Mona Minard Stephen Scholarship - Awarded to a junior of academic note regardless of major, residing in the Joliet area.

Mary Clare (Gordon '57) Sczepaniak Endowed Scholarship - Awarded yearly to a traditional age undergraduate student demonstrating financial need and majoring in elementary education. A single mother/father working to complete her/his degree may also be considered for this scholarship. The recipient of this scholarship should carry a GPA of 2.50 or higher.

USF Foreign Study Scholarship - Awarded annually to student(s) enrolled in at least one full semester of study abroad (as defined within the criterion of this scholarship) with a GPA of at least 3.0 who demonstrate financial need and who have the maturity level and readiness for foreign study.

Trizna/Vargo Family Scholarship - Awarded to students who come from a family whose parent(s) is a teacher or in law enforcement and/or is seeking a degree in Education. If there is no student who meets the aforementioned criteria, this scholarship will be awarded to students on a need basis.

The Wadsworth Endowed Scholarship Fund – Awarded to undergraduate students of good moral character and who demonstrate financial need. Student will be in good academic standing and maintain an above average GPA while demonstrating leadership and good citizenship in the community and through University activities.

Packey and Eileen Webb Scholarship - Awarded to a resident of Joliet who has maintained a minimum GPA of 3.0 and exemplifies leadership and service while demonstrating financial need. The scholarship will be used for tuition purpose only.

Donald (Ziggy) Zier Memorial - Awarded at graduation to a senior security guard who best exemplifies the ideals of dedication and service to the university.

Jean Catherine Zipf Scholarship Fund - Awarded to students with demonstrated financial need.

**STUDENT SERVICES AND RESOURCES**

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, Career 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 Assistant Vice President for Student Affairs is the administrative officer primarily responsible for those activities that occur outside the classroom. The division includes Career...
Development, Personal Counseling, Health Services, Residence Life, Judicial Process, Student Government Association and Student Development.

**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 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 Center, the Math Center, and the Science Center. Tutoring in a variety of subjects 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 special needs.

**ALUMNI ASSOCIATION/ALUMNI RELATIONS SERVICES**
The Alumni Association of the University of St. Francis supports the educational mission and excellence of the University, nurtures the University’s image, serves its members and friends, inspires uncommon loyalty and beneficence, and reflects the Catholic and Franciscan principles on which the University was founded. The Alumni Relations Office sponsors scholarship opportunities for students, alumni chapters, reunions, Homecoming activities, connections to university career services, special events/gatherings for alumni and students, and moderates the GOLD (Graduates of the Last Decade) young alumni group as well as a Student Alumni Association - a registered student club that links current students with alumni for mentoring, internships, networking, and job opportunities. In addition, the Alumni and University Relations offices publish the USF Magazine and Saints Connection newsletter.

**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, football, golf, tennis, cross-country, track & field and soccer are available for men; and basketball, cross-country, track & field, golf, soccer, softball, tennis, spirit line 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 located on the first floor of Tower Hall North. Along with new and used textbooks, the bookstore offers a full line of clothing, school supplies, computer software, cards, and unique giftware. The bookstore also provides online purchase of USF merchandise as well as other items.

CAREER DEVELOPMENT CENTER
Students and alumni are welcomed and encouraged to participate in career planning and job placement programs and activities available through the Career Development Center. A computerized guidance system, SIGI Plus, is available to assist you in discovering career paths, which match your various interests. On and off-campus student employment and internships are coordinated through this office. Students seeking internships can search an electronic database of internship opportunities. Job postings, resume/cover letter writing, career fairs, interviewing skills and employer contacts are developed to assist students in finding employment opportunities. A career resource library containing career and employer information as well as computers, copy machine, and fax machine is available for students to use in their employment search. The Center has directories on graduate programs and graduate school catalogs for those interested in pursuing advanced degrees.

Information/application booklets are available for the following tests: Graduate Record Examination (liberal arts), Graduate Management Admissions Test (business), Law School Admissions Test, Dental Admissions Test, Medical University Admissions Test, and the Pharmacy College Admissions Test. Detailed information on current programming and job postings can be viewed at www.stfrancis.edu/cardev/homepage.htm. USF is also a member of the Illinois Small College Placement Association (ISCPA), you can find more information at www.iscpa.org.

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. 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 immediate personalized care for minor health problems, immunizations, basic first aid, and emergency assessment. 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 coordinator 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.

**INTRAMURALS**

The University of St. Francis seeks to provide a varied intramural program that appeal 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, bowling or soccer. Other options include game room sports such as chess, checkers, ping-pong, and pool.

**PERSONAL COUNSELING SERVICE**

Personal Counseling services are available to any student, faculty member, employee or alumnae 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 dealt with 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.

**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 you 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 or Tower Halls, 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.

**SERVICES FOR STUDENTS WITH SPECIAL NEEDS (ADA)**
The University strives to be in compliance with Americans with Disabilities Act (ADA) regulations. To this end, a student who requires special support or arrangements due to a disability should contact the Office of Disability Services. This contact should occur no later than the first week of classes in order to allow for sufficient time to provide accommodations. Should a need arise after the start of a semester, the student is encouraged to contact the ADA coordinator as soon as possible. Each case will be reviewed on an individual basis to determine reasonable 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.

**VETERANS’ AFFAIRS**
The University of St. Francis is approved for the education of veterans by the State 
Approving Agency for Veterans’ Education in Illinois. Applications for benefits are processed 
by the Registrar’s Office. Transfer students who have received benefits at their previous 
school must complete the VA form “Request for Change of Program or Place of Training.”

**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 that 
provide access to a variety of application software, including Microsoft Office, as well as, 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 WebCT thus allow USF students access to their 
information and campus technology, services, and support anytime and any where. Students 
can connect to the University technology and services through the MyUSF portal from any 
where in the world at a time that is convenient with their schedule. 

USF students have access to the University Library, which provides unlimited wireless access 
throughout the building, 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.

**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 various majors including Health Care Leadership, 
Management, Organizational Leadership and BSN Fast-Track. Furthermore, USF offers 
numerous graduate online degrees including a Master of Business Administration (MBA), 
Master of Science in Management, Master of Science in Health Administration, and a 
Master of Science in Training and Development.
St. Francis uses WebCT 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.

**COMPUTER REQUIREMENTS NECESSARY TO ENROLL IN AN ONLINE COURSE**

Before you can register for an online course at USF you must meet or exceed the following hardware and software requirements. We strongly recommend that you have access to your computer at home. Our research indicates that students who decide to take an on-line course without having home access have a far greater chance of dropping the course or performing below grade expectations. Remember, the greatest advantage of an on-line course is the ability to enter the class at a time that is convenient for the student. Having to drive 15 minutes to use a computer is not time convenient.

**HARDWARE REQUIREMENTS**

This section details the both the minimum and recommended hardware that you must have in order to run WebCT, which is our online course program. These requirements are based not only on what WebCT requires but what you should have to maximize your classroom efficiency.

### Windows Computer Requirements

<table>
<thead>
<tr>
<th>Minimum Required</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Pentium 1ghz</td>
<td>• Pentium 3hz or better</td>
</tr>
<tr>
<td>• 562mb ram</td>
<td>• 2gb ram or better</td>
</tr>
<tr>
<td>• Windows 2000/XP</td>
<td>• Windows XP or Vista Home</td>
</tr>
<tr>
<td>• 56K modem</td>
<td>• DSL or cable broadband connection</td>
</tr>
<tr>
<td>• cd-rom/sound card</td>
<td>• cd-rom/sound card/microphone</td>
</tr>
</tbody>
</table>

### Macintosh Computer Requirements

<table>
<thead>
<tr>
<th>Minimum Required</th>
<th>Recommended</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Macintosh 1ghz</td>
<td>• Macintosh 2ghz</td>
</tr>
<tr>
<td>• 562mb ram</td>
<td>• 2gb ram or better</td>
</tr>
<tr>
<td>• System 10</td>
<td>• MAC OS 10 or higher</td>
</tr>
<tr>
<td>• 56k modem</td>
<td>• DSL or cable connection</td>
</tr>
<tr>
<td>• cd-rom</td>
<td>• cd-rom/microphone</td>
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</tbody>
</table>

**SPECIAL NOTES AND LIMITATIONS**

AOL's browser does not work properly with WebCT. You can still use AOL as your Internet Access connection but you must use Netscape or Internet Explorer as your browser.

Most online courses require students to submit and receive word processing documents. Microsoft Office Professional – which includes Word, Excel, PowerPoint and Access – is strongly recommended and is required for certain courses. You can purchase Microsoft Office Professional at a discounted price at the USF Bookstore.

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. One final issue, if your company has a firewall, you might not be able to access the USF online web site. Your company will have to reprogram their
firewall to give you access to our site in this situation.

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 USF 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 40 computer workstations, a variety of areas for group and individual study, several classrooms, a media viewing room, a snack lounge, and comfortable seating areas scattered throughout the building. In addition, the library provides a large collection of print and electronic resources including more than 60 online databases with thousands of electronic journals. Professional librarians, dedicated to the success of USF students, are available during all hours that the library is open in person and via email or electronic forms 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 70 other 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
The library’s print collection consists of more than 110,000 books, hundreds of print journal subscriptions, and a media collection consisting of more than 3000 videos and DVDs. The Health Science/Nursing collection, housed on the main floor, contains approximately 3000 books and more than 70 journal subscriptions. A small medical collection is maintained at the USF Albuquerque campus for the Physician’s Assistant program. A Curriculum Lab for education students and a collection of literature for children are located in the lower level of the library. Users can access the online catalog via the library web site to search for books, journals and media material. 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 access to more than 10,000 electronic journals through an extensive collection of online research databases through such vendors as EbscoHost, Science Direct, ProQuest, GaleInfotrac, FirstSearch JSTOR, and PubMed. 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 or via email. Check the library web site for contact information.

ACCESS TO ADDITIONAL COLLECTIONS
Interlibrary loan services are provided to supplement the University of St. Francis Library collection. Registered patrons may request books directly from more than 70 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 now available electronically via the web. Through a variety of consortia agreements, the USF library is able to provide most materials to patrons free of charge.

LIBRARY SERVICES FOR OFF-CAMPUS SITES
The 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 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.

INFORMATION LITERACY TRAINING
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.