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PROGRAM OVERVIEW

About the Ignite Mentorship Program

Ignite is a program that connects incoming, new students with a faculty, staff, or graduate student mentor for their first year at Seattle University. The goal of the program is to promote student success by working with each student to provide opportunities for self-guided support and collaboration.

By leveraging the wisdom, talents, and collective support of the SU community, we hope to help ease the transition for new students and support them in becoming the people they are meant to be.

How We Define Student Success

Student success is a student’s ability to cultivate a sense of purpose and responsibility in order to accomplish one’s academic, personal, and professional goals. Students are successful when they grow intellectually, develop one’s own identity, and connect to the university, local, and global community.

How We Define Mentorship

In the context of and inspired by the university’s mission to educate the whole person, to form professionals, and to empower leaders for a just & humane world, mentorship is an intentional relationship between a student and someone with more experience or access to skills/resources, providing:

- Recognition & encouragement;
- Opportunities for growth & connection;
- Guidance & advocacy in navigating university systems & resources;
- A place to practice discernment & self-reflection;
- Listening presence;

For the purpose of collaborating with the student in their own transformative learning, and development of their own potential in creating/preparing for a life of purpose & meaning.
YOUR ROLE AS A MENTOR

Responsibilities

Your role is to create an intentional relationship with the student to assist them in transitioning to Seattle University and attaining their goals. You did this by:

- Building rapport and trust with your mentee,
- Staying on contact through regular in person and virtual communication,
- Conveying that you are open and available to assist your mentee,
- Becoming familiar with campus resources and where to find information,
- Eliciting and responding to your mentee’s goals and interests,
- Anticipating challenges and opportunities to bring to your mentee’s attention, and
- Enjoying your mentoring relationship. It’s fun!

Tasks

We ask that mentors:

- Once introduced to your mentee, follow up with a hello email,
- Beginning with the start of classes, contact your mentee twice in the first three weeks of their first quarter,
- Have contact twice a month, one of which should be in-person (refer to “Communicating with your Mentee” section for detailed guidelines),
- Determine with your mentee their goals, and plan a schedule of meeting that will meet their needs,
- Contact your small group leader, Ignite coordinators, and/or appropriate university personnel when an issue or need arises,
- Read the Ignite communications to learn about updates and resources,
- Participate in training as needed to grow as a mentor, and
- Attend Ignite and/or university programming as guided by your mentee.
Frequently Asked Questions about Your Role

When is it time to refer a student somewhere else and how do I know where?
If you feel beyond your skillset in a situation with a student, this is the time for a referral. Each person will have a different capacity for each situation. It's possible that as a student gets comfortable with you, they may disclose things that seem personal. Transition can bring up emotions for students. We encourage you to stretch your comfort zone a bit, knowing you have a system of resources and support that your mentees have access to in situations beyond your knowledge or experience.

After reviewing this guide, if you still have questions, please contact your small group leader. When making a referral, providing a warm handoff that feels supportive to the student will improve the chances that a student will take advantage of the referral.

Is it ok to transport my mentee in my car?
We ask that you do not drive a student in your personal car.

What are my disclosure responsibilities around sexual misconduct?
Your resources and responsibilities as a mentor are the same as those you hold as a Seattle University employee. We recommend that all mentors review the January 2018 Campus Communication regarding SU’s Commitment and Resources Regarding Sexual Harassment/Misconduct.

The Office of Institutional Equity includes resources and up to date communications as policy changes.
COMMUNICATING WITH YOUR MENTEE

Meeting Timeline
For the majority of the year, we ask that you and your mentee have contact at least twice a month, with at least one of these being in person. This means meeting in person at least four times in Fall Quarter, and three times in Winter and Spring. Meetings not in person can be a phone call, email communication or sending a few texts. Contacts don’t have to be long - a half-hour coffee, email or text can keep your communication lines open.

When scheduling meetings with your mentee, their course schedule is a great place to start! You can schedule a get together when they’re not in class, and also get to start talking about what they’re taking that quarter.

The First Three Weeks
In order to kickstart the mentorship relationship, during the first three weeks of the quarter in which you are assigned to start please plan to have two face to face meetings with your mentee.

- Fall Quarter: September 25- October 16, 2019
- Winter Quarter: January 6-27, 2020
- Spring Quarter: March 30 – April 20, 2020

The First Meeting
In your first meeting, it’s all about getting to know one another and building rapport. Ask your mentee about their interests and life before arriving at SU, their hopes for the year, and/or what they’d like from you. You can share about what you do at SU, your hobbies, and what commonalities you notice with your mentee. The Meet Your Mentee sheet below is a resource you can use as well.
MENTEE’S NAME: ___________________________________________

PRONOUNS: __________________________________________________

Suggested Conversation Questions
- What are some of your interests or hobbies?
- What’s your favorite place off-campus?
- Are you a coffee, tea, or hot chocolate person?
- Why did you choose Seattle U?
- What’s your favorite place on-campus?
- What’s your major and why did you choose that area of study?
- Where do you call home?
- What do you hope to gain from this mentorship?
- What makes you excited about coming to Seattle U?
- What is something you’re nervous about in attending Seattle U?

Communication & Expectations
The best way to communicate with each other is:

CALL: __________________________________________________________

TEXT: __________________________________________________________

EMAIL: __________________________________________________________

OTHER: _________________________________________________________

The preferred times to contact each other are:

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

_______________________________________________________________

Reminders!

√ Did you share when your next office hours are?

√ Send a follow-up email or text. Let your mentee know that it was great getting to know them.

Don't feel like you have to cover all of the questions: These are just to get you started! Hopefully one of these questions (or one of your own questions) will get you talking and conversation will move elsewhere.

Ask follow up questions: If a mentee answers and you want to know more, ask a follow up or clarifying question.

Don’t forget to share about yourself too! This should be a reciprocal relationship and it’s fun to figure out what you and your mentee might have in common!
COMMUNICATING WITH YOUR MENTEE

Meeting Locations & Resources Available to Mentors
We encourage you and your mentee to meet in whichever ways feel most comfortable to you – that could be a coffee shop on or off campus, in a library, outside when the weather is nice, one of the communal lobby spaces on campus, or anywhere else that feels good to both you and your mentee.

If you’d like to treat your student to coffee or a snack during your meetings and money is a barrier, please visit the Office of Student Success & Outreach to inquire about receiving funds.

Non Responsiveness
Check with your small group leader for advice on how to follow up. We want to be persistent, but we also don’t want to become a burden. Brainstorming with other mentors in the program can also generate new ideas to try.

Monthly Topics and Resources
We’ve put together suggestions of topics to cover throughout the academic year to guide your meetings and communication with your mentee. These Monthly Topics, on the following pages, should give you a general idea of what we hope to cover, and supporting information will be provided in our monthly email newsletter.

The topics are here as a guide of direction if you’re looking for a place to start, rather than a list that you must cover with your mentee as part of the program. What’s most important is to focus on developing an authentic connection with your mentee in which factors from each of your lives come up more or less organically – think of your meetings as catching up with someone and getting to know what they’re excited about and struggling with in each season of the year and on this journey of college rather than thinking of them as interviews or structured program.
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<th>FALL</th>
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<th>RECOMMENDED EVENTS &amp; ACTIVITIES</th>
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| **October** | - Mentoring Expectations  
- Homesickness: how to cope and navigate those feelings | - Mentoring Expectations  
- Navigating SU – Basics  
  - Where offices are, what resources are available  
  - Reidy Collegium as a home base  
  - Bridging what they need from previous institution | - Visit Reidy Collegium (Transfer Students)  
- Visit The Commuter Link (Commuter Students)  
- New Student Retreat  
- Involvement Fair  
- Homecoming |
| **November** | - Getting ready to take your first Midterm exams  
- FAFSA & WASFA: What you need to know, how to prepare  
- Holiday Plans | - FAFSA & WASFA: What you need to know, how to prepare  
- Holiday Plans | |
| **December** | - Finals Stress  
- Reflecting on Fall Quarter | - Finals Stress  
- Reflecting on Fall Quarter | |
| **WINTER** | | | |
| **January** | - Study Abroad  
- If Applicable: Academic Probation | - Internships: how to look for one, prepare for the search process  
- Study Abroad  
- Grades & How To Navigate Failure | - Winter Involvement Fair  
- Campus Ministry Retreats  
- Search for Meaning  
- Barrio  
- International Dinner |
| **February** | - Leadership & Involvement  
  - How are you involved in the SU community? In the greater Seattle community?  
  - What does leadership look like to you? How does leadership show up in your life?  
  - Opportunities to get involved for the 2019-2020 academic year  
- Winter Blues  
- Planning for Spring Quarter | - Long-term Planning for Your Last Year  
- Leadership & Involvement  
  - How are you involved in the SU community? In the greater Seattle community?  
  - What does leadership look like to you? How does leadership show up in your life?  
  - Opportunities to get involved for the 2019-2020 academic year  
- Winter Blues | |
| **March** | - Getting to Know Students in Your Major  
- Scholarships: how to look for scholarships, how to apply | - Getting to Know Students in Your Major  
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### FTIC

**SPRING**

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### RECOMMENDED EVENTS & ACTIVITIES

- Outside or Off-Campus Meeting
  - Coffee, tea, snack nearby, going for a walk
- Red Night Out
- Quadstock
- ISC Spring BBQ
- Luau
- Xuan Festival
COMMUNICATING WITH YOUR MENTEE

End of Year Transition

The Ignite Mentorship Program is structured to provide formal mentorship to students throughout their first year at Seattle University. That means that the end of spring quarter marks the end of many students' *formal* participation in Ignite. Regardless of when you began mentoring the student you were matched with (fall, winter or spring quarter), you’ve spent a significant amount of time getting to know each other! Below you’ll find a few talking points and guidelines to help you navigate the transition. *Each transition will be different based on the mentor/mentee pair, so please look to your small group leader for additional guidance.*

If you and your mentee were matched in fall or winter quarter:
- The end of the quarter marks the end of the student’s *official* participation in Ignite.
- However, depending on your relationship with your mentee, feel free to offer to continue meeting with them as they’d prefer. You can let them know you’ll probably be reaching out less often, but are available to chat if they’d like to stay in touch.
- How you proceed with your mentee is up to the two of you - Ignite will not be checking in with you any longer about the mentee you were matched with for the 2019-2020 academic year.

If you and your mentee were matched in spring quarter:
- Have a conversation with your mentee before the end of the year to discuss what they hope for in the coming year. Some mentees might prefer to end their official participation in the program in the spring, while others might want to continue to meet more regularly during fall quarter. Talk to your mentee about their preference and make a plan that works best for you.
- Similarly to mentors who were matched in fall/winter quarter, feel free to offer to continue a more informal relationship with your mentee should you both want that.

Your conversation might include the following elements:
- Letting your mentee know that this will be your last meeting for the year and thanking them for spending time to get to know you and participate in the program
- Highlighting benefits of the year: “I’m proud of how involved you got with x, y, or z”, “You got through a challenging quarter when...” or simply, “I’ve really appreciated getting to know you this year”.
- Take some time to reset boundaries. This will look differently for everyone, but one example could be: “I’d love to stay in touch and would be happy to get together once a quarter to see how you’re doing next year! Let’s communicate via email rather than text going forward.”
- Let your mentee know that you will be matched with another incoming student, but that you are still invested in their success!
ACADEMIC EXCELLENCE

Academic Adjustment

What services are available to help students academically?
Housed in the Lemieux Library as one of the Learning Commons Partners, Learning Assistance Programs offer a comprehensive suite of resources to students. Programs include weekly individual and small-group tutoring (appointment-based sessions for which a tutoring needs assessment (TNA) is required); drop-in tutoring; individual consultations with Learning Specialists; and weekly facilitated study groups in selected math, business, science, nursing, and languages courses.

I can't find the right resource for my mentee, where should I go?
We've got you! If we've missed something or you're not quite sure where to go, please contact Joelle Pretty, Director of Student Academic Persistence and Premajor Studies. The Student Academic Services site is also a great general resource.

Academic Advising

My mentee needs academic help. How can academic advising help?
Each school or college has an advising center, which provides services to all students in the school, college or program:

- Educational planning is provided to assigned advisees and as a supplement to students advised by faculty or peers.
- Information and referrals are offered to all students in the school, college, or program.
- Assistance with academic challenges is available to all students in the school, college, or program.
- Transition support offered for prospective and transferring students.

Think of academic advising as your home base!

Albers School of Business & Economics
Pigott 318 | 206.296.5700
College of Science & Engineering
Engineering 300 | 206.296.2500
se-advising@seattleu.edu

College of Arts & Sciences
Casey 1W | 206.296.2840
Premajor Studies
Bellarmine 111 | 206.296.2260
premajorstudies@seattleu.edu

ASCAdvising@seattleu.edu

College of Nursing
Garrand 200 | 206.296.2544
School of New & Continuing Studies
Law School Annex | 206.296.5346
ACADEMIC EXCELLENCE

Academic Policies

Where do I find the policy on _______?
For information on many academic and enrollment policies and related processes, please reference the Office of the Registrar’s website. You can find information on grade grievances, academic integrity, the withdrawal process, name changes, credit load, official transcripts, and more.

Disability Services

How is "disability" defined?
A disability is any physical, neurological, psychological, or sensory condition that significantly interferes with learning or participation in classes and campus activities. Examples include:

- Physical Disabilities
- Learning Disabilities
- Traumatic Brain Injury (TBI)
- Attention Deficit Disorder (ADHD)
- Low-Vision or Blind
- Hard of Hearing or Deaf
- Chronic Health Conditions; Chronic Pain
- Psychological Conditions, such as Depression, Anxiety, Bipolar Disorder, Eating Disorder

How do new students register with Disability Services?
Students who are requesting accommodations for the first time are required to meet with Disability Services before beginning services. During this intake meeting, the student will discuss their goals at Seattle University, the assistance they may need in reaching them, and the creation of a personalized accommodations plan. Students must also provide documentation from a qualified diagnostician that:

- Establishes the nature of their disability
- Provides evaluative data with test names and scores supporting their current need for specific accommodations
- May list services recommended for the student.

Documentation is confidential and will not be released or discussed with the student's permission. If the student needs, or expects to need, an accommodation not supported by their documentation, the student should discuss options for additional evaluation with DS Staff. For more details or information for continuing students or staff and faculty, please visit Disability Services website.
ACADEMIC EXCELLENCE

Studying Abroad

How can a student start exploring options to study abroad?
Students can jumpstart their global educational experience with a visit to the Education Abroad Office (EAO). Visiting our office does not commit anyone to study abroad, so encourage your mentee to come in to find out more! Visit our website and find out what the Five Steps to Studying Abroad are. It’s best to start exploring education abroad options early – even first year – to ensure that it will fit into long-term academic plans. There are many program options available with varying program duration (program length can span a few weeks to a whole year), cost, financial aid, location, and scholarship. Redhawk students fly far and wide to discover more about themselves, gain field and language experience and develop themselves as global citizens. Our Hawks Around the World blog is a place to get an inside view into the experiences of fellow Redhawks.

Are there limitations to the majors study abroad works with?
Studying abroad offers students the chance experience meaningful opportunities that complement their education at Seattle University while completing major, minor, and UCOR courses abroad.

Does a student need to speak the language where they’re going to study?
Many programs offer courses in English, so a second language is not required. However, if a student wishes to become more proficient in a second language then studying abroad is one of the best ways to achieve this! Students gain a deeper understanding of self, relationship with others, and place through studying, interning, and serving abroad. Studying abroad provides students with skills to enhance career options, too!

Taking Academics Further

How do students find internships?
Get started online with SU’s Career Engagement Office and make an appointment to discern specific steps for your unique journey. Discover strategies for searching online; accessing postings through SU’s platform, Handshake; and tapping into the vast network of the SU community of peers, staff, faculty, and alumni.
Taking Academics Further

How do students find out more about fellowships?
The Office of Fellowships advises students through the endorsement/application process for nationally and internationally competitive fellowship and grant competitions. They also design and implement programs and outreach initiatives to better serve students, with an emphasis on office accessibility to historically underserved students (students of color, transfer students, STEM students, students with disabilities).
FINANCES

Campus Employment

How do students find on campus jobs?
Students can find on campus job postings on Handshake, which is hosted by the Career Engagement Office. Postings include positions for students both with and without work study.

Financial Security

How can I help a student who is struggling to make ends meet?
The Consultation, Assistance, Referral, and Education Team (CARE Team) is a centralized place where you can refer a student to seek support.

What do I do if a student experiences an emergency?
Please contact CARE Team either through a referral or contacting the Dean of Students directly. Support can include financial grants in the form of emergency funds and/or strategizing about next steps.

Are there free personal care items available?
Both the Gender Justice Center (Chardin 141) and the Outreach Center (Student Center first floor) have personal care items available for students.

Financial Literacy

Do we have any resources on learning financial literacy?
The Outreach Center offers budgeting workshops that are open to all students. Information can be found on the center’s ConnectSU portal. Student Persistence is working on a set of online tools that we expect to have available on their website this fall. We will update the guide with information when those are ready.
FINANCES

Food Security

What resources are available if a student is experiencing food insecurity?

There are a couple of resources available to students:

- **Food Security Initiatives** operate within the Office of Multicultural Affairs (OMA), and provide empowering resources to any Seattle University affiliate with a SU ID, especially those who are experiencing perpetual hunger. Initiatives include availability of preloaded dining cards for anyone with a SU ID card, the Food Pantry which is open three days a week, and educational programming on food justice issues.

- These initiatives have only been made possible through the activism and advocacy of the **Gender Justice Center** here at Seattle University. It is due to their determination that the food pantry and programming has been highlighted as a priority for the Seattle University community.

- **CARE Team** offers personalized support which can include financial grants in the form of emergency funds and/or meal cards for purchasing food on campus.

Scholarships & Financial Aid

Are there resources to find scholarships on campus?

**Student Financial Services** has information on grants and scholarships, including a link to the **Academic Works database**.

What external resources can students utilize to find scholarships?

Student Financial Services recommends **tips for finding outside scholarships**, which include the following outside scholarship portals:

- **The College Board Scholarship Search**
- **Cappex**
- **FinAid!**
- **Student Scholarship Search**
  - Like many others, this site has a “Tips & Advice” tab that talks about, among other things, “Weird Scholarship Requirements” and includes several examples like scholarships for people who are tall or who win duck calling contests. Also, doing a search for “Weird College Scholarships” produces some very interesting results.

- **Washington Scholarship Coalition** (for residents of Washington State)
SAFETY & WELLBEING

The Basics

Where do I find important information about safety and wellbeing?
Several departments on campus have resources on their websites that cover a wide range of topics. We recommend reviewing these proactively to become familiar with the kinds of information available to you.

- Counseling & Psychological Services (CAPS) Resources
- Dean of Students
- Student Health Center Resources
- Wellness & Health Promotion
- Department of Public Safety (DPS)

Physical Health

Who can be seen at the Student Health Center?
All SU students who are currently taking classes are eligible for consultation and treatment including during breaks when the center is open. New students who are enrolled but haven’t begun classes can been seen for required immunizations. Students do not need to be enrolled in the student health insurance plan to be seen in the Student Health Center.

What is the cost to use the Student Health Center?
All students are charged a $5 administrative visit fee for all visits with a Nurse Practitioner. Please consult the Student Health Center’s website for fees for other medical services with and payment policies.

Is student health insurance required?
All full-time undergraduate students are required to have health insurance. There are two options; either the SU contracted plan or a personal plan. More details, requirements for suitable personal plans, and how to waive the SU contracted plan can be found on the Student Health Center’s website.

Where can a student access medical treatment after hours?
The Student Health Center website has a list of resources and suggestions.
SAFETY & WELLBEING

**Sexual Misconduct**

**Where do I find resources in the case of sexual misconduct?**
The Dean of Students [Sexual Misconduct](#) page has a number of resources including how to support a survivor, how to file a report, policies, and resources for survivors, friends and family members. We direct you to the Dean of Students page to ensure you have the most up to date resources available.

**What are my reporting responsibilities?**
This is a common concern. Your responsibility is the same with your mentee as it is for your general role at Seattle U. All faculty and staff, not specified as confidential resources, are expected to maintain information about sexual misconduct as extremely private, and to [notify the University’s Title IX Coordinator](#) who ensures that each individual is appropriately supported with resources and options that empower them to make informed decisions.

**What exactly is Think About It? Why are students required to do it?**
All new incoming students are required to complete an online educational module called Think About It. Issues of sexual misconduct are so important that we have made this a part of each student’s transition to SU. Undergraduate participants will examine the interconnected issues of healthy relationships, substance use, and sexual misconduct through a variety of interactive scenarios and guided self-reflection. This course generally takes about 3 hours to complete.

Adult Learners taking undergraduate courses can request a more age-appropriate assignment by emailing thinkaboutit@seattleu.edu. Generally students 25 and older find this course more applicable. Students use their SU Login at [www.seattleu.edu/thinkaboutit](http://www.seattleu.edu/thinkaboutit) to complete the program. Due dates and a request to remove a hold can also be found at on this page if students complete the program after the deadline.

**Students in Distress**

**How do I know when I need to make a referral?**
The Dean of Students has a great [online tools](#) with information about when to make a referral. You can also email concerns to the CARE Team at care@seattleu.edu.

**How do I approach a student if I need to make a referral?**
The Dean of Students has a great [online tools](#) with information about how to approach a student when making a referral.
SAFETY & WELLBEING

Students in Distress

What are the signs a student might be in emotional distress?

- Excessive procrastination and poorly prepared work, especially if inconsistent with previous work.
- Infrequent class attendance with little or no work completed.
- Inability to focus or concentrate.
- Unusual dependency: hanging around or making excessive demands for contact outside of normal periods of association.
- Listlessness, frequently falling asleep in class or general lack of energy.
- Repeated requests for special consideration.
- Marked changes in personal hygiene.
- High levels of irritability, including unruly, aggressive, violent, or abrasive behaviors.
- Inability to make decisions despite your repeated efforts to clarify or encourage.
- Excessive weight gain or loss.
- Normal emotions that are displayed to an extreme degree or for a prolonged period of time: for example, tearfulness or nervousness.
- Impaired or garbled speech and disjointed thinking.
- Threats to others.
- Reference to suicide as a current option.
- Bizarre behavior that is obviously inappropriate, such as talking to "invisible people."
- Social withdrawal.

Suicide

What if I have an urgent concern about a student’s safety?
Please call Public Safety (206-296-5911) right away for any of the following matters: thoughts of self-harm or suicide, suicide attempt, major disruption, missing student, criminal activity, severe injury or head injury, severe emotional distress, dangerous behaviors, and/or threats to others. If you are unsure or in doubt, please call right away! Public Safety will coordinate the initial response, file a report, and notify the Office of the Dean of Students.

Crisis Connections
https://www.crisisconnections.org/
24-Hour Crisis Line 206-461-3222

JED Crisis Text Line
Text “start” to 741-741

National Suicide Prevention Lifeline
https://suicidepreventionlifeline.org/
1-800-273-TALK
Suicide

What do I do if I’m worried about a student, but it’s not urgent?
Consider having a conversation with your mentee about the Counseling and Psychological Services (CAPS) office at Seattle U. You can even offer to walk them to the office if they’d like that.

Submit an online referral for non-urgent concerns by sending an email to care@seattleu.edu. Include the student’s name and as much information as possible to your referral email. Receipt of your referral will be acknowledged, but please keep in mind that only limited follow up information will be available to the reporting party in order to protect student privacy. Your referral will be assessed within 48 business hours. Another resource is CAPS Suicide Prevention Information on their website.

Transition

What if a student is having a hard time adjusting to the weather?
Wellness & Health Promotion has light therapy boxes that can be used in their office, Student Center 380. The recommended use is up to 30 minutes in the mornings. Stop by their office to learn more and take advantage of this free resource. The Mayo Clinic page on Seasonal Affective Disorder may also be helpful.

How do I help a student manage stress and anxiety?
Stress is common among college students, but can look different for each person. Helping students become aware of their stressors can help them develop coping skills. Signs of stress can include:
- Feelings: anxiety, irritability, embarrassment
- Thoughts: difficulty concentrating or making decisions, forgetfulness, fear of failure
- Behaviors: crying, nervous laughter, acting impulsively
- Physical: sleep disturbances, fatigue, dry mouth

Wellness & Health Promotion has tips for managing stress and services such as peer coaching by a member of the Health & Wellness Crew, tips for stress reduction, and coping strategies for anxiety. Find resources on their Mental Health page.
Campus & Community Involvement

How do I get involved on campus? How do I get involved in the community?
The Center for Student Involvement (CSI) hosts two Involvement Fairs - one in the fall and one in the winter. If you miss those, you can go online to ConnectSU to learn more about involvement and/or follow clubs/organizations/departments. ConnectSU is a rich online platform which allows students to find events to attend, organizations they might want to join, community service opportunities, and track their involvement. As a staff or faculty member, you can use your SU credentials to log on and view resources.

Helpful Offices:
- Students can stop by the Center for Student Involvement in Student Center 350 to talk 1-on-1 with staff about getting involved.
- The Center for Community Engagement, located at 1223 E Cherry Street, is also open to students to talk about service opportunities in person.

How do I start a club?
Club registration takes 6 individuals, a full-time faculty/staff advisor, a constitution and attendance at an orientation with our staff. You can start the process online at ConnectSU.

How to get involved in leadership positions?
ConnectSU is a great place to start. Students can connect with organization and offices as a participant, where information will be posted and/or join the Leadership at SU portal for centralized information.

Integrity Formation Process

What are mentors required to report? If a student suggests they’re violating a university policy (such as alcohol or other drugs), do I need to report?
Generally, mentors are responsible for reporting “first-hand knowledge” of an alleged violation of the Code of Student Conduct – that is, that is either observing an individual engaging in a behavior prohibited in the Code of Student Conduct or being explicitly told that an individual is engaging in a prohibited behavior. If a mentor does not have first-hand knowledge of such an incident they are not required to report.

What rights do students have in the Integrity Formation process?
Students have the right to remain silent, to respond to all information, to receive written notice of their hearing and their decision, to present witness(es), to bring an advisor (not attorney), and to appeal.
STUDENT LIFE

Integrity Formation Process

Where can I learn more about the Integrity Formation process? The Dean of Students website has an extensive description, complete with a FAQ section.

In Integrity Formation, what are parent(s)/guardian(s) notified about? Responsible findings of underage alcohol or marijuana consumption; as well as sanctions involving deferred suspension, suspension, or dismissal.

Living on Campus

Most questions about Housing services, important dates and processes can be found on the Housing & Residence Life (HRL) Frequently Asked Questions site.

Living off Campus

What resources does SU provide for students commuting from home? Students who commute have access to purchase meal plans, showers in the Student Center (for commuters only), off campus housing listings, and more. Information can be found on the commuter resources page online.

Residential students have their rooms, do we have a “home” for commuters? We do! The Collegia Program offers both a physical space and services to commuter students. The Commuter Link is a community and resource space for first-year and sophomore commuter students. It is staffed by current SU students, and offers the following services and opportunities:

- Kitchenette & Snack Bar
- Printing & Study Area
- Checking out chargers
- Lockers
- Social & Educational Programs
STUDENT LIFE

Parking & Transportation

How does a student purchase a parking permit?
Transportation & Parking Services has a number of student parking permit options and can also assist a student in purchasing an Orca card.

If a student wants to purchase an Orca card, is there a deal?
Yes! The Orca Lift program allows SU students to ride Sound Transit for a reduced fare.

How does a student check out a free daily Orca card?
Any student can check out an Orca card for one day by visiting the HUB Desk in the Student Center. You'll need to leave some form of id (eg- student id, state id) with the desk to secure the card. Learn more on the Redhawk Resource Hub site.

Redhawk Commitment

Written by and for students, the Redhawk Commitment guides us to shape our personal code of values, to explore the responsibilities of our actions, to maintain a healthy community. Consistent with the Redhawk Commitment are behaviors that align with the Code of Conduct, Academic Integrity, Resident Handbook, and other university policies.

We strive to live with integrity in our pursuit of personal, social, and academic excellence. We are strengthened by our Redhawk Commitment – a commitment to ourselves, each other, and a just and humane world.

As a Redhawk, I commit...

- To care for the well-being of myself and others,
- To honor differences in people and beliefs,
- To respect the rights and property of our community,
- To accept responsibility as a campus, local, and global citizen,
- To lead by example.
University Recreation

What is included in a student fitness center membership? Is there a cost?
For students, memberships are included in your tuition invoice. Use of the facility, group fitness and equipment for check out including locks, jump ropes, TRX, resistance bands, towels, and more! Use of a locker for the day is also free, or you can rent one either quarterly or annually. An additional fee is charged for services as noted.

Does University Recreation have pools?
There are two pools on campus. The East Pool is the primary pool and is a multipurpose pool as it can be utilized for activities such as synchronized swimming, water polo, and lap swim. The West pool is a recreational pool and is primarily used for lap swim. Adult swim classes are available for a fee.

Are group fitness classes free?
Yes. All classes are at no-extra fee and included with Membership. Group Fitness Packages are available at $5 for Students and $10 Non-Students. These packages allow you to schedule yourself into a class and guarantee your spot!

Do students need to be in shape before attending a Group fitness Class?
No! Nearly all University Recreation classes require no experience! Each class is designed to support all members where they are at and create a space that allows them to choose what options feel right for them.

How do I sign up for outdoor trips?
Visit the Outdoor page and use your SU credentials to sign in. almost half the trips are free!

How can I rent outdoor equipment?
Check the service hours online and go in to rent all sorts of camping equipment at really low fees.

What are Intramural Sports?
Intramural Sports are free activities programmed by UREC to provide an opportunity for current students, faculty and staff to participate in organized recreational sports in a fun but somewhat competitive environment. Each quarter we offer several different league and tournament options so everyone can find a sport they are interested in participating in. Visit the Intramural page to learn more, including how to sign up a team or as a free agent.
**University Recreation**

**What is the difference between Intramural Sports and Sport Clubs?**
Intramural Sports are recreational in nature and do not require a large time commitment of participants. They are free to participate in and require no travel or practices. Teams compete against other Intramural Sports teams from Seattle University. Sport Clubs are student-led organizations designed to compete against other University club teams regionally and nationally. Most Sport Clubs practice 2-3 times a week year-round and travel on a regular basis. They are funded by UREC and through member dues and fundraising.

Students are allowed to participate in both Intramural Sports and Sport Clubs. However, there are roster limits for sport club members wishing to participate in an Intramural Sport that is similar to their sport club (i.e. baseball club team and an intramural sports softball tournament). See sport specific rules for more details.

**How do I sign up for a Sport Club?**
All of our clubs have ConnectSU profile pages housed under the Student Clubs, Organizations and Communities. Each club will have contact information, practice schedules, and details about their clubs outlined there. Most clubs are open to drop in practices meaning you don't have to commit to anything before stopping by to try it out.
Using Technology on Campus

Where can I find information regarding the various technologies I have access to at Seattle U?
A great starting place is the IT Services Website, which lists out many of the common technologies and services for Seattle U. You will find guides that will help new members of our campus community, links to specific self-help documents, and how to contact IT Services for assistance.

If I can’t find the answer to my technology question on the ITS website, what do I do?
Call our ITS Help Desk at (206) 296-5571, or for non-urgent items, e-mail the ITS Help Desk at helpdesk@seattleu.edu

Where can I access SUOnline (classes, grades, registration), Canvas (learning management), Campus Card, Office 365 (email and productivity applications), and other important items?
Start with MySU – you can find links there!

What do I do if my SU account (username@seattleu.edu) is locked out?
Start by resetting your password. Existing Seattle University students, faculty and staff can reset their account passwords online or by calling the Help Desk at (206) 296-5571. Note: Please have your SU ID # readily available when you call the Help Desk.

Where do I find information about how to print on campus?
See the ITS printing page, along with our printing guides for your specific setup.

What is a virtual desktop, and how do I use it?
A “virtual desktop” is a Seattle University computer workstation that can be accessed from anywhere with an internet connection and web browser. For example, when you log into a computer lab workstation on campus, you’re using the virtual desktop. See the Virtual Desktop web page for details regarding the capabilities and use of virtual desktops https://www.seattleu.edu/its/collab/virtual-desktop/

How can I find the computer labs on campus?
A list of the computer labs and their locations can be found on the ITS website.

Which wireless network do I join from my device?
Students, staff and faculty should use SU-secure, not SU-guest. Your campus account user id and password will get you logged in. For more information, see this wireless network article.
SPECIALIZED STUDENT SUPPORT SERVICES

Because you may be mentoring a student with different identities and background than you, it may be helpful to have information about resources and key contacts serving particular populations of students. Below you’ll find a listing of departments we want to make sure you’re familiar with along with who they serve. Although these departments focus on particular populations, we know that students are more complex than one single identity and therefore collaborate and serve students accordingly. In other words, the boundaries are more blurry than the way this is presented might suggest.

Disability Services

Disability Services (DS) partners with the University community to recognize disability as a valued aspect of diversity and to embrace access as a significant component of social justice. The DS office facilitates equal access to courses, programs, and activities through campus leadership on disability access and inclusion issues. DS supports students with disabilities as they participate fully in all aspects of university life.

Primary Contact: Front Desk
206.296.5740
DS@seattleu.edu
Loyola 100

Serving:
• Students experiencing disabilities

Office of Multicultural Affairs

The Office of Multicultural Affairs serves all students in an effort to support intercultural learning and development To this end, the department serves students from historically underrepresented backgrounds through relationship building, support services, resources, and programs.

Primary Contact: Michelle Kim
Director, Office of Multicultural Affairs
206.296.6070 (general office)
kimmi@seattleu.edu
Pavilion 180

Serving:
• Queer Students
• Students of Color
• Students from Low SES Backgrounds
• Undocumented Students
SPECIALIZED STUDENT SUPPORT SERVICES

Parent & Family Engagement

Students who are parents juggle many responsibilities while in college. The Parent and Family Engagement Office is here to support you in balancing family, school and work life. Students who are parents at SU have a community on campus dedicated to supporting your successful path towards graduation.

Primary Contact: Laurie Prince  
Director, Parent & Family Engagement  
206.296.6033  
lprince@seattleu.edu  
Student Center 320

Student Success & Outreach

Student Success & Outreach provides services and physical centers for students from several populations through the Collegia Program and the Outreach Center.

- Link Collegium: first and second year commuter students
- Reidy Collegium: all transfer students and third and fourth year commuter students
- McGoldrick Collegium: all graduate students and undergraduate students who are 25 years and older.
- The Outreach Center: first-generation students and students who are veterans or military dependents.

Primary Contact: Gretchenrae Campera  
Assist. Director of Student Success & Outreach  
206.296.5323  
camperag@seattleu.edu

Serving:  
- Students who are parents
- Adult Learners
- Commuters
- First-Gen Students
- Military Dependents
- Transfers