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The College of Professional and Liberal Studies (CPLS) of Saint Joseph’s University is the undergraduate division that serves the educational needs of adult and part-time students and employers’ needs for quality programs in the education and professional advancement of their employees. CPLS, an integral part of Saint Joseph’s University for over 60 years, connects the Jesuit tradition of academic excellence and service with the contemporary needs of adult learners.

CPLS is responsible for undergraduate evening degree programs, the Bridge program, summer sessions, the January Intersession, off-campus programs, and an online degree completion program. CPLS offers Bachelor of Arts and Bachelor of Science degrees in a wide range of liberal arts and business disciplines. Certificate and Associate degrees are also offered in various programs.

The College of Professional and Liberal Studies serves both traditional and post non-traditional-age students who pursue their undergraduate education on a part-time or full-time basis. CPLS also offers the Bridge Program which enables students (22 years and older) to enroll full-time or part-time in majors offered as part of the traditional undergraduate program.

Typically, students enter CPLS with having earned previous college credit. Some adult students enter CPLS to continue a degree program after a delay from formal education. Work, family, and financial obligations influence the pace of adult and part-time students’ academic careers; therefore, degree completion time varies. Other adult students have already earned undergraduate degrees and enroll in CPLS for specific programs that will enhance their professional advancement.
Stay Connected with SJU and CPLS

The College of Professional and Liberal Studies students are encouraged to stay connected with SJU and we offer many avenues for you to do so.

- **SJU E-MAIL ACCOUNT**—PLEASE CHECK DAILY! Important information from your professors, and from university offices is sent through this account. You can have the mail from this account automatically forwarded to your personal or work e-mail address if you tend to check these accounts more often. **Class cancellation notices are sent by e-mail so you are advised to check your e-mail prior to leaving for campus for an evening class.**

- **CPLS WEBSITE**—The CPLS website ([www.sju.edu/pls](http://www.sju.edu/pls)) provides CPLS students up-to-date information on course schedules, student organizations, new programs, etc. Students may also download forms, applications, etc. We encourage you to visit our website often. Information can be located under Adult Learner – Current Students.

- **CPLS ALIAS**—The CPLS e-mail address is pls@sju.edu. Students are encouraged to use this address for questions, comments, etc.

- **FACEBOOK**—”Like” us on Facebook and receive the latest news!

- **CPLS BLOG** - Contains student stories, successes and tips for academic success.

- **THE NIGHTHAWK**— Monthly publication distributed electronically contains news and current information including important dates, deadlines and news. The annual Commencement edition is printed and mailed to each student. Copies of both the print and electronic versions are available on the CPLS website.

- **NON-TRADITIONAL STUDENTS WEEK** - Events celebrating all non-traditional students - first week of November. Look for communications about events and locations.
CPLS Office Contact Information

Patricia Griffin 610-660-1266 pgriffin@sju.edu
Associate Dean

TBD 610-660-1266 pls@sju.edu
Sr. Administrative Assistant

TBD 610-660-1265
Director of Admissions and Recruitment

Tiffany Sellers 610-660-1267 tsellers@sju.edu
Administrative Assistant

Margaret Dugan 610-660-1262 mdugan@sju.edu
Director of Advising and Retention

Darren Stocker 610-660-1260 amartin@sju.edu
Director, Off Campus and Online Programs

EMERGENCY CLOSING INFORMATION:
610-660-3333

General Information: 877-NITE-SJU pls@sju.edu
Website: www.sju.edu/pls
Location: 5600 City Avenue
Barbelin/Lonergan Hall Room 117
Philadelphia, PA 19131
## SJU Department Chairpersons

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<thead>
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<th>Department</th>
<th>Chairperson</th>
<th>Office</th>
<th>Email</th>
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2013-2014 Academic Calendar

Fall 2013 Term
August
24 New Student Orientation
26 First day of Fall 2013 Term

September
2 Labor Day Holiday (University closed; no classes)
4 Fall 2013 Graduation Application deadline
3 Last day to add/drop courses (full semester & Module I campus programs)
7 First day of weekend classes
27 Withdrawal deadline (Module I campus programs)

October
14-15 Fall Break (University open; no classes)
17 Mid-Term grades due
18 Last day of class/exams (Module I campus programs)
21 First day of classes (Module II campus programs)
23 Final Grades due (Module I campus programs)
28 Last day to add/drop courses (Module II campus programs)
28 Approximate start of Intersession 2014 Registration

November
1 Last day to withdraw from full semester classes
4 Approximate start of Spring 2014 Registration
22 Withdrawal deadline (Module II campus programs)
28-29 Thanksgiving Holiday (University closed; no classes)

December
2 Classes resume
9 Last day of classes (full semester)
10 Reading/Study Day
11-17 Final Exam Period
13 Last of classes (Module II campus programs)
20 Final Grades due (full semester & Module II campus programs)
March
10-15 Spring Break (University open; no classes)
17 Classes resume
20 Last day to withdraw from Module I classes
21 First day of classes (Module II campus programs)
25 First day of weekend classes
28 Last day to add/drop courses (Full semester & Module I campus program)
31 Approximate start of summer registration

April
4 Last day to withdraw from full semester classes
8 Approximate start of Fall 2014 Registration
17 Easter Holiday begins (evening classes not held)
18 Good Friday (University closed, no classes)
21 Classes resume in the evening
25 Withdrawal deadline (Module II campus programs)

May
6 Evening Division Constructive Thursday
7 Last day of classes (full semester & Module II campus programs)
8 Reading/Study Day
9-15 Final Exam Period
17 Commencement Ceremony
19 Final Grades due (full semester & Module II campus programs)
CPLS Academic Policies and Procedures

Class Status for Degree Students
- Freshmen—less than 30 credits
- Sophomore—30-59 credits
- Junior—60-89 credits
- Senior—90 or more credits

Degree and Certificate Requirements
Courses and Credits: To be eligible for a degree or certificate, a student must complete the required number of courses and credits listed in the various curricula totaling a minimum of 40 courses/120 credits for a Bachelor’s Degree and 20 courses/60 credits for an Associate’s Degree.

Residency Requirement: The residency requirement for an Associate degree is fulfilled by the satisfactory completion of 10 courses at SJU/CPLS immediately preceding the date of graduation. The residency requirement for a Bachelor’s degree is fulfilled by the satisfactory completion of 15 courses at SJU/CPLS immediately preceding the date of graduation. The 15-course residency requirement may not be satisfied by credits earned through CLEP, ELAP (portfolio assessment) or Challenge Test. After graduation, students must complete a minimum of 10 courses for a second Bachelor’s degree. When matriculated students enroll in CPLS, they are required to take all subsequent courses for a degree or certificate at SJU. Matriculated students must get special written permission from the Associate Dean to take a course elsewhere; otherwise, these credits will not be accepted.

Once a student has received prior permission and taken a course elsewhere, the student must have an official transcript from that institution sent to CPLS as soon as the transcript is available.

Dean’s List
The Dean’s List is published at the completion of the fall and spring semesters. Students working toward a Bachelor’s degree or an Associate’s degree are eligible for this honor. You must complete at least 30 credit hours at Saint Joseph’s University College of Professional and Liberal Studies before becoming eligible. A cumulative grade point average of 3.50 is required to achieve and to remain on the Dean’s List. A failing semester grade of F, FA, or NP in the current semester makes one ineligible for the list.

Latin Honors
In order to earn Latin Honors at graduation the following criteria must be met:
- Summa Cum Laude GPA 3.85
- Magna Cum Laude GPA 3.70
- Cum Laude GPA 3.50

Averages for dean’s list and latin honors will be computed on the basis of work completed at Saint Joseph’s in CPLS only. To be eligible for honors at graduation, students must complete twenty courses in CPLS. It is the students’ responsibility to manage and monitor their progress.

The complete listing of academic policies including the University’s Academic Honesty Policy can be found in the Academic Catalog which can be found at http://www.sju.edu/int/academics/catalogs/.
CPLS Academic Policies and Procedures (cont’d.)

Grading System

- A (4.0 grade points)
- A- (3.7 grade points)
- B+ (3.3 grade points)
- B (3.0 grade points)
- B- (2.7 grade points)
- C+ (2.3 grade points)
- C (2.0 grade points)
- C- (1.7 grade points)
- D+ (1.3 grade points)
- D (1.0 grade points)
- F (no grade points; no credit). Failure remains on record even if a course is repeated, and the original grade still affects the cumulative average.

Failure because of excessive absences is graded FA. (This grade is given by the instructor and is equivalent to the grade of F. FA remains on record even if a course is repeated and still affects the cumulative average.)

Other grades are P=Pass; NP=No penalty; IP=In progress; NA=Never attended; NG=No grade reported; I=Incomplete; VF=Unofficial Withdrawal; X=Audit; W=Withdrawal; they do not affect the cumulative average. (Please refer to CPLS Catalog for definitions of above letter grades.)

Posting of Grades

Final grades are only available on the web. To access final grades please go to: http://www.sju.edu/registrar/records.html#grades.

Permission to Take Courses at Another College after Matriculation

The University expects that students who are earning a Saint Joseph’s University degree are taking courses at Saint Joseph’s University. However, students may be given permission to take courses at another institution under special circumstances (e.g., required course not offered in student’s last term) not to exceed a maximum of six credits. Some programs may allow for students to exceed the six credits maximum requirement. Students will not receive credit for courses taken at another institution while matriculated at SJU/CPLS, unless prior permission is received.

To be eligible to apply you may need to: have completed at least 15 credits at SJU/CPLS; be in good academic and financial standing; and have a compelling academic reason.

Students should apply during the semester prior to the one in which they wish to take the course(s) elsewhere. Students must complete a “Request for Permission” form obtained from the CPLS office in BL 117 or at www.sju.edu/pls.

Students should note that:

- Credits will be transferred to SJU/CPLS only upon the completion of the course(s) with a grade of C or better.
- Transfer credits and grades earned in transfer courses do not affect a student’s SJU/CPLS grade point average.
- A student cannot receive credit for the same course twice.
- A student will not be approved to take a course(s) at another institution if it is the third time that the student will have taken the course(s).

Once a student has received prior permission and taken a course elsewhere, the student must have an official transcript from that institution sent to CPLS as soon as the transcript is available.
CPLS Academic Policies and Procedures (cont’d.)

Course Overload
The University is committed to ensuring that each student has access to a normal course load before it permits other students to register for a greater than normal number of credits. Therefore, students may request an overload two weeks before the start of the semester/term.

An overload occurs when a CPLS student is permitted to register for more than 16 credit hours during fall and spring terms, and for more than 8 credit hours during the summer term (summer sessions I and II combined). Registration for a course overload requires special permission, as even the best students may have a difficult time doing their best academic work when attempting to complete additional credit hours in a single semester or term.

Typically, a CPLS student requesting permission to take an overload must meet the following criteria:

- The student must be fully accepted into SJU/CPLS.
- The student must have completed at least one full fall or spring semester at SJU/CPLS.
- The student should have a minimum 2.50 cumulative grade-point-average (GPA);
- The student should have requested an overload that appears manageable based on the student’s academic record at the time the request is made;
- The student should not have a history of withdrawing from courses during multiple semesters; and
- The student must be taking courses that can reasonably be completed by the conclusion of the semester in which the overload is requested.

Overload requests may not be granted for CPLS students with significant paid employment obligations or any other time-consuming commitments (e.g., primary caregiver for a disabled family member, internship) during the semester/term for which an overload is requested.

- No overloads for first-time CPLS students who have not established a record of academic success.
- No overloads are approved if a student has below a 2.25 cumulative GPA unless the student is in her/his last semester and needs the course to graduate.
- No overloads regardless of the number will be approved if the student has a record (more than two semesters) of withdrawals, FAs or NAs.
- A course overload requires approval by the Associate Dean or designee (any CPLS director).
- Freshmen and transfer students are limited to a normal course load in their first semester of attendance.

The student should have requested an overload that appears manageable based on the student’s academic record at the time the request is made; The student should not have a history of withdrawing from courses during multiple semesters; and the student must be taking courses that can reasonably be completed by the conclusion of the semester in which the overload is requested.
CPLS Academic Policies and Procedures (cont’d.)

Class Absences
Credit students are obliged to attend all classes and take all examinations. Attendance is counted from the beginning of the semester. Absences totaling twice the number of hours the class meets a week will be permitted for illness or serious reasons. This means that in classes that meet once a week, two absences, and in classes that meet twice a week, four absences, are allowed without danger of failure due to absence. In six-week summer sessions, in classes that meet twice a week, two absences will be permitted; in once-a-week classes, no more than a total of six hours of classroom time. In eight week intensive courses, students may not miss more than a total of six hours of classroom time. For the maximum number of permitted absences, no excuse or doctor’s certificate is required; it will be assumed the absences are taken for serious cause only. All absences will be recorded. Faculty members cannot excuse absences. Any and all absences beyond those above must be reported to the Associate Dean’s office. Students, absent to excess, may be required to withdraw from the class concerned even though excuses are offered. Students who are absent to excess and do not complete the official withdrawal form will be recorded FA (failure for excessive absences) on their permanent records. This FA is equivalent to a FAILURE and will therefore lower a student’s grade point average.

Withdrawal from Courses
Students wishing to withdraw from a course must submit an official notice of withdrawal to the CPLS Office in writing on the day of withdrawal. The date the University receives the notice of withdrawal shall in all cases be considered the day of withdrawal. Withdrawal from any course without official notice will result in the recording of FA (failure due to excessive absences) in that course. Students are permitted to withdraw from an individual course or from all courses. Grading and refund regulations apply only to the courses from which a student has officially withdrawn. No refund of the semester’s tuition will be made after the fifth week of class. Students are encouraged to discuss withdrawing from a course with an instructor prior to submitting a withdrawal form.

Extraordinary Withdrawal
Withdrawals after the regular withdrawal deadline will not be granted, except for extraordinary and unusual reasons. Lack of satisfactory academic progress or a failing grade are not considered extraordinary reasons. Extraordinary withdrawals are not granted during and after the last full class week of the semester. You must make this request in writing and receive the permission of both the instructor and the Associate Dean. Extraordinary withdrawal forms are available in 117 BL. If approved, the appropriate grade would be W.

Class Cancellations
In the event an instructor must cancel a class, every attempt is made to contact the students enrolled in that class through their SJU e-mail account prior to class time. You are encouraged to check this account daily, especially prior to coming to campus for class. In a case of inclement weather, the most up-to-the-minute cancellation or delay information is available by phoning: 610-660-3333.
The needs of adult students often differ from those of traditional age undergraduates. CPLS offers you a supportive educational environment. Academic advising is the process in which you, the student, and advisor work together to set goals for your academic life. CPLS advisors work one-on-one with you to establish goals and set class schedules in conjunction with your life and responsibilities. It is a collaborative process, and ultimately, you—the student—are responsible for your educational experience.

The Academic Advising website is designed to help our new and returning students find relevant information, useful and appropriate resources, and prepare for academic deadlines. Please visit the CPLS advising site at: http://www.sju.edu/academics/pls/advising/. There you will find a wealth of information important to your success as an adult student including:

- Academic Planning
- Important Dates, Deadlines and Forms
- GPA Calculator
- Online Course Readiness Assessment & System and Technology Requirements
- Preparing to Register Online for Classes
- When to See an Advisor
- How to Register via the Web
- Graduation Information

Advising by appointment
To schedule an appointment, call or email your request to 610-660-1267, 877-NITE-SJU, or plsadvising@sju.edu. You may request an in-person or phone appointment.

If you know you will not be able to keep an appointment, please contact the office as soon as possible to cancel or reschedule. Don’t be a “no show” for your appointment, these appointment times can be used for other students.

Professional Advising Staff
Advising is available for all CPLS students. Advising appointments can be made by calling 610-660-1267. Specific advisors are outlined below for certain types of students.

- **Margaret Dugan, Director of Off Campus Programs**, advises all students enrolled in the B.S. in Criminal Justice degree program and all other off-campus programs.
- **Arthur Martin, Director of Online and Continuing Education**, advises students in all online degree completion programs and non-credit certificates.
- **Sena Owereko, Director of Admissions and Recruitment**, advises International students.
CPLS Credit for Prior Learning

Since learning doesn’t only happen in the classroom, we realize that many adult students may have acquired knowledge and experience which may be equivalent to college level learning. CPLS students in good academic standing are able to obtain credits in areas where they have practical experience or special interest.

**CLEP (College Level Examination Program)** provides the opportunity to earn college credit for the successful passing of tests in general or subject areas. These tests measure learning acquired outside as well as in the classroom setting. Students must be in good academic standing and must get approval from an academic advisor in the CPLS before taking a CLEP exam in order to ensure the applicability of CLEP credits to a CPLS program. A listing of tests and passing scores is available in the CPLS office (Room 117 BL) and on the CPLS website (www.sju.edu/pls; click on the Current Students tab and then click on Alternate Credit Options).

**ELAP (Experiential Learning Assessment Program)** provides currently enrolled students in good academic standing the opportunity to validate college level knowledge acquired through study, work and other life experiences. ELAP candidates will be asked to demonstrate their prior knowledge of actual courses listed in the CPLS catalog. ELAP applications may be made after a student has been fully accepted and has enrolled in CPLS. Approval of all ELAP requests is at the discretion of each academic department. Credit cannot be earned in Business courses through the ELAP Program.

**Challenge Tests.** Students making satisfactory academic progress may also earn credit by passing “challenge” tests to determine a student’s competency in a given subject in which the student has gained knowledge equivalent to that learned in a classroom. You must receive a grade of C or better to be awarded credits. Applications for challenge tests may be made after you have been fully accepted to CPLS. Department chairs must approve all challenge requests. Comprehensive written challenge tests, prepared and evaluated by CPLS faculty, can be arranged by contacting the Associate Dean.

More information and downloadable forms for these options are available on the CPLS website: www.sju.edu/pls (click on Advising—Alternate Credit Options).

**Awarding of Credit by Assessment through American Council on Education (ACE).** A student may receive credit for courses evaluated and approved for college credit by the American Council on Education. Listings of ACE approved courses and credit recommendations are contained in two publications: A Guide to the Evaluation of Educational Experiences in the Armed Forces and The National Guide to Educational Credit for Training Programs. Credits received are subject to the same policies as those of any other transfer credit.

**Military Credits.** Credit may be granted for college-level coursework earned while in military service if it is recommended by the American Council on Education (ACE) and if the course meets the content equivalency of a three-credit course offered at Saint Joseph’s University. ACE recommendations for 1-credit courses may not be transferred to fulfill a 3-credit course requirement. Credit is not awarded for Basic Training or for vocational/technical level recommendations. To initiate an evaluation of military credits, a student must request an official military transcript from their respective service branch.
Obtaining your Computer Account Information:
If you are a new student and did not receive or have misplaced your computer account information, you can request a new printout of the information in two ways:
1. Visit IT—bring a valid SJU student ID card to the Student Help Desk in Science Center 129 and request a printout of your account information.
2. Phone—Call the Student Help Desk (610-660-2920). You will be given your username over the phone and then prompted to Reset Your Password.

Email: helpdesk@sju.edu.

Resetting/Changing your Computer Account Password: When your computer account was established, a system-generated password was assigned to you. The generated password is six to eight characters in length and it is rather cryptic so that your account cannot be easily compromised.

You are encouraged to change your password to something more memorable. When changing your password, you must select a password that is 6-8 characters in length with at least one letter and one numeric in the sequence. Your password should not be shared with anyone.

Follow these steps if you forget your password or if you simply want to change your password:
1. On the MySJU home page, click on the link in the Welcome section of the MySJU home page entitled “To reset your password, click here”.
2. Enter your SJU ID number and Birth Date and then click on the Verify User button.
3. Next, enter your new password and answer the security question. The security question is preset and you are prompted to enter your social security number.
Click on the SUBMIT button to process your password change request. It will take 2-3 minutes to process your request.

Information on these and many other topics, including Blackboard is available on the IT Website: http://it.sju.edu.

Forwarding SJU email to another account: Most if not all of your professors will send emails and class announcements to your campus email address. Important program and extracurricular information will also be communicated in this manner. Many students, however, prefer to keep as few email addresses as possible and prefer that messages be sent to a personal email address. Below please find the directions for automatic forwarding of SJU email to a personal account. We do recommend you do this as soon as possible so as not to miss any important announcements:

Point your browser to https://my.sju.edu
Log in using your MySJU username and password. Please remember that your password is case sensitive.
From the menu choices across the top of your screen, choose the “Options” link.
Click on the “Vacation Message” link.
Just above the “Caution” message, check the box that states “Forward incoming messages to another email address?”
Below the “Caution” message, type your personal email address into the box. If you are forwarding your SJU emails to more than one address, please put only one address per line.
Click the “Save Changes” button.

If you feel that this did not work or you do not seem to be getting all of your SJU emails forwarded, please contact the Student Help Desk at helpdesk@sju.edu or 610-660-3070.
Information Technology: Connecting Wirelessly

For Windows XP:

1. Click on START
2. Go to the Control Panel
3. Double-click on NETWORK CONTROL PANEL
4. Double-click on WIRELESS NETWORK CONNECTION and select ENABLE
5. Right-click WIRELESS NETWORK CONNECTION again and select PROPERTIES
6. Click on the Wireless Networks tab
7. Click ADD and enter sjuwireless for Network name (SSID)
8. Select the appropriate information in the following fields: (Network Authentication: WPA2) (Data Encryption: AES)
9. Click the AUTHENTICATION tab
10. Set the EAP type to Protected EAP (PEAP)
11. Uncheck BOTH “Authenticate...” boxes
12. Click the PROPERTIES button
13. Uncheck “Validate Server Certificate”
14. Set the Authentication Method to SECURED PASSWORD (EAP-MSCHAP v2)
15. Click the Configure button
16. Uncheck the “Automatically...”
17. Click OK three times to close out of all open dialogue boxes.
18. Click OK to close the “Wireless Network Connection Properties” window.
19. In a few moments, a bubble should appear in the lower right corner of the screen
20. Click on it and enter your SJU username and password. Leave Domain field blank.

For Mac Users:

1. Turn Airport ON
2. Click on the Airport Icon and click on sjuwireless
3. You will be prompted for your SJU username and password
4. Enter your username and password and click on “Add to Keychain”
5. Click OK
6. An 802.1X Authentication dialogue box will appear. Click Continue

For additional systems and information, please visit the IT website at: http://www.sju.edu/int/resources/it/
Financial, Student Services & Scholarships

Hawk Central is SJU’s student-focused service center where counselors are available to meet with students and families to analyze and assess needs related to student academic records, financial aid, and billing. Our counselors are dedicated to providing a seamless student experience while resolving questions or concerns.

The Hawk Central Support Portal gives you easy, personalized access to billing, financial aid and registration information. Inside the portal you can search the Knowledge Base for quick answers to frequently asked questions and access forms in the Downloads section.

Please log in to Submit a Ticket for any unresolved question, concern or request. Hawk Central is located in Barbelin 121 and can be reached at 610-660-2000 or hawkcentral@sju.edu. Hours of operation are Monday through Friday, 9 AM - 5 PM.

http://www.sju.edu/int/resources/hawkcentral/

Free Application for Federal Student Aid (FAFSA): www.fafsa.ed.gov
Saint Joseph’s University School Code: 003367

Scholarships
The College of Professional and Liberal Studies and SJU’s Office of Financial Assistance staff are dedicated to helping you find financial solutions that will enable you to attain a quality, private education at a reasonable cost. Various scholarship opportunities are available to CPLS students including:

Charlotte W. Newcombe Foundation Scholarship — provides scholarship aid to adult students 25 years of age or older who have completed at least 60 credits or one half of the coursework necessary for their bachelor’s degree and have a minimum GPA of 2.75.

PLS Merit Scholarships—designed for continuing studies transfer students who have demonstrated scholastic achievement.

Phi Theta Kappa Scholarship—designed for members of the Phi Theta Kappa National Honor Society.

Memorial Endowed Scholarships
- Joseph W. Hickey Memorial Scholarship—established to provide scholarship assistance to qualified students in CPLS who demonstrate financial need.
- Friends of the College of Professional and Liberal Studies Scholarship—established to provide financial assistance to students in CPLS who demonstrate financial need.
- David A. Lynch ’76 Memorial Scholarship—established to provide financial assistance to students in CPLS who demonstrate a willingness to work hard to achieve their goals, and who may not qualify for other academic merit-based awards.
- John W. Schmidt Memorial Scholarship—awarded to qualified juniors or seniors pursuing CPLS programs.

External Scholarships—in addition to the above institutional scholarships, a sample listing of private, external scholarship programs available to adult learners is available on the CPLS website.

Information on all of these and other scholarship opportunities is available on the CPLS website: www.sju.edu/plsfinancial
Learning Resource Center

The Learning Resource Center provides a variety of educational support services to all SJU students to maximize their learning outcomes and potentials. Our staff of professionals and student staff provide and schedule the following services:

- **Peer Tutoring** in most introductory courses (Drop-in and scheduled tutoring)
- **On-line study skills handouts** on topics such as test taking, note taking, stress management, and etc.
- **Open learning and study strategy workshops** are scheduled each semester. These are fifty minute interactive workshops on a variety of topics and themes to build student learning skills.
- **Drop-In Tutoring**
  The LRC offers FREE tutoring, Monday through Friday at designated and assigned times in a variety of subjects such as accounting, economics, math, chemistry, and physics. Visit the LRC website (www.sju.edu/learning) each semester for specific tutoring schedules and times.
- **Individual study skills assessment** with our professional Learning and Reading Skills Specialist. Students seek study skills coaching for a variety of reasons, such as time management, reading comprehension, note taking, exam preparation and test anxiety. Additionally, students who are concerned about personal issues such as procrastination, motivation, and goal setting can receive assistance.

The Learning Skills Specialist consults with students by appointment to assess current study behavior while developing newer, more effective strategies.

Visit the LRC on the web at www.sju.edu/studentlife. Click on Student Resources and Learning Resource Center. Contact the Learning Resource Center for more information or an appointment.
The Writing Center

All writers, from beginners to professionals, need feedback from trusted readers. The Writing Center is a place where you can get that feedback. We serve student writers at any level of expertise, in any stage of the writing process. The Center is staffed primarily by Writing Fellows, undergraduates who have been trained as peer tutors and who have a keen interest in both writing and tutoring. Additionally, we have two ESL Writing Specialists on staff as well as several graduate student writers. Writing Center services are free of charge.

The Writing Center is located in 162 Merion Hall on the Maguire Campus. We are open from 10:00 a.m. – 6:00 p.m. Monday–Thursday and from 10:00 a.m. – 2 p.m. on Fridays. There is also a satellite location on the first floor of the Post Learning Commons (Room 128). It is generally open two weeks after the start of the semester and close on the last day of classes.

We recommend that students reserve a tutoring session by calling the Writing Center or dropping by. You do not need to make an appointment in advance; however, we do get busy, particularly around mid-semester and the last couple of weeks of the semester. We also tend to be busier in the late afternoons and early evenings. Scheduled appointments are honored before drop-in appointments.

Our tutorials last 30 minutes. If nobody is waiting or has a scheduled appointment, and if a tutor is available to continue working, some students may choose to keep going for 45 minutes or one hour. No tutoring session will last more than one hour, however, as we have found that one hour is the outer limit of an effective tutorial, both for the student and for the tutor.

Here are some tips for making the Writing Center work for you:

· **Come early in the process.** Good writing takes time and involves revision. Try to make an appointment as far in advance as possible from when an assignment is due.

· **Bring a copy of the assignment.** Having your assignment handy will help you and your tutor figure out your audience and purpose, two key elements to any successful writing.

· **Take an active part in your tutorial.** We do not edit or proofread papers. Instead, your tutor will read your work with care and give feedback on elements of the paper that are working well and those that could be working better. Often times that means helping you develop, clarify, and/or better support what you are trying to say. If you have questions about grammar issues, we certainly will answer them for you, but our goal is to help you identify errors in your paper yourself and help you figure out how to correct them on your own when a tutor is not present.

· **Be willing to do significant revision.** Some papers need minor reworking, but others need more. While it can be frustrating to be faced with major revision after you have already spent a great deal of time on an assignment, our goal is to help you strengthen your writing skills, not just for a single assignment but for a lifetime of writing.

· **Come often.** While the Writing Center helps students produce stronger papers, again, our true goal is helping students to become stronger writers, a process that takes time and ongoing effort. We encourage you to visit the Center often over the course of a semester and throughout your time at St. Joe’s.

For more information, please visit our web site at [http://www.sju.edu/writingcenter](http://www.sju.edu/writingcenter). You may also contact the Director of the Writing Center, Dr. Jenny Spinner, at 610-660-3272 or via email: jspinner@sju.edu.
Student Life

Adult Student Life
The Office of Adult Student Life understands the demands of your very busy lifestyle as an adult student. Balancing academic work with personal and work life can be a challenge. This office has been developed to help you overcome obstacles and foster academic success. The ASL Office seeks to help adult students develop a personalized plan for success, coordinate adult student groups, organize programs to meet adult student needs, and provide adult student advocacy as needed. Programs and individual coaching sessions will enable adult and off campus students to: connect with university resources, explore academic options and develop strategies for meeting their goals. The Adult Student Life Office:

- Provides Networking events to meet and interact with fellow students including end of semester happy hours at Landmark
- Honors adult students during National Non-Traditional Student Week held in November through the organization of events and activities.
- Offers workshops, funding for conferences and assistance with adult student organizations.
- Serves as a liaison and advocate for adult student needs on campus.

The Adult Student Life Office is located in Barbelin Hall, Room 122. Adult students are encouraged to email any questions they might have to adultstudenthelp@sju.edu, call 610-660-1974 or visit the website: http://www.sju.edu/studentlife/adult/.

Office of Multicultural
The Office of Multicultural Life (OML) seeks to enlighten and educate the University community at large through programming that focuses on embracing and understanding our cultural differences. Serving also as a bridge of support for all students of color, the Office of Multicultural Life is central to rooting students to the campus community. By offering workshops, diversity training, community service, and diversity lectures, the office works to bring multicultural awareness to the forefront of our University.

Multicultural Life includes seven unique student groups to support raising awareness and education of the various nations and cultures they represent. The groups are student run organizations specializing in community service, educational programming and social events.

- Asian Student Association (ASA@sju.edu)
- Black Student Union (BSU@sju.edu)
- Caribbean Student Association (CSA@sju.edu)
- Latino Student Association (LSA@sju.edu)
- International Student Association (ISA)
- Harambee African Awareness (Haranbee@sju.edu)
- Voices Of Praise (VOP@sju.edu)

The OML is located in Campion Student Center, room 229, and is open Monday through Friday, 9 AM to 5 PM. They have an open door policy, so don’t hesitate to stop by.

Visit the OML website for a listing of events at the beginning of each semester. Go to www.sju.edu/studentlife. Click on Student Resources and Multicultural Life. You may also contact the office by calling 610-660-1141.
Personal and Professional Development

The Career Development Center is here to assist you with your career related needs. We look forward to working with you during your time at SJU and after graduation. Check out our website www.sju.edu/careers for detailed information about all of our services, programs and events.

SERVICES OFFERED BY THE CAREER DEVELOPMENT CENTER

- Individual Career Counseling Appointments (in person, phone and video)
- Lifelong Career Planning Assistance for students and alumni
- Drop-in Centers for resume and cover letter critiques and quick questions
- Mock interviews
- Choosing/Changing your major assistance
- Graduate school advising
- Career resource library in our office and on our comprehensive website
- Career assessments
- Networking with alumni utilizing SJU Hawk Career Network in LinkedIn
- Listings for full and part-time jobs and internships in SJUcareers database
- Career Fairs
- On-campus interviewing for interns and graduating students
- Workshops
- Networking events

MAIN OFFICE FOR APPOINTMENTS

- Moore Hall, Room 101—2 blocks south of main campus at intersection of City Avenue and Overbrook Avenue. Take shuttle to Moore Hall. Monday—Friday, 8:00 am to 5:00 pm Early and evening appointments offered, call our office for availability.

DROP-IN CENTERS FOR RESUME/COVER LETTER CRITIQUES AND QUICK QUESTIONS

- Campion 306: Mondays, Wednesdays and Fridays, 1:00 pm to 4:00 pm
- Mandeville 304: Tuesdays and Thursdays, 1:00 pm to 4:00 pm

Please note that drop-in hours are no longer being held at the Career Development Center in Moore Hall.

CAREER CENTER CONTACT INFORMATION

610-660-3100
www.sju.edu/careers
careerhelp@sju.edu

Follow us on Twitter: http://twitter.com/SJUcareers
Like us on Facebook: Career Development Center | Saint Joseph’s University

SHEUNITED CONFERENCE

SheUnited offers comprehensive, year-long programming that connects, networks and inspires the women of Saint Joseph’s University and beyond through social, professional, services and spiritual events. The annual SheUnited conference is the program’s signature event from which proceeds support academic scholarships for CPLS students. For more information on SheUnited,
Saint Joseph’s University understands and support the call to live greater and serve others as exemplified by those who have served our country. SJU offers the following resources in addition to academic advising, adult student life, hawk central financial and student services, educational support services and the office of multicultural life.

**Academic Credit Options** Since learning doesn’t only happen in the classroom, many adult students may have acquired knowledge and experience which may be equivalent to college level learning. Saint Joseph's veteran students are able to obtain credits in areas where they have practical experience through several options. Alternative options include CLEP testing for appropriate courses and submission of a portfolio for consideration through the Experiential Learning Assessment Program (ELAP). (http://www.sju.edu/int/academics/pls/resources/acadcredit.html)

**Career Services for Veterans** Saint Joseph’s Career Development provides specific resources and information on networking groups for veteran students. There also specific resources that outline the necessary steps for transitioning from the military to civilian employment as well as links for employment opportunities for Veterans. (http://www.sju.edu/int/studentlife/studentresources/careers/students/related/Veterans.html)

**Counseling and Psychological Services (CAPS)** CAPS offers a safe atmosphere where personal concerns can be explored and discussed with a professionally trained psychologist. Counseling services are voluntary, confidential and free of charge. (http://www.sju.edu/int/studentlife/studentresources/counseling/)
Services for Students with Learning/Physical Disabilities

Saint Joseph’s University provides services for students with documented disabilities to ensure equal access to programs, services, facilities, and activities. Physical or learning differences may include, but not be limited to the following:

- AIDS
- ADD/ADHD
- Diabetes
- Depression
- Multiple Sclerosis
- Psychiatric Disorders
- Traumatic Brain Injuries
- Deaf and Hard of Hearing
- Mobility/Orthopedic Impairments
- Temporary Disabilities (Broken leg, Difficult Pregnancy)
- Cancer
- Cerebral Palsy
- Crohn’s Disease
- Asthma/Allergies
- Muscular Dystrophy
- Learning Disabilities
- Blind/Visual Impairments
- Epilepsy/Seizure Disorders
- Post Traumatic Stress Disorders
- AIDS
- ADD/ADHD
- Diabetes
- Depression
- Multiple Sclerosis
- Psychiatric Disorders
- Traumatic Brain Injuries
- Deaf and Hard of Hearing
- Mobility/Orthopedic Impairments
- Temporary Disabilities (Broken leg, Difficult Pregnancy)

Students who have or think they may have a disability (learning, physical or psychological) are encouraged to contact Services for Students with Disabilities, Room 113, Science Center (610-660-1774 [voice] or 610-660-1620 [TTY]) as early as possible in the semester. Reasonable accommodations can only be offered to students with current (within 3 years) documentation of the disability and to the extent that such accommodation does not interfere with the essential requirements of a particular course or program.

Accommodations Grievance Procedures for Students with Disabilities

The Office of Services for Students with Disabilities will seek to provide reasonable accommodations to qualified students with disabilities. However, there may be times when a disagreement as to what is a reasonable accommodation or as to the nature of the reasonable accommodation being provided will occur between the student and the University. The student has a right to file a grievance for complaints regarding a requested or offered reasonable accommodation on the basis of a disability under Section 504 and the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act (ADA) and University policies.

For further information on rights and responsibilities for students with disabilities, please visit the web:

http://www.sju.edu/studentlife/studentresources(sess)/ssd/index.html

If you have any questions, feel free to call or visit the office:

Mr. James Scott, Director
Ms. Narjis Uray, Disability Support Specialist
Located in A504 Merion Gardens, CAPS promotes the psychological well-being of the SJU community through preventive programming and therapeutic interventions. CAPS provides individual and group counseling, workshops, guest lectures, referral services, consultation, and training at no cost to students.

CAPS offers a safe atmosphere where personal concerns can be explored and discussed. Counseling services are voluntary, confidential, and free-of-charge. For wider ranging issues, ongoing support groups and discussion groups are offered on a variety of topics as well as many handouts available at CAPS and from counseling centers around the county.

Full-time SJU students are eligible for our time-limited counseling service. Part-time students can contact us for consultation and referral. Students typically seek individual counseling to:

- Cope more effectively with stress
- Increase self-confidence
- Become more assertive
- Overcome loneliness
- Deal with problems involving drug or alcohol use/abuse
- Control test anxiety
- Develop more satisfying relationships
- Change unhealthy eating habits
- Overcome feelings of depression and/or anxiety
- Deal with the loss/death of a loved one
- Work through a decision
- Gain insight into a conflict
- Come to terms with a traumatic experience

**Individual Counseling**

Merion Gardens A504 (across from Overbrook Train Station)

610-660-1090

Monday - Friday

8:30 am - 4:30 pm

By Appointment

**Walk-in Center for Urgent Concerns:**

LaFarge Hall 54 (1st floor)

Daily from 11:30 to 1:00.

Appointments are not needed for the Walk-in Center.

**How to make an Appointment**

*Appointments are usually necessary and can be scheduled by phone (610-660-1090) or in person. If your concern is urgent and you wish to be seen immediately, please inform the administrative assistant when you call so that arrangements can be made to accommodate your needs.*
Additional Facilities and Services

**Campus Ministry**
CPLS students are encouraged to realize SJU’s focus on the integration of religious values into one’s world view and lifestyle. The Office of Campus Ministry extends a wide range of opportunities to be of assistance. You may obtain information by going to their website: [http://www.sju.edu/int/studentlife/studentresources/campusministry/](http://www.sju.edu/int/studentlife/studentresources/campusministry/), by calling 610-660-1030, or by visiting the Woffington Center (adjacent to the Chapel of Saint Joseph).

**Dining Services**

**Libraries**
Together, the Post Learning Commons and Drexel Library, make up the Post Academic Center. The center is located between the Barbelin building and the Science Center, and supports the academic programs of SJU with books and periodicals in both print and electronic formats, research eResources, audiovisuals and microforms.

Located in the Post Academic Center, on the second floor of the Francis A. Drexel Library, the Campbell Collection is a special information center that supports the Food Marketing students and faculty and provides assistance to visitors from the food industry. Learn more at [http://www.sju.edu/campus-life/library](http://www.sju.edu/campus-life/library).

**Parking and Security**
PLS students are eligible to obtain parking permits for use of the illuminated and protected parking lots on campus. These are available online through your MySJU account or in person at the Security office (BL 13). You are encouraged to visit their website for information on their annual security report, shuttle services, policies, etc. Learn more at [http://www.sju.edu/int/resources/security/parking.html](http://www.sju.edu/int/resources/security/parking.html).

**Recreation Complex**
All full-time (12 credits or more) CPLS students will be given free access to all of the SJU recreational facilities, workout rooms, pools, and courts. All full-time SJU students can now start using the facilities by simply swiping in at the front door with your SJU student ID card.

Part-time students may purchase a membership (at half the regular membership cost). Part-time students interested in purchasing a membership should complete the membership form posted online on the recreation website: [http://www.sju.edu/int/studentlife/studentresources/recreation/geninfo/Membership.html](http://www.sju.edu/int/studentlife/studentresources/recreation/geninfo/Membership.html).

**Student Health Services**
The Student Health Center is located on the first floor of Sourin Hall and provides primary assessment and treatment of illnesses and injuries to students. Please call 610-660-1175 or visit their website: [http://www.sju.edu/studenthealth](http://www.sju.edu/studenthealth) for more information on student eligibility and services.
Frequently Asked Questions

You are encouraged to contact the CPLS Office should you have any questions or concerns regarding any university related matter. You can contact our office at 610-660-1267.

1. **What is the difference between a “Drop” and a “Withdrawal”?**
   When a student drops a class, it is done within the Add/Drop period, which is during the first week of the semester. When a class is dropped, it never appears on a student’s transcript. A withdrawn course will appear on a student’s transcript with a grade of “W”. This grade is not calculated in the cumulative GPA.

2. **What happens if I just stop attending or register for a class and never attend it?**
   Your registration reserves a seat for you. Students are responsible to drop or withdraw from a course for which they have registered. Failure to do this may result in a grade of FA (failure due to absence) and possible financial consequences. The University does not automatically drop students for non-attendance.

3. **Can I register online?**
   Students who have completed the application process and have been fully accepted are permitted to register online. You are advised, however, to contact a CPLS advisor prior to any registration. Students who register online are held responsible for their course selection.

4. **Why should I register early?**
   First and foremost, the course may be filled if you wait to register, especially online and accelerated courses. Additionally, tuition payment is due at the time of registration if you wait until the week before classes begin.

5. **How many credits do I need to take for financial aid eligibility?**
   Part-time students: a minimum of 12 credits per academic year including summer with and a minimum of 6 credits in each semester for which financial aid is being applied (including summer); Full-time students: 12 credits per semester (24 credits per academic year including summer).

6. **I lost my log-in what should I do?**
   Call the Technology Service Center at (610) 660-2920. The CPLS staff has no access to student log-in information.

7. **What are the requirements for an online course?**
   You will need a log-in and password to MySJU, a computer purchased in the past three years with Windows XP or MACOS X, internet provider required, high speed cable or DSL is preferred, 56K modern connection is acceptable. Familiarity with Microsoft Office. Microsoft Internet Explorer is the preferred browser. To view videos, you will most likely need to have the latest version of RealPlayer installed on your computer.

8. **Can I order my books from the SJU Bookstore online?**
   Yes, just go to: www.sju.edu and click on the More link adjacent to the Search Box and select Bookstore. There you can order your books and they will be ready for pickup when you get to campus. The bookstore hours are posted on this website, with additional hours during the first week of classes each semester.

9. **What are the requirements to be on the Dean’s List?**
   To be eligible for the Dean’s List, students must have completed at least 30 credit hours at SJU and have a cumulative GPA of 3.5.