college services

A summary of services for students at Saint Paul College. Detailed information about full services, procedures and student rights are available through individual offices, the College catalog, the Student Handbook, and at saintpaul.edu.

ACCESS & DISABILITY RESOURCES

Saint Paul College values diversity in our college community and is committed to ensuring equal access and opportunity to all qualified students with physical, learning or psychological disabilities. Students with disabilities seeking services are required to submit appropriate documentation of their disability and meet with the Director of Access & Disability Resources (room 1340). This office provides accommodations for a variety of disabilities. Accommodations are determined on a case-by-case basis and are not retroactive.

651.350.3008
AccessResources@saintpaul.edu
saintpaul.edu/AccessDisabilityResources

ASSESSMENT

Assessment of basic skills in math, reading and writing is required if you are seeking a degree, diploma or certificate in a major program. This requirement may be waived if you’ve previously completed college level English or math with a minimum grade of “C”. Some programs also require completion of additional Assessments. Assessments are available on a walk-in basis. No appointment is necessary. It takes approximately 2½ hours to complete these un-timed assessments. Assessments are not available during holidays and when the College is closed. Please check in at the One Stop in Room 1300.
saintpaul.edu/Assessment

BOOKSTORE

Textbooks and a wide range of school and personal supplies can be purchased from the Bookstore. It is located on the first floor near the main entrance in Room 1210. Please check the College Web site and campus postings or call 651.846.1422 for Bookstore hours. Required texts are available at the College Bookstore. You can purchase/estimate your text book expenses online in advance. You may pay for your textbooks and supplies by cash, check, book voucher, or major credit card (Visa, MasterCard or Discover Card).

651.846.1422
saintpaulcollegebookstore.com

CAREER SERVICES

Career Services, in room 1326, provides free assistance to current students and alumni with career exploration and planning, career interest assessments, job and internships search resources, connections with local employers, online job posting system (JobsOnline), resume, cover letter and interview assistance, and career fairs and other networking events. Career Services also conducts the annual follow-up of college graduates to determine their job and/or continuing education status. This information can be obtained from the Career Services web page.

651.846.1384
saintpaul.edu/CareerServices

COUNSELING

A personal counselor is available to assist you with personal, educational, social, and developmental concerns as well as general life planning and goal-setting. The on-staff counselor also provides crisis intervention services, career counseling, mediation, referrals to community agencies, and consultations when necessary. Any student enrolled is eligible to access college counseling services on our Saint Paul campus at no additional charge. College counseling services are located in room 1340 and a counselor is available on an appointment or emergency walk-in basis. Hours vary.

651.846.1383
saintpaul.edu/Counseling

DEAF & HARD OF HEARING

Sign Language Interpreters assist deaf and hard-of-hearing students with classroom communication, as well as communication with students, faculty and staff. Many college events are interpreted/transliterated for deaf students/staff. Note takers and FM aids are also available for assistance in the classroom. Questions about assistance in the classroom and obtaining services should be directed to the Director of Access & Disability Resources.

651.846.1547

FINANCIAL AID

You must be admitted to a program at Saint Paul College that leads toward a degree, diploma or eligible certificate programs. Financial aid disbursements depend on the number of credits enrolled by the end of drop/add period. You must apply annually to be considered for each academic/award year. You can receive assistance with this in Room 1300. The FAFSA is the Free Application for Federal Student Aid. This is the form used to apply for grants, loans and work-study. Apply for financial aid online at www.fafsa.gov – it saves time! Saint Paul College code is: 005533. All customer-facing services from Financial Aid are handled by the One Stop.

651.846.1386
saintpaul.edu/FinancialAid

INFORMATION TECHNOLOGY SERVICES (IT) & HELP DESK

The IT Help Desk is located inside the Technology Center, room 1470. Hours and contact information are available on the College website. Students may receive assistance with various technology questions and issues including logging into campus computers, resetting their StarID password, accessing email (Office 365), connecting to wireless (“Eduroam”), using D2L Brightspace, printing, logging into eServices, using OneDrive to store files, downloading Microsoft Office, browsing safely online, and more. Student Technology Orientation classes are offered year-round for info on using the various technology and services available to them. The IT Help Desk cannot perform repairs on personal devices.

651.846.1440
saintpaul.edu/HelpDesk

GATEWAY TO COLLEGE

Saint Paul Public Schools (SPPS) and Saint Paul College have teamed with Gateway to College National Network (GtCNN) to offer this nationally recognized program. Gateway to College students earn their high school diploma and college credit at the same time. Gateway staff (room 3105) works to wrap students with thoughtful supports beyond academics to thrive in a college environment.

651.403.4452
saintpaul.edu/GatewayToCollege

LIBRARY

The Library is located in the Learning Commons area on the main floor in Room 1262. The Library offers 40 computers with full printing, with an additional 25 in the adjoining Commons area. A copy machine and scanner, two reserve-able group study rooms, a Quiet room, a multimedia collaboration table, and charging stations are available. Access to electronic resources on the Library page requires a StarID login when off-campus. Checking out physical materials requires a student photo ID, state ID, or passport.

651.846.1646
saintpaul.edu/Library

MAKE IT COUNT

Make it Count serves first time, adult college students over age 24. The program supports students for up to 60 credits or three years toward a degree, diploma, or certificate. Navigators provide individualized academic advising, support for financial aid and scholarships, transfer planning, and assistance with addressing academic barriers.

saintpaul.edu/MakItCount

continued on page 2
Applications  
Selecting First Semester Courses  
Submitting Suspension Appeals for Tuition Appeals (Refund/Drop/Withdraw)  
Registration Overrides  
Filling out the FAFSA  
Assessment Testing  
Clearing Up Holds on Student Accounts  
Requesting Transcripts  

scholarships, transfer planning, and assistance  
academic advising, support for financial aid and College. Navigators provide individualized  
and Saint Paul Public and public charter  
support to eligible graduates of Minneapolis  
Power of YOU provides financial and academic  
students to make a customized success plan  
plan to fit individual needs. If you are seeking help  
with registration, need assistance with time  
management, or have concerns about being a  
successful college student you are encouraged  
to meet with an Pathway Advisor. You should plan  
on meeting with a Pathway Advisor before making  
making major academic decisions, like withdrawing from  
a course or changing majors, and when needing  
aademic guidance. Pathway Advisors can also  
help you discover how to overcome barriers  
to your success by completing an academic  
performance assessment.

651.846.1555  
saintpaul.edu/Apply

POSTSECONDARY ENROLLMENT OPTIONS (PSEO)  
The PSEO program enables eligible Minnesota high  
school Sophomores, Juniors, and Seniors to take college classes for high school and/or  
college credit. The purpose of the Saint Paul College PSEO program is to promote rigorous  
academic pursuits and provide a wider variety of options than what may be available in the high  
school setting.

651.846.1713  
saintpaul.edu/PSEO

PUBLIC SAFETY  
The Office of Public Safety is an integral part of  
the campus community and a positive presence  
on our campus. All members of the department  
strive to be sensitive to the needs of all while  
protecting the rights and property of the campus  
community. There are certain non-emergency  
services that Public Safety will provide as part of  
their responsibilities. Public Safety can be reached  
by visiting the 1st floor information desk near the  
main entrance.

651.846.1322  
saintpaul.edu/PublicSafety

STUDENT LIFE & DIVERSITY OFFICE  
The Office of Student Life in Room 1265 offers a  
variety of social, wellness, educational, cultural  
events and programs to enhance the student  
experience. In conjunction with a student’s  
classroom learning, these co-curricular activities  
serve to meet the diverse needs and interests of  
the student body. In addition, Student Life also  
encourages community and leadership  
involvement through participation in organization  
organizations, interest groups, campus events,  
activities and Student Senate. Student Senate,  
SkillsUSA, Phi Theta Kappa, Kappa Beta Delta,  
STI Awareness Project, PRISM, ASL, Interpreters,  
CRU, Smash Club, and Makerspace are the  
organizations and interest groups currently  
recognized at Saint Paul College.

651.846.1659  
saintpaul.edu/StudentLife

REGISTRATION & STUDENT RECORDS  
Registration for classes takes place each semester  
and summer term. Information on how and when  
to register is sent to new students when they  
are accepted for admission through One Stop in  
room 1300. Not all courses listed in the College  
Catalog are offered every semester. Registration  
dates are posted on the website. New students  
register for classes during orientation sessions.  
Returning students register after consulting with  
their Pathway Advisor and/or Program Faculty.  
Student Transcripts are produced for a fee  
through One Stop in room 1300.

651.846.1515  
saintpaul.edu/Registration

TUTING  
The Tuition Office (located on the first floor near  
the main entrance) is based on your number of  
registered credits each term. Books and supplies  
are additional expenses. Tuition and fees must  
be paid no later than the due date each term.  
Due dates and tuition rates are listed at saintpaul.edu/tuition. Pay tuition and fees at the Tuition  
Office via cash, check, financial aid, agency  
authorization, NBS Payment Plan, or major credit  
card. Non-resident Tuition Status is determined  
when applying for admission.

651.846.1395  
saintpaul.edu/Tuition

TUTORING SERVICES  
Free tutoring in Room 3125 is available for all  
Saint Paul College students in order to provide  
academic resources and support to help students  
become more successful and achieve their  
aademic goals.

Free tutoring to all current Saint Paul College  
students for a wide range of subjects, including  
accounting, American Sign Language (ASL),  
anatomy and physiology, chemistry, English as a  
Second Language, history, math, Microsoft Office,  
physics, psychology, speech and study skills.

Free writing support to all current Saint Paul  
College students at any stage in the writing  
process, including grammar, essay writing,  
research, citation and any writing-related  
questions.

651.846.1623  
saintpaul.edu/Tutoring

VETERANS SERVICES  
The Saint Paul College Veterans Center is located  
in Room 3340 and is available for use by students,  
faculty and staff who are service members or  
enrolled spouses or dependents of service  
members. The center is staffed during posted  
office hours and contains veteran resources,  
computers, and a study area.

admissions@saintpaul.edu