

## Academic Resources: A Guide for Students and Advisors

*All students are expected to be aware of the following resources and to use them in planning their academic program in consultation with their advisor and other academic resources on campus. Please read this information and keep it handy. <http://www.stolaf.edu/offices/registrar/>*

Name and Location of resource	Information/service it provides	How to use resource	Other important information
<p><b>SIS</b> <i>The Student Information System</i> <a href="https://www.stolaf.edu/sis">https://www.stolaf.edu/sis</a></p>	<p>The student information system provides registration, grades, degree audit, transcript and other student information to students. It provides class rosters, photographs of students and web-based grading to faculty. More information will be added as development continues.</p>	<p>To use the SIS, log in on the web page and click on the items you wish to view. To go back to a previous screen, use the blue "breadcrumbs" at the top of the screen. Do not use the "back" button.</p>	<p>The SIS contains private individual student information and is accessible only by logging in using the St. Olaf password. Students must be vigilant about not giving their password to ANYONE and about logging off when finished consulting the SIS, particularly when using a public computer.</p>
<p><b>The Catalog</b> <i>The St. Olaf College Academic Catalog</i></p> <p>Each new student receives a copy. KEEP this Catalog until graduation! <a href="http://www.stolaf.edu/catalog/07-08">http://www.stolaf.edu/catalog/07-08</a></p>	<p>Refer to the catalog FIRST if you have any questions about academics at St. Olaf! The catalog is the authoritative source for information about graduation requirements, major requirements, academic policies, course descriptions, and more! Note that the catalog does not indicate the GE attributes for individual courses.</p>	<p>Consult the table of contents and the complete index. Information on the same topic may appear in several places -- check all of them. A "search" feature is included in the online version of the catalog. To find the GE attributes for particular courses, consult the Class and Lab Schedule.</p>	<p>Students are bound by the graduation and major requirements in the catalog in effect at the time they enter St. Olaf College. The catalog is updated once a year, during the summer. Previous catalogs are archived on the web. Beginning in the summer of 2007, the catalog will only be available electronically via the Registrar's web page.</p>
<p><b>The Book</b> <i>Official St. Olaf Student Handbook</i> <a href="http://www.stolaf.edu/stulife/thebook">http://www.stolaf.edu/stulife/thebook</a></p>	<p><i>The Book</i> is a reference regarding campus life. It contains the <i>Official Code of Student Conduct</i>, provides information on student services, programs, and resources, and clarifies community behavior expectations, regulations and policies.</p>	<p>Refer to <i>The Book</i> whenever you have a question regarding student life policy. If you have questions, contact the Dean of Students Office, x3615.</p>	<p><i>The Book</i> complements the St. Olaf catalog as the authoritative source for college policy as it pertains to students.</p>
<p><b>Class and Lab Schedule</b> <a href="http://www.stolaf.edu/classlab/">http://www.stolaf.edu/classlab/</a></p> <p>A searchable class and lab version is available through SIS at: <a href="https://www.stolaf.edu/sis">https://www.stolaf.edu/sis</a></p>	<p>The class and lab schedule shows which courses are being offered in a specific term, the GE attributes attached to the course, the amount of credit the course carries, the instructor, and the place and time the course is being offered. A class and lab schedule is available for each year and term.</p>	<p>The class and lab schedule is organized by department. Click on the relevant department to find the course you are seeking. The SIS version can be searched by department, by GE attribute, or by keyword. It also provides the course description, information on the instructor, and classroom information.</p>	<p>The class and lab schedule for an academic year is available in March-April of the previous year. It is updated regularly thereafter and is then archived on the web. New students receive a paper copy for their first semester on campus. After that, they are only available electronically.</p>
<p><b>GE Guidelines</b></p>	<p>The documents available through the links for each GE attribute provide detailed information about the</p>	<p>These documents were written for faculty use in preparing courses, but</p>	<p>Faculty submit a proposal to the General Education Committee (GEC)</p>



<p><b><i>Explore Resource</i></b>  <a href="http://www.stolaf.edu/services/ce/ resource.html">http://www.stolaf.edu/services/ce/ resource.html</a></p>	<p>The online Explore Resource provides students who are searching for a vocation, major, specific competencies, or area(s) of interest with a central resource and continuing support to discover and plan intentional and well-rounded explorations of the liberal arts.</p>	<p>Students with multiple interests, those who are undecided, those who haven't identified interests, those considering a change of major, and those interested in developing a well-rounded liberal arts perspective will benefit from the Explore Resource. The instructions for use are online at the URL.</p>	<p>The Explore Resource complements the input of faculty advisors. It has been developed collaboratively by faculty and Center for Experiential Learning (CEL) located in the Old Main Annex (soon moving to the Modular Village). A student's first year is not too early to visit the CEL to learn about the variety of opportunities for vocational and career planning.</p>
<p><b>ASC</b>  <b><i>Academic Support Center</i></b>  Office: Modular Village   Phone: x 3288  Email: asc@stolaf.edu  <a href="http://www.stolaf.edu/services/asc">http://www.stolaf.edu/services/asc</a></p>	<p><i>"...helping with your plan to be a better student..."</i> is the goal of the ASC. It's the first stop for students interested in improving their academic performance. The ASC helps students develop and execute appropriate plans for becoming more effective and efficient students. More information on the website...</p>	<p>Whether the issue is a particular class, time management, study habits, language or a disability, call x 3288 and make an appointment to meet with one of the staff. During your appointment they will work with you on identifying resources needed, where they are available and how to use them.</p>	<p>The ASC professional staff have specialties in language learning, analytical skills, tutoring, or disability services. The ASC student staff is trained to provide help via the Writing Place, the Study Skills Center, the Math Clinics, or individual tutoring.</p>
<p><b><i>Dean of Students</i></b>  Office: Administration 223  Phone: 3615  Dean of First-Year Students: Roz Eaton-Neeb, eatonnee@stolaf.edu  <a href="http://www.stolaf.edu/stulife/deanofstudents">http://www.stolaf.edu/stulife/deanofstudents</a></p>	<p>The Dean of Students Office coordinates and directs services and programs designed to assist students in taking full advantage of their St. Olaf experience, both in and out of the classroom.</p>	<p>Stop by the office or call for an appointment.</p>	<p>The Deans serve as consultants to individual students and student groups about student issues and concerns (personal and academic). If you need assistance in resolving a college issue or are unsure about where to go for assistance, the Dean of Students office is a great place to start.</p>