

A summary of services for students at Saint Paul College. Detailed information about full services, procedures, and student rights are available through individual offices, the College catalog, the Student Handbook, and at saintpaul.edu.

ACADEMIC SUPPORT CENTERS

The Tutoring Center (3125) and Science Study Center (3220) The Tutoring Center (3125) and Science Study Center (3220) offer free and supportive tutoring, learning resources, and study spaces for all Saint Paul College students. Professional fellows and peer tutors provide tutoring in several subjects as well as technology and study skills. Tutoring is available in-person and online.

651.403.4466 | tutoring@saintpaul.edu
saintpaul.edu/Tutoring

ACCESS & DISABILITY RESOURCES

Saint Paul College values diversity in our college community and is committed to providing an inclusive learning experience for students with disabilities. The Office of Access & Disability Resources (ADR) strives to provide holistic support to students with disabilities through collaboration with faculty and staff. The ADR office works to minimize barriers and ensure equitable access by offering reasonable accommodations. Students seeking services are asked to submit documentation of their disability and meet with a member of the Access and Disability Resources team before the start of the semester, if possible. Accommodations are determined on a case-by-case basis and are not retroactive.

American Sign Language (ASL) interpreters are available to students who are deaf and/or hard of hearing. Please contact Access and Disability Resources for ASL services.

Office Location: 1405

651.350.3008 | accessresources@saintpaul.edu
saintpaul.edu/AccessDisabilityResources

ASSESSMENT

Assessment of basic skills in math, reading and writing is required if you are seeking a degree, diploma or certificate in a major program. This requirement may be waived if you've previously completed college level English or math with a minimum grade of "C". Some programs also require completion of additional Assessments. Assessments are available on a walk-in basis. No appointment is necessary. It takes approximately 2½ hours to complete these un-timed assessments. Assessments are not available during holidays and when the College is closed. Please check in at the One Stop in Room 1300.

saintpaul.edu/Assessment

BOOKSTORE

Textbooks are ordered online and are shipped to your home within 1-2 business days. Books can be shipped to the Campus Store and picked up if selected. School and personal supplies are available in the Campus Store located on the first floor near the main entrance in Room 1210. Please check the College Website and campus postings or call 651.846.1422 for Campus Store hours.

651.846.1422
saintpaulcollegebookstore.com

CAREER SERVICES

Career Services (room 1326), provides free assistance to current students and alumni with all aspects of career development. Some of our services include career exploration, career interest assessments, job and internship search resources, connections with local employers, online job posting system (JobsOnline), resume, cover letter, and interview assistance, and career fairs and other networking events. Career Services also conducts the annual follow-up of college graduates to determine job and continuing education status.

Scheduled appointments are preferred. To schedule, call, stop by or book your own appointment through your EAB Navigate account.

651.846.1384 | career.services@saintpaul.edu
saintpaul.edu/CareerServices

COUNSELING (HOURS VARY)

A counselor is available to assist you with personal, educational, social, and developmental concerns as well as general life planning and goal-setting. The on-staff counselor (room 1340) also provides crisis intervention services, career counseling, mediation, referrals to community agencies, and consultations when necessary. Any student enrolled at Saint Paul College is eligible to access college counseling services at no additional charge. A personal counselor is available by appointment by completing the self-referral form on the SPC Counseling page or an emergency walk-in basis.

651.846.1383 | Room 1340
saintpaul.edu/Counseling

FINANCIAL AID

Students must be admitted to a program at Saint Paul College that leads toward a degree, diploma or eligible certificate programs. Financial aid disbursements depend on the number of credits enrolled by the end of drop/add period. Apply annually to be considered for each academic/award year; visit room 1300 for assistance. FAFSA is the Free Application for Federal Student Aid, and this form is used to apply for grants, loans and work-study. Apply online at www.fafsa.gov – it saves time! Saint Paul College code is: 005533. All customer-facing services from Financial Aid are handled by the One Stop (room 1300).

651.846.1386 | saintpaul.edu/FinancialAid

GATEWAY TO COLLEGE

Saint Paul Public Schools (SPPS) and Saint Paul College have teamed with Gateway to College National Network (GtCNN) to offer this nationally recognized program. Gateway to College students earn their high school diploma and college credit at the same time. Gateway staff (room 3105) works to wrap students with thoughtful supports beyond academics to thrive in a college environment.

651.403.4452 | gatewaytocollege@spps.org
saintpaul.edu/GatewayToCollege

INFORMATION TECHNOLOGY SERVICES (IT) & HELP DESK

The IT Help Desk is located inside the Technology Center, room 1470. Hours and contact information are available on the College website. Students may receive assistance with various technology questions and issues including logging into campus

computers, resetting their StarID password, accessing email (Office 365), connecting to wireless ("Eduroam"), using D2L Brightspace, printing, logging into eServices, using OneDrive to store files, downloading Microsoft Office, browsing safely online, and more. Student Technology Orientation classes are offered year-round for info on using the various technology and services available to them. The IT Help Desk cannot perform repairs on personal devices.

651.846.1440 | helpdesk@saintpaul.edu
saintpaul.edu/HelpDesk

INTERNATIONAL STUDENT SERVICES

Saint Paul College welcomes F-1 international students from all over the world. The dedicated International Student Advisor is located in One Stop, Room 1300. International Student Services provides assistance with all F-1 visa questions and SEVIS-related issues, on and off-campus employment including CPT and OPT, culture shock counseling, help with family emergencies back home, and general information and assistance. This office provides the two-day International Student Orientation. Saint Paul College also offers a student-led club – the Global Culture Club.

Interim International Student Coordinator,
Katie Sivanich

651.403.4470 | international@saintpaul.edu
saintpaul.edu/ISS

LIBRARY

The Library is located in the Learning Commons area on the main floor in Room 1262. The Library offers a wide range of resources, including fiction and nonfiction books, academic databases, graphing calculators, VR goggles, and Minnesota's largest culinary collection. The Reference Desk is staffed Monday – Thursday and reference services are always available by appointment and email (SPC-Librarians@saintpaul.edu), or by using the chat option on the Library website. The Library also features computers, a printer, a copier/scanner, and a dedicated book scanner, all of which can be used with a current StarID and password. All faculty, staff, and students may check out materials with their Saint Paul College ID, or a current state ID/password.

651.846.1646
saintpaul.edu/Library

ONE STOP

Transforming the student experience with the "business" of being a student. Students receive holistic service with Admissions, Records, Registration, Financial Aid, and Photo ID, all in one place, with one person. Please refer all student inquiries and questions regarding in-person admissions, student records, registration concerns, financial aid, and photo ID to the One Stop, in room 1300. Some common things we help students with are:

- Applications
- Post-Assessment Advising and Choosing a Program of Study
- Filling out the FAFSA
- Financial Aid Process
- Add/Drop/Withdraw
- Tuition Appeals (Refund/Drop/Withdraw)

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- Submitting Suspension Appeals for Academic and Financial Aid
- Requesting Transcripts
- Course Permission Requests
- Assessment Testing
- Clearing Up Holds on Student Accounts
- Registration Overrides
- Change of Major
- Selecting First Semester Courses

651.846.1555
registration@saintpaul.edu
saintpaul.edu/GetHelp

PATHWAY ADVISING

Pathway Advisors in Room 1340 help students create and achieve their academic goals. We work one-on-one with students to make a customized success plan to fit individual needs. If you are seeking help with registration, need assistance with time management, or have concerns about being a successful college student, you are encouraged to meet with a Pathway Advisor. Plan on meeting with your advisor before making major academic decisions, like withdrawing from a course or changing majors, and when you need guidance on how to successfully overcome barriers to your success.

651.846.1739
saintpaul.edu/AcademicAdvising

POSTSECONDARY ENROLLMENT OPTIONS (PSEO)

PSEO enables eligible Minnesota high school Sophomores, Juniors, and Seniors in public, nonpublic, or home schools to take college classes for high school and/or college credit. The Saint Paul College PSEO program promotes rigorous academic pursuits and provides a wider variety of course options. Tuition, fees, and required textbooks and materials are covered at no cost to the student.

651.403.4234
saintpaul.edu/PSEO

POWER OF YOU

Power of YOU helps empower students to reach their full potential. Students gain essential leadership skills in a supportive structure where they identify their gifts, skills, talents and discover a suitable educational path that empowers them to maximize their potential based on their unique skills and passions. The Saint Paul College Power of YOU program has helped many students close achievement gaps, improve student performance, and enhance career opportunities provided by the Power of YOU Navigators through individualized academic advising.

powerofyou@saintpaul.edu
saintpaul.edu/PowerofYou

PUBLIC SAFETY

The Office of Public Safety is an integral part of the campus community and a positive presence on our campus. All department members strive to be sensitive to the needs of all while protecting the rights and property of the campus community. In addition to on-campus emergency response services, Public Safety provides many non-emergency services, including vehicle jump-starts, vehicle lock-outs, and

safe walks. Reach us in person at the Public Safety Department (room 1355) or visit the 1st floor west entrance desk near the main entrance.

651.846.1322
psafety@saintpaul.edu
saintpaul.edu/PublicSafety

STUDENT LIFE & DIVERSITY

The Office of Student Life in Room 1265 offers a variety of social, wellness, educational, cultural events and programs to enhance the student experience. In conjunction with a student's classroom learning, these co-curricular activities serve to meet the diverse needs and interests of the student body. In addition, Student Life also encourages community and leadership involvement through participation in student organizations, interest groups, campus events, activities and Student Senate.

student.life@saintpaul.edu
saintpaul.edu/StudentLife

STUDENT RECORDS

The Student Records Department is the official recorder of student academic records. Students can obtain their unofficial transcript in eServices under the left menu header for 'Academic Records.' Official transcripts are issued for a fee online through the National Student Clearinghouse. Enrollment verifications are available after the 5th day of the semester in which you are requesting. Students can obtain enrollment verification by selecting the form link on the Student Records webpage. Other various forms processed by Student Records can be obtained from the One Stop in room 1300 or online on the One Stop Forms webpage.

651.846.1515 | student.records@saintpaul.edu
saintpaul.edu/StudentServices/Student-Records

TESTING CENTER

The Testing Center (3240) provides proctoring service for placement exams, make-up tests, tests with accommodations, entrance exams, and credentialing exams.

651.846.1555 | testing.center@saintpaul.edu
saintpaul.edu/admissions/TestingCenter

TITLE III

Title III Student Success Office provides integrated support to assist students enrolled in pre-college courses to overcome barriers to success as they progress through the developmental sequence during the first two semesters at the College.

- Individualized Academic Support in Math, Reading & Writing (Tutors Linked to Classes)
- Connecting Students to Educational Support Resources
- Academic Advising & Workshops
- Orientation
- Financial Literacy
- Bridge Program

651.403.4007
saintpaul.edu/Title-iii

TITLE IX

Saint Paul College is committed to creating a safe learning environment for all students. In instances of sexual assault, domestic/partner/dating violence, and stalking, whether occurring on or off campus, Saint

Paul College has resources and support available. This includes accessing health and counseling services, providing academic accommodations, assisting with legal protective orders, safety planning, and more. For instances of sexual assault, domestic/partner/dating violence, and stalking between students and/or employees of the College, please refer to the College policies for potential process and remedy: saintpaul.edu/SexualViolencePolicy. Saint Paul College 1B.3 Policy.

Title IX also covers support for students who are pregnant and/or who have recently given birth. Support for pregnant students can include excused absences, additional time on assignments/tests, finding a larger desk, switching to a different section of the same course, and more. All support for pregnancy requires documentation from a qualified healthcare professional.

The Title IX program at Saint Paul College is housed in the Office of Student Rights and Responsibilities.

To file a report regarding Title IX, go to: saintpaul.edu/FileAREport or contact the Title IX Coordinator at 651.846.1327.

saintpaul.edu/StudentServices/Discrimination-Harrasment-Policies
saintpaul.edu/AntiViolence

TRIO (STUDENT SUPPORT SERVICES)

TRIO is a free academic support program for eligible students. TRIO students receive personalized academic support which include individualized advising, personal coaching, transfer planning, tutoring, and workshops. This also includes grant aid, team-building & leadership development opportunities and a supportive community focused on empowering students to succeed. Students can apply to TRIO at saintpaul.edu/TRIO.

651.403.4147
trio@saintpaul.edu

TUITION

The Tuition office is located on the first floor, near the main entrance. Tuition is calculated based on the number of registered courses. Books and supplies are additional expenses. Tuition and fees must be paid no later than the due date each term. Due dates and tuition rates are listed at saintpaul.edu/tuition. Pay tuition and fees at the Tuition Office via cash, check, financial aid, agency authorization, NBS Payment Plan, or major credit card. Non-resident Tuition Status is determined when applying for admission.

651.846.1395
saintpaul.edu/Tuition

VETERANS SERVICES

The Saint Paul College Veterans Center is located in Room 3340 and is available for use by students, faculty and staff who are service members or enrolled spouses or dependents of service members. The center is staffed during posted office hours and contains veteran resources, computers, and a study area.

651.403.4062
veterans.center@saintpaul.edu
saintpaul.edu/StudentServices/Veterans-Services