SAINT PAUL COLLEGE

2022-2023

Student Planner
This student planner contains important information and lists valuable resources and services to assist you while you are a student at Saint Paul College. Take advantage of these resources and do not hesitate to ask if you need assistance.

College policies and procedures can be found at:

https://policies.saintpaul.edu

235 Marshall Avenue
Saint Paul, MN 55102
TEL: 651.846.1600
FAX: 651.846.1703

Saint Paul College is an Equal Opportunity employer and educator and a member of Minnesota State.

This document is available in alternative formats to individuals with disabilities by contacting the Director of Access & Disability Resources at 651.350.3008 or AccessResources@saintpaul.edu. Saint Paul College is an Equal Opportunity employer and educator and a member of Minnesota State.
Saint Paul College—A Community & Technical College reserves the right to change without notice any information published in this student planner. This student planner is a resource for students to support student success. The College makes every effort to provide the courses, programs and services outlined in this planner. However, academic calendars and the delivery of services are subject to modification.

The name of the organization is Saint Paul College—A Community & Technical College, hereinafter referred to interchangeably as “the College” in policy and procedure statements. Minnesota State Colleges and Universities system is hereinafter referred to interchangeably as “Minnesota State” in policy and procedure statements.

Saint Paul College provides equal access for all students to classes, programs, activities and facilities without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commissions defined by law, or inclusion in any other group or class against which discrimination is prohibited.

Saint Paul College—A Community & Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Saint Paul College shall work to eliminate violence in all its forms. Physical contact by designated College staff members may be appropriate if necessary to avoid physical harm to persons or property.

Saint Paul College is committed to providing equal access to education for all students in an inclusive environment. Students who have a disability, or believe they may have a disability, are invited to contact the Office of Access & Disability Resources as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis to best meet each student’s individual needs. Students are responsible for notifying instructors about their accommodations authorized by the Office of Access & Disability Resources and for discussing with instructors how they will be implemented. The College is committed to maintaining confidentiality. Accommodations are not provided retroactively, so it is essential to discuss your needs with the Director of Access & Disability Resources at the beginning of the semester. Additionally, only accommodations approved by the Office of Access & Disability Resources will be provided. Please email accessresources@saintpaul.edu to inquire about or request accommodations. For additional information, visit saintpaul.edu/studentservices/disability-resources.

Lack of English skills will not be a barrier to admission to Saint Paul College. Please refer to the Minnesota State Colleges and Universities website for updated policy information at www.minnstate.edu. For information or questions regarding Saint Paul College’s adherence to Federal Laws and Regulations, please contact the Vice President of Academic and Student Affairs, at 651.846.1333 or in Office 1410 on the first floor of Saint Paul College.
PRESIDENT’S MESSAGE

Welcome, we are so happy you selected Saint Paul College! We are dedicated to supporting your success – on and off campus. As the most diverse college in Minnesota, we value equity, inclusion, and social justice. With a student-focused campus environment, our administrators, faculty, and staff are committed to assisting you throughout your educational journey.

This will be an impactful year for Saint Paul College as we reflect on our past and begin to create our future. This is our first year of implementing our new strategic plan, Creating a Stronger Future 2025. This strategic plan is about developing, cultivating, strengthening, and sustaining our capacities to better serve you. We look forward to working with you to co-create a future that empowers your success!

This Student Planner provides you with valuable information about Saint Paul College’s many resources to support your success. The planner also will help you keep track of important deadlines and events throughout the academic year.

If you have any questions or are unable to find information either in this Planner or on the Saint Paul College website, please contact One Stop for further assistance. We look forward to supporting you as you work to successfully meet your educational goals.

Deidra Peaslee, Ed.D.
President, Saint Paul College

EXECUTIVE CABINET

Dr. Deidra Peaslee
President

Greg Rathert
Vice President of Academic & Student Affairs

Scott Wilson
Vice President of Finance & Operations

Wendy Roberson
Vice President of Diversity, Equity & Inclusion

Dr. Austin Calhoun
Vice President of Advancement & Communications

Craig Morris
Senior Human Resource Officer

Ellen Roster
Chief Information Officer

CABINET

Sarah Carrico
Associate Vice President of Academic Affairs

Kay Francis-Garland
Associate Vice President of Enrollment Management & Student Success

Dr. Tracy Wilson
Dean of Business, Workforce Training & Continuing Education Programs

Dr. Virginia Hayman Barber
Dean of Trades & Technical Education

Dr. Julia Bartlett
Dean of Health Science

Dr. Avani Shah
Interim Dean of Liberal & Fine Arts

Dr. Enyinda Onunwor
Dean of STEM: Science, Technology, Engineering & Math

Dianne Gregory
Dean of Academic Effectiveness & Innovation

Dr. Paula Kinney
Director of Strategic Planning & Effectiveness

Scott Mitchell
Director of Budget & Special Projects

Ryan Mayer
Interim Executive Director of Marketing & Communications

David Kline
Executive Director of Friends of Saint Paul College, Foundation & Alumni Development

mission

Grounded in equity and inclusion, Saint Paul College educates and empowers students to lead purposeful lives and discover rewarding careers.

vision

Saint Paul College advances racial equity; enriches community vibrancy; and inspires students to reach their full potential.

values

WE BELIEVE STUDENTS ARE THE HEART OF OUR WORK.
With compassion and dedication, we collaborate to create an inclusive and supportive learning environment to meet student needs, interests, and goals. When all students have access to resources and support, they are empowered to achieve success.

WE ARE EXCELLENCE-MINDED, EQUITY-DRIVEN.
Diversity enriches our intellectual and professional community. Saint Paul College cultivates an environment of safety and transparency where all members are heard, valued, and respected. We apply anti-racism, trauma-informed practices that work to eliminate racism and increase access and opportunity for all.

WE ARE GUIDED BY EVIDENCE-BASED DECISION-MAKING.
As a learning organization, we continually strive for improvement through purposeful and transparent decision-making with intentional consideration to identify what will best serve our students and the community.

WE STRIVE TO BRING VALUE TO OUR COMMUNITY.
We value collaborating and establishing partnerships that foster and enhance community connections. We are dedicated to meeting the needs of the changing labor market, supporting economic vitality and preparing students to contribute to a more socially just world.
ACCREDITATION

Saint Paul College—A Community & Technical College is fully accredited by the Higher Learning Commission, which is recognized by the U.S. Department of Education.

Program Accreditation
To ensure the highest possible program standards, Saint Paul College is also accredited by:

- Accreditation Commission for Education in Nursing (ACEN)
- Accreditation Council for Business Schools and Programs (ACBSP)
- American Society of Health-System Pharmacists (ASHP)
- American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC)
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
- Commission on Accreditation for Respiratory Care (CoARC)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- ASE Education Foundation
- National Institute for Metalworking Skills (NIMS)

COVID-19 INFORMATION

Saint Paul College holds as paramount the health, safety, and welfare of every community member. However, we cannot guarantee a COVID-19-free environment. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present. Saint Paul College is taking all the recommended steps to mitigate this risk. Still, we cannot categorically guarantee you will not get sick. Minimizing the risk of COVID-19 infections (or any other spread of disease) at the College is a shared responsibility. Every member of our community — including you — must do their part.

- Stay home if you show any signs of illness.
- Maintaining proper physical distancing.
- Wearing a cloth or paper mask covering both your nose and mouth when recommended or required.
- Wash your hands or use hand sanitizer before entering offices, student areas, and classrooms.
- Avoid touching your face with your hands.
- Cover any cough or sneeze with your elbow, sleeve, or a tissue.
- Get tested if you have COVID symptoms.

You can find additional information on the College’s COVID Resource page at saintpaul.edu/Covid-19.
Part 1: Freedom to Learn
In addition to the basic constitutional rights enjoyed by all citizens, students at the College have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Part 2: Freedom of Expression
Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operation of the institution. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Part 3: Freedom of Association
Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

Part 4: Student-Sponsored Forums
Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum when there is a likelihood of harm to individuals or damage to property if the event is held. Prior to any such prohibition, the president shall make a best effort to consult with the student association.

Part 5: Student Publications
Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of the college, system, or student body.

Part 6: Student Policies
The policies of the College regarding student expectations, rights and responsibilities shall be readily accessible to students.

Part 7: Catalog & Course Information
To the extent possible, students shall be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

Part 8: Student Academic Standing Information
Students shall have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

Part 9: Academic Evaluation
Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student’s academic performance.

Part 10: Property Rights
Term papers, essays, projects, works of art, and similar property, including property in which the student has intellectual property rights pursuant to Board Policy 3.26, shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Part 11: Student Review & Consultation
Students shall have the right to appropriate levels of participation in college decision-making pursuant to Policy 2.3 and Procedure 2.3.1, Student Involvement in decision-making. The College President shall recognize the Student Senate as the official representative of the students. The Student Senate shall have the right to recommend the chartering of clubs and organizations for approval by the College President. Students shall be given the opportunity to serve as members of College committees, including the following: President’s Advisory Council, Technology Committee, Finance Committee, Facilities Committee and Marketing Committee. Exceptions to participation may include committees established for the evaluation of personnel, committees established under collective bargaining agreements and management teams, presidential cabinets and committees of the board. The College President shall meet with the Student Senate at least twice per semester to discuss issues of mutual concern. The College President will structure the consultation process to provide adequate time for students to be able to discuss and consider an issue prior to any proposed recommendation.
The Degree Audit Reporting System (DARS) is a free service that provides you with current and accurate information about the course requirements needed to complete your degree or program of study at Saint Paul College. It also enables advisors to help with your degree plan.

What is on your DARS report?
- Courses and requirements you’ve already completed
- Courses and requirements you still need to complete
- Course options to plan your registration
- Transfer of credits and courses and how they apply toward Minnesota Transfer Credit (MnTC) completion
- Approved Academic Petitions/Exceptions

Tips for reading your DARS report
The DARS report lists your program of study and the year you started that program.

If the information is inaccurate, please contact One Stop as soon as possible.

Transfer credits are listed on your DARS report with a “T” preceding the grade to indicate “transfer.”

Developmental credits (those numbered below 1000) are used to calculate your GPA, but do not count toward completion of your degree; they are listed at the end of the audit report.

Our services are available to all students and graduates of Saint Paul College, for as long as you need us!

Questions? Call 651.846.1384 or email career.services@saintpaul.edu

More details at saintpaul.edu/DARS

Questions? Call One Stop at 651.846.1555 or email registration@saintpaul.edu.
POLICIES AND PROCEDURES

Saint Paul College strives to create a safe and inclusive learning environment for all students, staff, and faculty. We all have a role in creating a positive college experience for ourselves and others.

Whether you are interacting with others online, over the phone, or face to face, the College’s policies and expectations around behavior remain the same. Students are encouraged to review College policies available on the Saint Paul College website – https://policies.saintpaul.edu.

Specific policies we encourage you to review include:

- Academic Integrity Policy
- Class Attendance and Participation Policy
- Discrimination and Harassment Policies
- General Student Policies
- Prohibited Student Conduct
- Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure
- Sexual Violence
- Sexual Violence Procedure
- Student Concern, Complaint and Grievance
- Student Conduct Policy

If you feel that someone’s behavior is creating an unsafe learning environment for you, let us know! Complaints can be filed online at www.saintpaul.edu/fileareport.

COLLEGE SERVICES

ACADEMIC SUPPORT CENTERS
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 untimed 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

Through a personalized app, Navigate helps schedule advising appointments, view your personalized to-do list, find information on financial aid, see and add your class schedule to your calendar, and more.

College can be tough. Let us make it easier by letting you know how and when to get important things done.

Login at https://saintpaul.navigate.eab.com
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.
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

MENTAL HEALTH AND COUNSELING
Students can get help with personal, educational, social, and developmental concerns as well as general life planning and goal-setting. The Mental Health and Counseling staff 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
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.ed.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

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.
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. 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)
- 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 an Pathway Advisor. Plan on meeting with a Pathway Advisor before making major academic decisions, like withdrawing from a course or changing majors, and when needing academic guidance. Pathway Advisors can also help you discover how to overcome barriers to your success by completing an academic performance assessment.
651.846.1739
saintpaul.edu/AcademicAdvising

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
Student Records 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

STUDENT RIGHTS AND RESPONSIBILITIES
The Office of Student Rights and Responsibilities oversees student policies at Saint Paul College, is committed to uplifting student voice through the complaint process, and supports students experiencing sexual/domestic/ stalking violence and pregnancy. The office takes an educational and safety-driven approach, focusing on critical thinking, navigating college processes, and restorative justice.
651.846.1327
saintpaul.edu/studentrights-responsibilities

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
COLLEGE SERVICES

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: https://policies.saintpaul.edu.

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. 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/antiviolenence

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.

651.403.4147
trio@saintpaul.edu

Apply to TRIO at saintpaul.edu/TRIO

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 open for veterans and their families during posted office hours and contains veteran resources, computers, and a study area.

651.403.4061
veterans.center@saintpaul.edu

admissions@saintpaul.edu

DIRECTORY OF COLLEGE SERVICES

Academic Divisions:

- Business, Career & Technical Education Division 651.846.1320
- Health Science & Service Division 651.846.4128
- Liberal Arts & Fine Arts Division 651.846.1349
- Science, Technology, Engineering, Math (STEM) Division 651.846.1349
- Access & Disability Resources 651.846.1547
- Advising 651.846.1739
- Alumni Relations 651.846.1469
- Campus Store and Virtual Bookstore 651.846.1422
- Career Services 651.846.1384
- Counseling 651.846.1383
- English for Academic Purposes (EAP) 651.846.1555
- Financial Aid 651.846.1386
- International Student Services 651.403.4177
- IT Services/Help Desk 651.846.1440
- Library/Learning Commons 651.846.1646
- MN Textbook Center 612.659.6851
- One Stop 651.846.1555
- Power of YOU Program 651.846.1325
- Public Safety 651.846.1322
- Student Life & Diversity Office 651.846.1659
- Student Records & Transcripts 651.846.1515
- Student Rights and Responsibilities & Title IX 651.846.1327
- TRIO Student Support Services 651.846.1722
- Tuition Office 651.846.1395
- Tutoring 651.403.4366
- Veterans Educational Benefits 651.403.4211
- Vice President of Academic and Student Affairs 651.846.1333
WEEKLY PLANNER

YOUR SUCCESS IS IMPORTANT TO US
Saint Paul College provides you with this planner to help you succeed in college. Studies have shown that your ability to manage time is one of the major predictors of your success in school.

Planner Highlights
• 2022–2023 Academic calendar dates pre-printed in the planner:
  » College Services Information
  » Successful Student Reminders
  » Semester begin & end dates
  » Registration dates
  » Tuition due dates
  » Graduation application dates
  » Holidays & spring break
  » No-classes scheduled dates
• Student life events and activities
• Career related events
• College-wide events
• A notes section to jot down important information, along with the contact information for friends, classmates and other people important to your education.

Saint Paul College App
Keep up with campus events, connect with student associations, campus services, and other resources to help you navigate college.

Download it today on Android and Apple devices!

TIPS FOR USING THIS PLANNER

IT’S AS EASY AS...

1
Input all your scheduled personal events.
• Take each of your syllabi and input all assignments and due dates.
  Tip – Using a different color pen for each class will help to visually distinguish how much work you have due each week.
• Input your work schedule, your school schedule and any other commitments you may have that occur on a regular basis.

2
Schedule one thing each week that is just for you.
• Whether it is watching your favorite TV show or time with friends, a key to being productive is practicing good self-care. It has been said that time is our most valuable commodity. We hope this planner will help you manage that commodity and assist you in achieving your goals.

3
Input all things in your life that are required but have flexible time-frames.
• Write in study times for each class. Be sure to indicate which course you will be studying for, ex: “Study History.” This way you will know if you don’t have any school work that needs to be completed and you can use that time to do something else.
  Tip – For each hour you are in class, you should schedule two hours of homework time. Studying before and after each class will increase your ability to learn the new information.
### FALL SCHEDULE

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**Course** | **Time** | **Instructor, Email** | **Room #**
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### SPRING SCHEDULE

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**Course** | **Time** | **Instructor, Email** | **Room #**
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**worksheet**
AUGUST 2022
notes for the week

Review the syllabus for each class.
Add important dates to your planner.
Check your Saint Paul College email.

SEPTEMBER 2022

FALL SEMESTER BEGINS
Welcome Week

Welcome Week

Final Date to Change Fall Semester Registration

Saturday Classes Begin
notes for the week

AUGUST 2022

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SAINT PAUL COLLEGE
A Community & Technical College

Monday

Tuesday

Active Shooter Drill, 10:15am & 7:15pm

Wednesday

Thursday

Friday

Saturday

Sept 3

College Closed

Sunday

Sept 4

College Closed

National Suicide Prevention Week
(Sept 4-10)

Lunch on the Lawn & Student Resource Fair

Notes for the week: Lunch on the Lawn & Student Resource Fair.
Active Shooter Drill, 10:15am & 7:15pm.
National Suicide Prevention Week (Sept 4-10).
SEPTEMBER 2022
notes for the week

National Suicide Prevention Week (Sept 4-10)

SEPTEMBER 2022

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OCTOBER 2022

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Labor Day Holiday: College Closed

SAINT PAUL COLLEGE
A Community & Technical College

Wednesday 7

Thursday 8

Friday 9

Saturday 10

Sunday 11
**SEPTEMBER 2022**

notes for the week

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**OCTOBER 2022**

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- **Wednesday, September 14**
  - Student Senate General Assembly

- **Thursday, September 15**
  - Hispanic and Latinx Heritage Month Begins (Sept 15- Oct 15)

- **Friday, September 16**

- **Saturday, September 17**
  - US Constitution Day

- **Sunday, September 18**
  - Air Force Day
SEPTEMBER 2022
notes for the week

Final Date to Withdraw to Receive Tuition Adjustment

Rosh Hashanah (Judaism)
-begins at sundown-
# SEPTEMBER 2022

## notes for the week

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## OCTOBER 2022

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### OCTOBER 2022

**notes for the week**

- Schedule a meeting with your Academic Advisor to discuss Spring Semester Classes.
  - Priority Registration Begins Oct 11

- LGBTQIA History Month
- Breast Cancer Awareness Month
- Domestic Violence Awareness Month

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#### OCTOBER 2022

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**Yom Kippur (Judaism) - begins at sundown**

**Sukkot (Judaism): - begins at sundown**
OCTOBER 2022
notes for the week

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Monday
10
National Indigenous Peoples Day
World Mental Health Day

Tuesday
11
Spring Semester 2023 Priority Registration Begins
National Coming Out Day

Wednesday
12
Student Senate General Assembly
Fire Drill, 10:15am & 7:15pm

Thursday
13
Navy Day

Friday
14

Saturday
15

Sunday
16

OCTOBER 2022

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OCTOBER 2022
notes for the week

NOVEMBER 2022

19

Wednesday

No Classes
Purple Thursday (National day of action during Domestic Violence Awareness Month)

20

Thursday

No Classes

21

Friday


22

Saturday


23

Sunday
OCTOBER 2022
notes for the week

Monday
Diwali (Hinduism)

Tuesday

Wednesday

Thursday
Halloween Hoopla

Friday
Final Date to Apply for Fall Semester Graduation

Saturday

Sunday
OCTOBER 2022

notes for the week

Monday

Tuesday

Nov 1

Spring Semester 2023 Registration Begins (New Students)
Summer Term 2023 Registration Begins (All Students)
National Native American Heritage Month Begins
Samhain (Paganism)

Wednesday

Thursday

Friday

Nov 4

Spring 2023 Scholarship Application Closes

Saturday

Sunday

Nov 5

Nov 6
**NOVEMBER 2022**

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**notes for the week**

National Native American Heritage Month

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**Veterans Day Holiday: College Closed**

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Guru Nanak Gurpurab (Sikhism)

Election Day

---

Veterans Day Campus Celebration

Marine Corps Day

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Student Senate General Assembly

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Hunger and Homelessness Awareness Week (Nov 12-20)
### NOVEMBER 2022

**notes for the week**

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**Hunger and Homelessness Awareness Week (Nov 12-20)**

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**International Men’s Day**

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**Transgender Day of Remembrance**
## NOVEMBER 2022

### notes for the week

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- **Ascension of Abdu'l-Baha (Bahaism)** - begins at sundown -

- **World AIDS Day**

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*SAINT PAUL COLLEGE*

*A Community & Technical College*  

saintpaul.edu
**NOTES FOR THE WEEK**

**MONDAY, DECEMBER 5**
- Finals Frenzy
- Spring Semester Book Ordering Begins

**TUESDAY, DECEMBER 6**
- Finals Frenzy

**WEDNESDAY, DECEMBER 7**
- Finals Frenzy
- Student Senate General Assembly

**THURSDAY, DECEMBER 8**
- Finals Frenzy

**FRIDAY, DECEMBER 9**

**SATURDAY, DECEMBER 10**
- Saturday Classes End

**SUNDAY, DECEMBER 11**

---

**JANUARY 2023**

**SUNDAY, JANUARY 1**

**MONDAY, JANUARY 2**

**TUESDAY, JANUARY 3**

**WEDNESDAY, JANUARY 4**

**THURSDAY, JANUARY 5**

**FRIDAY, JANUARY 6**

**SATURDAY, JANUARY 7**

**SUNDAY, JANUARY 8**
DECEMBER 2022

notes for the week

Monday

Tuesday

National Guard Day

Wednesday

Thursday

Friday

Saturday

Sunday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Tuition Due Date (Spring Semester)

FALL SEMESTER ENDS

Hanukkah/Chanukah (Judaism)

-begins at sundown-
DECEMBER 2022
notes for the week

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JANUARY 2023

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29 30 31

DECEMBER 2022

Wednesday

Thursday

Friday

Saturday

Sunday

19

20

Space Force Day

21

22

23

24

25

Yule (Paganism) Begins

Christmas (Christian)
DECEMBER 2022
notes for the week

26
Monday
Kwanzaa Begins

27
Tuesday

28
Wednesday

29
Thursday

30
Friday

Saturday 31

Sunday Jan 1
Stalking Awareness Month Begins
### JANUARY 2023

**notes for the week**

- Stalking Awareness Month

---

### FEBRUARY 2023

#### Orthodox Christmas (Orthodox)

#### Mahayana New Year (Buddhism)

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**SAINT PAUL COLLEGE**

* A Community & Technical College

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**JANUARY 2023**

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**Wednesday**

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**Thursday**

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**Friday**

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**Saturday**

- Orthodox Christmas (Orthodox)
- Mahayana New Year (Buddhism)

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**Sunday**

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JANUARY 2023
notes for the week

- Review the syllabus for each class.
- Add important dates to your planner.
- Check your Saint Paul College email.

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SPRING SEMESTER BEGINS

- Welcome Week

FEBRUARY 2023
**JANUARY 2023**

notes for the week

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**FEBRUARY 2023**

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**SAINT PAUL COLLEGE**
A Community & Technical College

---

**Monday, January 16**

Martin Luther King Jr. Holiday: College Closed

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**Tuesday, January 17**

Active Shooter Drill, 10:15am & 7:15pm

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**Wednesday, January 18**

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**Thursday, January 19**

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**Friday, January 20**

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**Saturday, January 21**

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**Sunday, January 22**

Chinese New Year (Buddhism)
## JANUARY 2023

**notes for the week**

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### 100 Days to Graduation

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JANUARY 2023
notes for the week

JANUARY 2023

FEBRUARY 2023

SAINT PAUL COLLEGE
A Community & Technical College

Wednesday

Feb 1
Summer 2023 Scholarship Application Opens
Black History Month Begins

Feb 2

Feb 3

Feb 4

Feb 5

Saturday

Sunday
FEBRUARY 2023
notes for the week

Black History Month

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MARCH 2023

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Final Date to Withdraw to Receive Tuition Adjustment

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Student Senate General Assembly

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SAINT PAUL COLLEGE
A Community & Technical College

---
notes for the week

20  Presidents’ Day Holiday: College Closed

21  Faculty and Staff Professional Development Day
    (classes starting at or after 4pm will be held)

22  Ash Wednesday (Christian)
    Blood Drive

23  Final Date to Apply for Spring Semester Graduation
    Summer 2023 Scholarship Application Closes

24  Final Date to Apply for Spring Semester Graduation
    Summer 2023 Scholarship Application Closes
notes for the week

Schedule a meeting with your Academic Advisor to discuss Fall Semester Classes.
-Priority Registration Begins Mar 7

Women’s History Month Begins

Summer Scholarship Applications Due
## MARCH 2023

### notes for the week

**Women’s History Month**

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### MARCH 2023 Events

- **Monday, March 6**: Purim (Judaism) - begins at sundown
- **Tuesday, March 7**: Fall Semester 2023 Priority Registration Begins
- **Wednesday, March 8**: International Women’s Day
- **Thursday, March 9**: Student Senate General Assembly
- **Friday, March 10**: Holi (Hinduism)

---

### APRIL 2023 Events

- **Monday, April 3**: Women’s History Month
- **Tuesday, April 4**: Purim (Judaism) - ends
- **Wednesday, April 5**: International Women’s Day
- **Thursday, April 6**: Student Senate General Assembly
- **Friday, April 7**: Holi (Hinduism)

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### MARCH 2023 Calendar

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Saint Paul College—A Community & Technical College

saintpaul.edu
MARCH 2023
notes for the week

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Spring Break: No Classes
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#### Notes for the Week

- **Tuesday, March 20, 2023:** Fall Semester 2023 Registration Begins (New Students)
- **Wednesday, March 22, 2023:** Ramadan (Islam) - begins at sundown
  - Fire Drill, 10:15am & 7:15pm
- **Thursday, March 23, 2023:**
- **Friday, March 24, 2023:** Final Date to Apply for Summer Term Graduation
- **Saturday, March 25, 2023:**
- **Sunday, March 26, 2023:**
MARCH 2023
notes for the week

MARCH 2023

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Wednesday

Graduate Salute

Thursday

Friday

Saturday  

Sexual Assault Awareness

Month Begins

Sunday  


APRIL 2023
notes for the week

Sexual Assault Awareness Month

MAY 2023

3
Monday

Graduate Salute
Mahavir Jayanti (Jainism)

5
Wednesday

Passover (Judaism) - begins at sundown -

6
Thursday


7
Friday

Good Friday (Christian)

8
Saturday

Vesak (Buddhism)

9
Sunday

Easter (Christian)
notes for the week

**APRIL 2023**

**May 2023**

*Student Senate General Assembly*

**Wednesday, April 12**

- Fall 2023 Scholarship Application Opens

**Thursday, April 13**

- Student Senate General Assembly

**Friday, April 14**

- Fall 2023 Scholarship Application Opens

- Vaisakhi (Sikhism)

**Saturday, April 15**

- Orthodox Easter (Orthodox)

**Sunday, April 16**

- Fall 2023 Scholarship Application Opens
## APRIL 2023

### notes for the week

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**Wednesday, 19 April 2023**

- Tornado Drill, 1:45pm & 6:45pm

**Thursday, 20 April 2023**

- Festival of Ridvan (Bahaism) Begins
- Eid ul Fitr (Islam) - begins at sundown

**Friday, 21 April 2023**

- Festival of Ridvan (Bahaism) Begins
- Eid ul Fitr (Islam) - begins at sundown

**Saturday, 22 April 2023**

- Earth Day

**Sunday, 23 April 2023**

- Earth Day

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**SAINT PAUL COLLEGE**

**A Community & Technical College**

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**saintpaul.edu**
### APRIL 2023

#### notes for the week

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#### Shavuot (Judaism)
- begins at sundown-

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#### Denim Day (Wear jeans with a purpose – support survivors of sexual violence.)
MAY 2023

notes for the week

Asian Pacific American Heritage Month

Summer Tuition Due
Summer Semester Book Ordering Begins

Saturday Classes Ends
### MAY 2023

**notes for the week**

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**May 8, 2023**

- **2023 Graduation Ceremony**

**May 9, 2023**

**May 10, 2023**

**May 11, 2023**

**May 12, 2023**

- **SPRING SEMESTER ENDS**
- **Student Senate General Assembly**

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### JUNE 2023

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**June 13, 2023**

**June 14, 2023**
MAY 2023

notes for the week

- Review the syllabus for each class.
- Add important dates to your planner.
- Check your Saint Paul College email.

JUNE 2023

SUMMER TERM BEGINS

- Review the syllabus for each class.
- Add important dates to your planner.
- Check your Saint Paul College email.

Wednesday 24

Thursday 25

Shavuot (Judaism)

Friday 26

- Final Date to Change Summer Term Registration
- Fall 2023 Scholarship Application Opens

Saturday 27

Sunday 28
JUNE 2023
notes for the week

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PRIDE Month

---

Final Date to Withdraw to Receive Tuition Adjustment

---
JUNE 2023
notes for the week

110 Saint Paul College—A Community & Technical College

Wednesday

Thursday

Friday

Saturday

Sunday

SAINT PAUL COLLEGE
A Community & Technical College

JUNE 2023

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18 19 20 21 22 23 24
25 26 27 28 29 30

14 Army Day

15

16

17

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JULY 2023

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# JUNE 2023

**notes for the week**

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**SAINT PAUL COLLEGE**
A Community & Technical College
JULY 2023
notes for the week

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Independence Day Holiday: College Closed

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Wednesday

Thursday

Friday

Saturday

Sunday
JULY 2023
notes for the week

- Stack of paper

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

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### JULY 2023

#### notes for the week

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**SAINT PAUL COLLEGE**
A Community & Technical College

**SUMMER TERM ENDS**

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**SUMMER TERM ENDS**
The Friends of Saint Paul College Foundation raises money for scholarships for Saint Paul College students for the fall, spring, and summer terms. Each year the Foundation awards about $300,000 in scholarships to more than 300 students. Unlike a student loan, a scholarship is a gift that is not paid back.

**Scholarship Application Dates**

- 2023 Spring Semester application opens Tuesday, September 27, 2022. Application closes Friday, November 4, 2022
- 2023 Summer Semester application opens Wednesday, February 1, 2023. Application closes Friday, February 24, 2023
- 2022 Fall Semester application opens Wednesday, April 12, 2023. Application closes Friday, May 26, 2023

Our online scholarship application makes it easy for you to apply. Gathering needed information for the application may take some time, so don’t wait until the application deadline to apply. No extensions are possible. Please keep in mind the following:

- Complete one application and the online scholarship software program automatically matches you with different scholarships.
- Tell us about you: You will need to write a biography about your background, your goals, and why you’re applying for a scholarship. Writing support is available through our Academic Support Center (Tutoring Services) and setting up an appointment with General Reading/Writing Support. Minimally have someone else read your biography to check for content and grammar.
- Current students must have a reference from a Saint Paul College employee. We suggest you give them at least a week to complete the reference. The employee completes the reference section of the application and can upload an optional recommendation letter. Request a reference as soon as possible on the application.
- New students must upload a previous transcript: New students without completed credits at Saint Paul College will need to upload a transcript from a previous school. The transcript should show the classes you have taken and your grades.
- If you have questions about the application process, please contact the Friends of Saint Paul College Foundation at friends@saintpaul.edu or call 651.846.1741 (Monday – Friday 9:00 am through 4:00 pm).

Not every student who applies receives a scholarship. There are more students who apply than dollars available and the selection of scholarship recipients is competitive. Regardless, we encourage all students to apply each semester for scholarships.

You are notified before the start of a term if you will receive a scholarship. Your scholarship dollars are sent to the Tuition office and applied towards your tuition and fees. Scholarship dollars disburse after the add/drop date for the semester.

**Scholarship Info**

Are you completing your academic program? Do you plan to graduate during this academic year?

Submit your application to graduate:

- Fall Graduate Deadline - October 28, 2022
- Spring Graduate Deadline - February 24, 2023
- Summer Graduate Deadline - March 24, 2023

Apply at **saintpaul.edu/ApplyForGraduation**

Questions about the Graduation Application Process?
Please contact the Student Records Office student.records@saintpaul.edu

If you would like to participate in the graduation ceremony, attend one of the graduate salute sessions.

- Thursday, March 30, 2023
- Tuesday, April 4, 2023

This process is separate from applying to graduate. Graduate Salute provides an opportunity for Fall 2022, Spring 2023, and Summer 2023 graduates to complete important steps and secure their place in the graduation ceremony.

Apply at **saintpaul.edu/Scholarships**

Additional information is available at **saintpaul.edu/graduation**
You can help stop relationship or sexual violence or stalking. When something is not right it is essential for members of the community to intervene. Risky situations and harassment can escalate quickly so it is helpful to plan some strategies. If you have a plan, you will know what to do when something happens.

Identifying Risky Situations
We know that it can be hard to know how and when to intervene. It might feel awkward or strange to intervene but being prepared will help you take action when the time comes.

How can I tell someone needs me to intervene?
• They look like they are uncomfortable or are shifting positions,
• They are ignoring the other person but the other person is not going away,
• They have already said “no” or tried to end the conversation,
• They are trying to move away but their path is blocked,
• They are asleep, passed out, or too intoxicated to care for themselves,
• You feel like the situation is not okay – trust your instincts!
• What else can you think of?

Options for intervening
The best option is the one that works for you. Here are some ideas:
• Direct – Talk directly to the person causing harm so they know their actions are not okay.
• Distract – Interrupt harmful actions or words before they escalate by causing a distraction.
• Delegate – Gather resources and support people or authorities to address the situation
• Delay – Check-in with the victim afterward because sometimes waiting is safest.
• Document – Record the situation so there is evidence of what happened. Always ask the victim what they want to do with the footage and never post it online or use it without their permission.

For more information and resources for supporting survivors visit saintpaul.edu/AntiViolence.
SAINT PAUL COLLEGE
A Community & Technical College
Fit in. Stand out.

saintpaul.edu

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FAX: 651.846.1703