 square feet of state-of-the-art fitness space
 - Includes free weights, circuit machines, and cardiovascular equipment
- A mind/body studio
- Two group exercise studios
- A Martial Arts & Training Room
- Two full-sized gymnasiums
- A multi-purpose space with an Astroturf surface
- Four racquetball courts
- One squash court
- Two swimming pools
- Dry saunas in each locker room

The facility is open to all current students, faculty, and staff at no additional charge. SU members must present their current Seattle University ID for admittance. Spouses/partners and dependents of current students may join the Connolly Complex for a nominal fee. For more information regarding memberships, please visit our website at www.seattleu.edu/recreation.

The following are the general **building hours and pool hours for the Connolly Complex/Eisiminger Fitness Center**.

Building Hours (Unless otherwise noted):

Monday – Thursday:	6am – 11pm
Friday:	6am – 10pm
Saturday:	9am – 10pm
Sunday:	12pm – 9pm

Lap Swim Hours (Unless otherwise noted):

Monday – Friday:	7am – 9am	11:30am – 1:30pm	5:30pm – 7:30pm
Saturday – Sunday:	12:00pm – 3:00pm		

The Connolly Complex building hours and pool hours will vary during holidays and academic breaks. For detailed information regarding schedules and facility closures for both the entire facility and the pools, visit our website at www.seattleu.edu/recreation.

There are also two outdoor playing fields, **Logan Field** and **Championship Field**. Logan Field is available as open outdoor recreation space for the Seattle University Community and features a wood chip jogging track, and Championship field features a single lane jogging track and four tennis courts.

The **Intramural Sports** program at Seattle University offers a wide range of activities for students and faculty/staff throughout the academic year, including flag football, volleyball, table tennis, basketball, and softball. Interested students can either create their own teams with friends or roommates or sign up as a “free agent” to be placed on a team. Intramural Sports at Seattle University provide an active environment allowing participants to enjoy healthy competition, relieve stress, have fun, meet people, and make new friends.

The **Outdoor Adventure Recreation** program provides students with the opportunity to enjoy the beautiful Pacific Northwest through outdoor recreation. Each quarter student leaders guide trail, snow, climbing, water, cycling and service activities. Think kayaking, camping, ski/snowboarding, hiking, beach cleanups, and more! OAR outings and on-campus events are open to everyone in the Seattle University community. OAR also supplies you with outdoor recreation equipment, which is available to rent at a nominal cost.

The **Fitness** program offers instructional programs and group fitness classes in areas including Master Swim, martial arts, water aerobics, spinning, hip hop dancing, yoga, and other wellness and fitness related classes.

The **Sport Club** program provides students with the opportunity to meet new people and to form or join a group with other students to pursue a common interest in an individual sport or recreational activity. These groups can be purely recreational or can be competitive and represent Seattle University in matches/games with other universities. Current clubs include rugby, soccer, equestrian, crew, baseball, volleyball, ultimate Frisbee, and many more.

So, whether you want to go kayaking, play intramural flag football, lift weights, run on a treadmill, improve your fitness level, or compete in rugby, Seattle University Recreation has the activity for you!

For information on fees, registration, and other activities offered, please review our website at www.seattleu.edu/recreation or call at 206-296-6441.

FINANCIAL INFORMATION

CHECK CASHING

The Book Store will cash a check for up to \$5 over the amount of purchase.

PAYING TUITION AND FEES

Your tuition payment covers library and health service fees, the student newspaper, allotments to student organizations, building funds, and admission to athletic events. Tuition and Fees are due by September 15 for fall quarter, December 15 for winter quarter and March 15 for spring quarter, or within 14 calendar days of your registration for each quarter, if that would be later than the standard tuition due date. The date your tuition is due will be reflected on the Registration Invoice that will be mailed to you in August for Fall Quarter as a new student (and will be available on SU Online). In subsequent quarters and years, as a continuing student, your Registration Invoice will be available at SUOnline beginning July 1 for each fall quarter and a week after the start of pre-registration for other quarters. Payments made after your assigned due date may be subject to late registration/late payment and refund policies.

Refunds and adjustments are based on the official withdrawal/drop date or the appropriate SU Online transaction(s). See the undergraduate *Catalog* for details.

The Student Financial Services Office answers questions about bills and collects student tuition payments. The office also disburses financial aid loans and grants, administers the student employment programs and SU Payment Plans, and monitors the repayment process of Perkins and Nursing Loans.

Several payment options are available. You can pay by sending a check in the mail, submitting a payment online by e-check or credit card (there is a fee for credit card payments), putting a payment in the drop-box located across the atrium from the Student Financial Services Windows on the first floor of the University Services Building, or coming in person (cash, check, money order, debit card) to the Student Financial Services Office before your tuition due date for the quarter. Ask at the Student Financial Services Office for details on any of these payment options or payment plans.

Visit our website at: www.seattleu.edu/sfs

Hours:

Monday and Tuesday 9:00 a.m. to 6:00 p.m.

Wednesday to Friday 9:00 a.m. to 4:30 p.m.

Location/Contact:

USVC 105

First Floor, University Services Building, 206-296-2000.

FINANCIAL AID

The financial aid program at Seattle University can assist students and their parents with financing a college education through need-based and merit-based assistance. Financial assistance offered to

students may be used for direct educational expenses, as well as living expenses. The Student Financial Services website provides detailed information about grants, loans, student employment and scholarships. The office lists over 300 different private outside scholarship opportunities. Please visit our website at www.seattleu.edu/sfs to search for private scholarships.

To apply for financial aid, students must submit a Free Application for Federal Student Aid (FAFSA) each year by going to www.fafsa.ed.gov. Students and parents can provide the required FAFSA signatures when applying on-line by using a personal identification number (PIN) which they can get ahead of time by going to www.pin.ed.gov or can also get as part of completing the FAFSA on-line. To maximize funding, the FAFSA should be completed and submitted to the federal processor by February 1st each year listing Seattle University (Federal School Code 003790) to receive a copy of the application.

Federal and state financial aid is awarded without regard to race, religion, or gender. Help with the application process is available at the Student Financial Services Office.

Hours:

Monday and Tuesday 9:00 a.m. to 6:00 p.m.
Wednesday to Friday 9:00 a.m. to 4:30 p.m.

Location/Contact:

USVC 105
First Floor, University Services Building
206-296-2000
financialservices@seattleu.edu

WORK STUDY AND PART-TIME JOBS

Students who accept the work study included in their financial aid award can print a Work Study Authorization Form from SUOnline once their file is complete. Once this document is available, students may begin looking for positions and may start work when classes begin (students enrolled for fall quarter may begin work on September 20th). Advertisements for job openings are posted on the Redhawk Network that you can access from SUOnline or directly at www.seattleu.edu/RedhawkNetwork/.

Additional student employment information may be found online at www.seattleu.edu/sfs where pertinent student employment forms can also be found online by selecting the "Printable Forms" Quick Link on the left side of any page. On-Campus Work Study is a federally funded program that is awarded to incoming freshmen and sophomores. Students have the opportunity to develop work skills in the convenience of the college setting and may work up to 20 hours per week in positions on campus. Students receive a monthly paycheck for the hours they work. The on-campus student wages for 2010-2011 are:

Level 1:	\$ 8.95
Level 2:	\$10.25
Level 3 (Graduate Students):	\$11.30

Off-Campus Work Study is a state-funded program that is awarded to juniors and seniors who are residents of Washington State. Participants in this program may work up to 19 hours per week in eligible positions off campus. Positions are available in approved private businesses or in city and county government. In general, the positions pay higher wages and offer more direct relevance to a student's chosen profession than on-campus positions. Students are paid directly by their employer who submit State Work Study time sheets to the Office of Student Financial Services to request partial reimbursement of the wages from the State of Washington.

Community Service Work Study is funded through either a federal or state program for work study eligible students. Participants may work up to 20 hours per week through the federal program and up to 19 hours

a week through the state program. Positions are available in approved non-profit businesses and government agencies. The Community Service Work Study program provides students with off-campus employment in jobs that help the student develop career related skills through community service work. Hourly wages are competitive with local private and public industries. Students in off-campus work study are paid directly by their employer who submits Community Service Work Study time sheets to the Office of Student Financial Services to request partial reimbursement for wages paid.

The Federal Work Study Community Service program supports both the Family Literacy Project and the Reading/Math Tutor programs in Seattle Public Schools, childcare centers, after-school programs and community centers. Work Study students interested in Community Service Work Study may also contact The Children's Literacy Project in the College of Education and the Community Service and Engagement Office which

Work study is a need-based award determined by a student completing a FAFSA (Free Application for Federal Student Aid) by the February 1 Seattle University priority funding deadline. Students who are not eligible to participate in the work study program may seek non-work study employment on or off campus. Non-work study positions are also posted on SUOnline and students apply directly with the advertising employer and are also paid directly by their employer. For additional information, please contact the Office of Student Financial Services, or visit our website at www.seattleu.edu/sfs.

Location/Contact:

USVC 105
First Floor, University Services Building
206-296-2000
financialservices@seattleu.edu

HOUSING AND RESIDENCE LIFE

Welcome to the Seattle University residence halls! This section of the Student Handbook has been designed to answer many of your questions about living on campus, so it is very important that you read it thoroughly. Please note that students living in the residence halls will be held responsible for understanding the contents of this section. Be sure to keep information in a handy place in your room, or bookmark it on your web server so that you can refer to it when questions arise in the coming months. Of course, you should also feel free to contact your Resident Assistant, Residence Hall Director, or Housing and Residence Life Central Office at x6305 whenever you have questions about living in the residence halls. The website is: www.seattleu.edu/student/housing/index.html

We hope that your life in the residence halls will be an exciting campus experience. You will meet and make friends with many people from different backgrounds and have many opportunities to get involved in programs and activities that will round out your academic pursuits, challenge you to think and contribute to your learning and development. We strongly encourage you to be involved in floor and hall activities, the residence hall councils, and to take advantage of the many programs and services available to you as a residence hall student at Seattle University.

The Department of Housing and Residence Life's Central Office is located on the 1st floor of Campion Hall and is responsible for the overall coordination of the housing selection and assignment processes, providing a safe and clean living environment, developing the residence hall co-curricular experience, selecting and training the professional and paraprofessional residence hall staff, advising the Residence Hall Association, as well as many administrative functions. The staff members in Housing and Residence Life intend to create a dynamic and healthy residential community that celebrates diversity and engages students in active learning by providing opportunities for student involvement that include social, athletic, intellectual, spiritual, and cultural activities. These activities are provided to support the University's Jesuit

and academic mission and values. The residence hall staff members provide encouragement and support to all students as they are exposed to new experiences that foster their individual development. In order to facilitate this development, the residence hall staff is committed to the following long-range goals:

1. To provide facilities that are safe, clean, economical, and financially sound.
2. To develop an environment that supports the experiences of community living by advocating quality interactions with the residence halls through informal and structured communication networks.
3. To provide an atmosphere that contributes to a student's intellectual, social, emotional, physical, interpersonal and ethical growth by:
 - Facilitating an awareness and acceptance of individual, cultural and lifestyle differences that allow for one's increased acceptance of diversity.
 - Encouraging an increased understanding of the impact that one's actions have on others and the community and the acceptance of responsibility for the consequences of one's actions.
 - Providing residents with professional and paraprofessional staff who offer opportunities for an individual to maximize his or her personal growth.
 - Providing the opportunity for residents to become involved in a variety of activities and be exposed to a diverse assortment of interests and programs.
 - To provide a quality living experience at Seattle University, Housing and Residence Life has provided staff, facilities, policies and procedures; all of which are designed to help you make the most of your residence hall experience.

RESIDENCY REQUIREMENT

All full-time freshmen and sophomores are required to live on campus and purchase a meal plan.

This residency requirement is published in the *Catalog*, on the University web site, and in the annual Student Handbook. It requires students to live on our campus for six consecutive quarters, not including summer terms, or turn 21 years of age prior to opening day of fall quarter in order to qualify to live off campus.

As a residential campus, committed to the education of the whole person, the residential experience is considered an integral part of a student's education. Research over the past 40 years shows that students who belong to a campus residential community have a more productive and more satisfying college experience than those who live off campus. Students who live on-campus are more likely to:

- Take full advantage of campus resources
- Be more involved in campus activities and educational programs
- Take more credits per quarter
- Achieve greater academic success
- Persist to graduate at a higher rate
- Be more satisfied with their overall university experience

A related but separate issue is the Student Housing Agreement students sign to live on campus, which hold financial penalties for failure to honor the commitment the entire academic year. While an exemption from the On-Campus Residency Requirement might be awarded in a given case, often this triggers financial penalties under the Student Housing Agreement "Room Rates for Academic Year" clause, up to an including full remaining rates due.

Exemptions to this requirement are limited to four categories:

1. Living with immediate family in the Seattle area (siblings over 21 years of age, parents). This category of exemption is only good prior to moving in. After moving in, because of the binding Student Housing Agreement, we will not approve mid-year move outs.
2. Marriage. A marriage certificate to prove actual marriage is required.
3. Financial burden which would normally require you to leave Seattle University if not allowed to move off campus.
4. Medical conditions which the University is unable to accommodate on campus.

Each of these four reasons require some verification from third parties associated with documentation of the situation. The Request for Release from Housing Agreement form must be accompanied by the documentation before decisions are made on the request.

Fulfilling the requirements for exemption will not constitute an automatic release from the residence requirement. Failure to attain an approved exemption from Housing and Residence Life will result in the posting of the quarter housing charges to the student's SU account. Any freshmen or sophomore-standing students registered for the fall quarter that fails to sign up for housing during the selection process will automatically be assigned a room and meal plan and will be responsible for those charges unless a request for a release from housing exemption is completed. Nonpayment of this charge could result in the cancellation of classes and restriction from registering for any additional classes. Any student found to be providing false information on the "Request for a Release from Housing Agreement" form or during a personal interview will be subject to University disciplinary action.

HOUSING AND RESIDENCE LIFE STAFF

Director of Housing and Residence Life

The Director of Housing and Residence Life provides overall leadership and direction for the development of the residential community. Responsibilities include developing a vision for the housing strategic plan and for developing community on campus, developing and maintaining departmental budgets, planning long and short term capital projects, coordination of the residence hall student conduct process, coordinating departmental assessment initiatives, co-supervising residential campus ministers, providing assistance and support for the Jesuit Moderators, and general office administration.

Assistant Director for Housing Operations

The Assistant Director for Housing Operations is responsible for managing the housing and meal assignment and billing processes, managing the technological systems, coordinating facility projects, supervising the departmental residence hall desk operation, and general office administration.

Assistant Director for Learning Communities

The Assistant Director for Learning Communities is responsible for developing a comprehensive residential learning community in the residence halls by cultivating community, promoting ethical student conduct, providing technical expertise for program evaluations and assessment, engaging student diversity and multiculturalism, and improving the retention and educational experience of residence hall students.

Assistant Director for Residential Programs

The Assistant Director for Residential Programs is responsible for the design, implementation, and evaluation of programs that focus on social, service, multicultural, spiritual and wellness activities, providing direction to a variety of new and innovative programs and traditions that contribute to a vital and engaged campus community, and advising the Residence Hall Association.

Residence Hall Directors (RHDs)

The RHDs are responsible for the coordination and supervision of one or two of the six on-campus living options at Seattle University that include Bellarmine, Campion, Chardin, and Xavier Halls the Archbishop Murphy Apartments, and the Peter-Hans Kolvenbach Community. Their major duties include supervising the Resident Assistants and Desk Assistants, assisting residents with personal or academic concerns, advising the hall council, serving as a resource for programmatic information, coordinating hall desk functions, dealing with the many and varied administrative functions of the halls, and meeting with students whose behavior has violated policies and guidelines. The RHDs live in an apartment in their respective halls. They look forward to meeting each resident and welcoming you to Seattle University.

Assistant Residence Hall Directors (ARHDs)

The ARHD is a graduate assistant in the Student Development Administration program in the School of Education. His/her main role is to assist an RHD in the functions of the building such as desk operations, hall council, and supervision of the RA staff. There is an ARHD in Bellarmine, Campion, Chardin, and Xavier Halls.

Resident Assistants (RA)

Each RA is a peer advisor, role model, community builder, informal listener, facilitator, program planner, and friend to the students living in the residence halls. RAs fit into the total educational picture of the university and residence hall living as they are the day-to-day contact persons with residents and are key in the overall success of the program.

Residence Assistants must meet the minimum qualifications:

- Good academic standing with their department, a minimum of a 2.5 grade point average.
- The ability to foster and develop an inclusive community on their floors and in their building.
- Demonstrate Leadership characteristics.
- Genuine concern for people and a desire to work with them.

Residential Ministers

The Residential Minister lives as a member of a residence hall community, builds relationships with residents, fosters pastoral care, and serves as a member of the residence hall staff. The Residential Minister is responsible for supporting the vocational, spiritual, intellectual, personal, and social development of the students and staff in the residence halls in collaboration with Jesuits in Residence, Residence Hall Directors, Resident Assistants, and Campus Ministry staff.

Jesuits in Residence

Most floors have a Jesuit in Residence who is a member of the Jesuit community at Seattle University. They are available for advising, counseling, resolving conflicts, or simply as someone to talk to.

Desk Assistants (DAs)

As members of the hall staff, the DAs are responsible for disseminating information, checking out equipment, communicating university and Residence Life policy, dealing with student questions and the general public, monitoring the security of the hall from the reception desk, and sorting and distributing the mail. Desk Assistants are student workers that may be either on-campus work study or non work study eligible. If you are interested in pursuing a job as a Desk Assistant, please contact your Residence Hall Director.

Resident Lab Technicians (RLTs)

The RLTs are responsible for staffing and servicing the residence hall computer labs. These live-in staff members are first-line resources for residents regarding technological support questions.

Residence Hall Governing Groups

Housing and Residence Life values a residential environment where students may experience self-direction and personal growth. Since the academic, cultural, social, and recreational needs of students

are constantly changing, the Residence Hall Association (RHA) of Seattle University, the RHA Executive Council (RHA EC), and the individual hall councils serve as representative bodies within the residence hall system that identifies and makes known the needs of residents. RHA seeks improvements in the living environment, provides services for residents, and presents programs and activities that meet resident needs and interests. Membership in RHA is comprised of all students living in any of the Seattle University residence halls.

The RHA EC is concerned with programs, issues and activities that involve the entire residence hall system. Each hall council is responsible for the governance and activities at the hall level. All halls have floor representatives at their weekly hall council meetings, and all resident students are welcome to attend. Students are also welcome to be present and participate in the monthly RHA Assembly meeting. Times and days for the Assembly meetings are determined at the beginning of Fall quarter and will be posted outside the RHA office, located in Campion 100.

RESIDENCE HALL HOUSING OPTIONS

Seattle University currently has several residence halls. Each hall has its own atmosphere and traditions. Common features in each hall include study rooms, lounges, recreational facilities, and computer labs. Coin operated washers and dryers and vending machines are provided in each hall.

Bellarmino, Campion, and Xavier Halls

Students enrolled at Seattle University that are either freshmen or sophomore status, will generally live in one of the three above halls. All student rooms in each hall are carpeted and furnished with the following:

- 2 twin beds that can be bunked. Beds in Bellarmino Hall are extra long twin beds
- 2 modular closets with drawer space for two people
- 2 modular desks with chairs
- 2 bulletin boards
- Bookshelf space
- A sink and mirror
- Micro-Fridge (combination microwave and refrigerator in Bellarmino, Chardin, and Xavier only)
- Data lines for computer access to the university network
- Access to local phone service
- Cable TV

Peter Teilhard de Chardin Hall

Students enrolled at Seattle University with sophomore class standing are eligible to live in Chardin Hall. Each student room in Chardin is carpeted and furnished with the following:

- 2 twin extra long beds that can be bunked
- 2 built in closets
- Modular 3 drawer chest
- 2 modular desks with chairs
- 2 bulletin boards
- Bookshelf space
- A sink and mirror
- Bathroom (toilet, sink, shower)
- Wireless and Data lines for computer access to the university network
- Access to local phone service
- Cable TV

Archbishop Murphy Apartments

Students enrolled at Seattle University with at least junior class standing or that are above the age of twenty-one (21) are eligible to live in the Murphy apartments. Each apartment in Murphy is a little different. However, each resident in Murphy receives (all modular furniture except closets):

- A twin bed
- Built in closet
- Night stand
- Desk and chair

Apartments are also equipped with:

- Dining table and chairs
- Some living room furniture (loveseat, single chair, etc.)
- Kitchens (sink, stove/oven, refrigerator, dishwasher - only in four bedroom)
- Bathroom (toilet, sink, shower)
- Microwave

The following amenities are included with your license agreement:

- Electricity
- Heat
- Local Phone Service (resident provides long distance)
- Water
- Garbage and recycling
- Seattle University internet access

Peter-Hans Kolvenbach Community

Students enrolled at Seattle University with sophomore, junior, or senior class status are eligible to live in the Kolvenbach Community. The two houses in Kolvenbach are a little different from each other. However, each resident in Kolvenbach receives (all modular furniture except closets):

- A twin bed
- Closet
- Desk and chair

Each house is also equipped with:

- Dining table and chairs
- Some living room furniture (loveseat, single chair, etc.)
- Kitchens (sink, stove/oven, refrigerator, dishwasher – only in four bedroom)
- Bathrooms (toilet, sink, shower)
- Washer and dryer

The following amenities are included with your license agreement:

- Electricity
- Heat
- Local Phone Service (resident provides long distance)
- Water
- Garbage and recycling
- Internet access

Logan Court Townhomes

Students enrolled at Seattle University with at least junior class standing or that are above the age of twenty-one (21) are eligible to live in the Logan Court Townhomes. Each Townhome in Logan Court is a little different. However, each resident in Logan Court receives (all modular furniture except closets):

- A twin bed
- Closet
- Desk and chair

Each townhouse is also equipped with:

- Dining table and chairs
- Some living room furniture (loveseat, single chair, etc.)
- Kitchens (sink, stove/oven, refrigerator)
- Bathrooms (toilet, sink, shower)
- Washer and dryer

The following amenities are included with your license agreement:

- Electricity
- Heat
- Local Phone Service (resident provides long distance)
- Water
- Garbage and recycling
- Internet access

RESIDENCE HALL HOUSING SERVICES

Cable Television Service

Basic cable TV service is provided in residence hall room, floor lounges, and lobbies. Students must provide their own TV in their room.

Campus Card

Your campus ID, or Campus Card, serves as your student ID, meal plan card, and can be used to purchase items in campus vending machines, laundry machines, and at the SU bookstore (money must be put on the card separately from the meal plan). All Campus Card business can be done in the Campus Card Office located in the Engineering building. If your card starts peeling or is otherwise unreadable, you can get a free replacement card from the Campus Card office. If your Campus Card is otherwise lost or missing, a replacement fee will be charged.

Food Service

Seattle University's 5 meal plans provide quality, variety, flexibility and value for the student and compliment the residential experience. Items are a la carte and priced individually so students can choose exactly what they want. Residents use their campus card to purchase items and are not required to pay Seattle's 9.3% sales tax, which applies to all cash purchases.

Front Desk

The front desk in each hall serves as a central location for disseminating information, performing various services for residents, and maintaining safety and security. Desk Assistants are a great resource to students and guests. Services include:

- Temporarily obtain a 24 hour loaner key to your room when you have locked yourself out, or have lost your room key.
- Request maintenance on your room.
- Check out recreation equipment, games, kitchen equipment and other items.
- Check for lost and found articles.
- Seek help in an emergency situation.
- Pick up packages

Housekeeping

Housekeeping service is provided in common areas such as lobbies, lounges, bathrooms, and hallways. Kitchen areas are the responsibility of floor or hall residents. Primary attention is given to bathrooms and hallways. Consideration should be given to the housekeepers; they should not be expected to clean all messes left by residents. Lounges will be closed, and uses of other areas limited if students leave unreasonable messes in these areas. Students are responsible for cleaning their individual rooms. Vacuums are available at the front desk.

Laundry

A laundry room is located in each hall. The cost is \$1.25 to wash, and \$1.00 to dry. If you experience a problem or need to report a maintenance issue, go to the front desk.

Lost and Found

If you have lost something, check for it at the main desk. Also check at the Campus Public Safety Office (296-5990).

Mail

Each student has an assigned mailbox, and mail is distributed at least once a day (Monday-Saturday), usually by 5 p.m. Mail is not distributed on Sundays and during holiday break periods. Items too large to fit into the mailbox can be claimed at the front desk. ***Upon checking out of the hall, you will need to update your address on SU Online so you will get your mail at your new address.*** Mail will be forwarded until the end of the following quarter.

Maintenance

The prompt reporting of maintenance issues can often prevent more extensive problems. Maintenance requests can be filled out at the front desk. By signing the request, you are giving permission for a maintenance staff member to enter your room and complete the work.

Network Connection

The campus Network supports both Macintosh and PCs, and the Office of Information Technology (OIT) recommends MAC OS 10 or higher for Macs, and Windows XP or higher for PCs. Residence Hall network access (wireless is not available in the residence hall buildings) requires a 10/100 network card and Cat-5 cable. Residence Hall network users are required to install the Cisco Clean Access software provided free of charge. OIT representatives will be available in the residence halls during the beginning of the fall quarter for more information on Internet connections or you can call the helpdesk at x5571. If you have questions, please contact our Information Technology helpdesk at (206) 296-5571.

Network Login & Email

Your network login serves as your entrance into the Local Area Network giving you access to the Internet and email. It is important that you check your email regularly as you may receive messages from professors, staff members, and/or university announcements. Your email address can be acquired by calling the Helpdesk at (206)-296-5571. SU Students can also gain personal website space on the server through the Helpdesk.

Recycling

Recycling stations for aluminum cans, newspaper and glass can be found on every floor. Please help SU's commitment to the environment by separating your recyclable materials and putting them in the proper container on your floor.

Safety and Security

Night Security is provided to assist with making the residence halls a more secure place to live. Security personnel wear uniforms and carry identification as they patrol the hallways, parking lots and areas around the halls and apartments, assisting the hall staff with control of disorderly people, and assisting with removal of uninvited or otherwise unwanted guests. These staff members are here to serve you and to increase an environment of safety and security in the halls.

Storage Lockers

Storage lockers are not available in any of our residence halls. It is recommended that students only bring essential items to campus. Students in need of off-campus storage locations are encouraged to use the University owned 12th and Madison storage facility conveniently located minutes from Xavier Hall.

Telephone Service

All local telephone service within the Seattle area comes in your room with no extra charge. To dial on campus, just dial the last 4 digits. For example, to dial 296-6305 on campus, all you would have to dial is 6305. To dial off campus, you must first dial 9 then the regular phone number. Incoming phone calls to your room from on campus phones ring once. Off campus phone calls to your phone have a double ring. AT&T services the campus with long distance service. When you first get to campus, you will receive a letter from AT&T with your long distance information. For more information on long distance service through AT&T, check out the AT&T ACUS website at: <https://web01.acus.com/Union.asp> or call them at 1-800-222-0300 and ask about Campus service. Other campus inquiries can go through Information Technology's Help Desk at x5571.

Vending Machines

Each hall is furnished with a variety of food and soda vending machines. At times, these machines will not return the proper amount of change or will give improper service. Malfunctions or losses should be reported to the proper office designated on the machines.

Voicemail

Voicemail service is available through the university for \$25 per room. As an added bonus, this one time fee is good until you leave your room. So if you stay in your current residence hall room for 4 years, you will only have to pay the fee once. For more information, call the IT Helpdesk at x5571 or go to UCSB 204.

COMMUNITY LIVING

Your residence hall community consists of you and the residents on your floor and building. Your community will begin to develop from the day the halls open. You will have the opportunity to meet people who have a variety of backgrounds and lifestyles. Your interaction with them may be one of the most interesting aspects of your college experience. Each person you meet will have unique experiences to share. You are encouraged to become well acquainted with the people in your community and use these experiences to increase your knowledge of others and to make new and lasting friendships. You must also be willing to share yourself and your experiences with the members of your community.

The direction your community takes depends largely upon your involvement in it. Your interaction with others and their interaction with you is the largest factor in the evolution of your community. Your active involvement in the community and your participation in its activities are essential for the community's growth and the formation of positive relationships. With the proper emphasis and effort, your community

environment has the potential to offer you support in the areas of academic excellence, social maturity, a sense of belonging, self-reliance, and self-understanding.

One of the best recommendations that can be offered to any resident to help insure the successful growth of the community is to have the mutual respect and consideration for others. Before you act, consider the impact your behavior may have upon the lives of your fellow community members. As a part of the Seattle University residential community, each Seattle University resident has the following rights and responsibilities that are intended to help students develop healthy community living arrangements.

Rights of a Resident:

- The right of access to one's room and facilities at all times;
- The right to feel secure in one's living space;
- The right to live free from physical, emotional, and mental abuse;
- The right to clean living space;
- The right to sleep during the night undisturbed;
- The right to privacy;
- The right to study in one's room free of noise and distractions;
- The right to have one's belongings respected by others;
- The right to be listened to and to be heard.

Responsibilities of a Resident:

- To respect oneself, others, staff, community, and property;
- To respect the rights listed above of every community members;
- To understand and abide by university and residence hall policies and procedures necessary for community living;
- To be open and responsive to reasonable requests of community members;
- To be open, responsive, and cooperative with residence hall staff members.

Community Standards

Resident students are entitled to an atmosphere that facilitates personal growth and encourages pursuit of academic endeavors. Each student shares in the effort to maintain a high quality of life in each living-learning community. In this spirit, each resident is expected to actively participate in the standards for living in community with their roommate and floor peers. Developing community standards is a process by which students begin creating community through dialogue, compromise, and commitment. Community standards include student participation and empower them to assume responsibility for their community. Key attributes are students' involvement in an open dialogue and holding each other accountable for agreed upon expectations. The agreements made by the residents concern how to relate to and treat each other. It is a continual discussion throughout the year that shapes and reshapes the community.

Community standards are not rules or policies, but rather they are agreements that are unique to roommates and each individual community. The community standards model is one in which, within the parameters of university policies and procedures and code of conduct, students will have the opportunity to determine, negotiate, and implement the norms for their life together. Residents commit to learning about and developing their own shared expectations for their community. Since community begins with the smallest living unit and moves outward, the Community Standards Model will involve multiple levels: 1) Roommate Agreement, 2) Floor Standards, and 3) Hall Standards.

Living with a Roommate

Living successfully with a roommate requires flexibility and the willingness to communicate in an honest, yet tactful manner. We encourage all students sit down with their roommate in the first few days to discuss the types of situations that can cause most roommate problems and come to an agreement that is mutually acceptable to each of you. To assist you with this conversation, each roommate pair is expected to complete a roommate agreement that addresses the rights and responsibilities previously mentioned. The RAs will discuss this process during the first floor meeting and help facilitate these discussions. The following questions can serve as a device to get you both talking about getting along effectively with a roommate:

- Do you like to go to bed early or late?
- Do you like to sleep in or get up with the sun?
- Do you require total darkness and quiet to go to sleep, or can the light be left on while your roommate studies?
- Do you study best with the radio or stereo on or off?
- Are you a neat and tidy person or do you tend to take a more “lived-in” approach to cleaning responsibilities?
- Do you like to have guests all the time, or do you prefer that your room be quiet for study more often than not?
- Do you like to loan your belongings? To your roommate only? Your car, clothes, money?
- What do you think is important in a roommate relationship?

Always strive to keep the lines of communication open between you and your roommate. Chances are that if something about the living situation is bothering you, it is also bothering your roommate, so talk about it. If a problem persists even after discussion about it has taken place, your RA may be helpful in assisting you and your roommate to work out an acceptable solution.

Living on a floor

Floor community includes approximately 60 residents and your participation plays a large role in the success and functioning of the floor community. In an effort to create a community built on integrity and respect, residents are expected to engage an interactive process where they share interests, concerns, and ideas with the people living in their community. Similar to the roommate agreement, the floor community must reach consensus to establish norms and expectations for living on the floor together. They will be responsible for helping to ensure that individual rights are preserved within the community and that members are accountable to the floor standards.

- What the process will look like?

All residents of a floor will spend time together at the beginning of the year discussing and agreeing on their expectations for living together; this is a fluid process. You will meet to discuss your standards on a regular basis. In other words, you will make decisions, live by those decisions, and then meet again to revisit how your decisions are working. Floor standards will evolve over time, so the process of defining standards is never entirely finished.
- Why is this so exciting?

This process empowers you to find your own voice to add input and make change. A key difference in this process, compared to the more traditional residence hall experience, is that you are given greater responsibility for yourself and the other members of your community. The role of your Resident Assistant is more than just the stereotypical policy enforcer; they are also there to give you support and act as a facilitator on the floor. Deciding upon floor standards should not be thought of as a task to be completed, but as a means by which community interactions occur. It is also an opportunity for you to develop your skills in the areas of decision-making and conflict resolution.

- What can you do to prepare for the first floor meeting?
Begin thinking now about the type of floor you would like to live on. What does respect and community mean to you? What do you have to offer to those around you? Think specifically of things or situations that you know need to be addressed when living in a community such as Bellarmine Hall. With a little forethought on these questions, you will be prepared for the discussion at your first floor meeting.

TRANSPORTATION AND PARKING

AIRPORT

Shuttle Express provides 24-hour *door-to-door chauffeured van service to and from Sea-Tac Airport for \$36 for one person and \$38 for two people one-way from Seattle University. (Fares may change without notice from this site.) Call 1-800-487-7433 or check the web site at www.shuttleexpress.com. *(Note: Also drops other riders on-board, at their stops).

BICYCLES

Bicycle racks are conveniently located throughout the campus grounds. Campus maps showing bicycle rack locations are available at the Campus Public Safety Office. Covered bike racks are available at: 11th and E. Cherry Garage, Broadway Garage, Campion Tower, and the Connolly Center. Uncovered bike racks are available at: Campion Tower, Engineering Building, Bannan Building, Student Center Building, Union Green, Pigott Building, Pavilion, 1313 E. Columbia, and Lemieux Library west side. Secure your bicycle with a professionally recommended high security U-Bolt or case hardened chain locking device. Bicycle registration and engraving are offered at Campus Public Safety, in the University Services Building 102.

BUSES

Five transportation agencies working together provide transit service to the Puget Sound region. King County Metro is the primary transit agency serving Seattle and King County. Metro together with Community Transit, Kitsap Transit, Pierce Transit, and Sound Transit provide cross-community travel within the region. A simplified fare payment system (Puget Pass) has been developed to promote cross-community travel within a five zone regional system (Snohomish County, Seattle/North King County, South King County, East King County, and Pierce County). Fare costs per trip run between \$.75 and \$4.75, depending on your zone and mode (bus, rail, light rail) of commute. Visit The Regional Transit website at www.riderlink.gen.wa.us.

Seattle University sells most of the Puget Pass fare media at a significant discount to all enrolled students. Bus passes are available in one month and ticket book fares. Passes may be purchased at the Department of Public Safety Office. We encourage all potential bus riders to stop by the Campus Public Safety Office located in the University Services Building, room 102, or phone 296-5995 (transportation coordinator) or check the Campus Public Safety website www.seattleu.edu/safety to obtain the latest information on bus schedules, fees, and routes, as transit agencies make periodic adjustments.

Peak Hours for Puget Pass fares for are: Monday to Friday 6 a.m. to 9 a.m. and 3 p.m. to 6 p.m.

Some useful numbers for inquiries about Metro:

- New rider information (24-hours) 206-553-3000

- Commendations/complaints 206-553-3060
- Lost and found 206-553-3090
- Pass purchase by phone 206-624-PASS (University discount does not apply)

DISABLED PARKING

Disabled parking is available in most parking areas on campus. Vehicles must display a current Washington State issued disabled parking permit and purchase a Seattle University parking permit to park in areas designated “disabled”. Vehicles may be registered for both temporary (doctor’s written order) and permanent designators (WA. State Issued), to utilize a designated University disabled parking permit. University passes are issued at the Campus Public Safety Office. For additional information, call the Parking Division, Public Safety, (206) 296-5995.

FERRIES

A variety of commuter and tourist ferry routes are in daily operation throughout the state. Destinations from Pier 52 in Seattle include Bremerton and Bainbridge Island. Ferries also serve Port Townsend, Hood Canal, Whidbey Island and the San Juan Islands. For prices and schedules, call 206-464-6400, 24 hours a day or visit their website at www.wsdot.wa.gov/ferries/

IMPOUNDED CAR OR BICYCLE

If your vehicle has been impounded, contact:

Campus Public Safety (On campus impounds) (206) 296-5990
Seattle Police Department Auto Impound (Off campus) (206) 684-5444

MOTORCYCLES

Uncovered motorcycle parking spaces are located in the 11th and E. Marion parking area. Covered motorcycle parking is available in the Broadway Garage and the 11th and E. Cherry Garage. You must register your motorcycle with Parking Services, located in the University Services Building, and pay an annual registration fee.

PARKING

All cars parked on the Seattle University campus must display a valid Seattle University parking permit, all days and all hours. The Campus Public Safety Office issues parking permits, and facilitates and enforces parking control. You may pick up a map that shows student parking areas at the Campus Public Safety Office. Campus Public safety officers can provide emergency assistance with battery jump-starts. Flat tires and/or other vehicle emergencies, please contact the Campus Public Safety Office in the University Services Building room 102, or call (206) 296-5990.

The Parking Division is located within the Campus Public Safety Office in the University Services Building Room 102 (206) 296-5995.

Monday and Tuesday 8:30 a.m. to 6 p.m.
Wednesday - Friday 8:30 a.m. to 4:30 p.m.

RIDESHARE

Carpool participants enjoy convenient parking in the Broadway Garage and 11^h on E. Cherry St. as well as lower parking rates.

Maxi-Pool (4 or more riders) park free at Seattle University. If you have 4 or more riders in your car, simply stop at one of our staff information kiosks, be prepared to show the attendant all four university ID cards, for your free maxi-pool day pass.

Other benefits include:

- reduced stress—let someone else drive part time
- save time with diamond lanes and metered on-ramps
- save money on fuel, car maintenance and parking
- reduce vehicle wear and tear

TAXIS

Fares vary between taxi companies. Expect to pay approximately \$2.00 for drop charges (the charge leveled when the driver starts the meter) plus \$2.00 per mile traveled. Check fares on the rear window (passenger side) of the cab, as rates adjust periodically.

Listed below are some average fares:

- Downtown to First Hill (one to two miles) \$6.00
- Downtown to University of Washington (five miles) \$12
- Downtown to Sea-Tac Airport (16 miles) \$30 to \$35
- Taxicab companies compute fares by time as well as distance. Charges for waiting are approximately \$30 an hour (50 cents a minute).

Major taxicab companies:

- Farwest 206-622-1717
- Gray Top/Yellow 206-282-8222 or 206-622-6500
- Seattle Airporter Taxi 206-547-4700

CAMPUS PUBLIC SAFETY

EMERGENCY NUMBERS

On-campus incidents call:

Campus Public Safety x5911 or (206) 296-5911

Off-campus incidents call:

Seattle Police/Fire department 911

Other emergency resources on-campus:

- Counseling Center (206) 296-6090
- Health Center (206) 296-6300
- Your Resident Assistant

University Transportation Programs:

Please log onto the DPS web page to access all campus parking, transit, and carpooling information. If you have further questions please call the Campus Transportation Coordinator at 296-5995, or e-mail donerc@seattleu.edu.

CAMPUS PUBLIC SAFETY DEPARTMENT

The Department of Public Safety department provides 24-hour security for the university campus and its facilities. Department of Public Safety (DPS) personnel are uniformed and easy to recognize and are available to assist the university community in a variety of ways, regarding safety and security issues. DPS are first responders to campus fire, police, and medical emergencies and coordinate emergency service response onto the University property. DPS officers provide first aid, safety escort services, and crime prevention information. DPS officers investigate criminal incidents and file incident reports, assist in personal property identification, and provide the lost and found service for the campus. Department of Public Safety provides 24-hour safety escort service upon request by members of the university community to locations on- or off-campus. The Night-Hawk safety shuttle service is available for limited evening hours Sunday-Thursday 6:00 p.m. to midnight and Friday and Saturday 6:00 p.m. to 2:00 a.m. by calling 296-4295 (296-HAWK).

DPS Business Hours:

Monday and Tuesday 8:30 a.m. to 6:00 p.m.

Wednesday to Friday 8:30 a.m. to 4:30 p.m.

The DPS communication center 24 hr. window is available at this location, and walk up service is open 24 hours a day, every day.

Location:

USVC 102

First Floor, University Services Building

206-296-5990

Department of Public Safety - campus crime prevention and response information is covered in the Department of Public Safety - "What to Do - Emergency Guidelines". Please log on to the DPS webpage to download our campus emergency guidelines, or pick up your copy of the university safety booklet from the DPS office, located in the USB building, room 102.

ASSAULT

If you have been physically and/or sexually assaulted, you are encouraged to contact:

- Seattle University Counseling Center (206) 296-6090
- King County Sexual Assault Resource Center 1-888-998-6423
- Campus Public Safety (206) 296-5911
- Seattle Police Department 911
- Your Resident director or resident assistant

Reducing the Risk of a Sexual Assault or Offense

No one asks or deserves to be sexually assaulted. While there is no absolute protection against a sexual assault or sexual offense, there are precautions you can take to help reduce your exposure to the risk of a sexual offense.

Some suggestions include:

- Be aware that excessive use of alcohol and/or other drugs interferes with the ability to think clearly and communicate effectively.

- Keep your doors and windows locked, whether in the office, at home, or in the car.
- Wear clothes that allow you to move quickly.
- Walk on lighted pedestrian pathways; do not take short cuts.
- Walk with a purpose and project an assertive image.
- Be conscious of your surroundings and anticipate potentially dangerous situations.
- Prohibit stranger(s) from entering your room or office unless properly identified.
- Never hitchhike.
- Avoid walking or jogging alone at night.
- When on campus, particularly at night, call the Department of Public Safety at 296-5990 for security escort services or use the Night Hawk safety escort service 398-4295 (398-HAWK)
- If off campus and you find yourself with no one to walk with, utilize a cell phone and create a Friend Escort by calling a friend on your cell phone and asking them to stay on the line with you, updating them with your location, until you reach your destination. If a concern arises give them your location and have them call 911, and you seek safety while also calling 911 yourself.
- Know your sexual desires and limits, exercise your right to set those limits, and clearly communicate those limits. Be assertive.
- If you are about to leave a party with a person you do not know well, tell a friend or colleague who you are going with, where you are going, how you can be reached, and when you expect to return home.
- When out with someone, be sure you have money for a taxi, your bus pass, and the phone number of a friend with you so that you are not dependent on your companion for a ride home.

Self-Protection

There is no perfect way to protect yourself against rape, but the following tips have worked for many people:

- Know you have the right to set sexual limits.
- Communicate those limits. Be assertive and make your intentions clear. Don't assume someone can read your thoughts.
- Trust your feelings. If you feel you're being pressured for unwanted sex, you're right.
- Pay attention to behavior that doesn't seem right, such as someone sitting or standing too close who ignores or enjoys your discomfort.
- Power stares looking through you or down at you
- Someone who blocks your way
- People speaking or acting as if they know you more intimately than they do
- Someone encouraging you to get drunk, thus lowering your ability to maintain your sexual limits
- People who grab or push you to get their way
- Someone who doesn't listen or disregards what you are saying (like "NO")

Be Assertive:

Get angry when someone does something to you that you don't like. Immediately communicate some kind of clear response. You may want to practice this by yourself or with friends. Stand up for yourself. It's OK to be rude to people who are sexually pressuring you, even if it hurts their feelings. After all, they're not paying attention to your feelings.

WHAT TO DO IF A SEXUAL OFFENSE OCCURS

A victim of a sexual offense can experience varying degrees of trauma and anxiety. Emotional and physical symptoms, such as fear, anxiety, anger, shock, depression, insomnia, headaches and/or nausea are common. Many victims also feel guilt and self-blame, especially if the suspect is an acquaintance. Regardless of the symptoms you experience, if you are a victim of a sexual offense:

1. Find a safe place.

2. Stay with a friend or someone who can give you emotional support. Call a rape crisis line.
3. Go to a hospital for immediate medical care.
4. The medical staff provides medical assistance for injuries, tests for medical evidence, and offers resources for emotional help. Do not wash or change clothes before calling or going for help because this may destroy important evidence. The collection of medical evidence does not presume that you will press charges against the assailant. However, if you later choose to press charges, the evidence will be available.

5. Report the sexual offense.

You are strongly encouraged to immediately report the sexual offense to campus security or local law enforcement officials. The Seattle University Public Safety personnel are prepared to help you understand your options and their consequences, as well as refer you to other campus and community resources for additional assistance.

6. Get professional counseling.

A sexual offense is a serious personal violation that renders any of a variety of physical, emotional, and psychological symptoms. A counselor will help you deal with these problems and any related issues. Information about counselors and support resources is available through Public Safety, Residence Life and Housing, the Wismer Center, the Counseling Center, the Student Development Office, and Human Resources Office.

7. Change in classroom or residence hall assignments.

In some circumstances, victims of a sexual offense seek to change their classroom or residence hall assignments. Students wishing to discuss reasonably available options should contact the Office of the Vice President for Student Development.

Resources

If you have been sexually assaulted, you are encouraged to immediately contact university or local support services.

Campus Public Safety (206) 296-5990
 Crimes Against Persons Unit (206) 296-5911 (On-call 24-hours a day)
 Harborview Sexual Assault Center (24-Hour number) 206-744-1600
 King County Sexual Assault Resource Center 1-888-998-6423
 Seattle Police Department 911
 Student Counseling Center (206) 296-6090
 Residence hall director or assistant

REPORTING PROCEDURES

On campus

A victim of a sexual offense on campus is strongly encouraged to notify a crimes-against-persons officer in Campus Public Safety (room 102, University Services Building, 296-5990; for emergency, call 296-5911). Once the sexual offense is reported, Campus Public Safety will notify appropriate university officials or third parties who are identified as having a need to know. The primary role of Campus Public Safety in a sexual offense incident is to collect information in an unbiased manner and preserve all relevant evidence. Campus Public Safety notification procedures may vary depending on certain factors such as whether the alleged assailant is a member of the university community, whether the incident took place on or off campus, and whether the victim wishes to remain anonymous.

Normally, Campus Public Safety will report the incident to the director of Public Safety and the vice president of Student Development. If the alleged assailant is a faculty member, the Office of the Provost is notified. Finally, if the alleged assailant is a staff member, then the assistant vice president for Human Resources is notified.

Anonymous report

If a victim of a sexual offense wishes to remain anonymous, Campus Public Safety will take a “third person” report. This report allows a person to provide a detailed report about the offense without the obligation of pursuing an investigation and/or pressing charges. The university typically will not fully investigate or initiate disciplinary action against the alleged offender based on a third-person report.

However, in certain circumstances, Public Safety may determine that a fuller investigation or disciplinary action is warranted; for example, if the reported offense is deemed egregious. Even in this case, the university will make every effort to keep the victim’s name anonymous. Ultimately, reporting is still encouraged, as it may provide important information for protecting the community at large.

Off campus

When a sexual offense occurs off campus, the investigative authority of Seattle University Campus Public Safety is limited. However, Campus Public Safety does work in close cooperation with the Seattle Police Department in investigating the complaint. The same reporting and notification procedures as for an on-campus incident will occur. If the assailant is a Seattle University student, faculty, or staff member the university may, at its discretion, suspend disciplinary action or related proceedings until the Seattle Police Department investigation and/or court action is complete.

Confidentiality

Every possible effort shall be made to ensure the confidentiality of information received as part of the university reporting procedure. Whenever possible, the name of the victim will be withheld if the victim so desires. Action requiring disclosure of the victim’s identity or identifying the victim in some manner will normally not take place without the victim’s consent, unless it is necessary to protect the health or safety of students or other persons. If so, the victim will be informed.

RAPE PREVENTION & SELF PROTECTION AWARENESS PROGRAMS

All women and men should attend one of the various residential programs on self protection awareness. Workshops on rape prevention and safety are available to students. It is important that students realize that residence halls are not immune to crime and that steps can be taken to protect your valuables, and yourself.

Assault/Sexual Assault

Any student who is a victim of an assault or sexual assault is strongly encouraged by the University to seek out services provided for them. Should you be victimized in this way, please see your Residence Hall Director or the Director of Residence Life and Housing, or the Counseling Center.

Night Security

What is night Security? This is a service provided to you which assists with making the residence halls a more secure place to live. Night Security personnel wear uniforms and carry identification as they patrol the hallways, parking lots and areas around the halls and apartments, assisting the hall staff with control of disorderly people, and assisting with removal of uninvited or otherwise unwanted guests. Essentially, these people are here to serve you and to increase an environment of safety and security in the halls.

The Role of Residents in Maintaining Security

As a member of the residential community, your role is essential in maintaining security for all residential students.

- Always lock your door with your room key, even if you will be gone only for a moment. It only takes a few seconds for someone to get in and out of your room! Also lock your door during naps and upon retiring for the night, and if leaving while your roommate is asleep.
- Never prop open public doors that should be closed and locked. Also, never let strangers into the building when it is locked, or let strangers on to the elevator. Report suspicious persons to a Resident Assistant, your Hall Director, or call Public Safety (296-5990).

- Identify your valuables with your driver's license number with an etching pen. Insure your valuables with personal property insurance, and keep a list of all serial numbers.
- Never leave your keys or valuables out in the open. Carry your keys with you at all times and always know where they are located.
- Avoid walking alone anywhere at night if possible. Call Public Safety (296-5990) to have someone escort you to or from your hall.

EARTHQUAKES AND NATURAL DISASTERS

The Disaster/Emergency Response Plan is designed to consider all hazards to which the campus and its community members may be vulnerable. These include, but are not limited to: high wind, rain and snow storms, fire, earthquakes, hazardous material releases, bomb threats, airliner disaster, major loss of utilities, civil disorder, epidemics, or combinations of the above. This plan expresses the guidelines the university will follow to institute and carry out comprehensive emergency management.

Specifically, in the event of an earthquake, all students, faculty, and staff are to proceed to Championship Field across from the Connolly Center, where further information and medical assistance will be available.

A complete copy of the plan is available at the Department of Public Safety **"What To Do Emergency Guidelines"** booklet or visit the Seattle University Public Safety Home Page for a copy of the University's Disaster Response Guidelines.

COMMUNITY DIRECTORY

Crisis Lines

Alcohol and Drug (24 hours)
(206) 722-3700

Crisis Line (24 hours)

(206) 461-3222

Hospitals

Group Health Urgent Care

201 16th Avenue
(206) 326-3000

Harborview Hospital

325 9th Ave
(206) 744-3000

Swedish Medical Center

747 Broadway
(206) 386-6000

Services and Miscellaneous

Bus Schedules

(206) 553-3000

Ferries

(206) 464-6400

Seattle Tenants Union

(206) 723-0500

Sexual Assault

King County Sexual Assault Resource Center
24 hour crisis line
1-888-99V-OICE (8-6423)

Sexual Assault Center, Harborview

(after business hours this is a recording with instructions)
(206) 744-1600

University of Washington Hospital

1959 NE Pacific Ave
(206) 598-3300

Virginia Mason Hospital

925 Seneca
(206) 624-1144

Poison Control

Poison Information Center

1-800-222-1222

Citizens Service Bureau

(206) 684-CITY (2489)

Recycling Hotline

1-800-732-9253

Voters Registration

(206) 296-VOTE (8683)

CAMPUS DIRECTORY

For more detailed, updated listings, the Office and Department directory can be accessed at www.seattleu.edu/home/directories/office_department_directory

Emergency - Police and Fire

from campus 9+911

from all other phones 911

Campus Public Safety- 5911

A.A. Lemieux Library

Phone: (206) 296-6233

Fax: (206) 296-6572

Addiction Studies

Phone: (206) 296-5350

Accounting Department

Phone: (206) 296-5690

Administration Department

Phone: (206) 296-2550

Admissions Office

admissions@seattleu.edu

Phone: (206) 296-2000

Toll Free: (800) 426-7123

Advancement Services

Phone: (206) 296-6130

Affirmative Action

Phone: (206) 296-5870

Albers School of Business & Economics

Phone: (206) 296-5700

Fax: (206) 296-5795

Alumni Office

Email: alumni@seattleu.edu

Phone: (206) 296-6127

Archbishop Thomas Murphy Apartments

Phone: (206) 398-4984

Art Department

Phone: (206) 296-5360

Arts & Sciences, College of

Phone: (206) 296-5300

Fax: (206) 296-5997

Arrupe Jesuit Residence

Phone: (206) 296-6340

Asian Studies Program

Phone: (206) 296-5380

Associate Provost's Office

Phone: (206) 296-6155

Fax: (206) 296-5654

Associated Students of Seattle University
(ASSU)

Phone: (206) 296-6050

Athletics

Phone: (206) 296-6441

Auxiliary Services

Phone: (206) 296-2500

Bellarmino Advising Center

Phone: (206) 296-2260

Bellarmino Hall

Phone: (206) 296-6280

Biology Department

Phone: (206) 296-5490

Fax: (206) 296-5634

Bon Appétit

Phone: (206) 296-6310

Book Store

Phone: (206) 296-5820

Fax: (206) 296-2828

Broadway & Madison

Phone: (206) 296-6135

Business School

Phone: (206) 296-5700

Campion Residence Hall

Phone: (206) 296-5600

Campus Assistance Center (CAC)

Phone: (206) 296-6464

Campus Card Office

Phone: (206) 296-2273

Campus Ministry
Phone: (206) 296-6075
Fax: (206) 296-6097

Campus Support Services
Phone: (206) 296-2929
Fax: (206) 296-2150

Campus Tours
Phone: (206) 296-2211

Career Services
Phone: (206) 296-6080
Fax: (206) 296-6087

Catering
Phone: (206) 296-6312

Center for Service and Community
Engagement
Phone: (206) 296-2569

Chapel of St. Ignatius Information Line
Phone: (206) 296-5587

Chaplain
Phone: (206) 296-5315

Chancellor's Office
Phone: (206) 296-5664
Fax: (206) 296-5544

Chardin Residence Hall
Phone: (206) 398-4500

Chemistry Department
Phone: (206) 296-5950

Children's Literacy Project
Phone: (206) 296-6411

Civil & Environmental Engineering Department
Phone: (206) 296-5520
Fax: (206) 296-2173

Classroom Support
Email: itcs@seattleu.edu
Phone: (206) 296-6220

Collegia Program
Phone: (206) 296-6291
Fax: (206) 296-2149

Commons, Casey
Phone: (206) 296-5976

Communication Department
Phone: (206) 296-5340

Commuter and Transfer Students Life
Phone: 209-296-6291
Fax: 206-296-2149

Computer Labs
Email: labs@seattleu.edu
Phone: (206) 296-2655

Computer Science & Software Engineering
Department
Phone: (206) 296-5510

Computer Training
Email: computertraining@seattleu.edu

Conference and Event Services
Phone: (206) 296-5620

Connolly Center
Phone: (206) 296-6400

Construction and Facilities Planning
Phone: (206) 296-2507
Fax: (206) 296-2509

Controller's Office
Phone: (206) 296-5880
Fax: (206) 296-5896

Costume Shop
Phone: (206) 296-5373

Counseling and School Psychology
Department
Email: counsp@seattleu.edu
Phone: (206) 296-5750
Fax: (206) 296-1892

Counseling and Psychological Services
Phone: (206) 296-6090
Fax: (206) 296-6096

Credit Union, Alaska USA
Phone: 1-800-525-9094

Criminal Justice Department
Phone: (206) 296-5480

Crime Prevention
Phone: (206) 296-5990

Culture & Language Bridge Program
Phone: (206) 296-6064
Fax: (206) 296-6030

Custodial Services
Phone: (206) 296-6194
Residence Hall: (206) 296-5627

Diagnostic Ultrasound Department
Phone: (206) 296-5960

Directory Assistance (on campus)
Phone: Dial 0

Drama Department
Phone: (206) 296-5360

Eastside Education Center
Phone: (425) 451-0200

Environmental Studies
Phone: (206) 296-5440

Economics & Finance Department
Phone: (206) 296-2540

Education, College of
Phone: (206) 296-5760

Electrical and Computer Engineering Department
Phone: (206) 296-5970
Fax: (206) 296-5962

Emergency
Phone: (206) 296-5911

English Department
Phone: (206) 296-5420

Enrollment Services
Phone: (206) 296-2000

Enrollment Services Operations (ESOP)
Phone: (206) 296-5848
Fax: (206) 296-2225

Entrepreneurship Center/Small Business
Institute
Phone: (206) 296-5730

Environmental Safety
Phone: (206) 296-6187

Event Support Services
Phone: (206) 296-5620

Executive Leadership Programs
Phone: (206) 296-5374

Executive Seminars
Phone: (206) 296-5300

Facilities Services
Phone: (206) 296-6999
Fax: (206) 296-2661

Facilities Design & Construction
Phone: (206) 296-6160
Fax: (206) 296-2661

Facilities Operations
Phone: (206) 296-6999
Fax: (206) 296-2661

Facilities Response Center
Phone: (206) 296-6996

Finance & Business Affairs
Phone: (206) 296-6150
Fax: (206) 296-6147

Fine Arts
Phone: (206) 296-5360

Food Service
Phone: (206) 296-6310

Modern Languages & Literature
Phone: (206) 296-5380

General Science
Phone: (206) 296-5591

Graduate Student Council (GSC)
Phone: (206) 296-2157

Grounds & Landscaping
Phone: (206) 296-6440
Fax: (206) 296-6480

Hazardous Materials/Safety
Phone: (206) 296-6187

Health Center
Phone: (206) 296-6300

History Department
Phone: (206) 296-5450

Honors Program
Phone: (206) 296-5305

Housing and Residence Life
Phone: (206) 296-6305
Fax: (206) 296-2212

Human Resources
Phone: (206) 296-5870
Fax: (206) 296-2100

Information, Campus—CAC
Phone: (206) 296-6464

Information, Directory Assistance (on campus)
Phone: Dial 0

Information Technology (IT)
Phone: (206) 296-5550
Fax: (206) 296-5561

Institute of Public Service (IPS)
Phone: (206) 296-5440

Insurance, Faculty & Staff
Phone: (206) 296-5867

Insurance, Student
Phone: (206) 296-6300

Internal Auditing
Phone: (206) 296-5894

International Student Center
Phone: (206) 296-6260

International Studies
Phone: (206) 296-5420

Intramural Sports
Phone: (206) 296-6441

Jesuit Community
Phone: (206) 296-6340
Fax: (206) 296-6399

Jesuit Identity & Mission, Office of
Phone: (206) 296-6133
Fax: (206) 296-6296

Journalism
Phone: (206) 296-5340

Language Lab
Phone: (206) 296-6240

Law School Library
Phone: (206) 398-4220

Law, School of
Phone: (206) 398-4000

Leadership Development Programs
Phone: (206) 296-LEAD (5323)

Learning Center/Disabilities Services
Phone: (206) 296-5740
Fax: (206) 296-5747

Lemieux Library
Phone: (206) 296-6233

Liberal Studies
Phone: (206) 296-5470

Literacy Project
Phone: (206) 296-6411

Machine Shop
Phone: (206) 296-5506

Mailing Services
Phone: (206) 296-6199

Maintenance
Phone: (206) 296-6996

Marketing and Communications
Phone (206) 296-2104
Fax: (206) 296-6499

Mathematics Department
Phone: (206) 296-5930

Matteo Ricci College
Phone: (206) 296-5405

Management (academic department)
Phone: (206) 296-2550

MBA Program
Phone: (206) 296-5700

Mechanical Engineering Department
Phone: (206) 296-5540

Media Relations
Phone: (206) 296-6114

Military Sciences Department
Phone: (206) 296-6430
Fax: (206) 296-5439

Multicultural Affairs Office
Phone: (206) 296-6070
Fax: (206) 296-6073

Mission and Ministry, Office of
Phone: (206) 296-6133
Fax: (206) 296-6200

Music Department
Phone: (206) 296-5360

New Student & Family Programs
Phone: (206) 296-2525
Fax: (206) 296-6054

Nursing, College of
Phone: (206) 296-5660
Fax: (206) 296-5544

Parking
Phone: (206) 296-5995

Payroll
Phone: (206) 296-5886

Peace & Justice Center
Phone: (206) 296-6076

Personnel
Phone: (206) 296-5870

Philosophy Department
Phone: (206) 296-5470

Physics Department
Phone: (206) 296-5940

Planned Giving
Phone: (206) 296-6103

Planning
Phone: (206) 296-6155
Fax: (206) 296-5654

Plant Services
Phone: (206) 296-6190
Fax: (206) 296-6480

Political Science Department
Phone: (206) 296-5460

Premajor Program
Phone: (206) 296-2260

President's Office
Phone: (206) 296-1891
Fax: (206) 296-6200

Provost's Office
Phone: (206) 296-2595
Fax: (206) 296-2664

Psychology Department
Phone: (206) 296-5400
Fax: (206) 296-2141

Public Affairs
Phone: (206) 296-5440

Public Relations
Phone: (206) 296-2104
Fax: (206) 296-6499

Public Safety, Dept. of
Phone: (206) 296-5990

Public Service, Institute for (Graduate)
Phone: (206) 296-5440

Publications
Phone: (206) 296-2104
Fax: (206) 296-6137

Purchasing
Phone: (206) 296-6999

Recycling
Phone: (206) 296-6185

Registrar's Office
Phone: (206) 296-2000

Religious Studies
Phone: (206) 296-5320

Reprographic Services
Phone: (206) 296-6180
Fax: (206) 296-2163

Residence Hall Association
Phone: (206) 296-6407
Fax: (206) 296-2212

ROTC
Phone: (206) 296-6430

Science & Engineering, School of
Phone: (206) 296-5500
Fax: (206) 296-2179

Science & Engineering Project Center
Phone: (206) 296-2822
Fax: (206) 296-2179

Senior Class Committee
Phone: (206) 296-6040

Sociology Department
Phone: (206) 296-5906

Software Engineering
Phone: (206) 296-5510

Speakers Bureau
Phone: (206) 296-6135

Special Events
Phone: (206) 296-5620

Spectator (Student Newspaper)
Phone: (206) 296-6470
Fax: (206) 296-6477

Student Activities
Phone: (206) 296-6465
Fax: (206) 296-6415

Student Development
Phone: (206) 296-6066
Fax: (206) 296-6063

Student Events and Activities Council (SEAC)
Phone: (206) 296-6047

Student Financial Services
Email: financialservices@seattleu.edu
Phone: (206) 296-2000
Fax: (206) 296-5755

Student Health Center
Phone: (206) 296-6300
Fax: (206) 296-6089

SUN (Alumni Magazine)
Phone: (206) 296-6111

Teaching ESL, School of
Phone: (206) 296-5908

Teacher Placement
Phone: (206) 296-5780

Telecommunications
Phone: (206) 296-5835

Testing Services
Phone: (206) 296-5793

Theology & Ministry, School of
Phone: (206) 296-5330
Fax: (206) 296-5329

Theology & Religious Studies Department
(undergraduate)
Phone: (206) 296-5320
Fax: (206) 296-5409

Transportation
Phone: (206) 296-5995

University Advancement

Phone: (206) 296-6100

Fax: (206) 296-6136

University Core

Phone: (206) 296-5920

Veteran's Affairs Office

Phone: (206) 296-5850

Wellness & Health Promotions

Phone: (206)296-2593

Wisner Center

Phone: (206) 296-2597

Writing Center

Phone: (206) 296-6239

Xavier Residence Hall

Phone: (206) 296-6320