SAINT PAUL COLLEGE

2023-2024
Student Planner

this planner
belongs to:

Saint Paul College Email:

SAINT PAUL COLLEGE

2023-2024
Student Planner

This student planner contains important information and lists valuable resources and services to assist you while you are a student at Saint Paul College. Take advantage of these resources and do not hesitate to ask if you need assistance.

College policies and procedures can be found at:

https://policies.saintpaul.edu

235 Marshall Avenue   TEL: 651.846.1600
Saint Paul, MN 55102   FAX: 651.846.1703

Saint Paul College—A Community & Technical College reserves the right to change without notice any information published in this student planner. This student planner is a resource for students to support student success. The College makes every effort to provide the courses, programs and services outlined in this planner. However, academic calendars and the delivery of services are subject to modification.

The name of the organization is Saint Paul College—A Community & Technical College, hereinafter referred to interchangeably as "the College" in policy and procedure statements. Minnesota State Colleges and Universities system is hereinafter referred to interchangeably as "Minnesota State" in policy and procedure statements.

Saint Paul College provides equal access for all students to classes, programs, activities and facilities without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, membership or activity in a local commissions defined by law, or inclusion in any other group or class against which discrimination is prohibited.

Saint Paul College—A Community & Technical College is committed to a policy of nondiscrimination in employment and education opportunity. No person shall be discriminated against in the terms and conditions of employment, personnel practices, or access to and participation in, programs, services, and activities with regard to race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission as defined by law.

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regard to public assistance, sexual orientation, gender identity, gender expression, or membership or activity in a local commission has no place in a learning or work environment and is prohibited. Sexual violence has no place in a learning or work environment. Further, Saint Paul College shall work to eliminate violence in all its forms. Physical contact by designated College staff members may be appropriate if necessary to avoid physical harm to persons or property.

Saint Paul College is committed to providing equal access to education for all students in an inclusive environment. Students who have a disability, or believe they may have a disability, are invited to contact the Office of Access & Disability Resources as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis to best meet each student's individual needs. Students are responsible for notifying instructors about their accommodations authorized by the Office of Access & Disability Resources and for discussing with instructors how they will be implemented. The College is committed to maintaining confidentiality. Accommodations are not provided retroactively, so it is essential to discuss your needs with the Director of Access & Disability Resources at the beginning of the semester. Additionally, only accommodations approved by the Office of Access & Disability Resources will be provided. Please email accessresources@saintpaul.edu to inquire about or request accommodations. For additional information, visit saintpaul.edu/studentservices/disability-resources.

Lack of English skills will not be a barrier to admission to Saint Paul College. Please refer to the Minnesota State Colleges and Universities website for updated policy information at www.minnstate.edu. For information or questions regarding Saint Paul College's adherence to Federal Laws and Regulations, please contact the Vice President of Academic and Student Affairs, at 651.846.1333 or in Office 1410 on the first floor of Saint Paul College.

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PRESIDENT'S MESSAGE

Welcome, we are so happy you selected Saint Paul College! We are dedicated to supporting your success – on and off campus. As the most diverse college in Minnesota, we value equity, inclusion, and social justice. With a student-focused campus environment, our administrators, faculty, and staff are committed to assisting you throughout your educational journey.

This will be an impactful year for Saint Paul College as we reflect on our past and begin to create our future. This is our second year of implementing our new strategic plan, Creating a Stronger Future 2025. This strategic plan is about developing, cultivating, strengthening, and sustaining our capacities to better serve you. We look forward to working with you to co-create a future that empowers your success!

This Student Planner provides you with valuable information about Saint Paul College's many resources to support your success. The planner also will help you keep track of important deadlines and events throughout the academic year.

If you have any questions or are unable to find information either in this Planner or on the Saint Paul College website, please contact Admissions for further assistance. We look forward to supporting you as you work to successfully meet your educational goals.

Deidra Peaslee, Ed.D.
President, Saint Paul College

EXECUTIVE CABINET

Dr. Deidra Peaslee
President

Greg Rathert
Vice President of Academic & Student Affairs

Scott Wilson
Vice President of Finance & Operations

Wendy Roberson
Vice President of Diversity, Equity & Inclusion

Dr. Austin Calhoun
Vice President of
Advancement & Communications

Dr. Paula Kinney
Director of Strategic Planning & Effectiveness

CABINET

Sarah Carrico
Associate Vice President of Academic Affairs

Kay Francis-Garland
Associate Vice President of
Enrollment Management & Student Success

Dr. Tracy Wilson
Dean of Business, Workforce Training &
Continuing Education Programs

Dr. V.A. Hayman Barber
Dean of Trades & Technical Education

Dr. Julia Bartlett
Dean of Health Science

Greg Mellas
Dean of Liberal & Fine Arts

Dr. Enyinda Onunwor
Dean of STEM:
Science, Technology, Engineering & Math

Pepe Wonosikou
Dean of Student Success

Dianne Gregory
Dean of Academic Effectiveness & Innovation

Dr. Andrew Duncan
Director of Institutional Research, Analytics,
and Effectiveness

Scott Mitchell
Director of Budget & Special Projects

Ryan Mayer
Executive Director of
Marketing & Communications

MISSION / VISION / VALUES

MISSION

Grounded in equity and inclusion, Saint Paul College educates and empowers students to lead purposeful lives and discover rewarding careers.

VISION

Saint Paul College advances racial equity; enriches community vibrancy; and inspires students to reach their full potential.

VALUES

We believe students are the heart of our work.

With compassion and dedication, we collaborate to create an inclusive and supportive learning environment to meet student needs, interests, and goals. When all students have access to resources and support, they are empowered to achieve success.

We are excellence-minded, equity-driven.

Diversity enriches our intellectual and professional community. Saint Paul College cultivates an environment of safety and transparency where all members are heard, valued, and respected. We apply anti-racism, trauma-informed practices that work to eliminate racism and increase access and opportunity for all.

We are guided by evidence-based decision-making.

As a learning organization, we continually strive for improvement through purposeful and transparent decision-making with intentional consideration to identify what will best serve our students and the community.

We strive to bring value to our community.

We value collaborating and establishing partnerships that foster and enhance community connections. We are dedicated to meeting the needs of the changing labor market, supporting economic vitality and preparing students to contribute to a more socially just world.

ACCREDITATION

Saint Paul College—A Community & Technical College is fully accredited by the Higher Learning Commission, which is recognized by the U.S. Department of Education.

Program Accreditation

To ensure the highest possible program standards, Saint Paul College is also accredited by:

- Accreditation Commission for Education in Nursing (ACEN)
- Accreditation Council for Business Schools and Programs (ACBSP)
- American Society of Health-System Pharmacists (ASHP)
- American Culinary Federation Education Foundation Accrediting Commission (ACFEFAC)
- Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)
- Commission on Accreditation for Respiratory Care (CoARC)
- Commission on Accreditation of Allied Health Education Programs (CAAHEP)
- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
- ASE Education Foundation
- National Institute for Metalworking Skills (NIMS)

COVID-19 INFORMATION

Saint Paul College holds as paramount the health, safety, and welfare of every community member. However, we cannot guarantee a COVID-19-free environment. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present. Saint Paul College is taking all the recommended steps to mitigate this risk. Still, we cannot categorically guarantee you will not get sick. Minimizing the risk of COVID-19 infections (or any other spread of disease) at the College is a shared responsibility. Every member of our community – including you – must do their part.

- Stay home if you show any signs of illness.
- Maintaining proper physical distancing.
- Wearing a cloth or paper mask covering both your nose and mouth when recommended or required.
- Wash your hands or use hand sanitizer before entering offices, student areas, and classrooms.
- Avoid touching your face with your hands.
- Cover any cough or sneeze with your elbow, sleeve, or a tissue.
- Get tested if you have COVID symptoms.

You can find additional information on the College's COVID Resource page at saintpaul.edu/Covid-19.

NAVIGATE
download the app

Through a personalized app, Navigate helps schedule advising appointments, view your personalized to-do list, find information on financial aid, see and add your class schedule to your calendar, and more.

College can be tough. Let us make it easier by letting you know how and when to get important things done.

Login at https://saintpaul.navigate.eab.com

Saint Paul College recognizes your rights as a student are to be respected. Your rights and responsibilities as outlined in Minnesota State Colleges & Universities system Board Policy 3.1 include the following:

Part 1: Freedom to Learn
In addition to the basic constitutional rights enjoyed by all citizens, students at the College have specific rights related to academic freedom and their status as students. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students are expected to exercise their freedom with responsibility.

Part 2: Freedom of Expression
Individual students and student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately. They shall be free to support causes by orderly means that do not substantially disrupt the regular and essential operation of the institution. Students shall be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

Part 3: Freedom of Association
Students shall be free to organize and join organizations to promote their common and lawful interests, subject to institutional policies or regulations. Registration or recognition may be withheld or withdrawn from organizations that violate institutional regulations.

Part 4: Student-Sponsored Forums
Students shall have the right to assemble, to select speakers, and to discuss issues of their choice. The college shall establish reasonable time, place and manner restrictions to assure that the assembly does not substantially disrupt the work of the institution or does not interfere with the opportunity of other students to obtain an education or otherwise infringe upon the rights of others. Such regulations shall not be used as a means of censorship. The president or designee may prohibit any forum when there is a likelihood of harm to individuals or damage to property if the event is held. Prior to any such prohibition, the president shall make a best effort to consult with the student association.

Part 5: Student Publications
Student-funded publications shall be free of censorship and advance approval of copy, and their editors and managers shall be free to develop their own editorial and news coverage policies. Editors and managers of student publications shall be protected from arbitrary suspension and removal because of student, faculty, administrative, or public disapproval of editorial policy or content. The student fee allocation process shall not be used as a means of editorial control of student-funded publications. All student publications shall explicitly state on the editorial page that the opinions therein expressed are not necessarily those of the college, system, or student body.

Part 6: Student Policies
The policies of the College regarding student expectations, rights and responsibilities shall be readily accessible to students.

Part 7: Catalog & Course Information
To the extent possible, students shall be provided relevant and accurate information regarding courses prior to enrollment. Catalog descriptions and website postings shall be accurate and based on information existing at the time of publication. To the extent possible, class schedules shall list the names of faculty teaching courses.

Part 8: Student Academic Standing Information
Students shall have access to accurate information for establishing and maintaining acceptable academic standing, information which will enable students to determine their individual academic standing, and information regarding graduation requirements.

Part 9: Academic Evaluation
Student academic performance shall be evaluated solely on the basis of academic standards, including any requirements that are noted in the catalog, course syllabus, or student handbook. Students shall have protection against prejudiced or capricious evaluation and shall not be evaluated on the basis of opinions or conduct in matters unrelated to academic standards. Students shall have the right to review their corrected examinations or other required assignments used by the faculty in evaluating the student's academic performance.

Part 10: Property Rights
Term papers, essays, projects, works of art, and similar property, including property in which the student has intellectual property rights pursuant to Board Policy 3.26, shall be returned to a student upon request, within a reasonable timeframe, when no longer needed for evaluation purposes, unless the student grants written permission for them to be retained.

Part 11: Student Review & Consultation
Students shall have the right to appropriate levels of participation in college decision-making pursuant to Policy 2.3 and Procedure 2.3.1, Student Involvement in decision-making. The College President shall recognize the Student Senate as the official representative of the students. The Student Senate shall have the right to recommend the chartering of clubs and organizations for approval by the College President. Students shall be given the opportunity to serve as members of College committees, including the following: President's Advisory Council, Technology Committee, Finance Committee, Facilities Committee and Marketing Committee. Exceptions to participation may include committees established for the evaluation of personnel, committees established under collective bargaining agreements and management teams, presidential cabinets and committees of the board. The College President shall meet with the Student Senate at least twice per semester to discuss issues of mutual concern. The College President will structure the consultation process to provide adequate time for students to be able to discuss and consider an issue prior to any proposed recommendation.

Discover your options. Start your future.

Explore CAREER SERVICES
at Saint Paul College to get started!

We can help you realize your potential and prepare for the future.

- Write a resume or cover letter
- Gain mock interview practice and advice
- Access our free online job posting service
- Find employers who want to hire you through on-campus job fairs
- Learn the skills for today's job market by meeting with a Career Specialist

Our services are available to all students and graduates of Saint Paul College, for as long as you need us!

saintpaul.edu/CareerServices

Questions? Call 651.846.1384
or email career.services@saintpaul.edu

SAINT PAUL COLLEGE | DARS:
Degree Audit Reporting System

The **Degree Audit Reporting System (DARS)** is a free service that provides you with current and accurate information about the course requirements needed to complete your degree or program of study at Saint Paul College. It also enables advisors to help with your degree plan.

What is on your DARS report?

- Courses and requirements you've already completed
- Courses and requirements you still need to complete
- Course options to plan your registration
- Transfer of credits and courses and how they apply toward
- Minnesota Transfer Credit (MnTC) completion
- Approved Academic Petitions/Exceptions

Tips for reading your DARS report

The DARS report lists your program of study and the year you started that program.

If the information is inaccurate, please contact Advising as soon as possible.

Transfer credits are listed on your DARS report with a "T" preceding the grade to indicate "transfer."

Developmental credits (those numbered below 1000) are used to calculate your GPA, but do not count toward completion of your degree; they are listed at the end of the audit report.

More details at saintpaul.edu/DARS

Questions? Contact Advising at
651.846.1739 or email advising@saintpaul.edu.

Saint Paul College strives to create a safe and inclusive learning environment for all students, staff, and faculty. We all have a role in creating a positive college experience for ourselves and others.

Whether you are interacting with others online, over the phone, or face to face, the College's policies and expectations around behavior remain the same. Students are encouraged to review College policies available on the Saint Paul College website – https://policies.saintpaul.edu.

Specific policies we encourage you to review include:
- Academic Integrity Policy
- Class Attendance and Participation Policy
- Discrimination and Harassment Policies
- General Student Policies
- Prohibited Student Conduct
- Report/Complaint of Discrimination/Harassment Investigation and Resolution Procedure
- Sexual Violence
- Sexual Violence Procedure
- Student Concern, Complaint and Grievance
- Student Conduct Policy

If you feel that someone's behavior is creating an unsafe learning environment for you, let us know! Complaints can be filed online at www.saintpaul.edu/fileareport.

ACADEMIC INTEGRITY

Saint Paul College values truth and honesty in academics. As a Saint Paul College student, you are expected to reflect these values in your work. Students submitting work that is not their own is considered an academic integrity violation. Here are some examples of the kinds of actions that violate academic integrity:

- Copying others' work during an exam, assignment, paper, or other assessment, or using others' work without properly citing/giving credit to the source
- Using unauthorized notes or aids during an examination
- Taking an exam or test for another student or having someone take your exam for you
- Collaborating with any other person during a test without permission
- Using or giving unauthorized assistance on a take-home exam, assigned physical work, projects, or any other academic work
- Attempting to obtain an unreleased test or information about an unreleased test
- Submitting the same work for credit in more than one course (even if re-taking a course) without consulting the instructors

- Submitting research and assignments prepared by others (e.g., purchasing the services of a commercial semester paper company, using documents found online via uploading/sharing sites, getting help from online forums or question/answer sites, etc.)
- Submitting work, papers, or research generated by artificial intelligence programs, or using such programs for exams or other assessments without permission

The College wants to make especially clear that the use of any artificial intelligence (AI) programs without the consent or permission of your instructor is a violation of policy. Such programs may include ChatGPT, but also tools like QuillBot (a paraphrasing tool artificial intelligence tool), Wordtune, and tools that generate photos, mathematical equations, etc. Works submitted should be yours alone unless cited or permitted otherwise.

RECREATIONAL MARIJUANA

As of August 1, 2023, recreational cannabis, or marijuana, will be legal to use and possess in many instances in Minnesota. This section is intended to clarify how the new law might come in contact with the policies at Saint Paul College (and other MinnState Colleges and Universities).

When does it come into effect? August 1, 2023.

Who is allowed to possess marijuana under the new law? Adults 21 and older may possess up to two pounds of cannabis at home, and two ounces while in public.

Is marijuana legal to possess/use/sell at Saint Paul College? No. Because of the Federal Drug-Free Schools and Communities Act, and because marijuana is still considered a controlled substance under federal law, marijuana is not allowed on campus (or any off-campus academic sites, like a job or clinical site) under any circumstances.

Will Saint Paul College's policies around drugs/marijuana change? The College's policies around drugs/marijuana will not change at this time. Along with banning the possession/use/selling of marijuana, being under the influence of marijuana while on campus (or any off campus academic sites, like a job or clinical site) is a violation of policy.

Questions about the policy? Contact the Office of Student Rights and Responsibilities at michael.gerold@saintpaul.edu or 651.846.1327. You can also contact the Dean of Students at pepe.wonosikou@saintpaul.edu or 651.403.4007.

ACADEMIC SUPPORT CENTERS

The Tutoring Center (3125) and Science Study Center (3220) The Tutoring Center (3125) and Science Study Center (3220) offer free and supportive tutoring, learning resources, and study spaces for all Saint Paul College students. Professional fellows and peer tutors provide tutoring in several subjects as well as technology and study skills. Tutoring is available in-person and online.

651.403.4466

tutoring@saintpaul.edu

saintpaul.edu/Tutoring

ACCESS & DISABILITY RESOURCES

Saint Paul College values diversity in our college community and is committed to providing an inclusive learning experience for students with disabilities. The Office of Access & Disability Resources (ADR) strives to provide holistic support to students with disabilities through collaboration with faculty and staff. The ADR office works to minimize barriers and ensure equitable access by offering reasonable accommodations. Students seeking services are asked to submit documentation of their disability and meet with a member of the Access and Disability Resources team before the start of the semester, if possible. Accommodations are determined on a case-by-case basis and are not retroactive. American Sign Language (ASL) interpreters are available to students who are deaf and/or hard of hearing. Please contact Access and Disability Resources for ASL services.

Office Location: 1405

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 are ordered online and are shipped to your home within 1-2 business days. Books can be shipped to the Campus Store and picked up if selected. School and personal supplies are available in the Campus Store located on the first floor near the main entrance in Room 1210. Please check the College Website and campus postings or call 651.846.1422 for Campus Store hours.

saintpaulcollegebookstore.com

CAREER SERVICES

Career Services (room 1326), provides free assistance to current students and alumni with all aspects of career development. Some of our services include career exploration, career interest assessments, job and internship 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 job and continuing education status. Scheduled appointments are preferred. To schedule, call, stop by or book your own appointment through your EAB Navigate account.

651.846.1384

career.services@saintpaul.edu

saintpaul.edu/CareerServices

COUNSELING (HOURS VARY)

A 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 (room 1340) also provides crisis intervention services, career counseling, mediation, referrals to community agencies, and consultations when necessary. Any student enrolled at Saint Paul College is eligible to access college counseling services at no additional charge. A personal counselor is available by appointment by completing the self-referral form on the SPC Counseling page or an emergency walk-in basis.

651.846.1383 | Room 1340

saintpaul.edu/Counseling

COMPASS

COMPASS helps empower students to reach their full potential. Students gain essential leadership skills in a supportive structure where they identify their gifts, skills, talents and discover a suitable educational path that empowers them to maximize their potential based on their unique skills and passions. The Saint Paul College COMPASS program has helped many students close achievement gaps, improve student performance, and enhance career opportunities provided by the COMPASS Navigators through individualized academic advising.

COMPASS@saintpaul.edu

saintpaul.edu/COMPASS

FINANCIAL AID

Students 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. Apply annually to be considered for each academic/award year; visit room 1300 for assistance. FAFSA is the Free Application for Federal Student Aid, and this form is used to apply for grants, loans and work-study. Apply online at www.fafsa.gov - it saves time! Saint Paul College code is: 005533.

651.846.1386

saintpaul.edu/FinancialAid

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

gatewaytocollege@spps.org

saintpaul.edu/GatewayToCollege

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

helpdesk@saintpaul.edu

saintpaul.edu/HelpDesk

INTERNATIONAL STUDENT SERVICES

Saint Paul College welcomes F-1 international students from all over the world. The dedicated International Student Advisor is located in One Stop, Room 1300. International Student Services provides assistance with all F-1 visa questions and SEVIS-related issues, on and off-campus employment including CPT and OPT, culture shock counseling, help with family emergencies back home, and general information and assistance. This office provides the two-day International Student Orientation. Saint Paul College also offers a student-led club – the Global Culture Club.

International Student Coordinator, Katie Sivanich

651.403.4470

international@saintpaul.edu

saintpaul.edu/ISS

LIBRARY

The Library is located in the Learning Commons area on the main floor in Room 1262. The Library offers a wide range of resources, including fiction and nonfiction books, academic databases, graphing calculators, VR goggles, and Minnesota's largest culinary collection. The Reference Desk is staffed Monday – Thursday and reference services are always available by appointment and email (SPC-Librarians@saintpaul.edu), or by using the chat option on the Library website. The Library also features computers, a printer, a copier/scanner, and a dedicated book scanner, all of which can be used with a current StarID and password. All faculty, staff, and students may check out materials with their Saint Paul College ID, or a current state ID/password.

651.846.1646

saintpaul.edu/Library

ADMISSIONS & FINANCIAL AID

Transforming the student experience with the "business" of being a student. Students receive holistic service with Admissions, Records, Registration, Financial Aid, and Photo ID, all in one place, with one person. Some common things we help students with are:

- Applications
- Post-Assessment Advising and Choosing a Program of Study
- Filling out the FAFSA

- Financial Aid Process
- Add/Drop/Withdraw
- Tuition Appeals
- (Refund/Drop/Withdraw)
- Submitting Suspension Appeals for Academic and Financial Aid
- Requesting Transcripts
- Course Permission Requests
- Assessment Testing
- Clearing Up Holds on Student Accounts
- Registration Overrides
- Change of Major
- Selecting First Semester Courses

651.846.1555

registration@saintpaul.edu

saintpaul.edu/GetHelp

PATHWAY ADVISING

Pathway Advisors in Room 1340 help students create and achieve their academic goals. We work one-on-one with students to make a customized success 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 a Pathway Advisor. Plan on meeting with your advisor before making major academic decisions, like withdrawing from a course or changing majors, and when you need guidance on how to successfully overcome barriers to your success.

651.846.1739

advising@saintpaul.edu

saintpaul.edu/AcademicAdvising

POSTSECONDARY ENROLLMENT OPTIONS (PSEO)

PSEO enables eligible Minnesota high school Sophomores, Juniors, and Seniors in public, nonpublic, or home schools to take college classes for high school and/or college credit. The Saint Paul College PSEO program promotes rigorous academic pursuits and provides a wider variety of course options. Tuition, fees, and required textbooks and materials are covered at no cost to the student.

651.403.4234

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 department members strive to be sensitive to the needs of all while protecting the rights and property of the campus community. In addition to on-campus emergency response services, Public Safety provides many non-emergency services, including vehicle jump-starts, vehicle lock-outs, and safe walks. Reach us in person at the Public Safety Department (room 1355) or visit the 1st floor west entrance desk near the main entrance.

651.846.1322

psafety@saintpaul.edu

saintpaul.edu/PublicSafety

STUDENT LIFE & DIVERSITY

The Office of Student Life in Room 1265 offers a variety of social, wellness, educational, cultural events and programs to enhance the student experience. Student Life also encourages community and leadership involvement through

participation in student organizations and interest groups, Student Senate, and honor societies. The office also oversees basic need support, including the Campus Food Pantry.

student.life@saintpaul.edu

saintpaul.edu/StudentLife

STUDENT RECORDS

The Student Records Department is the official recorder of student academic records. Students can obtain their unofficial transcript in eServices under the left menu header for 'Academic Records.' Official transcripts are issued for a fee online through the National Student Clearinghouse. Enrollment verifications are available after the 5th day of the semester in which you are requesting. Students can obtain enrollment verification by selecting the form link on the Student Records webpage. Other various forms processed by Student Records can be obtained from the One Stop in room 1300 or online on the One Stop Forms webpage.

651.846.1515

student.records@saintpaul.edu

saintpaul.edu/StudentServices/ Student-Records

STUDENT RIGHTS AND RESPONSIBILITIES

The Office of Student Rights and Responsibilities oversees student policies at Saint Paul College, is committed to uplifting student voice through the complaint process, and supports students experiencing sexual/domestic/ stalking violence and pregnancy. The office takes an educational and safety-driven approach, focusing on critical thinking, navigating college processes, and restorative justice.

651.846.1327

saintpaul.edu/studentservices/ student-rights-responsibilities

TESTING CENTER

The Testing Center (3240) provides proctoring service for placement exams, make-up tests, tests with accommodations, entrance exams, and credentialing exams.

651.846.1555

testing.center@saintpaul.edu

saintpaul.edu/admissions/ TestingCenter

TITLE III

Title III Student Success Office provides integrated support to assist students enrolled in pre-college courses to overcome barriers to success as they progress through the developmental sequence during the first two semesters at the College.

- Individualized Academic Support in Math, Reading & Writing (Tutors Linked to Classes)
- Connecting Students to Educational Support Resources
- Academic Advising & Workshops
- Orientation
- Financial Literacy
- iLEAD is a dynamic community building initiative designed to provide comprehensive support and empower BIPOC male students on their educational journey
- Four Directions Pathway program – a program designed to provide academic and social supports to promote college access and success of American Indian students

saintpaul.edu/Title-iii

651.403.4239

TITLE IX

Saint Paul College is committed to creating a safe learning environment for all students. In instances of sexual assault, domestic/partner/ dating violence, and stalking, whether occurring on or off campus, Saint Paul College has resources and support available. This includes accessing health and counseling services, providing academic accommodations, assisting with legal protective orders, safety planning, and more.

For instances of sexual assault, domestic/partner/dating violence, and stalking between students and/or employees of the College, please refer to the College policies for potential process and remedy: **https://policies. saintpaul.edu.**

Title IX also covers support for students who are pregnant and/ or who have recently given birth. Support for pregnant students can include excused absences, additional time on assignments/tests, finding a larger desk, switching to a different section of the same course, and more. Support for pregnancy requires documentation from a qualified healthcare professional. The Title IX program at Saint Paul College is housed in the Office of Student Rights and Responsibilities. To file a report regarding Title IX, go to: **saintpaul. edu/fileareport** or contact the Title IX Coordinator at 651.846.1327.

If you or a loved one has experienced violence, advocates are available to talk, safety plan, and offer resources 24 hours a day, every day.

SOS (sexual violence, local)
651.266.1000

SPIP (domestic violence, local)
651.645.2824

RAINN (sexual violence, national)
1.800.656.4673

Day One (domestic violence, MN)
1.866.223.1111

saintpaul.edu/antiviolence

TRIO (STUDENT SUPPORT SERVICES)

TRIO is a free academic support program for eligible students. TRIO students receive personalized academic support which include individualized advising, personal coaching, transfer planning, tutoring, and workshops. This also includes grant aid, team-building & leadership development opportunities and a supportive community focused on empowering students to succeed.

651.403.4147

trio@saintpaul.edu

Apply to TRIO at **saintpaul.edu/TRIO**

TUITION

The Tuition office is located on the first floor, near the main entrance. Tuition is calculated based on the number of registered courses. 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

COLLEGE SERVICES

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.

651.403.4062

veterans.center@saintpaul.edu

saintpaul.edu/StudentServices/Veterans-Services

DIRECTORY OF COLLEGE SERVICES

Academic Divisions:

Business & Service Division	651.403.4329
Career & Technical Education Division	651.846.1609
Health Science Division	651.846.1340
Liberal Arts & Fine Arts Division	651.846.1349
Science, Technology, Engineering,Math (STEM) Division	651.846.1349
Access & Disability Resources	651.846.1547
Advising	651.846.1739
Alumni Relations	651.846.1741
Campus Store and Virtual Bookstore	651.846.1422
Career Services	651.846.1384
Counseling	651.846.1383
English for Academic Purposes (EAP)	651.846.1555
Financial Aid	651.846.1386
International Student Services	651.403.4470
IT Services/Help Desk	651.846.1440
Library/Learning Commons	651.846.1646
MN Textbook Center	612.659.6851
Admissions	651.846.1555
COMPASS Program	651.846.1325
Public Safety	651.846.1322
Student Life & Diversity Office	651.846.1659
Student Records & Transcripts	651.846.1515
Student Rights and Responsibilities & Title IX	651.846.1327
Title III	651.403.4239
TRiO Student Support Services	651.403.4147
Tuition Office	651.846.1395
Tutoring	651.403.4466
Veterans Educational Benefits	651.403.4067
Vice President of Academic and Student Affairs	651.403.4460

WEEKLY PLANNER

YOUR SUCCESS IS IMPORTANT TO US

Saint Paul College provides you with this planner to help you succeed in college. Studies have shown that your ability to manage time is one of the major predictors of your success in school.

Planner Highlights

- 2023–2024 Academic calendar dates pre-printed in the planner:
  » College Services Information
  » Successful Student Reminders
  » Semester begin & end dates
  » Registration dates
  » Tuition due dates
  » Graduation application dates
  » Holidays & spring break
  » No-classes scheduled dates
- Student life events and activities
- Career related events
- College-wide events
- A notes section to jot down important information, along with the contact information for friends, classmates and other people important to your education.

Automatic Scholarship Match

Our online scholarship application makes it easy to apply.

Complete one application and get matched to eligible scholarships. All students enrolled/enrolling may apply.

Apply at saintpaul.edu/Scholarships

TIPS FOR USING THIS PLANNER

IT'S AS EASY AS...

1

Input all your scheduled personal events.

- Take each of your syllabi and input all assignments and due dates.

    Tip – Using a different color pen for each class will help to visually distinguish how much work you have due each week.

- Input your work schedule, your school schedule and any other commitments you may have that occur on a regular basis.

2

Schedule one thing each week that is just for you.

- Whether it is watching your favorite TV show or time with friends, a key to being productive is practicing good self-care. It has been said that time is our most valuable commodity. We hope this planner will help you manage that commodity and assist you in achieving your goals.

3

Input all things in your life that are required but have flexible time-frames.

- Write in study times for each class. Be sure to indicate which course you will be studying for, ex: "Study History." This way you will know if you don't have any school work that needs to be completed and you can use that time to do something else.

    Tip – For each hour you are in class, you should schedule two hours of homework time. Studying before and after each class will increase your ability to learn the new information.

FALL SCHEDULE

	MON	TUES	WED	THUR	FRI	SAT	worksheet
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							

final

Course	Time	Instructor, Email	Room #

SPRING SCHEDULE

	MON	TUES	WED	THUR	FRI	SAT	
8:00							worksheet
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							

final

Course	Time	Instructor, Email	Room #

NOTES

AUGUST 2023

notes for the week

- Review the syllabus for each class.
- Add important dates to your planner.
- Check your Saint Paul College email.

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AUGUST 2023

S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

21 Monday

FALL SEMESTER BEGINS

Fall Welcome Week

22 Tuesday

Fall Welcome Week

23 Wednesday

Fall Welcome Week

24 Thursday

Fall Welcome Week

25 Friday

Final Date to Change Fall Semester Registration

Fall Welcome Week

Saturday 26

Sunday 27

AUGUST 2023
notes for the week

AUGUST 2023

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2023

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Monday 28

Tuesday 29

Community Resource Fest!   8/29/2023

Wednesday 30

Thursday 31

Friday Sept 1

Saturday   Sept 2

College Closed

Sunday   Sept 3

College Closed

SEPTEMBER 2023

notes for the week

SEPTEMBER 2023

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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24	25	26	27	28	29	30

OCTOBER 2023

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4 Monday

Labor Day Holiday: College Closed

5 Tuesday

6 Wednesday

7 Thursday

8 Friday

Saturday 9

Sunday 10

SEPTEMBER 2023
notes for the week

SEPTEMBER 2023

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER 2023

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

11 Monday
Student Success Week

12 Tuesday
Student Success Week

13 Wednesday
Student Success Week

Wellness Wednesdays

14 Thursday
Student Success Week

Blood Drive @Saint Paul College

Career Resources Fair (City View Café)

15 Friday

Saturday 16

Sunday 17

SEPTEMBER 2023
notes for the week

SEPTEMBER 2023

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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OCTOBER 2023

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Monday 18

Tuesday 19
Final Date to Withdraw to Receive Tuition Adjustment

Wednesday 20

Thursday 21

Friday 22

Saturday 23

Sunday 24

SEPTEMBER 2023
notes for the week

SEPTEMBER 2023

S	M	T	W	T	F	S
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OCTOBER 2023

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

25 Monday

26 Tuesday
Right Now Jobs Fair (part-time jobs), City View Café

27 Wednesday

28 Thursday

29 Friday

Saturday 30

Sunday Oct 1

OCTOBER 2023
notes for the week

OCTOBER 2023

S	M	T	W	T	F	S
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22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2 Monday

3 Tuesday

4 Wednesday
General Assembly

5 Thursday

6 Friday

Saturday 7

Sunday 8

OCTOBER 2023

notes for the week

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OCTOBER 2023

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22	23	24	25	26	27	28
29	30	31				

NOVEMBER 2023

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

9 Monday

10 Tuesday

Spring Semester 2024 Priority Registration Begins

11 Wednesday

Wellness Wednesdays

12 Thursday

13 Friday

Saturday 14

Sunday 15

OCTOBER 2023
notes for the week

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
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NOVEMBER 2023

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16 Monday

17 Tuesday

18 Wednesday

19 Thursday

No Classes

Purple Thursday Domestic Violence Awareness Day

20 Friday

No Classes

Saturday 21

Sunday 22

OCTOBER 2023
notes for the week

OCTOBER 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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NOVEMBER 2023

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

23 Monday

24 Tuesday

25 Wednesday

26 Thursday

Halloween Hoopla - Family Fun Night   10/26/2023

27 Friday

Final Date to Apply for Fall Semester Graduation

Saturday 28

Sunday 29

OCTOBER 2023
notes for the week

OCTOBER 2023

S	M	T	W	T	F	S
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22	23	24	25	26	27	28
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NOVEMBER 2023

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19	20	21	22	23	24	25
26	27	28	29	30		

30 Monday

31 Tuesday
Spring Semester 2024 Registration Begins, New Students
Summer Term 2024 Registration Begins, All Students

Wednesday Nov 1
General Assembly

Thursday Nov 2

Nov 3 Friday

Saturday Nov 4

Sunday Nov 5

NOVEMBER 2023
notes for the week

NOVEMBER 2023

S	M	T	W	T	F	S
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DECEMBER 2023

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

6 Monday

7 Tuesday

8 Wednesday
Wellness Wednesdays

9 Thursday

10 Friday
Veterans Day Holiday – College Closed

Saturday 11

Sunday 12

NOVEMBER 2023
notes for the week

NOVEMBER 2023

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DECEMBER 2023

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

13 Monday

14 Tuesday

15 Wednesday

Blood Drive @Saint Paul College

16 Thursday

17 Friday

Saturday 18

Sunday 19

NOVEMBER 2023
notes for the week

NOVEMBER 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
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26	27	28	29	30		

DECEMBER 2023

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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 Monday

21 Tuesday

22 Wednesday

23 Thursday

Thanksgiving Holiday – College Closed

24 Friday

College Closed

Saturday 25

College Closed

Sunday 26

College Closed

NOVEMBER 2023
notes for the week

NOVEMBER 2023

S	M	T	W	T	F	S
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26	27	28	29	30		

DECEMBER 2023

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

27 Monday

28 Tuesday

29 Wednesday

30 Thursday

Dec 1 Friday

Saturday   Dec 2

Sunday   Dec 3

DECEMBER 2023
notes for the week

DECEMBER 2023

S	M	T	W	T	F	S
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24	25	26	27	28	29	30
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JANUARY 2024

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14	15	16	17	18	10	20
21	22	23	24	25	26	27
28	29	30	31			

4 Monday

5 Tuesday

6 Wednesday
General Assembly

7 Thursday

8 Friday

Saturday 9

Sunday 10

DECEMBER 2023
notes for the week

DECEMBER 2023

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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JANUARY 2024

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7	8	9	10	11	12	13
14	15	16	17	18	10	20
21	22	23	24	25	26	27
28	29	30	31			

11 Monday

12 Tuesday

13 Wednesday

Tuition Due Date (Spring Semester)

Wellness Wednesdays

14 Thursday

15 Friday

FALL SEMESTER ENDS

Saturday 16

Sunday 17

DECEMBER 2023
notes for the week

DECEMBER 2023

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024

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7	8	9	10	11	12	13
14	15	16	17	18	10	20
21	22	23	24	25	26	27
28	29	30	31			

18 Monday

19 Tuesday

20 Wednesday

21 Thursday

22 Friday

Saturday 23

Sunday 24

DECEMBER 2023
notes for the week

DECEMBER 2023

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2024

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Monday 25

Tuesday 26

Wednesday 27

Thursday 28

Friday 29

Saturday 30

Sunday 31

JANUARY 2024
notes for the week

JANUARY 2024

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

1 Monday

2 Tuesday

3 Wednesday

4 Thursday

5 Friday

Saturday 6

Sunday 7

JANUARY 2024
notes for the week

- Review the syllabus for each class.
- Add important dates to your planner.
- Check your Saint Paul College email.

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	10	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

8 Monday
SPRING SEMESTER BEGINS
Spring Welcome Week

9 Tuesday
Spring Welcome Week

10 Wednesday
Spring Welcome Week
General Assembly
Wellness Wednesdays

11 Thursday
Spring Welcome Week

12 Friday
Spring Welcome Week
Final Date to Change Spring Semester Registration

Saturday 13

Sunday 14

JANUARY 2024
notes for the week

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

15 Monday

Martin Luther King Holiday – College Closed

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

Saturday 20

Sunday 21

JANUARY 2024
notes for the week

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Monday 22

Tuesday 23

Wednesday 24

Thursday 25

Friday 26

Saturday 27

100 Days Until Graduation

Sunday 28

JANUARY 2024
notes for the week

JANUARY 2024

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

29 Monday

30 Tuesday

31 Wednesday

Feb 1 Thursday

Feb 2 Friday

Saturday   Feb 3

Sunday   Feb 4

FEBRUARY 2024
notes for the week

FEBRUARY 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

5 Monday
Final Date to Withdraw to Receive Tuition Adjustment

6 Tuesday

7 Wednesday
General Assembly

8 Thursday

9 Friday

Saturday 10

Sunday 11

FEBRUARY 2024
notes for the week

FEBRUARY 2024

S	M	T	W	T	F	S
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MARCH 2024

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
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12 Monday

13 Tuesday

14 Wednesday
Wellness Wednesdays

15 Thursday
Blood Drive @Saint Paul College

16 Friday

Saturday 17

Sunday 18

FEBRUARY 2024
notes for the week

FEBRUARY 2024

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MARCH 2024

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24	25	26	27	28	29	30
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19 Monday
Presidents' Day Holiday – College Closed

20 Tuesday
Professional Development:
Classes starting at or after 4:00pm will be held

21 Wednesday

22 Thursday

23 Friday
Final Date to Apply for Spring Semester Graduation

Saturday 24

Sunday 25

FEBRUARY 2024
notes for the week

FEBRUARY 2024

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MARCH 2024

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26 Monday

27 Tuesday
Caucus Day: no courses meeting after 6pm

28 Wednesday

29 Thursday

Mar 1 Friday

Saturday   Mar 2

Sunday   Mar 3

MARCH 2024
notes for the week

MARCH 2024

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APRIL 2024

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28	29	30				

4 Monday

5 Tuesday

6 Wednesday

General Assembly

Fall Semester 2024 Priority Registration Begins

7 Thursday

8 Friday

Saturday 9

Sunday 10

MARCH 2024
notes for the week

MARCH 2024

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APRIL 2024

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11 Monday
Spring Break: No Classes

12 Tuesday
Spring Break: No Classes

13 Wednesday
Spring Break: No Classes

Wellness Wednesdays

14 Thursday
Spring Break: No Classes

15 Friday
Spring Break: No Classes

Saturday 16

Sunday 17
50 Days Until Graduation

MARCH 2024
notes for the week

MARCH 2024

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APRIL 2024

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Monday 18

Tuesday 19

Wednesday 20
Fall Semester 2024 Registration Begins, New Students

Thursday 21

Friday 22
Final Date to Apply for Summer Term Graduation

Saturday 23

Sunday 24

MARCH 2024
notes for the week

MARCH 2024

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APRIL 2024

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25 Monday

26 Tuesday

27 Wednesday

28 Thursday

Graduation Sign Up Event

29 Friday

Saturday 30

Sunday 31

APRIL 2024
notes for the week

APRIL 2024

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MAY 2024

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1 Monday

2 Tuesday
Graduation Sign Up Event

3 Wednesday
General Assembly

4 Thursday

5 Friday

Saturday 6

Sunday 7

APRIL 2024
notes for the week

APRIL 2024

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MAY 2024

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26	27	28	29	30	31	

8 Monday — Blood Drive @Saint Paul College

9 Tuesday

10 Wednesday — Wellness Wednesdays

11 Thursday

12 Friday

Saturday 13

Sunday 14

APRIL 2024
notes for the week

APRIL 2024

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MAY 2024

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15 Monday

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

Saturday 20

Sunday 21

APRIL 2024
notes for the week

APRIL 2024

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MAY 2024

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22 Monday

23 Tuesday

24 Wednesday — International Denim Day for Sexual Assault Prevention

25 Thursday

26 Friday

Saturday 27

Sunday 28

APRIL 2024
notes for the week

APRIL 2024

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MAY 2024

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29 Monday
Tuition Due Date (Summer Term)

30 Tuesday

Wednesday May 1
General Assembly

Thursday May 2
Family Fun Night

May 3 Friday

Saturday   May 4

Sunday   May 5

MAY 2024
notes for the week

MAY 2024

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JUNE 2024

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23	24	25	26	27	28	29
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6 Monday
Graduation Ceremony 2023/2024

7 Tuesday

8 Wednesday
Wellness Wednesdays

9 Thursday

10 Friday
SPRING SEMESTER ENDS

Saturday 11

Sunday 12

MAY 2024
notes for the week

MAY 2024

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JUNE 2024

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13 Monday

14 Tuesday

15 Wednesday

16 Thursday

17 Friday

Saturday 18

Sunday 19

MAY 2024
notes for the week

MAY 2024

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JUNE 2024

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20 Monday

21 Tuesday

22 Wednesday

23 Thursday

24 Friday

Saturday 25

Sunday 26

MAY 2024
notes for the week

Review the syllabus for each class.

Add important dates to your planner.

Check your Saint Paul College email.

MAY 2024

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JUNE 2024

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27 Monday
Memorial Day Holiday – College Closed

28 Tuesday
SUMMER TERM BEGINS

Wednesday 29

Thursday 30

31 Friday
Final Date to Change Summer Term Registration

Saturday   Jun 1
Final Date to Withdraw to Receive Tuition Adjustment

Sunday   Jun 2

JUNE 2024
notes for the week

JUNE 2024

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JULY 2024

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21	22	23	24	25	26	27
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3 Monday

4 Tuesday

5 Wednesday

6 Thursday

7 Friday

Saturday 8

Sunday 9

JUNE 2024
notes for the week

JUNE 2024

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JULY 2024

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21	22	23	24	25	26	27
28	29	30	31			

10 Monday

11 Tuesday

12 Wednesday

Wellness Wednesdays

13 Thursday

14 Friday

Saturday 15

Sunday 16

JUNE 2024
notes for the week

JUNE 2024

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JULY 2024

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17 Monday

18 Tuesday

19 Wednesday — Juneteenth Holiday – College Closed

20 Thursday

21 Friday

Saturday 22

Sunday 23

JUNE 2024
notes for the week

JUNE 2024

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JULY 2024

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Monday 24

Tuesday 25

Wednesday 26

Thursday 27

Friday 28

Saturday 29

Sunday 30

JULY 2024
notes for the week

JULY 2024

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AUGUST 2024

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18	19	20	21	22	23	24
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1 Monday

2 Tuesday

3 Wednesday

4 Thursday
Independence Day Holiday – College Closed

5 Friday

Saturday 6

Sunday 7

JULY 2024
notes for the week

JULY 2024

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AUGUST 2024

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25	26	27	28	29	30	31

8 Monday

9 Tuesday

10 Wednesday — Wellness Wednesdays

11 Thursday

12 Friday

Saturday 13

Sunday 14

JULY 2024
notes for the week

JULY 2024

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AUGUST 2024

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15 Monday

16 Tuesday

17 Wednesday

18 Thursday

19 Friday

Saturday 20

Sunday 21

JULY 2024
notes for the week

JULY 2024

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AUGUST 2024

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25	26	27	28	29	30	31

22 Monday

23 Tuesday

24 Wednesday

25 Thursday

26 Friday

Saturday 27

Sunday 28

SCHOLARSHIPS

The Friends of Saint Paul College Foundation raises money for scholarships for Saint Paul College students for the fall, spring, and summer terms. Each year the Foundation awards about $300,000 in scholarships to more than 300 students. Unlike a student loan, a scholarship is a gift that is not paid back.

Scholarship Application Dates

2024 Spring Semester application opens Wednesday, September 27, 2023. Application closes Friday, October 27, 2023.

2024 Summer Semester application opens Thursday, February 1, 2024. Application closes Friday, Friday, February 23, 2024.

2024 Fall Semester application opens Wednesday, April 10, 2024. Application closes Friday, May 17, 2024.

Our online scholarship application makes it easy for you to apply.
Gathering needed information for the application may take some time, so don't wait until the application deadline to apply. No extensions are possible. Please keep in mind the following:

- Complete one application and the online scholarship software program automatically matches you with different scholarships.

- Tell us about you: You will need to write a biography about your background, your goals, and why you're applying for a scholarship. Writing support is available through our Academic Support Center (Tutoring Services) and setting up an appointment with General Reading/Writing Support. Minimally have someone else read your biography to check for content and grammar.

- Current students must have a reference from a Saint Paul College employee. We suggest you give them at least a week to complete the reference. The employee completes the reference section of the application and can upload an optional recommendation letter. Request a reference as soon as possible on the application.

- New students must upload a previous transcript: New students without completed credits at Saint Paul College will need to upload a transcript from a previous school. The transcript should show the classes you have taken and your grades.

If you have questions about the application process, please contact the Friends of Saint Paul College Foundation at friends@saintpaul.edu or call 651.846.1741 (Monday – Friday 9:00am through 4:00pm).

Not every student who applies receives a scholarship. There are more students who apply than dollars available and the selection of scholarship recipients is competitive. Regardless, we encourage all students to apply each semester for scholarships.

You are notified before the start of a term if you will receive a scholarship. Your scholarship dollars are sent to the Tuition office and applied towards your tuition and fees. Scholarship dollars disburse after the add/drop date for the semester.

Apply at saintpaul.edu/Scholarships

Graduation

Are you completing your academic program? Do you plan to graduate during this academic year?

Submit your application to graduate:

- Fall Graduate Deadline - October 27, 2023
- Spring Graduate Deadline - February 23, 2024
- Summer Graduate Deadline - March 22, 2024

Apply at saintpaul.edu/ApplyForGraduation

Questions about the Graduation Application Process? Please contact the Student Records Office student.records@saintpaul.edu

If you would like to participate in the graduation ceremony, attend one of the graduation sign-up sessions.

- Thursday, March 28, 2024
- Tuesday, April 2, 2024

This process is separate from applying to graduate. Graduation Ceremony Sign Up events provide an opportunity for Fall 2023, Spring 2024, and Summer 2024 graduates to complete important steps and secure their place in the graduation ceremony.

2024

Additional information is available at **saintpaul.edu/graduation**

BEING AN UPSTANDER IN RISKY SITUATIONS

You can help stop relationship or sexual violence or stalking. When something is not right it is essential for members of the community to intervene. Risky situations and harassment can escalate quickly so it is helpful to plan some strategies. If you have a plan, you will know what to do when something happens.

Identifying Risky Situations

We know that it can be hard to know how and when to intervene. It might feel awkward or strange to intervene but being prepared will help you take action when the time comes.

How can I tell someone needs me to intervene?

- They look like they are uncomfortable or are shifting positions,
- They are ignoring the other person but the other person is not going away,
- They have already said "no" or tried to end the conversation,
- They are trying to move away but their path is blocked,
- They are asleep, passed out, or too intoxicated to care for themselves,
- You feel like the situation is not okay – trust your instincts!
- What else can you think of?

Options for intervening

The best option is the one that works for you. Here are some ideas:

- Direct – Talk directly to the person causing harm so they know their actions are not okay.
- Distract – Interrupt harmful actions or words before they escalate by causing a distraction.
- Delegate – Gather resources and support people or authorities to address the situation
- Delay – Check-in with the victim afterward because sometimes waiting is safest.
- Document – Record the situation so there is evidence of what happened. Always ask the victim what they want to do with the footage and never post it online or use it without their permission.

For more information and resources for supporting survivors visit saintpaul.edu/AntiViolence.

CONTACTS

NAME	PHONE/EMAIL

3-YEAR CALENDAR

August 2023

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September 2023

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October 2023

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November 2023

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December 2023

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January 2024

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February 2024

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March 2024

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April 2024

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May 2024

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June 2024

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July 2024

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August 2024

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September 2024

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October 2024

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2024

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May 2025

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June 2025

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July 2025

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2025

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November 2025

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FALL SEMESTER   August 21, 2023 – December 15, 2023

Tuition Due Date	7/31/2023
FALL SEMESTER BEGINS	8/21/2023
Final Date to Change Fall Semester Registration	8/25/2023
Labor Day Holiday – College Closed	9/2 – 9/4/2023
Final Date to Withdraw to Receive Tuition Adjustment*	9/19/2023
Spring Semester 2024 Priority Registration Begins	10/10/2023
No Classes	10/19 – 10/20/2023
Final Date to Apply for Fall Semester Graduation	10/27/2023
Spring Semester 2024 Registration Begins, New Students	10/31/2023
Summer Term 2024 Registration for all Students Begins	10/31/2023
Veterans Day Holiday – College Closed	11/10/2023
Final Date to Withdraw to Receive "W"	Varies

Withdrawal date varies. Check online course schedule.

Thanksgiving Holiday – College Closed	11/23 – 11/26/2023
FALL SEMESTER ENDS	12/15/2023

SPRING SEMESTER   January 8, 2024 – May 10, 2024

Tuition Due Date	12/13/2023
SPRING SEMESTER BEGINS	1/8/2024
Final Date to Change Spring Semester Registration	1/12/2024
Martin Luther King Holiday – College Closed	1/15/2024
Final Date to Withdraw to Receive Tuition Adjustment *	2/5/2024
Presidents' Day Holiday – College Closed	2/19/2024
Professional Development	2/20/2024

Classes starting at or after 4:00pm will be held.

Final Date to Apply for Spring Semester Graduation	2/23/2024
Caucus Day	2/27/2024

No courses meeting after 6:00 pm

Fall Semester 2024 Priority Registration Begins	3/6/2024
Spring Break	3/11 – 3/15/2024
Fall Semester 2024 Registration Begins, New Students	3/20/2024
Final Date to Apply for Summer Term Graduation	3/22/2024
Final Date to Withdraw to Receive "W"	Varies

Withdrawal date varies. Check online course schedule.

Graduation Ceremony 2023/2024	5/6/2024
SPRING SEMESTER ENDS	5/10/2024

SUMMER TERM   May 28, 2024 – August 2, 2024

Tuition Due Date	4/29/2024
Memorial Day Holiday – College Closed	5/27/2024
SUMMER TERM BEGINS	5/28/2024
Final Date to Change Summer Term Registration	5/31/2024
Final Date to Withdraw to Receive Tuition Adjustment*	6/1/2024
Juneteenth Holiday – College Closed	6/19/2024
Independence Day Holiday – College Closed	7/4/2024
Final Date to Withdraw to Receive "W"	Varies

Withdrawal date varies. Check online course schedule.

SUMMER TERM ENDS	8/2/2024

* Tuition refund is pro-rated for a complete withdrawal from the College.

SAINT PAUL COLLEGE