

# graduate PROGRAMS

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## Getting to Know Saint Michael's College:

A Practical Guide for Graduate Students



**SAINT MICHAEL'S COLLEGE**

**Graduate Programs**

One Winooski Park, Box 286

Colchester, VT 05439

802.654.2100 • 800.SMC.8000

fax 802.654.2906

[graduate@smcvt.edu](mailto:graduate@smcvt.edu)

[www.smcvt.edu/graduate](http://www.smcvt.edu/graduate)

802.654.2100 • 800.SMC.8000

[www.smcvt.edu/graduate](http://www.smcvt.edu/graduate)

## Theology and Pastoral Ministry

**Dr. Edward Mahoney**, Director  
Jeanmarie Hall, Room 243 – **802.654.2578**

**Lisa McCormick**, Administrative Assistant  
Saint Edmund's Hall, Room 209 – [lmccormick2@smcvt.edu](mailto:lmccormick2@smcvt.edu), **802.654.2223**

## Graduate Records (Registrar's Office)

**Denise Groll**  
Founder's Hall, Room 112 – **802.654.2574**

## Graduate Admission

**Dee Goodrich**, Director  
Hoehl Welcome Center, main floor – **802.654.2251**

## Other Services

For all other questions, your program's Administrative Assistant will be happy to help you.  
Feel free to call on us at any time.

**Saint Michael's College**  
Graduate Office, Box 286  
One Winooski Park  
Colchester, VT 05439  
802.654.2100  
800.SMC.8000  
fax: Admission: 802.654.2906  
fax: Registrar: 802.654.2690  
email: [graduate@smcvt.edu](mailto:graduate@smcvt.edu)  
Web site: [www.smcvt.edu/graduate](http://www.smcvt.edu/graduate)

# Getting to Know Saint Michael's College:

## A Practical Guide for Graduate Students

**W**hether you are just beginning your graduate school search, or you already have been accepted to Saint Michael's, this guide will help familiarize you with our Graduate Programs and introduce the people who will help you understand more about life at the College. We look forward to meeting you and helping ease your transition into graduate school.

*Feel free to call on us at any time.*



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## Contacting the Graduate Programs

Each of the graduate programs has offices, program directors and office assistants who can address your individual program needs as you move through your degree program. Each person's title and phone number is given under the respective department. You can always contact the Graduate Admission Office by using the e-mail **graduate@smcvt.edu**. If you would prefer to e-mail an individual at the College, the e-mail addresses of all Saint Michael's employees are simply the first letter of the person's first name and the person's last name (no spaces) followed by @smcvt.edu. For example, **Dee Goodrich** in Graduate Admission could be e-mailed at **dgoodrich@smcvt.edu**.

The primary contact persons for each program or office are listed below:

### Clinical Psychology

**Dr. Ronald Miller**, Director

Saint Edmund's Hall, Room 202A – **802.654.2288**

**Tara Arcury**, Administrative Assistant

Founder's Hall, Room 105 – **802.654.2206**

### Education

**Dr. Anne Judson**, Director; Information Technology, ESL Licensure, and Advanced Certificate Advisor  
Saint Edmund's Hall, Room 310 – **802.654.2611**

**Karen Donovan**, Licensure Coordinator, Elementary and Special Education Advisor  
Saint Edmund's Hall, Room 306 – **802.654.2826**

**Dr. Jonathan Silverman**, Arts in Education Advisor  
Saint Edmund's Hall, Room 308 – **802.654.2306**

**Dr. Claudine Bedell**, Middle and Secondary Advisor  
Saint Edmund's Hall, Room 304 – **802.654.2741**

**Dr. Kristin Gehsmann**, Reading Advisor  
Saint Edmund's Hall, Room 322B – **802.654.2412**

**Dr. Aostre Johnson**, Curriculum Advisor  
Saint Edmund's Hall, Room 322A – **802.654.2436**

**Dr. Brian O'Regan**, School Leadership Advisor  
Saint Edmund's Hall, Room 312 – **802.654.2362**

**Karen Abbott**, Administrative Assistant  
Saint Edmund's Hall, Room 317 – **802.654.2649**

### Teaching English to Speakers of Other Languages (TESOL)

**Dr. Elizabeth O'Dowd**, Director

Saint Edmund's Hall, Room 112 – **802.654.2276**

**Deni Bergne**, Administrative Assistant

Saint Edmund's Hall, Room 119, **802.654.2684**

## Applying for Financial Aid

Federal Student loans are available for graduate students enrolled at least half time. Students need to submit the Free Application for Federal Student Aid (FAFSA) with our school code of 003694. Additional requirements can be found on our Web site at [www.smcvt.edu/graduate/admission/finaid.asp](http://www.smcvt.edu/graduate/admission/finaid.asp).

## Where to Eat

There are several dining options while you are on campus. The Cheray Café is located on the ground floor of the junction of Cheray and Saint Edmund's Halls and offers soups, sandwiches, salads, drinks, and many snack items. The Knight Stand, offering similar fare, is located in Alliot Hall next to the dining hall. The main dining hall is available for all-you-can-eat meals. Also, the PK Café, on route 15 across from our entrance, is open 8:00a.m. to 8:00p.m., Monday through Saturday. Cash or the SMC Knight Card/debit card is accepted at all of these eating areas.

## Requesting a Transcript

If you need an official transcript of your course work here at Saint Michael's, you need to request this in writing. A form is available at [www.smcvt.edu/academics/registrar/transcripts.asp](http://www.smcvt.edu/academics/registrar/transcripts.asp). If you wish to pick up an official transcript, please contact **Valarie Brunelle**, [vbrunelle@smcvt.edu](mailto:vbrunelle@smcvt.edu), 802.654.2571 to arrange for pick up, and a valid photo ID is required when you come in. There is a \$10 fee for a rush/same day or next day mailing transcript and a \$5 fee for a regular transcript mailed or picked up in about five business days. Unofficial copies are free. The Registrar's Office is located in Founder's Hall, Room 112, and is open Monday through Friday, 8:00am – 4:30pm.

## Saint Michael's Wilderness Program

Undergraduate and graduate students alike have access to the Wilderness Programs, including hiking, climbing, kayaking, skiing, and other classes. The Programs also offer extended trips such as climbing in Mexico, backpacking in the Grand Canyon, or sea kayaking off the coast of Maine. Graduate students can also purchase a season's pass or "Bash Badge" to Smugglers' Notch Ski Resort at a discounted rate. For more information, see the Web site at [www.smcvt.edu/wilderness](http://www.smcvt.edu/wilderness), call 802.654.2614, or stop by the office in Alliot Hall, Room 204.

## Facilities Use

The use of the recreation facilities is reserved for full-time students. For questions, contact **John Donoghue**, Facilities Director, [jdonoghue2@smcvt.edu](mailto:jdonoghue2@smcvt.edu), 802.654.2500.

## Visiting the Campus

If you would like to set up an appointment for a tour of the campus, please contact Graduate Admission at **802.654.2251**. You can take a virtual tour at [www.smcvt.edu/tour](http://www.smcvt.edu/tour). We have also included a map at the back of this pamphlet if you would prefer to look around on your own.

## Applying to a Program

You can apply online to our Graduate Programs at our Web site at [www.smcvt.edu/graduate](http://www.smcvt.edu/graduate). Also, applications can be obtained through the Admission Office in the Hoehl Welcome Center, from the Graduate Information rack at the first floor junction of Saint Edmund's Hall and Jeanmarie Hall, or downloaded from our Web site. For assistance with your application, contact Graduate Admission, [graduate@smcvt.edu](mailto:graduate@smcvt.edu), **802.654.2251**. Please note that if you apply by mail, all application materials should be received together in the envelope provided with the application. The Graduate Programs have a rolling admissions policy – applications are accepted on an ongoing basis for admission to one of three terms: fall, spring or summer.

## Registering for a Course

All registrations for graduate courses are processed through the Registrar's Office, Founder's Hall, Room 112. Updated schedules, registration information and forms can be obtained on the Web at [www.smcvt.edu/graduate/courses](http://www.smcvt.edu/graduate/courses) through the college system "Knight Vision" or through the Registrar's Office. Registration dates and tuition are posted on the Web site or in the Graduate Course Schedule each session.

**Students newly admitted to a program must register for a course in the term for which they have been accepted or request a deferment** from Admission, [graduate@smcvt.edu](mailto:graduate@smcvt.edu), **802.654.2251**. Online registration is for matriculated (accepted) students in their *second* term. You will receive information about online registration from the Registrar's Office after your first term as a matriculated student.

Payment in full is expected on or before the first day of class. If you will be receiving employer reimbursement for your tuition after your course(s), you need to complete and submit a Deferment Form at the time of registration. This form is downloadable from the Web site at [www.smcvt.edu/graduate/courses](http://www.smcvt.edu/graduate/courses).

## International Students

If you are not a U.S. citizen and are attending Saint Michael's on an F-1 visa, you need to bring your passport and I-20 form to **Brenda Rousselle**, [brousselle@smcvt.edu](mailto:brousselle@smcvt.edu), **802.654.2657**, in the Department of Applied Linguistics, Saint Edmund's Hall, Room 119A, to have your papers signed. Any questions about immigration or visas should be directed to Brenda. For any other questions or concerns as an international student here, please contact the International Student Advisor, **Rick Gamache**, [rgamache@smcvt.edu](mailto:rgamache@smcvt.edu), in Saint Edmund's Hall, Room 115, or your program director.

## Getting Your ID Card

All matriculated students (those accepted to a graduate program through an admission process), should have a “Knight Card” (SMC ID card). Non-matriculated students (not accepted into a graduate program) will receive a paper ID card with their course registration confirmation, also called a “student schedule.” Matriculated students can get their Knight Card during regular business hours (9am–3pm), at the Knight Card Office in Alliot Hall, Room 207, or after hours at the Library. Knight Cards can be obtained no earlier than one week prior to classes, or, two days after you register if classes have begun.

For questions regarding Knight Cards, contact **Liz Jackson** in the Knight Card Office, [ejackson@smcvt.edu](mailto:ejackson@smcvt.edu), **802.654.2800**.

## Using the Library

The Library houses more than 260,000 books, journals, videos, and other resources. Through the library’s many databases, you have access to over 37,000 full-text online journals. The library Web site at [www.smcvt.edu/library](http://www.smcvt.edu/library) provides links to research databases, online books and journals, library catalogues, interlibrary loan, and other library resources and services. The library includes two computer labs as well as wireless internet throughout the building. Digital cameras and other equipment are available for check out. Please feel free to ask for assistance at any time.

Most library databases are available from off-campus. In order to utilize this feature you must have a Mikenet computer network account and know your network username and password. Please read the Computer Accounts section for additional information. Knight Card photos for matriculated students can be taken in the library during evenings and weekends, two business days after you have registered for your course. Non-matriculated students will receive a paper ID with their course confirmation.

## Computer Accounts

All registered graduate students will be issued a computer account for the College network called “Mikenet.” Go to [www.smcvt.edu/itweb/helpdesk](http://www.smcvt.edu/itweb/helpdesk) for information on account access and e-mail setup. This e-mail account is used for all Saint Michael’s communication. This includes information from your instructor. Please check it before you begin your class.

Your Mikenet username will be your first initial followed by your last name (with a number added for common last names); your password will be your first initial capitalized, followed by the initial of your last name, your 7-digit ID number and an exclamation point (example: username=jsmith7, password=Js1234567!).

For questions concerning Mikenet accounts or computers on campus, contact the Helpdesk at **802.654.2020**, e-mail them at [ithelp@smcvt.edu](mailto:ithelp@smcvt.edu) or on the web at [www.smcvt.edu/itweb](http://www.smcvt.edu/itweb).

*Note:* If you’ve taken a course in the last two years, use the same username and password as in the previous session(s). Students who register late will need to apply at [www.smcvt.edu/itweb/helpdesk](http://www.smcvt.edu/itweb/helpdesk), and select “Forms.”

## Computer Lab Locations

Public computer labs are located in the Durick Library, Rooms 148 and 327; Cheray Hall, Room 201; Jeanmarie Hall, Rooms 140, 142, 164 and 166; Bergeron Center, Room 105; a Multimedia Lab in Jeanmarie 140 and a Digital Media Lab in Jeanmarie 288 and a Language Learning Resource Center in Saint Edmund’s Hall, Room 215.

## eCollege

Courses taught at Saint Michael’s College use the course management system called eCollege. Professors post their syllabi, assignments and other material on this web-based system. When you sign up for a class, you are automatically enrolled in eCollege. You will use your Mikenet name as your login ID for the eCollege site found at [www.smcvtonline.org](http://www.smcvtonline.org). Your initial password for eCollege will be the last 7 digits of your SMC ID # (no preceding 80). You will need to change your password after you log in for the first time. If you forget your password, there is an automated password feature found on the main eCollege page. Your password will be mailed to whatever email address you have on file at eCollege.

When you are enrolled into eCollege, the email field defaults to your smcvt.edu email. If you would like to change your email to a different email, you may do so by clicking the My Profile button located on the upper right of the eCollege window after you log in but before you click on your class.

For questions or assistance with eCollege, please contact **Cynthia Kelley**, [ckelley2@smcvt.edu](mailto:ckelley2@smcvt.edu), **802.654.2756** during business hours. There is also a 24/7 eCollege Help Desk available toll-free at **866.647.1488**; or contact [helpdesk@smcvtonline.org](mailto:helpdesk@smcvtonline.org).

## Getting Your Books

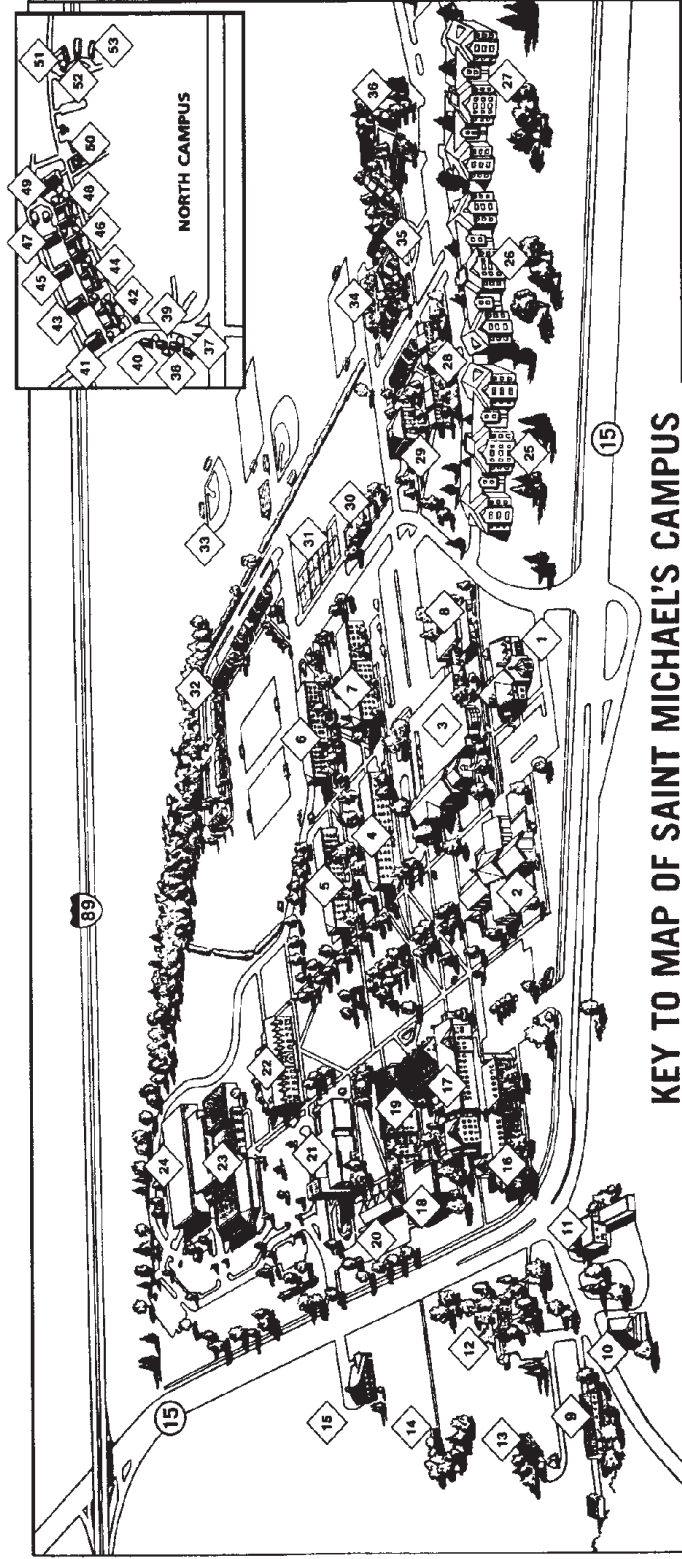
The College Bookstore is located on the first floor in Alliot Hall and can be contacted by calling **802.654.2517**. You can order your books by phone and have them mailed to you. It is helpful to have your course code which can be found on your “student schedule” that you receive from the Registrar’s Office after you have registered for a course. You can also visit online at [www.smcvt.edu/graduate/services](http://www.smcvt.edu/graduate/services) for the Bookstore link and their hours of operation. You can also use the online link to submit a request for book availability.

## Parking Your Car

You need a valid parking permit to park on campus. Permits are free. You can obtain an application for a permit from the Office of Safety and Security, **802.654.2374**, or by visiting online at [www.smcvt.edu/graduate/services](http://www.smcvt.edu/graduate/services). Campus security monitors the parking lots 24 hours a day and will ticket violators of “No Parking” and “Handicapped” areas at any time.

## Paying Your Bill

Your balance is due in full prior to your first class meeting. You can make your payment in person at the Cashier’s Office in Alliot Hall, Room 207, Monday-Friday 9:00am-3:00pm or by mailing your payment to Saint Michael’s College, PO Box 991, Brattleboro, VT 05302-0991. Be sure to include your student ID number on your check. You can also contact the Tuition Direct Program to pay by credit card by calling **800.556.6684** or online at [www.tuitionpayenroll.com](http://www.tuitionpayenroll.com).



## KEY TO MAP OF SAINT MICHAEL'S CAMPUS

- |   |  |    |   |    |  |    |                                      |    |                                      |
|---|--|----|---|----|--|----|--------------------------------------|----|--------------------------------------|
| 1 | Hoehi Welcome Center<br>(Office of Admission)  | 10 | Saint Joseph's Hall   | 21 | McCarthy Arts Center                             | 32 | 300 Series Townhouses                | 43 | Maintenance Trade Shops              |
| 2 | Chapel of Saint Michael the Archangel  | 11 | Senior Hall   | 22 | Durick Library                                   | 33 | Doc Jacobs Athletic Field            | 44 | Purtil Hall                          |
| 3 | Alliot Student Center<br>(Green Mountain Dining Room, Vermont Room,<br>Colchester Room, Bookstore) | 12 | Prevel Hall   | 23 | Ross Sports Center                               | 34 | 400 Series Townhouses                | 45 | Storage/Recycling Center             |
| 4 | Joyce Hall (Post Office)   | 13 | President's House   | 24 | Tarrant Recreation Center<br>(Hall of Fame Room) | 35 | International Commons                | 46 | Dupont Hall                          |
| 5 | Lyons Hall   | 14 | Holcomb Observatory   | 25 | Cashman Hall                                     | 36 | 200 Series Townhouses                | 47 | Grounds Shop/<br>Vehicle Maintenance |
| 6 | Alumni Hall  | 15 | Robert E. Sutton Fire & Rescue<br>Station (Office of Safety and Security) | 26 | Pontigny Hall                                    | 37 | Ethan Allen Apartments 100           | 48 | Sloane Art Center                    |
| 7 | Ryan Hall  | 16 | Founders Hall   | 27 | Canterbury Hall                                  | 38 | Ethan Allen Apartments 101           | 49 | Elley-Long Music Center              |
| 8 | Nicolle Hall   | 17 | Cheray Hall   | 28 | Boutin Commons                                   | 39 | Ethan Allen Apartments 102           | 50 | Linnehan Hall                        |
| 9 | Father Salmon Hall   | 18 | Jeanmarie Hall  | 29 | Hodson Hall                                      | 40 | Ethan Allen Apartments 103           | 51 | Old Post Office                      |
|   |  | 19 | Saint Edmund's Hall   | 30 | Bergeron Center                                  | 41 | Receiving                            | 52 | Harrowet Theater                     |
|   |  | 20 | Klein Center  | 31 | Tennis Courts                                    | 42 | Hamel Hall/<br>Early Learning Center | 53 | Old Chapel                           |