History, Identity, and Mission Statement

History
The University of St. Francis was established in 1920 by the Congregation of the Third Order of St. Francis of Mary Immaculate for the education of its own members. In 1925, under the title Assisi Junior College, its doors opened to women outside the congregation. With the beginning of the fall term of 1930, a senior college curriculum was established and a new name, the College of St. Francis was adopted. In 1971, the college became co-educational, and the first off-campus degree programs began in fall of 1972. In 1980, a master’s program in health services administration was offered followed in the early 90’s by several more graduate offerings. In 1997, the College affiliated with Saint Joseph College of Nursing, which had been first, a diploma nursing school founded in 1920, and since 1987, a baccalaureate institution that awarded the Bachelor of Science in Nursing degree. The Board of Trustees of the College of St. Francis voted to move to university status and effective, January 1, 1998, the institution became the University of St. Francis.

Identity
As a Catholic, Franciscan institution of higher learning, the University of St. Francis reaffirms the ideal that a liberal education provides the comprehensive cultural background necessary for any profession. Conscious of its Catholic heritage, the University offers a liberal education with religious dimensions. It seeks to inspire in its students a love of knowledge and truth, and the zeal to live and proclaim them. For that reason, the University attempts to provide contact with every order of truth, so that in light of wisdom gained, the person may choose the ultimate good for which he or she is destined. The University seeks to convey its belief that knowledge may never be separated from personal holiness and that all creation can lead to the Creator. It respects the beliefs of others while remaining true to its Catholic ideals. Through the efforts of each student and graduate, the University desires to renew society in wisdom, justice, and charity.

Mission
As a Catholic university rooted in the liberal arts, we are a welcoming community of learners challenged by Franciscan values and charism, engaged in a continuous pursuit of knowledge, faith, wisdom, and justice, and ever mindful of a tradition that emphasizes reverence for creation, compassion, and peacemaking. We strive for academic excellence in all programs, preparing women and men to contribute to the world through service and leadership.

Values
Franciscan values have been selected to enrich the total human personality of our men and women.

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<td>Regard for the dignity of each individual</td>
<td>Building of community</td>
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<td>Respect for life</td>
<td>Sharing our gifts selflessly</td>
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<td>Reverence for the gift of creation</td>
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<th>Compassion</th>
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<td>Opening our hearts to others</td>
<td>Dedication to excellence</td>
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<td>Fostering loving relationships</td>
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<td>Promoting empathy, forgiveness and peace</td>
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<td>Commitment to truth and justice</td>
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General University Information

Main Campus
The campus is in a residential area on the west side of Joliet, Illinois, 35 miles southwest of Chicago. The campus houses all administrative offices, residence halls, recreational facilities, and library in addition to classroom facilities.

Harold and Margaret Moser Performing Arts Center, adjacent to Tower Hall, is host to a wide variety of cultural and scholarly events on campus. The center includes the Sue Manner Turk studio theater, choral room, instrumental practice rooms and the James and Patricia Sexton Auditorium, a 235-seat auditorium.

Donovan Hall, Motherhouse is home to the Cecil and John Leach College of Nursing and USF Solutions. It houses a simulation laboratory designed as a facsimile of a hospital unit, a nursing skills laboratory, as well as general classroom space, and faculty and administrative offices for the Leach College of Nursing. USF Solutions is home to the university conference center and business and education resources. Donovan Hall has a 200 seat ballroom, conference rooms and an executive meeting room.

The LaVerne and Dorothy Brown Library provides more than 40 computer workstations, a variety of areas for group and individual study, a media viewing room, a snack lounge, several comfortable seating areas and classrooms. Professional librarians are available during all hours the library is open via email or in person. ARC (Academic Resource Center) and the offices of the Center for Instructional Delivery are located in the library.
Marian Hall, a student residence, has accommodations for 238 students. Completely refurbished in 2006, the residence contains TV lounge areas, group study rooms, a kitchenette, laundry facilities on each floor, student computer labs, a game room and the Abbey lounge. The Information Technology offices are on the ground floor of Marian Hall.

Motherhouse Residential Center is located in the historic former Motherhouse building. Located on the first floor are Residence Life and Student Activities offices. Upper floors include student residential living in apartments, suites, single and double rooms.

The Pat Sullivan Recreation Center is a three-level facility which includes an intercollegiate basketball/volleyball arena, two intramural basketball/volleyball courts, two racquetball courts, a golf simulation studio, locker rooms for men and women, athletic department offices, athletic trainer’s center, a fitness training and exercise center and conference room.

St. Albert Hall is both the natural science learning center and the computer science center. The building contains classrooms, chemistry and physics laboratories, student computer labs, a computer data communications lab, and faculty offices.

St. Joseph Chapel and University Ministry Center is on the third floor of the Motherhouse. It houses the offices for Campus Ministry, Mission Integration, along with an Interfaith Prayer Room and the historic 250 seat St. Joseph Chapel.

Student Center is located in the historic Motherhouse building. The first floor houses the Fireplace Lounge, Three Oaks Bistro, a Cyber Café, student game room and Student Life Offices. The second floor is home to the Welcome Center, President’s Office, Admissions and the campus wellness center.

Tower Hall North houses classrooms, laboratories, administrative offices, faculty offices, the Barnes & Noble Bookstore, Registrar’s and Financial Aid offices, College of Arts & Sciences, College of Business and Health Administration.

Tower Hall South houses a residence wing, the Terrace Cafe, campus radio and TV studios, a media arts laboratory, the College of Education, and the Office of Cultural Diversity.

Satellite Campuses
Twin Oaks Center – Houses the Regional Education Academy for Leadership (REAL), an extension of the College of Education. Classroom, office and conference space is available.

Rialto City Center Campus - Located in the developing Joliet city center, the Arts and Design Department is on the third and fourth floors of the Rialto Square Theatre. The newly renovated facilities in the historic Rialto building were specially designed for art students and includes a woodshop, printmaking studio, digital labs, a digital printing lab, photo studio/lecture room, ceramics room, kiln area and drawing and printing studio. Individual artist studios for upperclassmen and gallery spaces are featured. Student lounge space and faculty offices are also provided.

Albuquerque Center – New Mexico, houses classes for the Physician Assistant Studies program and the off-campus Master of Science in Nursing program. Classrooms, laboratories, offices and a small medical collection are maintained at the site.

Educational Extension Sites
Commitment to Off-Campus Locations
The University of St. Francis meets its goal of providing “programs and courses that are constructed for and offered at a time and place convenient for lifelong learning” by offering undergraduate and graduate programs on campus and at onsite locations throughout the nation, as well as online.

The University, upon initiating a new location, makes a commitment to offer the courses in that area which will enable students to complete the degree program. During the program cycles, the colleges will evaluate the course enrollment each semester. If insufficient enrollment is determined, a projected closing date will be announced that will enable current students to complete the program onsite if there are no program interruptions, or through alternative delivery formats. The deans of the colleges reserve the right to make decisions on closing site locations. Every effort will be made to maintain the designated meeting night and location. However, in the event of instructor or site unavailability, or a change in enrollment, the University of St. Francis reserves the right to change a class night or class meeting location to another site within the area, if possible. Advanced notice will be given to accommodate students’ scheduling arrangements.

Off-Campus Class Visits
Visits are made to site locations twice during the academic year by a representative from the University. The purpose of the visit is multifaceted: to advise individual students, to observe the class and instructor, to reinforce academic policies and procedures, to interview prospective faculty, and to attend to other administrative and support service responsibilities.

Off-Campus Location Coordinator (LC)
Every off-campus class section has a designated student who serves as a location coordinator. This student acts as a liaison between the colleges, the instructor, the students and the facility where classes are held. The primary function of the LC is to act as the “connecting link” between students, faculty and University administrators. Some of the duties of the LC are providing service...
to faculty, making provisions for audiovisual equipment, communicating student issues to the appropriate academic administrator, conducting the administrative service visit, and distribution of teacher evaluation materials.

**Academic Support to Off-Campus Sites**

Students attending classes at off-campus sites are encouraged to call the appropriate faculty member to discuss academic issues or academic advising. To discuss any other matters pertaining to their association with the University, **students should contact an administrator within the college.**

**Student Identification Card**

A current University of St. Francis ID card is issued to all off-campus students at the beginning of each academic year and to new students each semester. The card identifies the holder as a USF student and entitles the holder to privileges awarded to such. It may enable students to obtain library privileges in some areas. It is also useful for admission to museums, theaters, sporting events, etc. that have special rates for students.

## Academic Computing and Technology

### Student Access to Technology

There are student computer labs on campus located in the major academic buildings, which provide access to the University computer network and the World Wide Web. In addition to the general-purpose labs, there are discipline specific labs for Biology, Chemistry, Computer Science, Education, Nursing, Visual Graphics and Mass Communication students. Overall, the University has over 300 computer systems for academic pursuits for our students. The labs are equipped with Windows based systems, as well as, Macintosh stations. These labs also provide access to a variety of application software, including Microsoft Office and a host of curriculum specific software applications that are used by students in their given field of study. Students are issued a single University user account that provides access to email, network, portal, library databases and online courses so they can access personal information, class schedule, grades, campus technology, services, and support anytime, anywhere Internet access is available. Students connect through the MyUSF portal from anywhere in the world at a time convenient to their schedule.

A wireless campus infrastructure allows students to connect to the University network from their residence hall rooms (with their own computer system), one of the many computer labs located in each building around campus, or in outdoor spaces such as the campus quad. The library, which provides unlimited wireless access throughout the building, offers more than 40 computer workstations and an array of online research databases and tools for scholarly pursuits. For more details on services available, please refer to the Library Services portion of this catalog.

### Classroom Technology

The University’s focus on the integration of technology and student learning is evident within our 30 multimedia classrooms for instruction and presentation by both faculty and students. The multimedia classrooms have Internet access, video projection systems, computerized teacher stations, DVD and VCRs and stereo sound equipment for presentations.

Another example of the integration of technology and learning at USF is the Collaborative Learning Classroom (CLC). This classroom is specially designed for use with groups and team learning situations. The room has five group pods with laptop computers, Internet connectivity, an interactive computer whiteboard and other equipment to facilitate the collaborative learning environment.

**Canvas** is the learning management system that the University instructors use to share course materials with students and to communicate among the class participants. All courses at the University have an online course shell associated with it.

### Online Internet Courses

The University of St. Francis is a national leader in providing distance learning to working professionals. The University of St. Francis has been offering its web-based option since 1997. The online programs are fully accredited by the North Central Association. Online students can earn a baccalaureate degree in Business Management, Health Care Leadership, Nursing BSN Fast-Track and Organizational Leadership. Furthermore, numerous graduate online degrees are available including an MBA, MS in Management, MS in Health Administration, and a MS in Training and Development.

St. Francis uses **Canvas** software to deliver its Internet classes. A major difference in online courses versus the traditional classroom setting is that classes are not “time bound.” Students work on the course at a time and place convenient to their schedule. Like any class, the student will read texts, participate in class discussions, write papers, and take exams through the USF Online program. To maximize learning, it is recommended the student have the following computer hardware available for their use:

### Computer Requirements for Online Courses

**Computer Hardware Requirements**

- Internet Access: cable modem or DSL strongly recommended
- Processor: 500 MHz or faster
Memory: 512 MB RAM (minimum); 4 GB free hard drive space

Operating System Requirements
- PC: Microsoft Windows XP, Windows Vista, Windows 7
- Mac: Macintosh OS X operating systems

Software Requirements
- Microsoft Office 2007 or 2010 (Word, Excel, PowerPoint)

Supported Browsers for PC:
- Internet Explorer 8.0.x or higher
- Firefox 8.0.x or higher
- Google Chrome 9.0 or higher

Supported Browsers for Mac:
- Firefox 8.0.x (OS X only)
- Safari 5 or higher
- Google Chrome 9.0 or higher

NOTE: Using the newest version of browser is highly recommended.

SPECIAL NOTES AND LIMITATIONS
1. We do not recommend you use your company's computer for your online course. If you plan on using your work place computer, please get approval from your employer before enrolling in the course. Not all employers allow you to use your computer for non business related activities.

2. Using your computer from work may result in problems reaching your USF Online course. Many companies today are running firewall software or using hardware that could restrict your ability to access material over the Internet. If your company is running a firewall system and you have problems accessing your USF online course, you should consult with your company's technology department to determine whether they are willing to make adjustments to their firewall system for you. USF cannot do this since it is your company’s firewall that is blocking your access to the University. Please note that some companies have policies that prohibit the personal use of the Internet. If your technology department is willing to make changes to their firewall for you, please contact the Center for Instructional Delivery at 866-337-1497 for the specific information that they will need to allow you access.

Library Services
The LaVerne and Dorothy Brown library provides equitable access to all affiliated users through the library web site and MyUSF portal. The main library building, located at 600 Taylor Street, houses more than 50 computer workstations, a variety of areas for group and individual study, a number of traditional classrooms, a media viewing room, the USF Library Archives, a snack lounge, and comfortable seating areas throughout the building. In addition, the library provides a large collection of print, audiovisual and electronic resources including numerous online databases with thousands of electronic journals. During normal library hours professional librarians are available in person, or virtually, to answer questions, help find information, and demonstrate the best methods for conducting research.

Library users, both on and off campus, must register with the library in order to check out books from the online I-Share Catalog which includes access to the USF collection and to the collections of more than 75 academic libraries in Illinois. Instructions for library registration and detailed descriptions of all library services can be found on the library web site. The web site also includes instructions for using library resources and subject guides developed by librarians to help users quickly find the most relevant resources for each discipline offered at USF. Individuals with disabilities or special needs are asked to contact library staff to learn about software and devices available in the computer area on the main floor of the library.

Print and AV Collections
Users can access the online catalog via the library’s web site (http://library.stfrancis.edu) to search for books, journals and media materials throughout the entire library collection. The library’s print collection consists of more than 115,000 books and hundreds of print journal subscriptions. Physical audiovisual media consist of more than 5200 DVD/VHS titles, and 2000 CDs. The Health Science/Nursing collection, housed on the library’s main floor, contains approximately 3000 books and more than 70 journal subscriptions. A small medical collection is maintained at the Albuquerque site for the Physician Assistant program. A special education lab for education students, and a collection of literature for children are located in the lower level of the library. Additional information and instructions on how to check out material from remote sites such as your home or office can also be found on the web site.

Electronic Collections
The library provides catalog access to 6600 e-books, 8000 e-videos, and more than 18,000 electronic journals through an extensive collection of online research databases through such vendors as EbscoHost, FirstSearch, JSTOR, Gale Infotrac, ProQuest, PubMed, Lexis-Nexis, Films Media Group, and others. Use the Online Databases link on the library web site to access these databases. Online tutorials and guides provide detailed information about each database and directions for
searching in the most efficient manner. Librarians are available for assistance anytime the library is open in person, by phone, chat, text or via email. Check the library web site for contact information.

**Library Archives**
The Library Archives is responsible for identifying, collecting, organizing, describing, preserving and making available for research and reference those records of the University that are of sufficient historical, legal, fiscal or administrative value to warrant permanent preservation. The Archives collects the inactive records of administrative, academic and student organizations, items of significance to the University's history and that of its founding congregation, and other special collections of materials that benefit the mission of the Library. Records in the Library Archives are unique, rare, or of greater value than materials in the general library collection. These unique materials require special handling and preservation measures in order to continue to make the materials available for use. Any limitations on access are in place to balance user needs and preservation efforts so that archival materials will continue to be available to future researchers.

**Access to Additional Collections**
Interlibrary loan services are provided to supplement the Brown Library collection. Registered patrons may request books directly from more than 75 academic libraries in the state through I-Share, the library’s online catalog. Web forms are also available to request books and journal articles not available through the online catalog. Delivery of many articles is available electronically via the web. Through a variety of consortia agreements, the Brown Library is able to provide most materials to patrons free of charge.

**Library Services for Off-Campus Sites**
The Brown Library strives to provide equitable access to resources and services for all extended campus locations. Students may request assistance at any time by using the Ask-A-Librarian web form chat or by calling 800-726-6500 to speak directly to a professional librarian. An Interlibrary Loan Request Form is available for borrowing material not owned by USF. Users must register in Illiad in order to request articles not available from the USF collection. Distance students are generally also able to request interlibrary loan services through their local public library collection, however, should consider USF their primary resource library. Several short instructional tutorials are also available online to assist library users at any hour. Students at the Albuquerque campus are provided with a small medical library on site, and also have access to resources at the University of New Mexico Health Sciences Library.

**Library Instruction**
Students and faculty are encouraged to contact the library to learn about the resources available, and to receive help with their research assignments. Professional librarians are available to provide instruction for both individuals and class groups upon request. In addition, electronic tutorials and subject guides are provided on the library web site.

**Student Services**
The University of St. Francis provides a variety of services and programs to meet the needs of the students. These range from service oriented departments such as food service and the bookstore to those which provide challenges and opportunities to complement the academic experience such as Student Development, Counseling, and University Ministry.

The vision of education the University of St. Francis endorses, includes not only a viable and varied academic program, but also services and programs that afford opportunities for the students to mature both personally and socially. Hence, the University of St. Francis is committed to holistic development of the person and creates a supportive and dynamic environment for the students so that they may develop interpersonal skills, leadership qualities, and group dynamic skills to achieve common goals, knowledge of careers, a reaffirmation of Catholic ideals, and the ability to recognize and take responsibility for their human needs and aspirations.

The Student Affairs Division is responsible for complementing the academic life of the University of St. Francis students by presenting services, programs, and an atmosphere through which they may successfully work toward the accomplishment of these goals. The Dean of Students is the administrative officer primarily responsible for those activities that occur outside the classroom. The division includes Personal Counseling, Health Services, Residence Life, Orientation, Student Conduct Board, Student Development, and Student Government.

**Academic Advising Center**
The University values the connection and relationship between the student and academic advisor. The Academic Advising Center coordinates the academic advising and registration of new students, undergraduate and graduate, and provides information and assistance to students applying for credit for prior learning.

Each student is assigned an academic advisor within his or her major to assist with educational planning, academic advising and registration. Students who are undecided about their major or seeking to change their major may receive assistance from the Academic Advising Center in exploring various fields of interest, developing a plan of study for their educational goals, and/or selecting a major.
The Academic Advising Center also provides new students a transcript evaluation for previously earned credit that includes general education and major requirements fulfilling degree requirements. In addition, information and guidance is provided to enrolled students seeking credit from nationally recognized assessment programs (AP, CLEP and DANTES) or credit for non-traditional learning experiences. (see section on Credit for Prior Learning)

**Academic Resource Center**
The Academic Resource Center (ARC) provides students with information, guidance, and services to assist in their successful pursuit of educational goals. Students will find computers, study aids, study tables and comfortable locations for reading, as well as people to offer individualized help.

Opportunities for study groups or assistance can be found in the Writing, Math, and Science Centers. Tutoring in a variety of subjects, such as nursing, economics, accounting, psychology and theology, is located in the ARC as well. The Supplemental Instruction Program provides peer led study groups that provide discussions and study strategies for historically difficult courses. Additional services include workshops on learning strategies, study aid materials, learning strategy counseling, and services for students with disabilities.

Three programs are offered to smooth a student’s transition to college. Summer Academy offers a five day residential experience to incoming freshmen with a taste of college academics and course expectations. Summer Academy also presents tools for academic success. First Hand Mentors provides new students with a peer mentor to introduce them to the USF campus and culture. The University Success Scholars (USS) program offers programming and enrichment activities that help students succeed in college and prepare for leadership. USS is offered to students who are “first generation college students,” (students whose parents have not graduated from college).

**Alumni Association/Alumni Office**
The Alumni Association of the University of St. Francis supports and advises the University through the Alumni Office to promote the image of the University, to build and promote positive relationships with alumni that foster affinity, loyalty and support for the University, to reflect the Catholic and Franciscan principles on which the University was founded, to assist in attracting students to the University, to provide opportunities to serve the mutual needs of the University and its alumni and to provide scholarship assistance to alumni family members and other students. The Alumni Office sponsors scholarship opportunities for current students, alumni gatherings across the U.S., Reunion Weekend, Homecoming athletic events, career services webinars, special events and gatherings for both alumni and students, as well as advises SAA (Student Alumni Association) – a registered student club that links current students with alumni for mentoring, internships, networking and job opportunities. The Alumni Office also facilitates BAN (Business Alumni Network) and the Alumni Association Board of Directors. Additionally, the Alumni Office publishes the Saints Connection e-newsletter several times a year for our alumni and provides an array of benefits for USF graduates including e-mail for life. For more information, please contact the Alumni Office at (877) 811-ALUM or alumni@stfrancis.edu or visit us online at www.stfrancis.edu/alumni.

**Athletics**
Intercollegiate athletics are an important part of campus life for both participants and spectators. For those who wish to compete on an intercollegiate level, basketball, baseball, cross-country, football, golf, soccer, tennis, and track & field are available for men; and basketball, cross-country, golf, soccer, softball, tennis, track & field, softball and volleyball are available for women. The men and women's intercollegiate teams compete as members of the Chicagoland Collegiate Athletic Conference (CCAC) and the National Association of Intercollegiate Athletics (NAIA, Division I).

The varsity sports teams, known as the "Saints," have demonstrated their excellence over the years by being selected to participate in the NAIA national tournaments many times. Tennis, golf, volleyball, baseball, football, softball, and cross-country have all competed in national competition with a great deal of individual recognition awarded to many University of St. Francis athletes.

**Bookstore**
The University of St. Francis Bookstore is your #1 source for textbooks. The textbook choice is yours: RENT and save over 50%, download eBooks and save up to 60%, buy USED and save 25%, or buy NEW textbooks. Textbooks can be purchased in the store or online through the USF portal. Just go to where your schedule is posted on the portal and click “Order your textbooks”. Textbooks can also be purchased online through the Bookstore website @ www.stfrancis.edu/bookstore and click "textbooks". The Bookstore buys back used books all year. However, the best time to sell back your books is during finals week or the week before. The Bookstore also sells USF clothing and gifts, school supplies, laptops, computer accessories, backpacks, bargain books, snacks and beverages. Please visit the Bookstore website to order USF clothing & gifts, and check store hours. The USF Bookstore is located on the 1st floor of Tower Hall. Friend us on facebook at facebook.com/stfrancisbookstore.
Career Services
University of St. Francis Career Services staff assists students with their employment needs. We are devoted to helping students and alumni research career options. In doing so, we focus on the individual needs, goals, and values of each student. Career Services believes in personal and professional development; therefore, assistance with job search, resume and cover letter writing, along with career counseling are among the services available.

Students and alumni are welcomed and encouraged to participate in career planning, employment resources and activities available through Career Services. A computerized guidance system, Career Cruising, is available to help in the career decision-making process. Students will receive assistance with developing their resume. Opportunities to participate in mock (practice) interviews are also coordinated through this office. Students seeking internships can search an electronic database of internship opportunities. Job postings, career fairs, and employer contacts are developed to assist students in finding employment opportunities which can also be found electronically. A career resource library containing career and employer information is available for students to use in their employment search. Directories on graduate schools for those interested in pursuing advanced degrees are also available. Information/application booklets are available for the following tests: Graduate Record Examination (liberal arts), Graduate Management Admissions Test (business), Law School Admissions Test, and others as needed. Detailed information on current programming and job postings can be viewed at http://www.stfrancis.edu/careerservices. University of St. Francis is a member of the National Association of Colleges and Employers, www.naceweb.org. Other membership includes the Illinois Small College Placement Association (ISCPA) with such schools as Augustana, Knox and Illinois Wesleyan, www.iscpa.org, and American Association for Employment in Education, www.aaee.org.

Counseling Services
Personal Counseling services are available to any student, faculty member, employee or alumnas of the University. This service provides professional consultation or psychotherapy services to individuals or couples who are experiencing personal problems that interfere with their lives. The department addresses issues of loss and grief, adjustment problems, marital and family problems, depression, anxiety, and stress management. Students who have anxiety issues around test taking, adjusting to living away from home for the first time, or any problem that prevents them from functioning at their peak level of performance are also handled through this department. The department is responsible for conducting initial assessments of problems related to alcohol and drug use. Treatment for these issues is referred to professionals in a community convenient to the client. Appointments are made either in person or over the phone (815-740-3598) with the Director of Personal Counseling. All services are confidential. Information regarding your services cannot be released without written consent. All services are free of charge to students and employees of the University.

Food Service
Food service at the University of St. Francis is designed to be an integral part of the total collegiate experience. The board plan is designed to offer variety, quality, and a nutritious balance in the meals served. Resident students have meal service provided seven days a week during the academic year. Resident dining options include the Terrace Café for an all-you-care-to-eat experience, the Three Oaks Bistro with its restaurant style menu, and the Saints Snack Shop for those between meal cravings. Residents can choose from meal plans combining meals and Dining Dollars allowing them flexibility and convenience. Commuter students are also encouraged to take advantage of the services through reasonable cash rates and daily specials. Special services range from a distinctive dining experience through the catering department to sick trays and special diets when necessary.

Health Services
Health Services is the liaison between the students and area health care facilities. Staffed by a registered nurse, the department provides treatment information, health maintenance, referrals, and professional evaluation. In addition, the department sponsors educational programs such as semi-annual blood drives, wellness topics, and freedom from smoking workshops. Professional physicians’ care and emergency aid are available at area hospitals and clinics. When emergency care or hospitalization is required, arrangements will be made to transfer the student to a local hospital at the student’s expense. The health services director is additionally responsible for overseeing the compliance by all students to state immunization requirements.

The Health Services Department of the University of St. Francis has a legal and moral obligation to protect all patients’ right to privacy except in extreme emergencies. USF students are expected to notify their family about details concerning their health. Strict confidentiality is maintained at all times concerning the details of all student health records and care provided. Information CANNOT be released without the written permission of the student. This includes all requests for immunization records.
International Programs Office (IPO)
The International Programs Office oversees and provides guidance for various University initiatives relating to recruitment of international students, study abroad and other internationalization efforts.

The office has three main responsibilities:

1. **Encouragement:**
   a. Recruiting and identifying perspective international students to attend USF
   b. Developing processes to ensure housing and other international student requirements are met.
   c. Work with appropriate personnel on campus to ensure credit transfer and international paperwork is processed and recorded.
   d. Encouraging students (and their parents) through annual study abroad fairs/events, presentations, classroom participations and one-on-one counseling to seek relevant opportunities for global education.
   e. Identifying and encouraging USF faculty members to further their careers and enhance opportunities for their students by incorporating an international dimension into their courses as well as assisting with international research and academic advising.
   f. Working with individual schools and departments within USF to integrate study abroad options within academic majors and to identify specific opportunities for study abroad.
   g. Identifying service learning opportunities for USF faculty and students.

2. **Support:** The IPO exists to support and facilitate international students while at USF and international travel opportunities for students and faculty through counseling, logistical coordination and where necessary, publicity, recruitment and marketing. In addition, the IPO works with Student Services, Undergraduate Admissions, Safety and Security, Academic Advising, Financial Aid Services, Business Office, Registrar, University Relations, University Mission Integration, University Advancement, and the four academic schools comprising the University, to coordinate study abroad and other internationalization efforts.

3. **Assurance:** Oversee all study abroad programs for academic credit and all other international programs with the official sponsorship of the University of St. Francis which includes:
   a. Insuring all University obligations for student safety are met.
   b. Insuring that appropriate documentation for international students is performed.
   c. Insuring that appropriate documentation of activities and responsibilities are completed prior to and after study abroad including travel orientation, appropriate signed consent forms, academic course credit, and evaluation forms. Insuring that faculty advisors have approved courses taken abroad.
   d. Insuring that all University guidelines are followed including a review of any potential liability issues that may adversely impact the University.

**Intramurals**
The University of St. Francis seeks to provide a varied intramural program that appeals to almost every student. Each year, over 30 women’s, men’s or co-recreational programs are offered in an attempt to provide opportunities to meet varied student interests. Elements of social interaction, physical activity, and good-natured competition are interwoven throughout the intramural program.

These programs provide an opportunity for exercise and recreation to balance the demands of study. All students are encouraged to participate in at least one intramural activity. A choice can be made from the physical sports - softball, touch football, basketball, volleyball, or soccer. Other options include game room sports such as chess, checkers, ping-pong, and pool. To honor the winners and celebrate a year of enjoyable competition, an annual awards banquet is held for all that participate.

**Office of Institutional Diversity**
Our Mission Statement: The University of St. Francis is committed to building an inclusive community that inspires acceptance, compassion, respect, and wisdom in understanding the multicultural richness of our society. We value the role of pursuing diversity through achieving flexibility of thinking, respect for differences, moral courage, and appreciation for common ground. GOAL 1 - Create a hospitable campus climate espousing diversity for students, faculty, staff and the community. GOAL 2 - Develop and implement comprehensive educational programs for students, faculty and staff that include cross-cultural competence, legal issues, best practices and relevant research for the purpose of promoting better understanding and appreciation of diversity and individual differences. GOAL 3 - Advocate a recruitment plan that will increase the percentage of diverse undergraduate students, faculty and staff. GOAL 4 - Champion internal and external research, collaborations, and partnerships with community businesses and organizations. GOAL 5 - Promote accountability: design and implement a continuous improvement process as part of the university strategic plan.
**Residence Life**

Your Residence Life department is dedicated to providing a safe and supportive environment where students residing on campus can develop their full potential. The department is led by trained full time professionals who strive to foster a positive living environment for you during your journey of independence. Accountability for your behavior is emphasized and opportunities for your growth and learning are provided. During your residence in the Motherhouse, Marian of Tower Hall, you are expected to maintain high living standards and respect for your fellow community members. Members of the Residence Life community enter into it freely and recognize the responsibility they have to one another and to themselves. All who choose to be part of the university’s residential community are expected to behave in a way that is congruent with the traditions, heritage and educational purpose of the University of St. Francis.

In the Franciscan tradition, Residence Life is dedicated to the ideals of mutual respect, integrity, friendship, love, and reverence for all people. Since respect and acceptance for all persons are basic community expectations, we value differences such as age, gender, race and ethnic background. All people will be treated with the consideration and respect we value for ourselves. Living in the Residence Halls is a privilege. As a member of the residential community, your behavior affects your fellow residents in a variety of ways. The university community expects all of its members and visitors to adhere to the following:

1. Recognize the academic purpose of the university.
2. Respect Christian values.
3. Respect the rights of others.
4. Be accountable for behavior and decisions.

**Security**

Campus security personnel are always on duty to answer questions or to assist students. Security provides ID marking of valuables, gives lectures on safety, and makes fire inspections monthly, as well as issuing parking permits and citations. Each security officer is trained in areas of burglary and theft investigations, and in first aid, CPR, and self-defense. The security staff is committed to the safety of all persons, as well as the protection of University of St. Francis property. All full-time security officers are certified as responders to assist in medical emergencies. In addition to a campuswide public address system, security can notify students, faculty and staff of emergencies through email and voicemail systems.

**Services for Students with Disabilities (ADAAA)**

The University strives to be in compliance with Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA). To this end, a student who requires special accommodations or arrangements due to a disability should contact the Office of Disability Services, part of the Academic Resource Center (ARC). This contact preferably should occur no later than the first week of classes. Early contact before the semester start is encouraged to allow sufficient time to provide accommodations properly. Extra time is needed for some types of accommodations, such as sign language interpreters or special text formatting. Should a need arrive after the start of a semester, the student is encouraged to contact the Disability coordinator as soon as possible. Each case will be reviewed on an individual basis to determine reasonable and appropriate accommodations.

**Student Development**

The Student Development office provides many opportunities for students to become more involved throughout the university community. Students are encouraged to participate in orientation and the large selection of events that take place on and off campus. USF students are invited to become involved with any of the current clubs and organizations. Programs available through these student organizations offer exposure to a wide variety of cultural, educational, and social events and activities, which may broaden the students’ interests and enhance the development of lifelong recreational pursuits. Various leadership development workshops and programs are available to students who are interested in developing their leadership skills. Students are encouraged to participate in the Student Government Association in order to address the needs and concerns of the student body. The Student Activities Board, a function of Student Government, plans and implements major student entertainment programs on campus which include Homecoming, Family Celebration, Little Sibs Weekend, Spring Fling, dances, game nights, karaoke nights, movies, coffeehouses, and other special events. Membership is open to all students.

**University Ministry**

University Ministry plays a vital role in creating a spiritual environment with and for students by building on the four Franciscan values particular for USF – respect, integrity, service and compassion. All students regardless of faith background are invited to participate in the four components of values education, community building, religious programming, and community service. Students participate in a wide variety of civic engagement opportunities and mission trips in the United States, Bolivia, and the Philippines. University Ministry staff and student Peer Ministers (living in the residence halls) involve participation in such events as retreats, daily and Sunday liturgies, ecumenical prayer services, Bible study, and discussion...
groups to enrich students’ spiritual lives. Spiritual counseling and catechetical instruction are available. Francis and Clare of Assisi serve as role models struggling to live the gospel message through simplicity, peacemaking, prayer and respect for all things created as we work to bring about the reign of God here and now.

Veterans’ Affairs
The University of St. Francis is approved for providing undergraduate and graduate education programs for veterans by the State Approving Agency for Veterans’ Education in Illinois. Applications for benefits are processed by the Veterans Certifying Official located in Financial Aid Services. All inquiries regarding veteran services can be directed by E-Mail to veterans@stfrancis.edu or by calling 815-740-5097.

University of St. Francis is very proud to say that we have signed an agreement with the Veterans Administration to participate in the Yellow Ribbon GI Bill program as well as other federal GI Bill programs. Below is a listing of eligible programs:

- Post- 9/11 GI Bill Chapter 33 of title 38, U.S. Code (Including Yellow Ribbon)
- Montgomery GI Bill (MGIB) Chapter 30 of title 38, U.S. Code
- Reserve Educational Assistance Program (REAP) Chapter 1607 of title 10, U.S. Code
- Post-Vietnam Era Veterans’ Educational Assistance Program (VEAP) Chapter 32 of title 38, U.S. Code, or section 901 or section 903 of Public Law 96-342

Veterans or their dependents are encouraged to visit our Veterans Programs web pages located at https://www.stfrancis.edu/admissions/veterans/. This is a full-service site that gives veterans all the information they need to apply for veterans benefits at University of St. Francis.

Through this site, first-time veterans at University of St. Francis can link to the VA-ONCE web site and complete the appropriate application form (VA 22-1990 for first-time applicants; VA 22-1995 for veterans who have used their benefits elsewhere). Veterans should be prepared to submit a copy of the Member 4 copy of their DD214 to complete their file. Active Duty Service Members should submit a copy of their current orders to complete their file.

Any individual receiving veteran’s benefits while enrolled at University of St. Francis is required to notify the Veterans Certifying Official of any changes in enrollment, regardless of the reason for the change. These changes would include any changes in class schedule, termination of enrollment, change of degree program, or return to active duty status. Early notification of these changes can prevent overpayment issues with the Veterans Administration.

Currently Enrolled Veterans and Service Members
The University of St. Francis supports students who are members of the United States armed forces and reserve units. An undergraduate or graduate student who is a member of the U.S. military, National Guard or Reserves who is called or ordered to active duty may be granted a Military Leave of Absence (MLOA) from the University for the period of active duty and up to one year after returning from active duty.

Students with the MLOA are not required to pay admission fees. MLOA allows these students to register for classes during their designated registration period prior to the term when they plan to return. Students with MLOA privileges may elect to return using the same catalog as when they left, or using the catalog in force when they return. Upon returning to the University, the student should complete the re-application process and contact the dean to determine a mutually acceptable plan to meet degree requirements.

MLOA applications are available through the Registrar’s Office. The completed MLOA form must be submitted to the Registrar’s Office in Tower Hall prior to the student’s departure. The MLOA form must be accompanied by a copy of the military orders indicating the date on which the student must report for active duty.

When students are called to active duty after classes begin, they should contact the Registrar’s Office to file the MLOA for subsequent terms. Students may elect to choose one of three routes to apply to the semester’s courses in progress. The decision as to which option to pursue will depend upon each personal situation, the time remaining in the semester and agreements which can be made with instructors and deans.

Wellness Center
The Wellness Center, which includes Counseling and Health Services, seeks to promote the holistic health and development of students through the delivery of a variety of services, resources, and programs. The Center’s goal is to empower students to be active partners in their own health care, to foster healthy decision-making, and to assist them in achieving their life goals.