

St. Norbert College

English as a Second Language (ESL) Institute

Student Handbook



St. Norbert College
ESL Institute
100 Grant Street
De Pere, WI 54115
920-403-3125
Fax: 920-403-4083
ESL@snc.edu
<<http://www.snc.edu/esl>>

Important Phone Numbers:

Police/Fire/Rescue Squad:

911

Emergency Phone numbers:

Campus Safety: Non-Emergency: from off campus: 920-403-3299 on campus: 3299

Campus Safety: Emergency: from off campus: 920-403-3260 on campus: 3260

Student Health & Wellness Center: from off campus: 920-403-3266 on campus: 3266

For assistance after hours and on weekends call: 9-1-866-405-7167

(Nursing staff is available to help in many languages)

In the event of a Weather Emergency and College closing information Ext. 4099

Staff Phone Numbers:

Center for International Education:

Joseph Tullbane Associate Dean - Int'l Education Ext. 3955

Sarah Griffiths International Student Advisor Ext. 3263

ESL Institute: 1-920-403-3125

Richard Porior ESL Director (Home: 920-339-9376) Ext. 3125

Jana Dettlaff, Ph.D. ESL Instructor Ext. 3461

Christina Hankwitz ESL Instructor Ext. 3454

Olga Henek ESL Instructor Ext. 3462

Dawn Shimura ESL Instructor Ext. 3478

Linda Wanless ESL Office Manager (Cell: 920-366-1576) Ext. 3463

Residence Hall Directors (Dormitories):

Bergstrom Hall Ext. 3775

Burke Hall Ext. 3589

Gries Hall Ext. 3360

Madelaine/Lorraine Hall Ext. 3775

Mary Minahan McCormick Hall (MMM Hall) Ext. 3694

Michels Hall Ext. 3694

Sensenbrenner Hall Ext. 4118

Victor McCormick Hall (VMC Hall) Ext. 6440

Riverside/VanderZanden Apartments Ext. 3360

Townhouses/Carriage House Ext. 3360

College Houses Ext. 3360

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The English as a Second Language (ESL) Institute was established at St. Norbert College in 1993 to help limited-English speaking students come to the College to learn English in a safe and welcoming environment. We are proud to provide intensive English language classes, taught by ESL professionals, and related support services to help students learn English and adjust to American academic and social culture. Ours is an “Academic Preparation” curriculum.

Advice from Former ESL Students

- “The more work you put into the classes, the more you get out of them. Never hesitate to ask questions. The professors are very understanding.”
- “Join a group or club. Don't just hang out with people from your own country. Be ACTIVE!”
- “Don't stay alone; be willing to speak to people, work out in the sport center, and participate in activities. This is your college too!”
- “Practice typing. I had a very hard time to typing my papers.”
- “I think the tutors are very helpful.”
- “Do excellent work. Do not waste any minute. Get as much knowledge as possible.”
- “Ask about organizations, groups, and activities at SNC.”

ESL Arrival, Orientation, Paying Fees & Refunds

Airport Pickup:

A member of the ESL staff will meet you when you arrive at Austin Straubel Airport, Green Bay, Wisconsin. The airport code is “GRB.” You must tell us what time your flight arrives. There is no fee for this service.

Orientation and Testing:

Your Orientation at the ESL Institute includes a review of College life and policies. You will tour the campus and you will log into the computer network. The ESL Institute will also give you an English placement test to determine your level of English skills. This test has several parts: a written essay, oral interview, and a listening-grammar-reading test. Based upon the results of the placement evaluation, your teachers will select classes that are at your level and meet your educational goals. “Beginner” level may not be offered every session. If you take a vacation and miss a session, you will have to take a new placement test when you return.

Paying Fees:

All fees are paid in the Office of Financial Affairs. Plan to pay your fees during the first month of classes. If your fees are not paid within 30 days, the college Finance Office will add a monthly late fee charge equal to 1% of your balance owed. Fees can be paid with cash, traveler’s checks, bank checks or online with a credit card. The website for credit card payment is:

<<http://www.snc.edu/financedepartment/students/onlinepayment.html>>.

ESL Tuition Refund Policy:

If you register for a 16-week semester, the refund for early withdrawal is:

- 75% refund with written notification during the first two weeks of the semester
- 50% refund with written notification during third and fourth weeks of the semester
- 0% refund after the fourth week of the semester

If you register for an 8-week session, the refund for early withdrawal is:

- 75% refund with written notification during the first two weeks of the session
- 50% refund with written notification during third week of the session
- 0% refund after the third week of the session

If you register for a 12-week summer semester, the refund for early withdrawal is:

- 50% refund with written notification during the first two weeks
- 25% refund with written notification during the third and fourth weeks

If you register for an 8-week summer program, the refund for early withdrawal is:

- 50% refund with written notification during first and second week
- 0% refund after the second week of the summer program

If you register for a 4-week summer program, the refund for early withdrawal will be:

- 50% refund with written notification during first week
- 0% refund after the first week of the summer program

NOTE: In special cases where there is a proven family emergency, ESL tuition refunds may be pro-rated for the duration of time studied. The director's decision is final in all cases. Health insurance fees cannot be refunded. Requests for dormitory and meal plan refunds must be made to the appropriate College department.

ESL Academic Rules & Policies

- **Attendance/Missing Classes:**

Attendance is very important! If you are consistently absent from class without a medical or other reason approved by your teacher and the director, several things will happen:

1. First, your teacher will ask for an explanation and give you a warning
2. Second, the Director will meet with you and give you a written warning
3. Third, if you continue to miss classes, the director will meet with you one last time to help you select a new school. You will be asked to transfer to a new school.

- **Coming to Class Late:**

It is very rude to come to class late. If you arrive late, you interrupt the entire class and disturb the learning environment for everyone. This is an insult to both teacher and other students. Therefore, it is our policy that if you come to class more than five minutes late your teacher will mark you absent. Some teachers will not allow you to enter class if you are more than 5-minutes late.

- **English Only:**

Speak only English in the classroom, and when meeting with tutors, Friendship Families, Conversation Partners and other American students. In American culture it is considered bad manners to speak your native language around other people who do not speak your language.

- **Incomplete Work:**

In order to pass your classes, you must take all the tests and do all the class work assigned by the teacher. If you miss a class, you are responsible for getting the assignments and completing the work. If you miss class without a pre-approved excuse, your teachers might not allow you to make-up class work or a test. Your teacher will explain the class policy.

- **Cheating, Copying, And Plagiarizing:**

You must do your own school work! In the American educational system, copying other students' work is considered cheating. If a teacher finds out that your work is copied, you will receive a failing grade for that assignment. When you use someone else's ideas or words as if they are your own, this is plagiarism. Plagiarism is a serious matter in the United States. Students are often expelled from American colleges and universities for plagiarism.

- **Word Processing and Assignment Format:**

Your teacher will ask you to type your papers and essays using a word processor. St. Norbert College computer labs are open to ESL students. Your typed homework should follow the proper formatting. Always include your full name, the teacher's name, and the date. You should also include the name of the assignment, and page numbers.

- **Changing Classes:**

During the first week of school, you may talk to your teacher to request a change in class. Your teacher must agree to recommend the change. Talk to your teacher if you think your class is too easy or too difficult. Changes are NOT made after the first week of class. Only new students may request a change of class level. Continuing students can change a level at the end of a semester, when they achieve a passing grade.

- **Repeating ESL Classes:**

If you regularly repeat ESL classes, and it is clear to the teachers that you are not making progress, you will be advised to transfer to a school which is better suited to your learning style.

- **Receiving your Grades:**

In October, March, June and July, you will receive a midterm progress report. In December, May and August, you will receive a Final Grade Report for the semester. **Passing grades are "BC" or better.** A grade of "C" is not a passing grade. Official grade reports are mailed to you after the end of the session and after all fees are paid.

- **Disagreeing About Grades:**

If you think your grades are not fair, talk with your teacher. If you are still not satisfied, make an appointment to talk with the ESL Director. *The ESL director will listen to your concerns.*

- **Promotion to the Next Level:**

ESL students can only be promoted from elementary level to intermediate level, intermediate level to advanced level, and advanced level to College when they attain a course grade of "BC" or better.

Students may be promoted to the next level at the end of each semester: December, May, and August. 12-weeks of summer session is considered one semester.

- **Program Certificates:**

The ESL program gives departing students a certificate after all fees are paid and final grades are recorded. ESL certificates are:

- Certificate of Completion of the ESL program
- Certificate of Participation in the ESL Program

- **TOEFL Exam Information:**

It is our experience that students who attend classes and do their homework will make progress on the TOEFL test. However, we know that some students have personal reasons for wanting to prepare for the TOEFL test. For this reason, when there is enough student interest, we usually offer the Institutional TOEFL (ITP) in December, March, May and during the summer. Notices are posted and students sign up and pay \$25 to take the test.

We do not offer International (iBT) TOEFL. This test is given in Oshkosh, Milwaukee, Chicago and other locations. Applications and information are available on the internet at: <<http://www.toefl.org>>

If you successfully complete the ESL program and you are eligible to register for undergraduate classes at St. Norbert College, you are not required to take the TOEFL to begin your degree program.

- **Matriculation into SNC Degree Courses:**

Students who have been conditionally admitted to St. Norbert College degree programs must either complete the advanced level in the ESL program **or** pass the TOEFL exam with a minimum score of 550 (80 iBT) or IELTS 6.0 - 6.5 in order to begin a full-time degree program.

Services & Activities

We want you to have a memorable experience while you are taking classes in the ESL program. Here are some of the services we offer... and some we do not offer:

Pre-Arrival and Arrival:

Before you arrive we send you a pre-arrival packet. This information includes an orientation schedule, a Health Information form and an "Arrival & Bedding" form. We ask each student to complete these forms before they arrive. If students request bedding, we buy a complete bedding package and place it in your dormitory room before you arrive. The cost of this service is \$80.

Testing and Orientation: (see page 4 above)

Trips and Activities:

ESL students pay an activity fee of \$30 per month during the academic year; \$50 per month in the summer. During the summer semester, ESL staff plan numerous activities and trips. Some major trips (Six Flags Great America) require an additional fee for bus transportation and meals.

During the Academic Year, the ESL staff will plan at least one trip each session. In addition the Office Manager will regularly inform students of campus events, clubs, and activities.

Conversation Partners: *(not available in summer)*

During the school year Conversation Partner matches with American students to help you practice speaking English. Information about the program will be provided after classes get started. This service is not available in the summer because there are very few American students on campus in the summer.

Friendship Family Program: *(not available to short-term students)*

The Friendship Family Program gives students an opportunity to occasionally spend time with an American individual or family in their home. You may apply to join the program by filling out a form with the ESL Office Manager and Student Intern who coordinate this program. Individuals or families may not be immediately available. Students are assigned when families become available. This is not a homestay program. Priority is given to students who plan to study in the ESL program for more than 8 weeks.

ESL Tutors:

Volunteer tutors are available most afternoons and evenings to help ESL students with homework, grammar, writing, and discussion. Students should sign-up each week to meet with a tutor.

Computer Labs:

ESL students can use all the computer labs on campus. The Mulva Library and several other buildings have wireless internet access. We encourage students to bring their own laptop computers to campus.

Getting a Job on Campus:

Many students ask about getting a job on campus. The ESL staff can give you advice on how to apply for a job on campus, but we cannot do this for you. There are not enough jobs on campus for everyone who wants a job. Usually jobs are offered to students who have some work experience and enough English to understand spoken instructions and directions.

Social Security Card:

Some students ask if they can get a U.S. Social Security card. Usually they cannot. American citizens have social security cards which allow them to work and receive government benefits. Students holding the F-1 visa are permitted to apply for a “conditional” SS card when they have been offered a job on campus. If you have a job offer from a department on campus, the ESL Office Manager will give you instructions on how and where to apply for a Social Security card.

Wisconsin Driver’s License:

If you want a Wisconsin driver's license, go to the Department of Transportation Motor Vehicle Office at 944 Vanderperren Way in Green Bay (phone: 492-5643) and file an application. You will need to take both a written test and a driving test.

SNC Clubs and Activities: (not available in the summer)

St. Norbert College has many clubs for ESL students to become involved with. Club activities are an important part of the American college experience. A list of interesting clubs includes:

Beyond Borders	Environmental Club
Cultural Diversity	Amnesty International Club
Japan Club	Spanish Club
Aikido Club	Zen Club
Circle K International	Habitat for Humanity

Health Insurance and Doctors

Mandatory Health Insurance:

All students are required to purchase SNC health insurance while enrolled at St. Norbert College.

The SNC insurance plan does not cover dentist fees or eyeglasses; it does not cover pre-existing conditions. It does cover 70-80 percent of all major medical bills at hospitals. It covers all costs (100 percent) of fees associated with the College Health Center and referrals to doctors made by the Health Center. The College business office adds the monthly cost of health insurance to student’s accounts in the business office. The cost is about \$68 per month.

Finding a Doctor:

Use the campus Health Center. If you need to see a doctor, the Health Center staff can suggest the names of doctors in the Green Bay/De Pere area. If you need a ride to a doctor appointment, the ESL staff will help. Ask!

Finding a Dentist or Eye Doctor:

Ask the Health Center staff for the names of dentists or eye doctors in the De Pere / Green Bay area. College medical insurance does NOT pay for dental work or for eyeglasses.

Insurance Questions:

You can access Student Insurance of Mega Life web site at <<http://www.student-resources.net>>, to ask questions. You will need your SNC ID number.

Office of Residential Education & Housing (Dormitory Living)

College Housing Reservation:

After we know you have a visa and travel plan, the ESL Office Manager informs the Office of Residential Education and Housing of your arrival. This office assigns each student to a room in one of the college residence halls. No additional housing application is needed. Homestays are not available. Students who are over the age of 22 may request permission to live off campus; however, we do not have the staff to help students find off-campus housing.

The College has six traditional residence halls and six non-traditional residence halls. The non-traditional residence halls are for older students (junior and senior students in College). Each hall/dormitory has a slightly different price, so our estimated housing cost may be a little high or low. During long holidays the cost of staying in the dormitories is an extra \$48 per week (2009). Residence hall rooms are normally “double” or shared rooms. Single rooms may be available in spring semester.

No guarantee is made or implied that ESL students will have an American roommate; however, we do promise that roommates will not speak the same first language.

Residence Hall Policies include the following:

1. Students are issued keys to the building and to their rooms. If keys are lost, the student will be charged for the cost of replacing the keys and may also be charged for the cost of replacing the locks.
2. Students are responsible for all damages to their room. The College will charge students for repairs. If common property is damaged in the residence hall, the cost is divided among all the students who live in the building.
3. Students must follow all residence hall check-in and check-out procedures.
4. For long distance calls, we recommend students use international calling cards or cell phones which can be purchased at the College.
5. Each residence hall room is wired for a computer connection to the College computer network and internet. Students are encouraged to bring their own computer, but it is not required. The college has many computer labs.
6. Students age 22 (and older) who choose to live in a dormitory/residence hall at the time of arrival are not permitted to move off campus until the end of the school year in May. Students may request to move to a different college dormitory.
7. Students who live with their family or immediate relatives in the area are not required to live on campus.
8. Summer dormitory/residence hall rates are inexpensive. (Approximately \$12 per day). Students are not required to live on campus in the summer.
9. If a student with special needs desires to move off campus mid semester, he/she can get an application from the Housing Office. The student must then write their reasons for the request to move off campus and return the application to the Housing Office. Students must get Housing Office permission before moving off campus. **Permission is not guaranteed.**
10. If you intend to stay on campus during vacation time, you must inform the Residential Life Office well in advance. There will probably be a charge of about \$12 per day for staying on campus in the dormitories during holidays and breaks. **Cafeteria service is not available** during holidays

Eating Meals at St. Norbert College

Meal Plans:

During the summer, (June, July, August) students are not required to buy a College meal plan. During the academic year, students who live in a “traditional” College residence hall must have a college meal plan. The price of the meal plan may vary. Students use their SNC ID card to enter the cafeteria or pay for food at other food services on campus. Each meal plan has two parts:

- A. Cafeteria meals: 10 to 15 meals per week in the student cafeteria. There is no refund for meals not eaten.
- B. “Meal Dollars” is money on the meal plan which can be used at any of the College food service outlets (outside the student cafeteria.)

Good Manners in America

Good manners are different in every country. Your experience in the U.S. will be much more enjoyable if you understand some basic rules about good manners in the U.S.

Here are some suggestions:

1. Call people (especially older people) by their proper title. It is a sign of respect. Address older people by “Mr.” Mrs.” or “ Ms.” Some people (teachers, staff, etc.) will give you permission to use their first name. Please remember that some Americans may not immediately remember your name. It is polite to say something like this: “Hello Mr. Porior. I’m (your name), you may remember me.”
2. Make eye contact with everyone you talk to. If someone says hello to you, turn and look them in the eyes and then reply.
3. Don’t forget to smile! A warm smile will win you many friends and much good will. If you want someone to stop talking to you, do not look at them and do not smile.
4. If you want Americans to like you, use the “magic” words:
 - a. **“Please”** “Would you please....”
 - b. **“Thank you!”** “I am grateful for...” “I really appreciate your help....”
 - c. **“May I...”** “May I talk to you for a minute?” “May I come in (to your office)?”
 - d. **“Yes, Sir”** **“Yes, Ma’am”** (very formal)
 - e. **“Excuse me...”** “Excuse me for interrupting you, ...”
5. In social situations, if you are asked a question, answer the question and then ask a question in return. This shows people that you are interested in them. Always answer with a complete sentence.

Example,

“Hello, John. Did you have a nice weekend?”

“Yes, I did. I went shopping. How about you?” “What did you do?”

Example,

“Hello, Mr. Porior. How do you like this weather?”

“I hate the cold, but I do not mind the snow. How about you?”

If you want to stop the conversation, do not ask a question.

6. Sometimes Americans will end a conversation by saying something like, “Let’s get together again...” “See you later...” “Let’s go out sometime...” These polite phrases may not be invitations to go out or meet again. They may just be polite expressions to help end a conversation. A “real” invitation will include the day and time. For example, “Mary, some friends are going to a movie on Friday night. Would you like to join us?”
7. Please turn off cell phones in a classroom, in a meeting, or in a theater. It is distracting and considered rude when your phone rings. You cannot leave class to answer your phone. You cannot send or receive text messages in class. That is why cell phones have voice mail.
8. If you do not understand your teacher, politely ask your teacher to explain it again. American teachers enjoy answering students' questions. They are unhappy if students do not ask when they do not understand, or if they ask their classmates first.
9. American teachers encourage students to speak often in class, especially students who need extra practice or help. Answer all questions with a complete sentence. Look at your teacher when you answer. Speak in complete sentences.
10. Do your homework every day! There is no excuse for not doing your homework on time.
11. During discussions, respect other students’ opinions and ideas. Do not interrupt others. When possible, make statements like, “I agree with John, and I also feel that...” Or “I disagree with Mary. She made a good point, but I feel that...” or “I think Martha made an excellent observation, and it made me realize...”*
12. On class trips:
 - a. At the end of the trip, thank the bus driver as you get off. If possible, shake his hand.
 - b. At the end of the trip, thank your teacher and chaperone for the trip. For example, “Thank you for taking us on this trip. I really enjoyed it.”
 - c. Say something positive about the trip even if you did not like it. You will have an opportunity later to suggest a more interesting trip.
 - d. Trips are learning opportunities! Don’t waste the opportunity. Ask questions! Introduce yourself to people you meet. Take notes; keep a diary; send a thank you.
13. Telephone Calls:
 - a. When you call someone:

“Hello. This is (your name). May I speak to (name)?”
 - b. When calling to make an appointment with your teacher or with other staff:

“Hello. This is (your name). I would like to meet with you to discuss my paper/homework/assignment. When is a convenient time for you to meet with me?”
 - c. When the call is for your roommate, answer the phone like this:

“No, I’m sorry but he/she is not here right now. May I take a message?”
14. Offices:

Many Americans keep their office door open so as to make students feel comfortable to enter. If the door is closed, this usually means they do not want to be disturbed. If the door is open, you should not just walk into the office. Knock on the door and ask if you can come in to talk.
15. Public Places:

Buildings such as libraries, classroom buildings, offices, and theatres are places for people work, study, and see/listen to entertainment. Be respectful of other people. Do not talk in these public areas. If you must talk, whisper or speak softly. People will be impressed with your good manners!

Rules Governing Your F-1 Non-Immigrant Student Status

The F-1 student visa allows you to study in the United States for as long as you are in good standing at your school. This means you are attending classes, doing school work and making progress in your studies. If you fall out of status, for whatever reason, you must apply for re-instatement to status or return to your home country within 15 days of losing your student status. Some reasons for falling out of status include failure to attend classes, failure to make progress toward your study objective or degree, and violation of local laws and school regulations.

The most common questions that students ask about their visa are these:

Can I Study ESL Part-time?

No, you must be a full-time student, with one exception: if you complete one or more of the ESL advanced level classes, may study part-time until they finish all of the ESL advanced level classes.

May I Transfer to Another School?

F-1 students may transfer to another school after completing one session of study. If you decide to leave the ESL Institute, please talk to the Director so that we can get your new address before you leave. It is very important that you tell us your plans so that we can forward your mail or other important papers. The new school must inform the ESL director that you have been admitted to their school. **The ESL director will sign your transfer form after all your fees are paid.**

May I Take a Vacation?

After you study for nine months, you may take a 3-month vacation provided you return to continue your studies at the end of the vacation. **Before taking a vacation abroad, the ESL Director or Office Manager must sign your I-20 to ensure that you can re-enter the U.S. and return to continue your studies. Before you leave the U.S., be sure your visa has not expired!**

May I Travel in the U.S. After I Complete my Program?

F-1 students are allowed 60 days to travel in the U.S. after completing their program of study. The “end” date for your program is on your I-20 form. If you end your studies before the end date on your I-20, you will have only 15 days to leave the U.S. Talk to the ESL director if you need to shorten or lengthen the dates of study on your I-20.

My Visa Will Expire Soon. Do I have to Go Home and Apply for a New Visa?

No, you do not have to go home if your visa date expires. Your F-1 visa allows you to “enter” the U.S. Your I-94 card, which you receive at the port of entry, allows you to “stay” in the U.S. as long as you maintain your student status. Do NOT leave the U.S. for vacation travel if your visa has expired. You will not be allowed back into the U.S. until you have a new visa.

Can I Get a Job?

If you have a student (F-1) non-immigrant visa, you are NOT allowed to work off campus without special permission from government immigration services. However, you are allowed to have a part-time job on campus. Jobs on campus are not easy to find. Ask the ESL staff for information.

Complete immigration rules are on page 2 of your I-20.

College Telephone Services

College Telephone System:

Every dormitory room has a telephone. Your dorm phone number is 1-920-403- _ _ _ _ _

International and long-distance telephone service is NOT provided by SNC.

We recommend you use calling cards to make these calls. The rates will vary depending on when and where you are calling.

On-Campus Calls:

All College phone numbers begin with “403”; therefore, to call **within the campus** system, simply dial the last 4-numbers, or the extension. For example: Dial 3463 to call the ESL Office from a campus phone. To call the ESL Office from outside the campus, dial 403-3463.

Off-Campus Local Calls:

Dial 9 and the 7-digit telephone number. For example: To call Mr. Porior at home from campus, you would 9-339-9376.

Long Distance Phone Calls:

Dial 9 then 1 then the toll free number for your calling card. The directions are on the card

For example: Dial 9 -1- 800-xxx – xxxx then enter the scratched off security number from the card. Then dial the number you want, country code, area code and number.

Information:

If you are looking for a telephone number in the US, call information by dialing then 9-411. There is a fee for this service.

St. Norbert College Phone Information:

Numbers not listed in the campus directory or for any SNC information, dial 0 or, search on the Internet at <http://www.snc.edu/direct/>

Helpful Community/Campus Websites

SNC ESL Department

<http://www.snc.edu/esl>

SNC Dining Services Menus and Meal Plan

<http://www.snc.edu/dining>

SNC Business Office

<http://www.snc.edu/busoff>

SNC Tech Support Services

<http://www.snc.edu/techsupport/>

SNC “Future Students” (for students interested in SNC degree programs)

<http://www.snc.edu/cie/futurestudents.html>

SNC Campus Map

<http://www.snc.edu/communications/aboutsnc/images/directions/CampusMap0609-1.pdf>

Campus Safety:

St. Norbert College is a safe place to live and study; however, it is always important to protect yourself from possible problems. Here are some simple rules:

1. **Women:** Do not walk alone at night, even if it seems safe and quiet. Ask a friend to walk with you or ask Security. They will be more than happy to accompany you to your destination. Call x3299 or 920-403-3299.
2. **Never, never** get into a car with someone you do not know personally, even if he/she appears friendly.
3. If you need help on campus, go to the nearest "BLUE" telephone. There are "Blue Light" telephones in campus parking lots for this purpose.
4. **You must be 21 years old to drink alcohol in Wisconsin!** If you are not 21 years old, DO NOT DRINK ALCOHOL! If you go to a party, be very careful of what you are given to drink. If you leave your drink unattended, do not drink it. Order another one.
5. **Never** let a stranger into your room.
6. Lock your dormitory room whenever you leave the room.
7. Campus Safety **non-emergency** is Ext.3299.
Campus Safety **emergency** is Ext.3260

For Police/Fire/Rescue Squad: 911

Key Terms On-Campus:

Hall Director

Director This person directs the dormitory where you are staying. Each dormitory on campus has a director. This person together with RA will help you to make your stay in your hall better and easier. Please feel free to contact this person for any concerns that you have.

RA

Resident Assistant This person will help with any problems during your stay in the residence halls on campus. Each floor of your dormitory has a resident assistant or “RA.”

Student ID

Student Identification card. Every SNC student has one. You can use this card in different places and for different purposes. Because you are a student you get discounts in different places off campus. On campus, you can use it to check books out of the library, purchase food in the cafeteria, or the International Center, and things from the campus bookstore.

Meal Dollars

Electronic money that can be used on campus for meals and food. It can be used in the cafeteria, Phil’s, Ed’s or in the vending machines.

Custom Cash

Electronic money deposited in your Student ID for purchases made on campus, without having to carry and use cash or a check. This money can be used in the cafeteria, Phil’s Ed’s or in the vending machines. It is also needed for dorm laundry.

On-campus Custom Cash can be used to make purchases in these locations:

- Phil's café or Ed’s Coffee Shop
- Student Union Dining Room
- Box Office
- SNC Book Store
- Vending Machines
- Copy Center
- Library Copy Machines

Students can also use Custom Cash at the following off-campus sites:

- De Pere Y-Mart
- The Abbey
- Pizza Hut Italian Bistro
- Lazy Gecko's
- Big Apple Bagels

INSIDE BACK COVER

St. Norbert College Mission Statement:

Saint Norbert College, a Catholic liberal arts college embracing the Norbertine ideal of *communio*, provides an educational environment that fosters intellectual, spiritual and personal development.

Communio:

As an academic institution, our community is rooted in the Norbertine ideal of *communio*, which is characterized by mutual esteem, trust, sincerity, faith and responsibility. *Communio* is lived through open dialogue, communication, consultation and collaboration. *Communio* encourages us to respond individually and collectively to the needs of our local and global communities.

Historically, the earliest Christians described the distinct quality of their common life as *communio*—a life characterized by faith in Jesus Christ and a commitment to one another. Saint Norbert of Xanten later reformed Catholic life by establishing a new Order that reflected this ideal.

Today St. Norbert College, formed in the Catholic, liberal arts and Norbertine traditions, embodies Norbert's ideal of *communio* by embracing all people while maintaining its own identity. When pursued through the lens of *communio*, our mission challenges us to educate the whole person intellectually, spiritually and personally by engaging ...

Catholic intellectual tradition, which calls us to:

- Seek truth through an ongoing dialogue between faith and reason
- Recognize the sacred dignity of all persons
- Utilize knowledge in working toward a Gospel vision of justice
- Affirm the goodness encountered in creation and culture
- Scrutinize reality in an effort to add to the treasury of human wisdom

Liberal arts tradition, which calls us to:

- Cultivate a love of lifelong learning through excellence in teaching
- Understand diverse cultures, perspectives and beliefs
- Collaborate with others to gain knowledge, solve problems and seek truth
- Communicate to seek mutual understanding
- Share our intellect and abilities to create a compassionate world community

Norbertine tradition, which calls us to:

- Fulfill our vocation by embodying Christ's example of loving service
- Seek peace and reconciliation in the spirit of St. Norbert
- Pray and reflect communally and individually, welcoming all to participate
- Practice hospitality in the spirit of the Gospel and the Rule of St. Augustine
- Respond to the needs of our local community

Our three core traditions promote student learning outcomes that include skill development in critical and analytical thought, quantification, synthesis, problem solving and communication. Our students learn to apply these skills as responsible citizens of a diverse, interdependent and changing world. In all aspects of campus life, students are encouraged to identify, test and strengthen their moral convictions; act with personal integrity; develop meaningful personal goals; and build relationships based on mutual respect.