

**Saint Francis** University

become that  
**someone**

**Family Resource Guide**  
**2023-2024**



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Dear Students and Family,

Thank you for choosing Saint Francis University. We are excited to meet you and your family, and welcome you as part of our University community.

We realize the importance of the first year in the success of college students. As educators, advisors, and mentors, our role is to engage and support students as they grow and develop through their University experience. We believe this **Family Resource Guide** will provide you with the necessary information to assist your integration in the University experience.

College is different from high school. Students are increasingly engaged and challenged academically, while having more freedom in their daily lives. Our faculty and staff will help guide students and provide direction when needed, as they learn to manage their own style of learning and living away from home.

Most colleges and universities communicate only with the students; however, the nurturing environment at Saint Francis University will involve families as a primary strategy to improve the lines of communication with students, thereby increasing their opportunities for success.

You are encouraged to become engaged in our Saint Francis community. During First-Year Student Check-In on **Thursday, August 17**, two Family Receptions have been scheduled. The first Reception is at 1:00 p.m. and the second at 2:30 p.m. Please stop by the JFK Student Center lounge at your convenience on this day. We look forward to the opportunity to meet you. We are always here to address any questions you may have. Again, welcome to Saint Francis University!

Sincerely,

Dr. Michael McGinnis  
Vice President  
for Academic Affairs

Dr. Frank C. Montecalvo  
Vice President for Innovative Partnerships  
& Student Development

## 2023-2024 Academic Calendar

### Fall Semester 2023 and Module Dates

New Student Check-In	Thursday, August 17, 2023
Returning Student Move-In	Sunday, August 20
First Day of Classes (full semester & 8-week Module I)	Monday, August 21
Mass of the Holy Spirit (compressed schedule)	Thursday, August 24
Last day for add/drop and P/F grading option (full semester)	Tuesday, August 29
Last Day of Classes (8-week Module I)	Sunday, October 15
First Day of Classes (8-week Module II)	Monday, October 16
Reaching Every Door (RED) day (compressed schedule)	Tuesday, October 3
Mid-semester grades due (full semester)	Friday, October 6
Fall Break	Saturday-Tuesday, October 14-17
Last day to withdraw from a course (full semester)	Monday, October 30
Registration for Spring Semester 2024	Monday-Friday, November 6-10
Thanksgiving Break	Wednesday-Sunday, November 22-26
Last Day of Classes (full semester)	Friday, December 1
Final Exam Study Day (full semester)	Saturday-Sunday December 2-3
Final Exams (full semester)	Monday-Friday, December 4-8
Last Day of Classes (8-week Module II)	Friday, December 8
Last Day of Fall 2023 Semester	Friday, December 8

### Winter Session 2023-2024

First Day of Classes	Monday, December 11, 2023
Last Day of Classes	Sunday, January 14, 2024

### Spring Semester 2024 and Module Dates

Residents Move-In	Sunday, January 14, 2024
First Day of Classes (full semester & 8-week Module I)	Monday, January 15
Last day for add/drop and P/F grading option (full semester)	Tuesday, January 23
Mid-semester grades due (full semester)	Monday, March 4
Spring Break	Saturday-Sunday, March 2-10
Last Day of Classes (8-week Module I)	Sunday, March 10
First Day of Classes (8-Week Module II)	Monday, March 11
Registration for Fall Semester 2024	Monday-Friday, March 18-22
Last day to withdraw from a course (full semester)	Thursday, March 28

Easter Break (full semester)	Thursday-Monday, March 28-April 1
Last Day of Classes (full semester)	Wednesday, May 1
Final Exams Study Day (full semester)	Thursday, May 2
Final Exams (full semester)	Friday-Tuesday, May 3-7
Last Day of Classes (8-week Module II)	Tuesday, May 7
Commencement 2024	Saturday & Sunday, May 11-12

# Introduction to Saint Francis University

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## Goals of Franciscan Higher Education

Saint Francis University, grateful for the Franciscan heritage of the institution and open to the living spirit of Saint Francis of Assisi, strives to incorporate these Franciscan values into the life and work of the community.

### Franciscan Character

Valuing the University's Franciscan heritage and joining the mission of the Franciscans of the Third Order Regular of Saint Francis of Penance, the University strives to communicate the ideals of Saint Francis of Assisi in the modern day through its mission of education. Saint Francis called all people to a life of metanoia - a life of constant transformation of mind and heart in the Lord. The University Community joins in pursuing the life of grace as we journey together to our eternal home. Realizing the presence of God in every student, the faculty and staff strive to demonstrate through word and work the love of God as they facilitate the spiritual and intellectual formation of our student body.

### Humble and Generous Attitude Toward Learning

Living with an awareness that God, the source of all good, gifts us with talents of mind and heart, we as members of the Saint Francis University Community, receive and share these gifts humbly. We recognize that the gift of learning calls us not to self-advancement but to a generous gift of self for the benefit of others. We strive for excellence without arrogance and generosity in sharing our intellectual gifts, rejecting the power and prestige of knowledge as we seek to serve our brothers and sisters. As a community of learners, we encourage a free and open exchange of ideas as we seek truth together. We wish to follow the encouragement of Saint Francis that in the exercise of learning we should never extinguish the spirit of prayer and devotion which such learning should foster.

### Community of Faith and Prayer

Seeking God, the fulfillment of all desire, the Saint Francis University Community most fully expresses its identity as a Catholic and Franciscan University when it follows the Lord Jesus Christ and lives out this relationship as a Community of Faith and Prayer. Following Saint Francis, who did what God had given him to do, the University invites all of its members to spiritual growth, regardless of their background. As a community of learners, we particularly seek to foster the spirit of prayer and devotion

through our studies. At its heart, the University holds the celebration of the Eucharist and the Sacramental life of the Church as the animating principle of all it does.

### **Respect for the Uniqueness of Individual Persons**

Imitating Francis of Assisi, we recognize that the image and likeness of God dwells in every human person and is expressed in a particular way through their unique giftedness. Inspired by Saint Francis, for whom even lepers became a source of consolation and joy, the University affirms the goodness of all human life. While no one is free of the reality of sin and suffering, the University's members learn to receive and practice mercy through one another. Therefore, the University commits itself to fostering the spiritual, intellectual, emotional, and physical health of the entire University Community.

### **Service to the Poor and the Needy**

Seeing Saint Francis, who loved the poor, crucified Christ and served him in his members, we strive to love Christ who is particularly present in the least of our brothers and sisters, especially the poor and the disenfranchised. Refusing to see people as objects to be used and controlled, the University Community exercises its many gifts and talents in serving the poor and needy both at home and abroad. It is by doing so that the University realizes the joy of fulfilling its opportunity and obligation to relieve the suffering of Jesus, present in our brothers and sisters.

### **Solidarity and Reconciliation**

Living as brothers and sisters to one another and all creation, we form, by God's design, a Community that transcends particular nations and cultures. In the many communities across the world in which they will serve, the University forms its students to take up the ministry of reconciling the world to God both through their professional work and the example of their lives.

### **Reverence for All Life and Care for Creation**

Flowing from the abundant Goodness of God and our identity as sons and daughters of God, we live as brother and sister to one another and all creation. This shared life leads us to reverence for all human life, to treat all persons in accord with their inherent dignity, to work together for the common good, and to care for our common home. In imitation of Francis, humble imitator of Christ the Servant, our faith moves us to action, helping to bind the wounds of those who suffer and bearing one another's burdens.

### **Spirit of Simplicity and Joy**

Recognizing that Jesus, the Son of God, did not regard equality with God as something to be grasped at but, instead, emptied himself and was born in the likeness of people, Saint Francis considered nothing and no one beneath him as he sought to live in solidarity with his Savior. Saint Francis celebrated the love of God present to him at all times and in all situations. Joyfully imitating him, we affirm that God draws close to us in whatever state and circumstances we have been given. In gratitude, we affirm that all that we have is a gift, and seek to conform our lives to that of our Creator.



# University Contact List

OFFICE	CONCERNS	PHONE	LOCATION
Academic Affairs	-Academic Dishonesty -Grade Appeals -Plagiarism	814-472-3004	Scotus 302
Admissions		814-472-3100	Saint Francis Hall
Athletics	-Athletics Academic Support	814-472-3177	Stokes
Business Office	-Check Cashing -Financial Problems with Billing	814-472-3006	Raymond 100
Campus Ministry		814-472-2840	Francis 3
Career Services	-Choice of Major -Career/Job with a Major -Graduate Schools -Internships -Summer School (On-Campus) -Summer Jobs -Jobs (Off-Campus)	814-471-3019	Scotus 323
Center for Academic Success	-Academic Problems -Academic Accommodations -Advising Questions -Attendance Problems -Choice of Major -OASIS Program -Study Skills -Transcript Evaluation (For Transfer Students) -Tutoring -Withdrawal Process -Writing Center	814-472-3024	Scotus 323
Center for Well Being	-Adjustment Difficulties -Counseling (Supportive) -Loneliness -Homesickness -Personal Problems -Relationship Issues	814-472-3211	Library Suite 201
Dorothy Day Outreach Center	-Donations	814-419-8695	DDOC
Financial Aid	-Jobs (On-Campus)	814-472-3010	Padua 228

Francis Worldwide		814-472-3012	Curry Innovation Center Altoona, PA
General Education		814-471-1173	Scotus 305
Honors Program		814-471-1173	Scotus 305
Library and Learning Commons	-Library Services	814-472-3160	Library 115
Registrar	-Degree Audits -Grade Transcripts -Summer School (Other Schools) -Classroom Reservation (for use M-F before 5:00 P.M.)	814-472-3009	Scotus 318
Residence Life	-Moving Off Campus -Roommate Conflict	814-472-3029	Padua 239
Service Learning	-Community Service	814-472-3329	Scotus 203
Student Development	-Alcohol Problems -Drug Problems -Harassment (Ethnic, Racial, Religious, Sexual, etc.) -Judicial System	814-472-3002	Padua 232
Student Engagement	-First Year Student Orientation -Greek Affairs -Intramurals -Room Reservation (for use M-F after 5:00 P.M.) -Student Activities	814-472-3005	JFK 101
MyHealth@School	-Health Issues -Medical Problems	814-472-3008	DiSepio
Study Abroad	-Foreign Study Opportunities	814-472-3245	Scotus 205
Testing Services	-accommodated testing -makeup exams -select standardized testing	814-472-3287	Scotus 317
University Police	-Security	814-472-3360	SBDC

# Emergency Information

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## Campus Emergency Phone Numbers

University Police..... (814) 472-3360  
Center for Well Being..... (814) 472-3211  
Crime Tips..... (814) 472-3996  
Campus Health Center..... (814) 472-3008

## Local Emergency Phone Numbers

Loretto Borough Police..... (814) 472-8995  
PA State Police..... (814) 471-6500

### Cambria County 911

Emergencies only..... 9-1-1  
Non-Emergency only..... (814) 471-2100

## Local Hospital Phone Numbers

Altoona Hospital..... (814) 946-2011  
Conemaugh Memorial Medical Center..... (814) 534-9000  
Mainline Medical Center..... (814) 886-8191  
Miner's Hospital..... (814) 948-7171  
Windber Medical Center..... (814) 467-6611  
Medwell Ebensburg..... (814) 472-7336  
iCare Medical, Ebensburg..... (814) 472-9119

## Hotlines

Poison Control Center..... (800) 521-6110  
State Health Center Cambria County..... (814) 533-2205

# Saint Francis University Parental Notification Without Student Consent

## *Introduction*

The purpose of this policy is to clarify the circumstances and procedures when the University may notify parent(s) or guardian(s) regarding information about a dependent student without the student's consent. While the University always strongly encourages students and parents to have an open discussion regarding personal responsibility and privacy during the college years, the University realizes the importance of parent/guardian involvement for successful matriculation and retention.

## University Philosophy Regarding the Role of Parent(s)/Guardian(s) in Their Student's Education

Saint Francis University sees parent(s) or guardian(s) as crucial to the student in the achievement of higher education goals and personal development. The University encourages parent(s) or guardian(s) involvement for legitimate educational interest concerning their student's academic and personal development. To that end, the University will share certain information with the parent(s) or guardian(s) without the written consent of their dependent student. The University seeks to develop an appropriate partnership with parents so that together we can support students as they become independent thinkers and decision-makers.

While we value our relationship with students, we view the parent's/guardian's role as integral to student success at Saint Francis University. We prepare them for successful lives after graduation, guide them toward good decisions, and help them learn from the outcomes of those decisions. We expect students to take primary responsibility for their education. They are accountable for fulfilling their academic requirements, meeting their financial obligations, and adhering to the University's expectations for appropriate conduct.

## Circumstances When Parental Notification May Take Place

University staff may notify parents or guardians when they have knowledge of circumstances that may adversely affect a student. The Vice President of Student Development or designee, in consultation with appropriate staff, will determine when parental notification will occur.

Offices Responsible for Notification and Continuing Communication:

Academic Issues..... Center for Academic Success / Provost Office

Mental Health Issues..... Counseling Center

Student Behavior Issues..... Office of Student Development

These situations include:

### **Academic Issues:**

Parents/guardians may be notified when a student is placed on academic probation, suspension, withdraws from the University or academic standing of a dependent student may negatively impact financial aid.

### **Physical Health and Mental Health Issues:**

The University Counseling Center staff is prohibited by law from sharing detailed information regarding complaints or diagnoses, and even attendance at the University Counseling Center, without expressed consent from the student. However, staff will encourage students to discuss serious mental issues with parents or guardians. The University Counseling Center staff will be permitted to violate confidentiality in the case of imminent danger, to the extent that is necessary to protect the student or others who are threatened by the student. In such cases, parent(s) or guardian(s) will be notified.

### **Hospitalization:**

Parents or legal guardians of dependent students are typically notified in the event of hospitalization when transport to hospital via ambulance is required for the dependent student. In those cases where the student(s) is alert and able to make informed decisions, they will be asked if they wish to call their parents or prefer that an administrator make the call. In cases where the students cannot make the choice, an administrator will notify parents. Parents will be provided with the nature of the situation, as well as the name and phone number of the hospital. Independent students who wish to have someone other than parents notified must contact the Office of Student Development with the name and number of the emergency contact. Parents or legal guardians of a dependent student are usually notified in the event of a serious injury or health or safety emergency when deemed necessary to protect the health or safety of the student or other individuals.

### **Student Conduct Issues:**

Parent(s) or guardian(s) of dependent students will be notified if a student poses a risk to themselves, others or the University Community's well-being. Parent(s) or legal guardian(s) of a dependent student will be notified in the event of student's connection to events resulting in significant damage to property or a change in student's conduct standing.

### **Missing Persons:**

Parent(s) or legal guardian(s) of a dependent student will be notified in instances when a "Missing Persons Report" is filed with University Police.

In some instances, the University may require parents to travel to Saint Francis and/or other health care facilities to assist in resolving challenges, especially disciplinary, medical, and mental health issues. We expect that parent(s) or legal guardian(s) will respond affirmatively, as such requests are not made without thorough consideration and compelling need. For more information consult the "Privacy of Student Record and Release of Information Policy (FERPA)" on the Student Consumer Information page of [my.francis.edu](http://my.francis.edu).

## **Ambulance Service**

All undergraduate, full time students will receive a subscription to the Cambria Alliance Ambulance Service for the 2023-24 academic year. Commuter students residing within the Cambria Alliance Service area, defined by Cambria County 911, are also eligible for service.

## **Security Telephones**

Security Telephones are mounted in gray boxes in key locations. These are direct-dial telephones, which connect immediately to the officer on-duty. These security telephones are located at the JFK Student Center and outside the University Police Office. Courtesy telephones

are also located outside each residence hall, the Maurice Stokes Athletic Center and the lobbies of the Padua Lounge and Library.

## Fire Safety

Fire prevention and safety are serious concerns for all members of the University community. In addition to University disciplinary action, students may be subject to criminal procedures, which include fines, imprisonment or both for involvement in fire safety violations. Please refer to the “Fire Safety” brochure available at the University Police Office.

Saint Francis University Does NOT Permit:

1. Deliberately committing or attempting to commit, arson by burning dwellings, property, or buildings (e.g. setting trash on fire, lighting wall/door decorations).
2. Causing a false alarm by pulling a fire alarm or activating a smoke detector with no evidence of fire.
3. Falsely reporting a bomb threat.
4. Falsely reporting a fire.
5. Tampering with fire extinguishers, hoses, or other fire safety equipment (this includes, but is not limited to, removal, destruction, damage, or unauthorized use of fire safety equipment).
6. Failure to evacuate a building during the sounding of a fire alarm or attempting to re-enter the building without permission from proper authorities.
7. Use and/or possession of fireworks or firearms of any type.
8. Interference with University or civil authorities as they respond to emergencies.
9. Creating a fire hazard (e.g. blocking fire escapes, hallways and/or stairwells with trash, furniture, bicycles, etc.). According to Pennsylvania Fire Codes, bicycles may not be parked in exit corridors, stairways, or beside doors.

Bicycles in violation of this rule will be impounded. Gasoline-powered bikes (mopeds) and motorcycles are not permitted inside buildings. Vehicles in violation of this rule will be impounded.

Questions related to these fire safety standards and policies should be directed to the University Police.

## Campus Alert System (RAVE)

Saint Francis University has a cellular phone text based emergency notification system, which will be used to warn students and employees of an emergency. This emergency notification system is part of a larger plan to notify University students and employees of an emergency. The elements of the plan are:

1. Cellular telephone text message with information
2. E-mail message with further information (if required)
3. Information posted to the University’s home page
4. Other means of communication as available

All Saint Francis University community members will participate in this effort. The system will be used in times of emergency, class delays or cancellations, and during semi-annual testing procedures. Employees with university-owned cellular telephones are required to sign up for the notifications.

Parents may opt-into the alert system by providing their cellular phone number as an emergency contact number on a student's record. This can be done after the student registers under his/her Saint Francis University account. More information on the RAVE wireless system can be found at [www.ravewireless.com](http://www.ravewireless.com)

## Sexual Assault

For questions, concerns, or to report a sexual assault please contact Chief Eric Allen at the University Police Department 814-472-3360. The University Sexual Assault policy can be found online in the SFU Student Handbook.

*Formal Reporting Options:* You are encouraged to speak to University officials, such as the Title IX Coordinator, Associate Dean of Students, Director of Residence Life, University Police, or Deans to make formal reports of incidents of sexual misconduct. You have the right, and can expect, to have incidents of sexual misconduct taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the accused student. The circle of people with this knowledge will be kept as tight as possible to preserve your rights and privacy.

## Clery Act

The Clery Act requires colleges and universities to keep and disclose crime on and near their respective campuses. The University's Annual Security Report is found at [https://www.francis.edu/sites/default/files/uploadedfiles/Content/Campus\\_Life/Student\\_Life/Campus\\_Safety/clery.pdf](https://www.francis.edu/sites/default/files/uploadedfiles/Content/Campus_Life/Student_Life/Campus_Safety/clery.pdf)

## Title IX: Sexual Harassment Information

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in any federally funded education program or activity.

Saint Francis University's Title IX Office is housed in the Division of Student Development but has a direct reporting line to the University President. The office is responsible for education related to prevention and response to sexual harassment, sexual assault, stalking, and other misconduct. We are here educate the community as to appropriate conduct as well as to receive, respond to, and resolve all reports of discrimination, harassment, or sexual misconduct that affect Saint Francis University community members.

For information regarding the University's response to Sexual Harassment as well as the University Nondiscrimination and No Harassment Policy is found at [Equal Opportunity, Harassment and Non-Discrimination | Saint Francis University](#)

Inquiries about the University Harassment, Sexual Misconduct, Stalking, and Relationship Violence policy and procedure may be made to:

Lynne Banks, M.Ed.,  
Associate Dean of Students & Title IX Coordinator  
232 Padua Hall  
(814) 472-3002  
Email: [titleix@francis.edu](mailto:titleix@francis.edu)





# Health and Wellness at Saint Francis University

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## DiSepio Institute for Rural Health and Wellness

The DiSepio Institute promotes health and wellness as part of Saint Francis University's Franciscan mission of academic excellence and achievement combined with community service, particularly to the rural, underserved population. The Institute seeks to enhance the research mission, academic curriculum, student-life co-curriculum, and community service profile of the University, helping to promote it as the Catholic and Franciscan higher education institution of choice in the United States. The Institute provides a greater opportunity to the University to broaden its own understanding of Wellness as it strives to incorporate the vision of wholeness and health so subscribed to by Saint Francis of Assisi, a wellness that embraced full health of the individual.

The Institute features UPMC Rehabilitation Institute, which offers Physical Therapy, Occupational Therapy, and Pediatric Rehabilitation. Center for Well-Being (Counseling Services), Health Center/MyHealth Saint Francis, Sports Medicine, Fitness Center, Human Performance Laboratory, and the Ernest J. Scharpf Family Conference Center.

## Fitness Center

The DiSepio Institute Fitness Center features a 3,500 square-foot gym for individual exercise and a 1,000 square-foot group exercise room. The gym includes a stretching and core strengthening area, a cardiovascular area with treadmills, elliptical machines, adaptive motion trainers, and upright and recumbent bikes; a strength training area with a circuit of exercise units for the upper and lower extremities; and a free weight area. Group exercise classes are also offered to students, employees, and the community.

## MyHealth@School

DiSepio Institute

814-472-3008

Monday - Friday 7:30 AM - 4:00 PM

UPMC MyHealth@School is located on the ground floor of the DiSepio Building. It is open Monday through Friday 7:30 AM until 4:00 PM. UPMC MyHealth@School is staffed by a team of health professionals that include a nurse practitioner, two registered nurses a medical assistant, and a healthcare advocate. UPMC MyHealth@School works closely with the Center for Well Being as well as the Center for Rehabilitation, Sports Medicine, and Exercise Physiology departments to promote health and wellness on the campus of SFU. Most services are provided free of charge to students, however there are charges for immunizations and outside services or referrals. This information is from 2022-2023 academic year and subject to change.

## *Services*

Services available to students include evaluation and treatment of acute medical conditions, minor injuries, allergy injections and immunizations, disease prevention and education, as well as physical examinations. Students who have more severe illnesses, injuries that need further evaluation, or chronic

medical problems may be referred back to their primary care doctor or to a specialist.

### ***After-Hours Medical Care***

If a student becomes ill during the evening or weekend hours, he/she may seek urgent care at I- Care in Ebensburg. In cases of emergencies, the student should seek treatment at a local emergency room or call 911.

## **Center for Well Being**

The Center for Well Being (Counseling Center), located in the Learning and Library Commons, Suite 201, provides confidential, therapeutic services to all full-time students and faculty. The counseling includes individual, marital, and group counseling as well as consultation. Counseling is provided by professional counselors. Students and staff in need of services are encouraged to contact the Counseling Center via email at [counseling@francis.edu](mailto:counseling@francis.edu). Students may also call the Center for Well Being at 814-472-3211 24/7 to speak to a live person. The Counseling Center is open Monday - Friday from 8:00 AM to 4:00 PM. Evening appointments are available by request.

Programming on relevant psycho-social and developmental issues is provided and sponsored by the Counseling Center throughout the year. Topics include stress management, mindfulness techniques, relaxation strategies, suicide intervention and prevention, relationships, and family concerns. The Counseling Center staff can also assist students and staff with information about local community resources for mental health, chemical dependency and general health and wellness.

Resident students who experience a crisis after regular office hours should contact the Resident Assistant on duty; commuter students should contact University Police at 814-472-3360.

## **Drug and Alcohol Education Services**

Office of Student Development

232 Padua Hall

814-472-3002

Hours of Operation 8:30 - 4:00 Monday - Friday

The University recognizes that alcohol and drug abuse is a serious issue and one that affects the social, emotional, and educational development of many college students across the nation. The Office of Drug and Alcohol Services is a comprehensive, institution-wide drug prevention program that attempts to address this issue with an aggressive, proactive, and collaborative effort. We include education, prevention, treatment, and alternative activities. Our program involves and is supported by students, faculty, and staff.

A full complement of alcohol and other drug risk reduction and intervention programs and services are available. Appointments can be scheduled upon request. On demand programs are also available. The Office staff can also provide a link for students, staff, and faculty to community drug education experts. Students who are interested in assessment, education, or assistance in the intervention are urged to contact the Office. Faculty and Staff are also encouraged to contact the office for classroom presentations, programming, and interactive demonstrations. For students pursuing research projects on drug and alcohol issues, the Office of Drug and Alcohol Services maintains a library of resource materials including books, pamphlets, and videos.

Students who have personal concerns with substance abuse or addiction are encouraged to contact the Office for an appointment. The Office of Counseling service is also available for consultation and counseling. All clinical services will be confidential. With the aid of videos and discussion groups, The Drug and Alcohol Educators are available to conduct educational programs that promote knowledge and awareness of alcohol and drug issues. Students are encouraged to question, challenge, reflect, and/or share insights.

**The Drug and Alcohol Prevention Program at Saint Francis University:** Saint Francis University in compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (amends the Higher Education Act) 20 U.S.C. § 1011i; 34 C.F.R. § 86.1 et seq.; 55 Fed. Reg. 33,580 (Aug. 16, 1990) annually informs the university community of the resources available through the document: The Drug and Alcohol Prevention Program at Saint Francis University. This document is available to all SFU community members at: <https://www.francis.edu/Student-Consumer-Information/>

The University policy, as well as the drug and alcohol prevention program, applies to all students taking courses for academic credit at Saint Francis University including but not limited to students enrolled at Saint Francis University campus at Ambialet, France. Academic programs occurring at campuses other than the Loretto, Pennsylvania Campus are also included. The content of the program also applies to employees of the university. This program applies to all on-campus activities and off-campus activities such as field trips, student-sponsored social activities, or professional meetings attended by employees that are sponsored by Saint Francis University.

## Student Services: Academic

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### Center for Academic Success

The Center for Academic Success (CAS) offers programming and services that enhance student academic growth, success, and persistence toward the goal of attaining a college degree. This includes providing a testing center and support for students with disabilities, academic advising and counseling, tutorial services, and coordinating retention initiatives across the campus. The “Opportunities for Academic Success in Studies” (OASIS), ACT 101, and the “Study Acceleration: Gaining Excellence” (SAGE) programs also provide additional help for student success.

CAS also maintains a learning skills library and numerous resources that emphasize the development of time management, study skills, and decision-making skills. Academic counselors are available to work with the student on an individual basis regarding academic counseling, study skills, and other academic concerns.

All programs are housed on the third floor of Scotus Hall.

### Testing Center

Ms. Sandy Rea, 317 Scotus Hall, 814-472-3287, [testing@francis.edu](mailto:testing@francis.edu)

The Testing Center is located within the Center for Academic Success in Scotus Hall and provides ten individual testing stations for students with approved disability accommodations in

need of a distraction-reduced environment for their exams. These rooms are electronically monitored and must be reserved at least 24 business hours in advance. Additional accommodations are available as needed. Accommodations students must have their documentation approved by April Fry, Accessibility Services Coordinator.

The Testing Center also proctors and administers SFU individual makeup exams (at the approval of the instructor), exams for non-SFU students, and the following standardized exams:

- ACSM (American College of Sports Medicine)
- CLEP (College Level Examination Program – credit-by-exam)
- CSCS – NSCA Certified Strength & Conditioning Specialist
- GED (General Educational Development Tests – high school equivalency exam)
- PECT (Pennsylvania Educator Certification Tests)
- Praxis Tests (teacher certification exams)

Please contact [testing@francis.edu](mailto:testing@francis.edu) for more information regarding any of our testing services or with any questions related to testing.

### **Credit By Examination Policy**

Certain Subject CLEP (College-Level Examination Program) examinations, which have been approved by the appropriate department chair, are recognized for the purpose of course fulfillment and credit at Saint Francis University. The optional essay section of the CLEP is required by the SFU history department. Any individual is eligible to take a CLEP examination.

Any individual who achieves a qualifying score on a particular examination will receive credit for the course corresponding to that examination. In the absence of local norms, the recommendations of CAS will be followed in determining a satisfactory score. Courses satisfied by means of the CLEP will be listed in a student's file and total credits earned will be recorded on a student's transcript under the heading "Credit-by-Examination."

Taking the CLEP will not affect a student's option for P-F grades in that the student will still be entitled to the maximum number of P-F course grades allowable. A student may fulfill a maximum of 30 credits by means of Advanced Placement and/or College Level Examination Program examinations for a bachelor's degree and 15 credits for an associate degree. A student may substitute a free elective in place of a course requirement satisfied by examination. A student who satisfies a course requirement by examination will not be charged tuition for that course.

A student will not be entitled to receive credit for a lower-level course after having taken a higher-level course. This holds true even if the student has failed the higher-level course. For example, a student who has taken Spanish 201 cannot receive CLEP credit for Spanish 102

Exams are administered at SFU one day per month. The cost for one CLEP examination is \$93.00 payable online and in advance, plus a non-refundable service fee of \$20.00 payable to *Saint Francis University* (check or cash only) on the day of the exam. Register and pay online at [clep.collegeboard.org](http://clep.collegeboard.org). Contact Sandy Rea to schedule ([testing@francis.edu](mailto:testing@francis.edu)). A student may also take a CLEP test at any other CLEP test site or online from home. A list of test sites and information for these options is available at [clep.collegeboard.org](http://clep.collegeboard.org).

## Academic Support/Accessibility Services

The Center for Academic Success assists eligible students in receiving basic services as determined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Every effort is made to arrange appropriate accommodations based on a student's disability. Individuals are encouraged to begin the process of arranging for accommodation services upon acceptance to the University.

Accessibility Services works with individual faculty members, academic departments, and other University offices to ensure that the classes, programs, and services are accessible to the students. The services provided by these offices are meant to help students devise strategies for meeting college demands and to foster independence, responsibility and self-advocacy.

In order to receive disability services, students must submit documentation of their disability to the Center for Academic Success. The submitted assessment report must:

- Be completed by a qualified professional such as a medical doctor or licensed psychologist
- Contain the evaluator's name, title, and assessment date
- Identify the disability, describe the limits it imposes, and include the recommended accommodations

Once the documentation is received and evaluated, the Accessibility Services Coordinator will schedule an intake meeting to determine which accommodations are appropriate. Students who receive accommodations are responsible for communicating their accommodation needs to each individual faculty member and for submitting the paperwork in a timely manner.

Basic services offered at Saint Francis University include:

- Assistance with note-taking in the classroom
- Accommodations for taking exams, such as readers, scribes, extended-time, and alternate locations
- Requests for adaptive classroom equipment
- Assistance in accessing University programs and services
- Early registration

If a student believes he or she requires a reasonable accommodation or has a question regarding education services, activities, programs, or facilities that are accessible to or used by students with disabilities, he or she should contact the Center for Academic Success.

For more information or to request an accommodation, please contact:

April Fry  
Accessibility Services Coordinator  
Saint Francis University  
P.O. Box 600  
Loretto, PA 15940  
814-472-3176

## Academic Advising Program

The primary purpose of the academic advising program is to assist students in the development of meaningful educational plans which are compatible with their life goals. At Saint Francis University, academic advising is viewed as a continuous process of clarification and evaluation. The Center for Academic Success and First-Year Experience works in conjunction with the academic advisor and the student to help support educational needs and goals. The office is open to all students as an additional and/or supplemental academic resource.

Individual academic advising conferences are available to students each semester. The advisor will review and utilize available data about the student's academic and educational needs, performance, goals, and problems. The ultimate responsibility for making decisions about life goals and educational plans rests with the student. The advisor will assist by helping to identify and assess alternatives and the consequences of decisions.

As part of the University's First-Year Advising Program, entering students are assigned to advisors during the Summer Orientation and Academic Registration (SOAR) Program the summer prior to their freshman year. These academic advisors help students with academic and transition issues by providing guidance and support throughout their freshman year.

Saint Francis University's goals for academic advising are as follows: clarification of life and career goals; development of suitable educational plans; selection of appropriate courses and other educational experiences; interpretation of institutional requirements; increased student awareness of available educational resources; evaluation of student progress toward established goals; development of decision-making skills; and referral to and use of other institutional and community support services where appropriate.

If you need additional help beyond your assigned academic advisor, individual and walk-in appointments are available at the Center of Academic Success in Scotus Hall.

## Student Assistance Team

The Student Assistance Team consists of representatives from various offices on campus including CAS, Athletics, Business Office, Financial Aid, Provost's Office, Residence Life, Risk Management, and Student Development. Meeting weekly during the academic year, the team addresses concerns that may affect a student's academic success, which may include: missing classes, advising and tutoring appointments, or SAGE hours; poor course grades; behavior on campus or in the classroom; financial concerns; and referrals from faculty, coaches, staff, parents, or peer students.

Intervention strategies are discussed at the meeting which may include meeting with the student, contacting the student's academic advisor, contacting the student's instructors for the current semester, and/or contacting the student's parents. As a part of the team, risk management may also intervene when appropriate and the Behavioral Intervention Team may evaluate a student to determine potential threat analysis. Each student situation is unique, so intervention strategies are created to address the specific issue or concern.

## Writing Center and Tutorial Services

The Writing Center and Tutoring Center are located in the Library & Learning Commons. Qualified undergraduate tutors are available to all students at no charge. Tutorial sessions are offered on either an individual or group basis. Tutoring is conducted by undergraduate students who have excelled in their major and received a recommendation from their professors.

The Writing Center is open Monday through Thursday 11:00am - 7:00pm and Friday 11:00am – 4:00pm. For questions about the Writing Center, please contact Dr. Brennan Thomas at [bthomas@francis.edu](mailto:bthomas@francis.edu) or 814-471-1111. Make appointments at:

<https://outlook.office365.com/owa/calendar/WritingCenter1@francis.edu/bookings/>

The Tutoring Center is open Monday-Thursday 1:00pm - 7:00pm and Friday 1:00pm – 4:00pm. Additional hours are offered for high-demand courses, and tutoring can take place in-person or virtually. Appointments can be scheduled

<https://outlook.office365.com/owa/calendar/TutoringCenter@francis.edu/bookings/>

Additional group tutoring is organized by University faculty as needed. For questions about the Tutoring Center, please contact Ms. Sandy Rea, [srea@francis.edu](mailto:srea@francis.edu) or 814-472-3287.

## Opportunities for Academic Success in Studies (OASIS) Program

Jessica Traurig, [jtraurig@francis.edu](mailto:jtraurig@francis.edu), (814) 472-3173, Scotus Hall 322A

The program is designed for first-year students who, upon applying for admission, have demonstrated a need for academic support and whose secondary school records indicate potential for college success. Students in the program receive extra support for their academic and social transition into college. The program teaches and reinforces important academic skills, while also introducing them to services across campus that will help them succeed.

Upon admission to the program, students sign an agreement that outlines the requirements for program participation. These consist of mandatory structured study sessions, academic counseling, and enrollment in GEN 111 (College Success Strategies I) in the fall semester and GEN 112 (College Success Strategies II) in the spring semester.

### ***Course Descriptions:***

**GEN 111: College Success Strategies I:** (3 credits) College Strategies focuses on areas where students need assistance, awareness, and extra support during the first semester of college. Course topics include the following: assessment and improvement of critical reading skills, understanding college demands, learning styles, time management, note-taking, information literacy and technology skills. The course also introduces students to important offices across campus. Fall. Required for all OASIS students. Others by approval of the director of the Center for Academic Success and First-Year Experience.

**GEN 112: College Success Strategies II:** (1 credit) Students will build upon the study skills mastered in GEN 111 and continue to develop critical reading and writing skills required of undergraduate education. *Spring. Prerequisite: GEN 111, or by approval of the director of the Center for Academic Success and First-Year Experience.*

## Study Acceleration: Gaining Excellence (SAGE) Program

Jessica Traurig, [jtraurig@francis.edu](mailto:jtraurig@francis.edu), (814) 472-3173, Scotus Hall 322A

The SAGE Program is designed for students who are experiencing academic difficulties. All students on academic probation are required to participate and meet all of the requirements of the program throughout the semester. Students in good academic standing may also choose to participate in the program or may be required to do so as a requirement of their academic warning status. The program provides students with a structured study environment for six hours weekly under the supervision of University faculty and staff who serve as their SAGE Coach. In addition, services that include study skills seminars, peer tutoring, academic counseling, and basic study skills assessment are available each semester. While SAGE is not mandatory for part-time students, those students are encouraged to participate. Students will sign an agreement at the beginning of the semester that outlines the expectations for program participation. Students who do not comply with the requirements of the program may be subject to dismissal.

## Higher Education Equal Opportunity (ACT 101) Program

April Fry, [afry@francis.edu](mailto:afry@francis.edu), (814) 472-3176, Scotus Hall 323C

The ACT 101 Program was created as a result of the Pennsylvania Higher Education Equal Opportunity Act 101 in 1971 and focuses on serving undergraduate students in order to make the ideal educational opportunity a reality for all qualified students.

Support services include access to free textbooks through our lending library, assistance with class registration, free peer and group tutoring, workshops, and academic and career counseling.

To be eligible, students must be:

- Resident of Pennsylvania
- Economically disadvantaged
- Educationally disadvantaged
- Enrolled as a full-time student (carrying at least 12 credits in a semester) or as a part time student (carrying at least 6, but less than 12, credits in a semester).

ACT 101 students are eligible for support services at the University as long as he or she is enrolled at the institution and has signed the student contract at the beginning of each academic year.

You will be automatically notified of eligibility by the ACT 101 Coordinator.





## Student Services: Other

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### Campus Bookstore

**Location:** JFK Lower Level

**Phone:** 814-472-3170

**Fall & Spring Semesters:** Monday - Friday: 8:30 AM - 4:00 PM

Saturday: 11:00AM – 3:00PM, unless otherwise noted.

**Summer Hours:** Monday - Friday: 8:30 AM - 4:00 PM. Closed weekends except for special events.

The Campus Bookstore is leased by **Barnes & Noble Education** and is the official bookstore of Saint Francis University. Students may purchase or rent new and used textbooks as well as digital books. Students can order their textbooks on-line before classes begin or purchase in-store at their convenience.

The Campus Bookstore provides students with required course materials, school supplies, computer supplies, imprinted t-shirts, sweatshirts and gifts, greeting cards, personal and convenience items, general reading books, and much more.

Services provided by the Campus Bookstore include, but are not limited to, daily and end-of-semester textbook buy-back, class ring and diploma frame sales, on-line textbook ordering, textbook rental program, eCommerce site, and gift cards.

The Bookstore accepts Mastercard, Visa, Amex, Discover, and cash as payments in the store.

For more information pertaining to textbooks, merchandise, and bookstore information please visit our website at [www.francis.bncollege.com](http://www.francis.bncollege.com). Like us on Facebook at [www.facebook.com/stfrancisubookstore](https://www.facebook.com/stfrancisubookstore) and keep up to date with bookstore events, sales, contests, and new merchandise!!!

## Business Office

**Phone:** 814-472-2884

**Monday - Friday** 8:30 A.M. - 4:00 P.M.

**Window Hours** 9:30 A.M. - 3:00 P.M.

The Business Office, located 1<sup>st</sup> floor Raymond Hall, maintains and answers questions concerning student accounts, and cashes checks up to \$100.00. Funds can be added to students' One Card (declining balance) at the cashier's window.

## Student Health Insurance Policy

All full-time undergraduate (12+credits) students, all student-athletes, and any graduate student that is enrolled in the Physician Assistant, Physical Therapy, Occupational Therapy, Public Health, Cancer Care or Nursing program must also have health insurance coverage. A Student Health Insurance Plan is available for those students who do not have current insurance coverage. All full-time students must participate in this insurance plan *unless* proof can be furnished that other similar insurance is carried by the student while they are attending Saint Francis University. It is mandatory that all international students purchase this plan. No travel policies or waivers will be accepted.

Your student account will be automatically charged for the Student Health Insurance Plan (SHIP). You **must waive** the insurance coverage by logging onto [www.hulseqm.com/myinsurance](http://www.hulseqm.com/myinsurance). If you choose to waive the insurance and provide adequate insurance and coverage information, the charge will be removed from your student account. If you do not waive by August 31<sup>st</sup>, you will be automatically enrolled in the health plan and the charge will remain on your account.

To be eligible to waive out of the school-sponsored health insurance policy, students must be covered by a comparable fully comprehensive healthcare policy that provides coverage in Loretto, PA and meets the following criteria:

- No foreign insurance policies will be accepted
- The policy must be Affordable Care Act (ACA) Compliant
- No reimbursement policies will be accepted
- Your insurance must cover you from August 1 through July 31<sup>st</sup>
- Cannot exclude coverage for illness/injury under the influence of alcohol or drug use
- Must include mental health coverage
- Must cover pre-existing conditions without a waiting period
- Must have service providers within the area

This process will need completed by the student for every academic year they attend Saint Francis University.

### Student Health Insurance Plan (QM Services)

Saint Francis University and QM Services have worked together to provide student medical insurance coverage for the academic year. QM Services will continue as the satellite student insurance department to provide oversight, advocacy, management and consultation. If you have any questions regarding the benefit process, or in need of healthcare advocacy, you may contact QM Services at 800-273-1715.

## Dining Services

Saint Francis offers several dining and other eating options for both resident students and commuters, including both eat-in and take out establishments. Options include:

### ***Torvian Dining Hall***

Open for breakfast lunch, and dinner, our main dining hall offers a variety of choices, including:

**Bravisimo:** Each Bravisimo special is a cooked-to-order favorite such as fajitas, stir-fry, pasta, grains, rices and International dishes

**Pepperazzi:** This exclusive concept specializes in fresh-dough pizzas and a variety of pastas. Each day, it serves a variety of fresh pizzas, along with a pasta selection, using real cheese and high quality tomato products, vegetables and toppings.

**Parkside Diner:** This station offers home-cooked, traditional style foods. Homemade classics like fried chicken, Swiss steak, meatloaf, fish and mac n cheese will be featured on a regular basis. It serves fresh vegetables, from-scratch mashed potatoes, and sauces to complement each meal.

**1847 Grill:** At the 1847 Grill, food is always prepared fresh, so it can be assured that its grilled items have not been sitting “on the line.” Grilled items come with fresh-cut French fries.

**The Deli:** The Deli serves freshly roasted chicken breast and turkey, along with a variety of other meats, including baked ham, roast beef, salami and bologna. It serves freshly made tuna, chicken and egg salads, as well as a variety of other composed salads. It offers a variety of cheeses along with a wraps, rolls or breads that include white, whole grain, 100 % wheat, Italian or rye bread.

### ***Padua Express***

Padua Express serves hot breakfast and lunch foods, and also features in house bakery items, freshly brewed Barista Coffee and a full line of bottled beverages and snacks. Lunch features soups and a variety of specialty “On the Go” Sandwiches and Salads.

### ***Frankie’s Food Court***

Frankie’s Food Court is located on the Lower Level of the JFK Student Activities Building. Offers **Cinco Cantina** (Mexican), **Mongolian Grill** (Asian), Made to order Deli sandwiches, Grill chicken, Hamburger, Pepperazzi Pizza, and variety of On the Go items. Frankies also has wide variety of health and beauty items. Eat lunch, late lunch, dinner or late in the evening and still be covered by your meal plan.

### ***Adamucci’s Café***

Located in the lower rear level of the new Schwab Hall. Adamucci’s Café features Starbucks Coffee products. It serves fresh brewed coffee and many other specialty drinks such as a café latte, cappuccino, espresso, or a gourmet frozen java or smoothie. It also serves freshly baked pastries and other baked goods. Juices, bottled beverages and “On the Go” sandwiches, salads, and sides are available on a daily basis.



## Meal Plan Options

Saint Francis Dining Services' goal is to match students with a dining plan that is suited to their needs. These plans give our diners total control and flexibility along with the best value for the dollar. Students can use their ID card for the safety and convenience of cashless dining.

Our four meal plan options are:

<b>Premium Plan</b> <b>275 Swipes ( per semester)</b>	This dining plan provides <b>275 meal swipe</b> per semester. Swipes no longer expire each week and can be used in Torvian or Frankies. This plan also offers <b>\$100</b> in flex that can be used in all dining locations.
<b>Standard Plan</b> <b>215 Swipes ( per semester)</b>	This dining plan provides <b>215 meal swipe</b> per semester. Swipes no longer expire each week and can be used in Torvian or Frankies. This plan also offers <b>\$225</b> in flex that can be used in all dining locations.
<b>Value Plan</b> <b>100 Swipes ( per semester)</b>	This dining plan provides <b>100 meal swipe</b> per semester. Swipes no longer expire each week and can be used in Torvian or Frankies. This plan also offers <b>\$375</b> in flex that can be used in all dining locations.
<b>Unlimited Plan</b>	This dining plan provides <b>Unlimited meal swipe</b> per semester. Swipes can only be used in Torvian. This plan also offers <b>\$3</b> in flex that can be used in all dining locations.

## Commuter Dining Plans

The Commuter Dining Plans offer the Saint Francis commuter student a variety of choices that accommodate their needs. The Commuter Dining Plans carry a bonus with each purchase. The purchases are converted to Dining Dollars and deposited on the student's ID card, which works similar to a debit card. The Dining Dollars are non-refundable and expire at the end of each semester. The Dining Dollars

can be used at Torvian Dining Hall or any of our retail facilities including Frankie's, Padua Express or Adamucci's Café. All purchases must be made through the Office of Residence Life located in Padua 227, (phone 814-472-3029).

### ***Commuter Dining Options***

\$300 + \$30 Bonus Dollars - you pay only \$300 (\$330 Value)

\$500 + \$50 Bonus Dollars - you pay only \$500 (\$550 Value)

\$750 + \$75 Bonus Dollars - you pay only \$750 (\$825 Value)

The purchased Dining Dollars are nonrefundable and expire at the end of each semester.

### ***Declining Balance Dollars***

Declining Balance Dollars are held in an account that acts like a debit card. The balance will appear each time a purchase is made. Declining Balance Dollars may be purchased in any increments you desire. All purchases must be made in the business office located in Scotus Hall.

## **Campus Ministry Department**

Guided by our Catholic Franciscan heritage, the Campus Ministry Department provides opportunities for members of all faith traditions to encounter God in their daily lives. We are a community of faith and love and we strive to meet the spiritual and pastoral needs of the University as they are reflected in the Franciscan Goals of Higher Education. Staffed by a team of Franciscan friars and lay ministers, we assist the University community in becoming instruments of Christ's peace as exemplified by St. Francis of Assisi.

### **Spiritual Discovery and Growth**

The college years are a time not only for intellectual growth but also a time for spiritual discovery. Saint Francis University recognizes this important component of student development.

Our goals are to promote the Catholic identity of the university by creating opportunities to form and practice a faith life that witnesses to Catholic ideals, principles and attitudes; to promote the institution's commitment to Christian service by providing opportunities to minister to the poor and needy of the university community and the local region; and to expand opportunities for interfaith and ecumenical engagement, learning and faith formation.

### **Worship and Devotional Life**

We in Campus Ministry believe there is a responsibility to bring the Good News of Jesus Christ to Saint Francis University and the wider community. Equipped with this message and grace, reflected in the Gospel and the sacramental wisdom of the Roman Catholic Church, we hope to assist students of all faith traditions on their journey of faith by providing opportunities for worship, ministry, fellowship and service.

Worship and prayer opportunities include daily Mass, two weekend Masses, weekly Reconciliation, as

well as daily Adoration of the Blessed Sacrament. There are also numerous beautiful locations on campus for quiet prayer and reflection such as the Our Lady of Lourdes Grotto and the Agape Chapel.

Ministry opportunities include Liturgical Ministry, Bible Studies, Discipleship Programs, Eucharistic Adoration, and two weekly Praise and Worship events. Liturgical Ministry opportunities include: Sacristans, Altar Servers, Cantors, Lectors, Ushers, setting up for Mass, decorating the Chapel for seasonal celebrations, Instrumentalists, Singers and Eucharistic Ministers of Holy Communion.

Additionally, there are several events that happen once a year such as the Mass of the Holy Spirit at the beginning of the Fall Semester, the March on the Mountain which is a pro-life March held in January and the Baccalaureate Mass which celebrates our Graduates.

As a community of faith and prayer, we strive to nurture the spiritual lives of our students and walk with them as they take their next steps on their faith journey during their time at Saint Francis University.

## The Office of Mission Integration

As a Catholic academic community of higher learning sponsored by the Third Order Regular Franciscans, SFU is dedicated to providing its students with both a liberal arts education and career-oriented studies, in a manner that is animated by its Catholic and Franciscan heritage. In addition, the University aims to be an academic institution where religion in general, and Catholicism in particular, are vitally present and operative across campus. This occurs when religious perspectives, ethical concerns, and faith seeking intersect with each subject area and academic discipline. Such integration fosters the education of the whole person, through academic and career-oriented learning as well social, psychological, physical, moral, and spiritual/religious growth.

To achieve these aims, the Office of Mission Integration collaborates with diverse groups, offices, departments, and divisions across campus to incorporate our Mission and Franciscan Goals for Higher Education in both curricular and co-curricular activities. The Office also serves the University to achieve several objectives as outlined in *Ex corde Ecclesiae*, an Apostolic Constitution issued by Saint John Paul II in 1990 describing the “identity and mission” of Catholic colleges and universities.

These objectives are:

- to increase consideration of theological perspectives, ethical concerns, and Franciscan values in curricular and co-curricular activities;
- to foster the integration of knowledge across subject areas and academic disciplines; and
- to promote conversations across campus between faith and reason in order to bear witness to the harmonious unity of all truth (see *Ex corde Ecclesiae*, 1990, #12-20).

In various ways the personnel of the Mission Integration Office offer programming for faculty and staff members in Franciscan history, spirituality, and values as well as the Catholic intellectual tradition. While rooted in Franciscan tradition and Catholic faith, the Office’s programs and services often appeal to individuals from other religious traditions as well as no religious tradition.

The Mission Integration Office also collaborates with the Department of Campus Ministry, the Center for

Service & Learning, and the Dorothy Day Outreach Center to foster the faith formation of its students and staff through liturgies, retreats, and service-learning experiences.



## Office of Career Services

Scotus 323

814-472-3019

[careerservices@francis.edu](mailto:careerservices@francis.edu)

[www.francis.edu/career](http://www.francis.edu/career)

Monday - Friday 8:30 am - 4:00 pm; Evening hours by appointment

Career Services, located in Scotus Hall 323, supports all Saint Francis University students along their journey to Become That Someone by offering a variety of career development and exploration resources and programming. Our services, which include individual appointments, are available on-campus and online. Career Services educates students on the search process and offers opportunities and support for securing jobs, internships, further education, and other professional opportunities. Career Services encourages students to complete an internship while enrolled at Saint Francis University to gain hands-on experience and networking opportunities towards that will aid in obtaining full-time employment or graduate school acceptance.

To launch students into their lifelong career journey, Career Services offers the following:

- Major and career exploration guidance, including career assessments
- Resume, CV, and cover letter critiques
- Job and internship search assistance
- Mock interviews and interviewing tips
- Online career resources, including posting platforms
- Opportunities for recruitment, networking, and mentorship

- Professional development
- Graduate/professional school advising

## Financial Aid

Padua Hall 228

814-472-3010

Monday - Friday: 8:30 AM - 4:00 PM

The University believes every qualified person who desires higher education has the right to pursue it, regardless of financial status. Although the primary responsibility for financing an education lies with the student and his/her family, the University awards financial aid to supplement family funds whenever possible.

Academic awards and scholarships are given for academic achievement, athletic potential, and financial need. Financial need is the difference between Expected Family Contribution (EFC), as determined by the Free Application for Federal Student Aid (FAFSA), and University costs which include tuition, fees, room and board, transportation, and personal expenses.

### ***Applying for Financial Aid***

The application process encourages every student to submit a Free Application for Federal Student Aid (FAFSA) at [studentaid.gov](http://studentaid.gov). Students should also apply for respective state grants. To ensure full consideration for federal, state and institutional aid, the FAFSA must be received by the federal processor by May 1st prior to the start of the academic year. It is the student's responsibility to procure and submit appropriate applications on time, therefore, check all deadline dates carefully.

### ***Application for Federal Student Aid***

All universities receiving federal aid must complete the verification process. Federal Verification is not to find fraudulent FAFSA applicants, but to identify and correct common mistakes made during filing. Through random selection or the result of conflicting information reported during filing, students who are selected must complete and return the necessary documentation two weeks prior to the end of the designated semester. If the verification process is not completed, a student will not be considered for need-based aid, therefore, it is important to return the information and requested documentation as soon as possible.

### ***Deadline for Free Application for Federal Student Aid (FAFSA)***

Annually, the Office of Financial Aid processes applications for federal student aid on a "rolling basis." Although completing the FAFSA before May 1st prior to the academic year is preferred, there is no set deadline for filing.

### ***Special Consideration Forms***

The Office of Financial Aid is very much aware of uncontrollable circumstances that happen to families that cannot be reflected on income tax returns or the Free Application for Federal Student Aid (FAFSA). After a student files the FAFSA, this form allows families to report the unusual circumstances that impact your ability to pay for educational costs while attending Saint Francis University. Consideration of these



forms are evaluated on a case-by-case basis. Please contact the Office of Financial Aid for applications and further information.

### ***Awards***

Awards are based on unique needs and abilities, family situations, specific government regulations, and institutional awarding policies. A financial aid award package may consist of gift aid (not to be repaid) and self-help aid (loans and work study or campus employment). Financial aid may be used for other educational expenses such as books or transportation.

### ***Renewing Aid***

Financial aid is renewable on an annual basis as long as the student; applies by the deadline, continues to show financial need, completes verification requirements (if necessary), and makes Satisfactory Academic Progress (SAP). University-based aid recipients must attend full time and live either on-campus or commute from home within a 40 mile radius as defined in the University Student Handbook.

Satisfactory Academic Progress (SAP) is required for all federal, state, and institutional aid. As stated in the contract upon admission to the University, many scholarships require a specific cumulative QPA. Students with need-based federal, state and institutional aid must meet both qualitative and quantitative standards of SAP to be considered for renewal of financial assistance. This progress is reviewed after increments of two semesters. To maintain qualitative standards, students must be in good academic standing or on academic probation as defined in the University Catalog. To meet quantitative standards, full-time students must successfully complete with a passing grade at least 24 credits for each increment. Part-time students are evaluated at the end of each academic year during which the student is required to successfully complete 66% of all work attempted to be considered as progressing satisfactorily.

### ***Borrower-Based Academic Year (BBAY)***

A Borrower-Based Academic Year must meet the minimum Title IV requirements for an academic year as set by the Federal Government. A BBAY must begin with a term in which a student is enrolled at least half-time and include any mini-sessions (summer or otherwise) that run consecutively within. Because a summer term may be shorter than a standard term but is considered academically equivalent, BBAY includes any terms fewer than 30 weeks of instructional time or fewer credit hours than the minimum required for Standard Academic Year (SAY).

When a student is enrolled in his or her final semester and will graduate at the end of that semester, the Federal Government requires the University to prorate the student's loan eligibility.

Saint Francis University has a strong commitment to assist students in their efforts to finance their education. All are encouraged to contact the Office of Financial Aid for help, to discuss financial difficulties, and to verify receipt of necessary paperwork.

## **Army ROTC**

(724) 357-7682

Army ROTC complements the college experience with a leadership development program that reaches far beyond the classroom. There is no military obligation associated with ROTC until junior year and the program is open to all academic majors. Upon graduation, students who complete the ROTC program will receive a commission as a Second Lieutenant and are given a choice to serve either four years in the Active Duty Army or serve six years in the Army National Guard or U.S. Army Reserves. Students can choose to serve in over 17 different specialty areas ranging from combat units (infantry, artillery, aviation,

etc.) to combat support units (logistics, medical, military intelligence, cyber operations, etc.). Additional opportunities exist for students in medical specialties and those seeking more advanced degrees in the field of law, medicine, and divinity.

Students participating in the Army ROTC program may be eligible to receive full tuition scholarships (including fees), monthly spending allowance, and book allowance/laboratory fees. Upon completion of the ROTC program students will receive a Minor in Military Science to accompany their major concentration in any curriculum.

Please visit <https://www.francis.edu/military-benefits-and-rotc/> or contact Mr. Christopher Chavira, Enrollment and Scholarship Officer at IUP at [cchavira@iup.edu](mailto:cchavira@iup.edu) or 724.357.7682 for more details and dates to apply.

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## University Policies and Handbooks

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The University Policy Database and the Student Handbook are available online at <https://www.francis.edu/University-Policies-and-Handbooks/>.

Academic policies are also published in the University's Undergraduate and Graduate Catalog. <https://catalog.francis.edu/>

Policies are available as print copies in the Academic Affairs office.

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## Campus Policies

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### Billing Procedures

The Business Office is responsible for collecting money for tuition, fees and other charges associated with a student's billing account. Any questions concerning grants, scholarships, and federal or private loan processing should be directed to the Financial Aid Office.

Please visit the [www.francis.edu](http://www.francis.edu) website, under the Admissions and Business office page, to view a Tuition and Fees Schedule and Payment Information as well as information on our mandatory health insurance policy. For information on this policy and the Student Medical Insurance offered by the University please contact QM Services 1-800-273-1715.

Students can access their up to date student billing account 24 hours a day and 7 days a week through the [my.francis.edu](http://my.francis.edu) webpage. Students can view and pay their monthly billing statements, enroll in electronic refunds, sign up for a payment plan, and grant a parent/guardian access to their account information through the [my.francis.edu](http://my.francis.edu) 'Student Finances' section.

### **General Student Billing Cycle:**

Fall semester Billing Statement created and uploaded to CashNet at the beginning of July and due the beginning of August.

Spring semester Billing Statement created and uploaded to CashNet at the beginning of December and due the beginning of January.

All unpaid balances will accrue interest until paid and may result in the loss of services and/or dismissal from classes

The cashier's window at the Business office accepts check or cash payments Monday-Friday and staff is also available to answering any billing questions. The Cashier's Window will cash checks up to \$100.00 for enrolled students. Students can also add funds to a students' One card (declining balance) upon request.

## The Office of Student Conduct

Division of Student Development

email: [conduct@francis.edu](mailto:conduct@francis.edu)

Padua 232

814-472-3002

Monday – Friday 8:30 a.m. – 4:00 p.m.

The University community is committed to fostering a campus environment that is conducive to academic inquiry, productive campus life, and thoughtful study and discourse. The student conduct process within the Office of Student Conduct is committed to an educational and developmental process that balances the needs of individual students with the needs of the University community.

The office will facilitate the development of all students by maintaining a student conduct system and programs which enhance student engagement and intellectual development by promoting both the Franciscan Goals of Higher Education and the Core Values of Student Conduct at Saint Francis University. The Office of Student Conduct under the leadership of the Associate Dean of Students fulfills its mission by providing programs and services that:

- develop, disseminate, interpret, and enforce University rules and policies;
- allow students to use critical thinking skills through the design of educational opportunities to determine appropriate behaviors and the consequences for unacceptable and/or inappropriate behaviors;
- intervene effectively when student behavior violates the Statement of Conduct.

**Jurisdiction.** Students at the University are provided a copy of the Student Handbook, which contains the University's Code of Student Conduct, annually in the form of a link on the University website. Hard copies are available upon request from the Office of Student Conduct. Students are responsible for reading and abiding by the provisions of the Code of Student Conduct.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw, or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll and/or obtain official transcripts. All sanctions must be satisfied prior to re-enrollment eligibility and/or the degree may be revoked.

The *Code of Student Conduct* applies to behaviors that take place on the campus, at University-sponsored

events and may also apply off-campus when the Vice President for Student Development or designee determines that the off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any situation where it appears that the student may present a danger or threat to the health or safety of him/herself or others;
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or;
- Any situation that is detrimental to the educational mission and/or interests of the University.

The Code of Student Conduct may be applied to behavior conducted online, such as harassment through social media or bullying via email. Students must also be aware that blogs, web page entries on sites such as Google+, YouTube, Facebook and Twitter, and other similar online postings are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials. However, most online speech by students will be protected as free expression and not subject to this Code, with two notable exceptions:

- A true threat defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;
- Disparaging speech posted online about the University or its community members that causes significant on-campus disruption.

The *Code of Student Conduct* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. The Code may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements. Visitors and guests of University may seek resolution of violations of the *Code of Student Conduct* committed against them by members of the University community.

There is no time limit on reporting violations of the *Code of Student Conduct*; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations. Though anonymous complaints are permitted, doing so may limit the University’s ability to investigate and respond to a complaint. Persons aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or to University Police.

**Violations of the Law.** Alleged violations of federal, state, and local laws may be investigated and addressed under the Code of Student Conduct. When an offense occurs over which the University has jurisdiction, the University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

The University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint. When criminal charges are pending, the University may be delayed or prevented from conducting its own investigation and moving forward with an Incident Review Hearing. When this happens, the University will delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information from law enforcement upon which to proceed. In cases governed by Title IX, this delay will be no longer than two weeks from notice of the incident.

Students accused of crimes may request to take a leave from the University until the criminal charges are resolved. In such situations, the University procedure for voluntary leaves of absence is subject to the

following conditions:

- the accused student must comply with all University investigative efforts that will not prejudice his/her defense in the criminal trial; and
- the accused student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- the accused student you must agree that, in order to be reinstated to active student status, he/she must first be subject to and fully cooperate with, the University conduct review process and must comply with all sanctions that are imposed.

**Student Conduct Authority.** The Vice President for Student Development is vested with the authority over student conduct by the Board of Trustees. The Vice President for Student Development appoints an administrator to oversee and manage the student conduct process. At Saint Francis University the Student Conduct system is managed by the Associate Dean of Students. The Vice President for Student Development and the Associate Dean of Students appoints hearing and appeals officers as deemed necessary to efficiently and effectively work with students as they move through the student conduct process. The Associate Dean of Students (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

**Gatekeeping.** No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any information will not be forwarded for a hearing.

**Hearing Officers.** For each complaint, a Hearing Officer will be chosen from the available pool. In complaints involving discrimination, sexual misconduct, or other sensitive issues, the Associate Dean of Students or the Director of Residence Life will serve as the hearing officer. In the event a hearing officer is unable to serve, the Associate Dean of Students (or designee) will solicit a replacement from the group from which the representative came. Decisions made and sanctions imposed by a Hearing Officer will be final and implemented, pending the normal review process. At the discretion of the Associate Dean of Students (or designee), the implementation of sanctions may be placed on hold pending review.

**Interpretation and Revision.** The Associate Dean of Students will develop procedural rules for the administration of hearings that are consistent with provisions of the *Code of Student Conduct*. Material deviation from these rules will generally only be made as necessary and will include advance notice to the parties involved. The Associate Dean of Students (or designee) may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this *Code*. The Associate Dean of Student (or designee) may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Code of Student Conduct* will be referred to the Associate Dean of Students whose interpretation is final. The *Code of Student Conduct* will be updated annually under the direction of the Associate Dean of Student with a comprehensive revision process being conducted every 3-5 years.

## University Statement of Student Conduct

Students at Saint Francis University are expected to conduct themselves according to Judeo- Christian values that reflect their commitment to the University community and develop the personal character and social attributes that reflect maturity. The values of a Franciscan education are reflected in the established *Franciscan Goals for Higher Education*. These goals reflect the values of the intellectual ministry of Saint Francis University. All members of the Saint Francis University community have an obligation to share in the intellectual, social, and spiritual development of students.

A community exists on the basis of shared values and principles. It is to be clearly understood that the educational process at the University is not limited to or confined by classroom activity as the out of the classroom experience is designed to enhance University life. At the University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Code of Student Conduct*. These standards are embodied within a set of core values that include justice awareness, peacemaking, self-respect, and respect for others. The Core Values of Student Conduct at Saint Francis University are defined as:

§ Peacemaking: Saint Francis University students build and enhance their community through peacemaking, ethical conduct, honor, and integrity.

§ Justice Awareness: Saint Francis University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

§ Self-Respect: Saint Francis University students regard themselves as role models within a community of individuals who respect themselves and are deserving of the respect of others.

§ Respect for Others: University students are given and accept a high level of responsibility to demonstrate respect for others, for the property of others, and for the community.

Students are expected to clearly understand that while enrolled at Saint Francis University, they bear its name. As such their behavior must reflect this reality. Each member of the University community bears responsibility for his/her conduct and to assume reasonable responsibility for the behavior of others. Students are expected to abide by all regulations described in the Student Handbook and other University publications including but not limited to the Housing and Food Service Contract, the Saint Francis University Undergraduate and Graduate Catalog, The Saint Francis University Web site, and Your Car on Campus. Should members of the community fail to exemplify these values by engaging in violation of the policy, conduct review processes are used to assert and uphold the *Code of Student Conduct*. In order to fulfill its functions as an educational institution and to protect the rights of all members of the University community, Saint Francis University has the right to protect and the duty to maintain order within the University and to exclude persons who disrupt the educational process. If an individual is unable to function within the University community, demonstrates behavior which is deemed to be physically or emotionally harmful to others or one's self, violates standards of conduct, interferes with the academic progress of other students and/or is otherwise disruptive to the University community, the University reserves the right to respond accordingly. These actions may include but are not limited to any of the following actions: disciplinary action, suspension or separation from the University, contact of student's parent or guardian, counseling, or psychiatric referral off-campus.

**2023-24 Student Policies:** Parents may find more detailed information on University Policies by accessing the University Policies and Handbook portal located on the [my.francis.edu](https://my.francis.edu). For additional information on Student Conduct please contact Lynne Banks, Associate Dean of Students 814-472-3002, or [lbanks@francis.edu](mailto:lbanks@francis.edu).

# Parking and Traffic on Campus

## *Parking*

Students must purchase a parking permit if operating a motor vehicle on University property. A valid permit must be displayed on each vehicle while on campus. Freshmen students are permitted to park on campus but must use the JFK parking lots. Rules and regulations governing the operation of motor vehicles on the grounds of Saint Francis University are contained in the “Your Car on Campus” brochure, which is posted online at: <https://www.francis.edu/Campus-Safety-and-Health/> or by request from [police@francis.edu](mailto:police@francis.edu).

## *Parking for the Disabled*

There are a number of parking spaces on campus designated for disabled individuals. The Chapel side of the mall is considered authorized parking for those in need, as well as various additional parking spaces behind Raymond Hall, Sullivan Hall, DeSepio, and the John F. Kennedy Student Center parking lot. 30 Day temporary disabled parking permits may be obtained by contacting the University Police, a doctor’s certification is required In order to obtain a University temporary disabled permit. Vehicles parked in disabled spaces must display the placard obtained from University Police in addition to a valid University parking decal. For additional information, contact the University Police Department at 472-3360.

# Housing Requirement

## **Institutional Aid Policy - Housing Requirement**

**Housing Requirement.** In order to receive Saint Francis University Institutional Aid (institutional merit aid, University grants, endowed University scholarships, etc.) all full-time dependent (as determined by Federal guidelines) undergraduate students are required to do one of the following:

- Live in Saint Francis University-owned or operated housing, which includes: Residence Hall facilities, University-owned apartments/houses/townhouses, and University-operated rentals.
- Commute from the home of a parent or legal guardian as long as the home is within a 40-mile radius of the campus. Commuter Students must be registered with the Office of Residence Life and approved as a commuter.
- Be registered with the University as a dependent of a current Saint Francis University employee and be receiving tuition remission benefits.
  - Students who commute from the home of a parent or legal guardian or are dependents of an SFU employee and receiving tuition remission benefits must be registered with the Office of Residence Life and approved as a commuter.

## **Athletic Aid Policy - Housing Requirement**

- To receive Athletic Aid, an undergraduate or graduate student, regardless of dependent status, must reside in University Housing.

## **Appealing Aid Policies - Housing Requirement**

If a student feels that they need a specific accommodation that will not allow them to fulfill the housing requirement they may submit an appeal by contacting the Financial Aid office to discuss the process. Submitting an appeal does not guarantee exception, please wait 10 business days to hear from the committee. Denial from the committee is final. Approval from the committee does not guarantee all grants and scholarships will remain the same amount. Financial Aid will advise the student of their new package if their appeal is approved.

If a student chooses to live off-campus (private residence, apartment, etc.) without approval, they do so with the understanding that they will forfeit Saint Francis University Institutional and Athletic Aid.

If a student fraudulently reports commuting from home to the Office of Residence Life and is found to be living off-campus, the University reserves the right to revoke Institutional Aid and Athletic Aid, and disciplinary action may be taken.

A Saint Francis University student housing contract covers two semesters.

## **Housing and Food Service Contract**

A Saint Francis University student housing contract is for two semesters. Below are the contract breakage policies:

### **• CONTRACT BREAKAGE AT THE END OF FALL SEMESTER TO COMMUTE**

Requests to break the housing contract in order to commute from the parent's or guardian's home must be made in writing and received in the Office of Residence Life by the last day of fall classes. The cancellation will be approved with a penalty of 10% of one semester's room and board or apartment/townhouse rate.

### **• CONTRACT BREAKAGE DURING THE SUMMER TO LIVE OFF CAMPUS**

Once a contract is signed in the spring for the following fall, it is considered binding. Students who wish to live off-campus may request a cancellation if it is made in writing and received in the Office of Residence Life by June 30. The cancellation will result in a penalty of 10% of the year's room and board or apartment/townhouse rate.

### **• CONTRACT BREAKAGE DURING THE SUMMER TO COMMUTE**

Those needing to commute from their parent's or legal guardian's home may do so without penalty if a written request is received in the Office of Residence Life by July 31 at which time all Financial Aid packets should be received. From August 1 through check-in, requests received in writing in the Office of



Residence Life will be accepted with a 10% penalty of the year's room and board or apartment/townhouse rate.

Special Note: No contracts will be canceled after the first day of classes each semester. No penalty will be assessed for those who withdraw, are dismissed, graduate or those who notify in advance of a marriage or internship.



## Athletics NCAA Eligibility Requirements

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To compete in the academic year, a student-athlete must:

1. Be in good academic standing
  - To be in good academic standing at SFU and compete in intercollegiate athletics, you must have a Q.P.A. at or above 1.800 if you have attempted 30 or fewer credits, at or above a 1.900 if you have attempted 31 – 59 credits, and at or above a 2.000 if you have attempted 60 credits or more.
2. Earn at least:
  - 18 credits during the fall and spring semesters
  - 24 credits from fall, winter, spring, and summer semesters in your freshman year
  - 6 credits in the subsequent spring semester to be eligible in the fall
  - 6 credits in the subsequent fall semester to be eligible in the spring
  - Football student-athletes must earn a minimum of 9 credits in the fall semester to be eligible for the following fall semester.

3. Student-athletes must declare a major prior to his/her first competition in his/her 5<sup>th</sup> full time semester. In addition, student-athletes must achieve applicable satisfactory progress toward his or her major, which are outlined below.

***Progress toward degree requirements:***

40% of degree requirements completed entering 5th full-time semester

60% of degree requirements completed entering 7th full-time semester

80% of degree requirements completed entering 9th full-time semester



## Student Involvement

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### Self-Fulfillment

**Voices of Saint Francis:**

The voice of the students is best expressed by student organizations: the Saint Francis University Student Government Association ([francis.edu/student-government-association](http://francis.edu/student-government-association)) serves as the official liaison between the SFU student body and the faculty and administration of the University; *The Troubadour* is the official student news site of Saint Francis University. *The Troubadour* can be found online at [troubadour.francis.edu](http://troubadour.francis.edu) and is produced by students with the guidance of the Communications department within the Shields School of Business.

### The Center for Student Engagement

JFK Student Center

814-472-3005

Web: <https://www.francis.edu/Center-for-Student-Engagement/>

Located in the John F. Kennedy Student Center, the Center for Student Engagement coordinates and oversees co-curricular and extracurricular programming, including the Student Government Association (SGA), Class Council, and the Student Activities Organization (SAO) who coordinates weekend activities

and events, all major weekends including Welcome Back Weekend, Family Weekend, Homecoming, Fall Fest., Winter Weekend, St. Patrick's Day Weekend, and Springfest, as well as concerts, trips and other major campus events. The Center for Student Engagement also oversees the SFU Greek Life program, student clubs and organizations, Esports, club sports and intramurals, new student orientation, the student life social media accounts on Instagram, and Facebook, as well as leadership development programming.

## The Student Government Association (SGA)

JFK Student Center

814-472-3005

Web: <https://www.francis.edu/Student-Government-Association/>

The Student Government Association (SGA) is the primary representative body of the undergraduate population of the University. The Senate is composed of a diverse group of Senators that are elected or appointed by their peers. SGA is the official vehicle for student opinion voiced to and from the University community, advocating a broad range of student needs and interests within the framework of the University's decision-making process. SGA promotes leadership, service, and community and allocates student activity funds to recognized clubs and organizations to help further these priorities. Recent projects and initiatives include: the renovations to the downstairs area of the JFK Student Center, including the revisioning of Frankies to Frankies Campus Club- a dining establishment that offers a variety of choices and allows students to utilize meals from their dining plans, the establishment of the Student Leadership Fellowship awarded to three incoming freshmen students annually, and the expansion of the Clare/SGA Upperclassmen scholarship, given to a member of each upper class annually. Elections are held in November of each year for any student wishing to run for a position; otherwise, all Senate meetings are open to anyone. To find out more, email [sga@francis.edu](mailto:sga@francis.edu).

## The Student Activities Organization (SAO)

JFK Student Center

814-472-3005

Web: <https://saintfrancis.campuslabs.com/engage>

The Student Activities Organization (SAO) is a student-run organization funded by SGA that offers a wide range of programs for the enjoyment and education of the University Community. Composed of an executive board and multiple committees, SAO is responsible for sponsoring many of the social activities and programs on campus. These include the following: on-campus attractions, comedy shows, food vendors, off-campus excursions to NYC, Bingo, laser tag, petting zoo, and major weekends like Welcome Back Weekend, Family Weekend, Homecoming, Winter Weekend, and Springfest. SAO also operates the "DIY Room" in the lower level of JFK for use by organizations and students to tap into their "right brain" creativity.

SAO, in conjunction with the Center for Student Engagement, publishes events on social media, via email, and on the Engage calendar. Check it out!

Membership in each SAO committee is open to all undergraduate students and anyone interested in getting involved is encouraged to participate. Interested students should stop by the SAO Office in the lower-level of JFK to get involved or come to any one of our weekly planning meetings!

## Clubs and Organizations

JFK Student Center

814-472-3005

Web: <https://saintfrancis.campuslabs.com/engage>

### ***Getting Involved on Campus***

As members of our community, students are expected to take a proactive role in their own development, seeking experiences and opportunities that will develop them socially, morally, and culturally. Ask any University graduate about their University memories, and chances are they will mention more than the challenging academic work. They will mention their friends, their activities and their involvement in clubs, organizations, sports, etc. Opportunities to develop some of these great memories abound at Saint Francis University. Involvement in the campus is more than fun; it is an opportunity for students to grow personally. Involvement enables students to learn and to refine leadership and social skills, as well as to become responsible citizens and community members.

### ***Recognized Clubs and Organizations***

Saint Francis University recognizes and supports the need for learning outside of the traditional classroom setting. In order to encourage students to become involved in co-curricular activities, Saint Francis University hosts many student-run clubs and organizations. All policies concerning these organizations are managed through the Center for Student Engagement.

There are SO many opportunities for you to get involved! If a student wishes to become involved, but does not see a club or organization appropriate to an interest, the Center for Student Engagement provides information and support for starting a new one! Check out a full comprehensive listing of all our clubs and organizations by logging into Engage!

### ***Outdoor Recreation***

Saint Francis University promotes health and wellness of all types, including physical and mental. We've found that sometimes, the best way for students to be healthy is to have some fun! To provide for fun, the Student Government Association has provided and continuously maintains the following recreational opportunities year round: an outdoor basketball court, sand volleyball courts, a 9-hole Disc Golf Course, a fire pit, as well as the Lakeview Tubing Park which operate during the winter months. If you have suggestions to further expand recreation at Saint Francis University, please email [sga@francis.edu](mailto:sga@francis.edu).

### ***The D.I.Y. Room***

The Student Activities Organization has created a space that gives some attention to each student's "right brain!" The space is open daily from 8am until 11pm and is meant to be a space to get creative! Learn to sew, paint a canvas, make a flyer for a class project, and more! Be as creative as you want! The D.I.Y. (Do-It-Yourself) Room can be found in the lower level of JFK, directly across from the Campus Bookstore.

## **Varsity Esports**

JFK Student Center

814-472-3005

Web: <https://www.francis.edu/esports/>

Official Website: [redflash.gg](http://redflash.gg)

Saint Francis University was the First Division 1 Pennsylvania school to launch a Varsity Esports program in the Fall of 2019 and are members of the [National Association of Collegiate Esports](#) (NACE), and the [Eastern College Athletic Conference](#) (ECAC) as their primary conference for collegiate



competition. Since launching the Saint Francis Esports program, the Red Flash have appeared in a conference championship twice.

Saint Francis is the one of the only institutions in western Pennsylvania with a dedicated esports facility, and is currently offering multi-tiered scholarships throughout nine (9) different game titles. Additionally, the program is supported by 3 staff members, 2 faculty advisors, and a certified exercise physiologist as their team trainer. Saint Francis recruits players of all skill levels and would love to have a discussion with you about your future collegiate plans!

The Luke Trotz Esports Arena contains 18 state-of-the-art gaming PCs, 2 Nintendo Switches, custom leather gaming chairs, LED overhead viewing monitors, RGB lighting, and 1 dedicated GB of cat-6 shielded ethernet for the optimal gaming experience. Please feel free to view our official program website at [www.redflash.gg](http://www.redflash.gg).

## Fraternities and Sororities/SFU Greek Life

JFK Student Center

814-472-3005

Web: [www.francis.edu/greek-life](http://www.francis.edu/greek-life)

Saint Francis University celebrates the time-honored tradition of fraternal values through the recognition of Fraternities and Sororities. These organizations are governed by the Inter-Fraternity Council and the Inter-Sorority Council, respectively. The Greek Life program is administered by the Center for Student Engagement, reporting to the Vice President of Student Development. The philosophy governing the Social and Service Greek societies is that they exist to promote the mission and goals of Saint Francis University relative to developing academic prestige, ethical leadership, and a duty to serve others.

### ***Recognized Fraternities include:***

Alpha Phi Delta – Beta Lambda Chapter (National Social Fraternity) *chartered 1948, re-chartered 2008*

Alpha Phi Omega - Upsilon Beta Chapter (National Co-Ed Service Fraternity), *chartered 1971, re-chartered 2010*

Phi Kappa Theta – Pennsylvania Tau Chapter (National Social Fraternity) , *chartered 1949, re-chartered 2007*

Psi Upsilon – Sigma Phi Chapter (International Social Fraternity), *chartered 2007*

Tau Kappa Epsilon – Delta Phi chapter (International Social Fraternity), *chartered 1955, re-chartered 2009*

### ***Recognized Sororities include:***

Delta Phi Epsilon – Alpha Sigma Chapter (International Social Sorority), *chartered 1991*

Omega Zeta Nu (Local Social/Academic Sorority), *established 2005*

Phi Delta Kappa (Local Social Sorority), *established 1977*

Phi Lambda Psi (Local Social Sorority), *established 1978, re-established 2008*

Theta Phi Alpha – Beta Theta Chapter (National Social Sorority), *chartered 1988, re-chartered 2010*

## New Student Orientation

JFK Student Center

814-472-3005

Web: [www.francis.edu/orientation](http://www.francis.edu/orientation)

The Saint Francis University New Student Orientation Program helps students to learn about all aspects of the University and the environment in which the University community members live. This learning begins with the original mailings to accepted students and through meetings with University personnel, and continues throughout the students' experiences on the campus.

During the first days at Saint Francis, all new students participate in a program that introduces them to the various offerings and activities of the University. New Student Orientation provides incoming students with opportunities for social interaction, an orientation to the University community and student services, interactive group discussions, chances to become involved in extra/co-curricular programs and leadership/skills development programs. This orientation addresses the concerns of resident, transfer, international, commuter, and non-traditional students.

## Transportation Services

JFK Student Center

814-472-3005

Web: <https://saintfrancis.campuslabs.com/engage>

The Saint Francis University Transportation Services Program is available to assist students in connecting to local transportation centers for bus, train, or airline transportation to get back and forth from home during academic breaks (i.e. mid-semester breaks, Thanksgiving and Easter breaks, and beginning and end of academic semesters).

SFU Transportation regularly services the Johnstown/Cambria County Airport and the Altoona-Blair County Airport for flights. Other transportation depots include the Altoona Transportation Center for Amtrak train and Greyhound bus. Additionally, SFU Transportation also services the Pittsburgh International Airport. Low standard rates are charged for students who utilize regularly-scheduled shuttles; a more competitive, premium rate is charged for students who desire more customized services outside the regular service.

Additional services provided by the Center for Student Engagement include weeknight shopping to local stores including the Ebensburg Walmart, and shopping malls and plazas in both Johnstown and Altoona. This service is free of charge and available on a first-come, first-served basis.

## Intramural Program

Intramural programs help to develop the total individual—physically, socially, emotionally, morally, and intellectually—by affording all students, especially those not interested in varsity competition, the opportunity to engage in friendly competition within their campus community. The objectives in the intramural program are as follows: to help students realize the value of making wise use of their leisure time during recreation periods; to help students improve socially by engaging in activities with other students; to emphasize the value of group loyalty at the sacrifice of self-interest; and to help students understand and appreciate different sports.

The Center for Student Engagement works with students to coordinate the programs. Intramurals are publicized through campus wide emails. Facilities used for intramurals include the Maurice Stokes Athletics Center, the golf course, and other athletic fields. Awards are presented to intramural champions. Intramural offerings vary from year to year according to student preferences.

## Club Sports

SFU Club Sports is an awesome opportunity to compete against some of the best college/university club teams in Western Pennsylvania, Eastern Ohio, and West Virginia! Our student-players are competitive and excited to represent Saint Francis University on the field of play. Our teams include Rugby, Ultimate Frisbee, and Soccer.

## Recreation

The relationship between physical fitness and intellectual development, between food health and success in studies, is an accepted educational principle at Saint Francis University. The University also offers a variety of recreational activities that are unstructured and individualistic. Students are encouraged to engage in activities during leisure time which will provide a healthy physical, mental, emotional, and social experience that can be continued throughout a lifetime.

The Maurice Stokes Athletics Center contains many facilities, including a racquetball court, swimming pool, and a suspended track. Outdoor facilities include DeGol Field, several recreational areas and fields, and trails for jogging. In addition, the University maintains a nine-hole golf course where instruction is available from a resident professional.

The DiSepio Institute for Rural Health and Wellness Fitness Center includes exercise and teaching areas. The exercise areas are a core strengthening and stretching area, a cardiovascular area with treadmills, upright and recumbent bicycle ergometers, elliptical units, and upper extremity ergometer, and a towing unit, a strength training area with a circuit of exercise unites for the upper and lower extremities, free-weights, and an aerobics studio that can also be adapted to accommodate a wide variety of other group activities, e.g., meditation, yoga, dance, etc.

## Intercollegiate Athletics

Varsity intercollegiate athletics offers an opportunity for students to participate in competitive sports. The University is a Division I member of the National Collegiate Athletic Association, the Northeast Conference, and the Collegiate Water Polo Association (Water Polo). Cheerleading and Dance Teams are also under the direction of the Department of Athletics. The University sponsors and offers athletic aid in the following programs:

### ***Men's Sports***

Basketball  
Cross Country  
Football  
Golf  
Soccer  
Tennis  
Indoor and Outdoor Track and Field  
Volleyball

### ***Women's Sports***

Basketball  
Bowling  
Cross Country  
Field Hockey  
Golf  
Lacrosse  
Soccer  
Softball  
Swimming  
Tennis  
Indoor and Outdoor Track and Field  
Volleyball  
Water Polo



## Dorothy Day Outreach Center

Social Outreach and Volunteer Service  
115 St. Marys Street, Loretto PA 15940  
(814) 419-8681

The Dorothy Day Outreach Center is the social outreach arm of Saint Francis University and its Campus Ministry. The mission of the Center is two-fold. Our goal is to offer assistance to the economically, socially, and mentally disadvantaged of local communities. Secondly, the Center works to implement the Franciscan goals in all our works. One of the most important of these goals is to “See the face of Christ in all who walk through our doors and for them to see the face of Christ in us.”

Assistance is offered in many ways. The Center assists the disenfranchised through financial assistance, clothing, furniture, household products, hygiene products, and a food pantry. The DDOC provides clothing for a nominal donation of \$1.00 and the clients can take what they need.. The food pantry distributes a bag of groceries with eggs, milk, juice, and at times fresh vegetables at no cost to the consumer. Finally, students volunteer their services at the DDOC. They contribute by volunteering at our distribution programs for the major holidays of the year and during our regular monthly food distributions, picking up and delivering furniture, and sorting donations as they come in.

The Dorothy Day Outreach Center works closely with the Veterans Association, Children and Youth Services, Independent Family Services, Nulton Diagnostics, Catholic Charities, Community Action, Saint Vincent DePaul, and many other outreach agencies to assist the destitute and working poor of our local communities.

In these times of reduced incomes and increased expenses due to the economy, volunteerism is becoming increasingly important in assisting the poor and disenfranchised. Saint Francis University tries to help students take seriously their responsibility for service to society. The DDOC is one of the major expressions of Saint Francis University’s student education and preparation for entrance into the world of the Church and society.