Student-Parent Resource Manual

The College of Saint Scholastica

A compilation of local, public, and campus-wide resources for the student who is also a parent

The Association for Student Parent Success
2009 – 2010 Academic Year
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Welcome to the College of Saint Scholastica!

You have chosen a wonderful place to be! As a CSS student, you have access to many wonderful resources that can enhance your success throughout your college experience. As a parent, we understand that your college experience is different from a traditional student’s experience.

The Association for Student-Parent Success, formed in 2008 by students much like you, is dedicated to the success, representation, support and networking of students who also have parenting responsibilities at home. It is our hope that you have a meaningful and successful academic experience here at Saint Scholastica, and we are committed to directing you to the tools and resources you may need to make that happen.

We are looking forward to spending time with each and every one of you. Please do not hesitate to contact us at any time, and remember… we are here for you!

The Association for Student-Parent Success
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Vice President: Amanda Horton
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studentparents@css.edu
(218) 723-6453
Helpful Hints for the CSS Student-Parent

These helpful ideas have been compiled by current CSS students who have children. We hope that these pointers will help you feel prepared for your experience here, and that these ideas can help to smooth your transition into becoming a student and a parent at the same time!

- Communication with your instructors is crucial. On the first day of class, take the time to introduce yourself and inform your instructor of your family responsibilities. If it is not convenient during class time, approach them afterwards or during their office hours. If you are finding it difficult to approach your instructor, seek the guidance of your academic advisor.

- If your child falls ill, contact your instructor as soon as possible, preferably prior to the class period you will miss! Use the method of communication that is suggested by your instructor or, if none was specified, use e-mail. More often than not, instructors are very understanding and will be willing to work with you to make sure that you have the opportunity to make-up assignments or exams if necessary. If your child has a long-term illness that may require several absences, see your academic advisor about the best way to handle those absences.

- If you are a nursing mother, there is a lactation room that can be made available to you. Contact us for more information.

- Plan ahead! Make sure that you have a back-up system for child care should you have a problem with your regular child care. There is also a school-wide babysitting list, should you need to find a great babysitter!

- Seek out other students in your classes that are willing to share notes or other class materials with you if you should need to miss a class.

- Make sure to attend class regularly, be prepared, and complete your assignments as expected. Class participation is highly recommended.

- Make use of study resources around you. Form study groups, make use of tutoring services, and seek academic support from your advisor. Always speak to your advisor if you are having problems with anything!

- Time management and organizational skills are very important for success. If you feel that you need help in this area, you are not alone! There are several campus resources available to assist you. Contact us, or see your advisor.

- Finally, enjoy your learning experience. We hope that you will have a chance to get to know other student-parents, and to participate in any events we have planned for the year!
Financial Aid

How do I get financial aid?

A. Free Application for Federal Student Aid- The first step for all students looking to receive financial aid is to fill out the Free Application for Federal Student Aid or FAFSA. The completion of this form will determine a student’s eligibility for federal student aid. Here are the steps to completing the FAFSA:


Here is a list of what you will need:

-Your Social Security Number. Be sure it is correct!

-Your driver's license (if any)

-Your 2007 W-2 Forms and other records of money earned

-Your (and your spouse’s, if you are married) 2007 Federal Income Tax Return.

  • IRS 1040, 1040A, 1040 EZ
  • Foreign Tax Return, or
  • Tax return for Puerto Rico, Guam, American Samoa, the U.S. Virgin Islands, the Marshall Islands, the Federal States of Micronesia, or Palau.

-Your Parents’ 2007 Federal Income Tax return (if you are a dependent student)

-Your 2007 untaxed income records.

  • Social Security
  • Temporary Assistance for Needy Families (TANF)
  • Welfare
  • Veterans benefits records

-Your current bank statements

-Your current business and investment mortgage information, business and farm records, stock, bond and other investment records.
- Your alien registration or permanent resident card (if you are not a U.S. citizen)

2.) Print the FAFSA so you can fill out your information before filling out online version. Printable versions of the FAFSA are available at http://www.fafsa.ed.gov/before012.htm.

3.) Apply for a PIN - A PIN is a 4-digit number that is used in combination with your Social Security Number, name, and date of birth to identify you as someone who has the right to access your own personal information on Federal Student Aid Web sites, such as FAFSA on the Web. You can apply for a PIN while completing a FAFSA on the Web application, or you can go to the Federal Student Aid PIN Web site at http://www.pin.ed.gov to apply.

4.) Fill out your FAFSA. You can begin your FAFSA by going to https://fafsa.ed.gov/FOTWWebApp/fotw0809/FFOTWServlet.

Reminder - You may complete the FAFSA all at once or in intervals if more convenient. After completing the FAFSA, you can sign electronically with your PIN.

5.) Follow up on your FAFSA - Now Federal Student Aid will process your application and send you a Student Aid Report (SAR). An electronic copy of your SAR is also made available to the schools you've listed on your FAFSA.

**Types of Financial Aid**

The College of St. Scholastica offers many options for financial aid to non-traditional students. Students are expected to meet certain requirements to retain their awards. Federal and state programs require students to maintain satisfactory academic progress (SAP) as determined by their institution. Additional GPA and credit level requirements may need to be met in order to continue receiving certain awards.

1. Grants

FEDERAL PELL GRANT: The Pell Grant is a federal grant awarded to undergraduate students who demonstrate high or extreme financial need based on the results of the Free Application for Federal Student Aid (FAFSA).

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG): SEOG is a federal grant awarded to undergraduate students who demonstrate financial need based on the results of the Free Application for Federal Student Aid (FAFSA). Students must also be PELL grant eligible to receive this award.
ACADEMIC COMPETITIVENESS GRANT (ACG): The Federal Academic Competitiveness Grant will provide $750 for the first year of undergraduate study and $1300 for the second year of undergraduate study to full-time students who are U.S. Citizens, eligible for a Federal Pell Grant, and who had successfully completed a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. Second year students must also have maintained a cumulative grade point average (GPA) of at least 3.0. More information.

NATIONAL SCIENCE AND MATHEMATICS ACCESS TO RETAIN TALENT GRANT (SMART): A Federal SMART Grant will provide $4,000 for each of the third and fourth years of undergraduate study to full-time students who are U.S. citizens, eligible for a Federal Pell Grant, and majoring in physical, life, or computer sciences, mathematics, technology, or engineering or in a foreign language determined critical to national security. The student must also have maintained a cumulative grade point average (GPA) of at least 3.0 in coursework required for the major. More information.

MINNESOTA POST-SECONDARY CHILD CARE GRANT: This grant is awarded to undergraduate students who incur daycare expenses while they are attending college. Grant funding varies according to income and family size. The maximum award amount is $2,300 for each eligible child per academic year. A student must be eligible for the Minnesota State Grant to be considered. Recipients must not be receiving assistance from the Minnesota Family Investment Program. More information. A MN Post Secondary Child Care Grant Application may be requested by e-mail through the financial aid office.

MINNESOTA STATE GRANT: Students are eligible for the Minnesota State Grant if they meet the Minnesota residency requirement(s) and have attended less than the equivalent of four full-time academic years of post secondary education as defined by the Minnesota Office of Higher Education (MOHE). The grant amount is based on the results of the Free Application for Federal Student Aid (FAFSA) and current state legislation.

ST. SCHOLASTICA CIRCLE AWARD: This is a college grant awarded to undergraduate students who demonstrate financial need based on the results of the Free Application for Federal Student Aid (FAFSA). Alumni, faculty, staff, businesses, foundations, and other friends of the College provide funding for this award. If a specific donor provides the Circle Award, the name of the scholarship, information regarding the donor, and the sending of a thank-you note will be provided in a separate letter. Consistent with the award name, it is hoped that recipients will demonstrate their gratitude in future years by providing financial support to help students achieve their educational dreams.
2.) Scholarships

ST. SCHOLASTICA BENEDICTINE SCHOLARSHIP: Benedictine Scholarships are available to all new College applicants based on merit, specifically the combination of cumulative high school GPA and composite ACT score or the current college GPA for 1st year transfer students. The scholarships are renewable for up to three additional years or until receiving a Bachelors' Degree (whichever comes first). These scholarships are automatically awarded upon acceptance to the College and require no formal application.

ST. SCHOLASTICA ALUMNI SCHOLARSHIP: Applicant must be the son or daughter of an Alumna/Alumnus or the niece or nephew of an Alumna/Alumnus, who demonstrates potential for academic success including satisfactory GPA and/or class rank. The application deadline is March 2. Contact financial aid by e-mail for more information.

ST. SCHOLASTICA MULTICULTURAL SCHOLARSHIP: High School Seniors and new transfer students who will be enrolled in a traditional undergraduate program at CSS are invited to apply for the Multicultural Scholarship. Scholarship amounts vary from $500 to $3000, depending upon financial need. Applicant must demonstrate a commitment to pluralism and the advancement of social justice. Preference may be given to under-represented ethnic groups and first generation college students involved in extra-curricular activities, volunteerism, and leadership roles. Applications are typically available in mid-January with an application deadline of mid-April.

ST. SCHOLASTICA RAYMOND PREBILIC SCHOLARSHIP: High School Seniors are invited to apply for the Raymond Prebilic Scholarship. Two-$2,500 awards will be given. Applications are typically available in February with an application deadline of mid-April.

MESLOW FIRST GENERATION SCHOLARSHIP: This scholarship is intended to help launch the academic careers of promising high school seniors who will be first generation college students and are from families with incomes less than $50,000 annually. Applicants must have a history of and continuing involvement in school and/or community activities. Please contact the Financial Aid Office for more information.

ORDEAN SCHOLARSHIP PROGRAM: The Ordean Scholarship ranges from $1500-$3000 per year and is available to Juniors or Seniors who have been accepted into the Accounting, Elementary or Secondary Education, Nursing, Psychology, Social Work, or Management majors at The College of St. Scholastica. Students must meet low income guidelines and be a resident of Duluth, Proctor, or Hermantown. A student must have lived in one of these cities for at least one year during the last five years for purposes other than attending a
post secondary institution. E-mail the Financial Aid Office to request an application. Please do not contact the Ordean Foundation for information.

Other Scholarship Resources

CSS SCHOLARSHIP DIRECTORY: This directory is compiled by the College of St. Scholastica and contains scholarship opportunities made available to students attending CSS.

STUDENT E-MAIL ANNOUNCEMENTS: Once you are a student on campus, you will have your very own e-mail account! New scholarships are advertised through the “Daily Student Announcements”.

STUDENT SCHOLARSHIP BOARD: Current scholarship opportunities are posted on the scholarship board located right outside the Financial Aid Service Center, T1118. This is the best way to find out what is currently available and how to apply. Bring a pen and notebook so you can gather information about scholarships that you may qualify for.

HIGH SCHOOL GUIDANCE COUNSELOR: If you are a current High School Student, get to know your Guidance Counselor! They are an excellent point of contact in learning about scholarship opportunities that your school and community may offer.

INTERNET: There are thousands of scholarship opportunities made available through the Internet. Here are a few that you may want to check out:

http://www.fastweb.com/

http://www.finaid.com/


Reminder:

Never give out Social Security, Credit Card, or Bank Account Information over the Internet. (You should NEVER have to pay for scholarship information!)

3.) Loans

FEDERAL SUBSIDIZED STAFFORD LOAN: This loan is offered to students who demonstrate financial need. The interest rate is fixed at 6.8%. The quarterly interest is fully subsidized (paid) by the government until the student goes into repayment. Repayment begins 6 months after the student graduates, leaves school
or drops below half-time enrollment. A 2-3% origination/guarantee fee is typically charged by the lender/guarantee agency to borrow this loan. There is a Stafford Loan Forgiveness Program.

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FEDERAL UNSUBSIDIZED STAFFORD LOAN: The Unsubsidized Stafford loan is offered to students with low financial need. The terms are the same as the Subsidized Stafford loan (see above) except the borrower is responsible for the quarterly interest. A borrower can choose to pay the quarterly interest or opt to let it capitalize. A student may be eligible for additional Unsubsidized Stafford Loan funding if the Parent PLUS loan is denied by a lending institution.

FEDERAL PERKINS LOAN: This is a low-interest federal loan awarded to students who demonstrate high financial need. If your award letter lists a Perkins Loan and you are interested in borrowing, you will need to follow the instructions outlined on the Perkins Loan Confirmation Form. Nine months after leaving school or dropping below half-time enrollment status, the student will be required to start paying the principal and interest (at a fixed rate of 5%). Learn more about Perkins Cancellation.

FEDERAL NURSING LOAN: This need-based program provides long term, low interest loans to college juniors and seniors who have been fully admitted to the Nursing program. Funding is limited and is awarded on a first come, first served
basis. If your award letter lists a Nursing Loan and you are interested in borrowing, you will need to follow the instructions outlined on the Nursing Loan Confirmation Form. Terms and conditions are the same as the Federal Perkins Loan. There also is a Nursing Loan Forgiveness Program.

SELF LOAN: The Student Education Loan Fund (SELF) Program is a long-term, low interest educational loan provided by the Minnesota Office of Higher Education (MOHE). The interest rate is variable, averaging 6.81% since 1988. The program is unique to Minnesota colleges because MOHE is the only lender in the program, and there are no origination fees assessed. A credit worthy co-signer is required and his/her signature must be notarized. The student is responsible for paying quarterly interest while in school and monthly interest for the first 12 months after the student graduates, leaves school, or drops below half-time enrollment. Principal and interest payments begin the 13th month out of school. Loan maximum $7500 per academic year.

PARENT PLUS LOAN: This loan is available to the credit worthy parent(s) of a dependent student. The parent(s) must complete a PLUS loan application and be determined credit worthy by the lender in order to receive this loan. Parent(s) begin repayment on this loan 30-60 days after the final disbursement of the year. Forbearance options to delay payments are available through most lenders. Please contact your lender for more information regarding this. A student may be eligible for the Unsubsidized Stafford Loan if the Parent PLUS loan is denied by a lending institution. Parent PLUS Loan Pre Approval on the Web

PRIVATE/ALTERNATIVE LOAN OPTIONS: Sometimes a supplemental loan is required to meet your expenses while attending St. Scholastica. Alternative loans typically require a credit worthy borrower and/or a credit worthy co-signer. Enrollment requirements and all other terms & conditions vary by lender. More Information.

4.) Student Employment (Work Study)

Student Employment is a need-based program that students may be eligible to participate in. Completion of the FAFSA is required and students will be made aware of eligibility on their CSS Financial Aid Award Letter. Freshman and First year transfer students may work a maximum of 10 hours per week. A list of job opportunities will be handed out at your Orientation session and may include positions such as Athletic Assistants, Campus Operators, Tour Guides, etc... Most positions are on campus and start at $7.05/hr. Paychecks are direct deposited into the student's bank account.
St. Scholastica Resources

Health and Well-Being

Student Health Services
The Student Center for Health and Well-being provides students with services, education, information, and support utilizing a wellness model. The model serves to enhance personal development, physical and emotional well-being, and responsible life choices in a supportive environment.

Services:
- RN evaluations, acute illness and injury treatment, immunizations and health information.
- Nurse practitioner evaluations (for physical exams, complex illnesses, and gynecologic exams).
- Individual counseling to improve mental health, personal growth, and academic success.
- Psychiatric evaluations and medication management assistance.
- Information for life transitions, healthcare, violence prevention, eating issues, body image awareness, and alcohol/drug awareness.
- Workshops pertaining to healthy relationships, wellness, grief and loss, self-esteem, stress reduction, and time management.
- Physical therapy consultations.

Programs:
*Alcohol and other Drug Awareness:* To provide support services to students, increase awareness, and promote responsible behavior pertaining to alcohol and drugs.
*Violence Prevention:* To promote a safe campus environment and provide resources to protect and support students who may be a victim of violence.
*Healthy Campus Initiative (HCI):* To promote an environment of health and wellness for students, faculty, and staff by integrating and marketing the resources available and incorporating health and wellness activities into the academic curriculum.

Contact Information:
Student Health Services
Somers Lower Level
(218) 723-6282

Counseling Services
Tower 2150
(218) 723-6085

[www.css.edu/schawb.xml](http://www.css.edu/schawb.xml)
SHAPE UP fitness program
This program is a personal fitness program for CSS community members run by Campus Recreation with cooperation from the Exercise Physiology department. SHAPE UP Fitness Mentors meet with you, assess your current physical fitness and health levels, discuss your health and fitness goals, and develop a personalized exercise program created just for you!

Email shape@css.edu to set up an appointment.

Wellness Center
The wellness center offers a cardio area featuring treadmills, stair steppers, elliptical machines, arc trainers, rowing machines, stationary bicycles, and Cybex Weight training machines. It also has a new weight room with free weights and an upper level running/walking track.

Fitness Classes
Classes include yoga, pilates, aerobics, kickboxing, jazz, salsa, and hip-hop dance classes, weight training 101, meditation and more.

Outdoor PURSUIT
Outdoor PURSUIT offers many great ways to stay fit and enjoy nature. Activities include kayaking, canoeing, camping trips, cross country skiing, snowshoeing, rock/ice climbing, Climbing Wall (Wellness Center), weekend and week-long trips to BWCA, Apostle Islands, and so much more.

Intramural Sports
Students, faculty, and staff can form their own teams or ask to join a team. The intramural sports that are offered include flag football, dodge ball, volleyball, basketball, wiffleball, kickball, bowling, badminton, softball, ultimate Frisbee, soccer, and others depending on the season. Also watch for special one day Events or two to three day Tournaments.

Contact Campus recreation at (218) 723-7022.
Disability, Minority and Diversity Services

Student Support Services (SSS)
Encourages students to stay in college, succeed, and earn their baccalaureate degree. Services include:

**Academic Development**
- Individual Tutoring
- Study skills assessment and development
- Advisement
- Workshops
- Help with selecting a major

**Personal Development**
- Personal counseling
- Stress management
- Time management
- Scholarship search assistance
- Workshops

**Career Exploration and Development**
- Career inventories
- Resume and cover letter writing
- Interview skills
- Job seeking skills
- Workshops

**Resource Lending**
- Books
- Microcassette recorders
- Graphing calculators
- Laptop computers

To be eligible must meet one or more of the following criteria:
- Neither parents graduated from a four year college
- Documented financial need
- Physical or learning disability
- Academic need

Call (800) 447-5444 or (218) 723-6594 for more information or stop by the SSS office located in Tower 2150 for an application.
McNair Scholars Program
The McNair program encourages income eligible and first generation or minority undergraduates to prepare for obtaining a post baccalaureate degree. Students are provided with paid research opportunities and faculty mentors. Opportunities include:
  • Publish research
  • Participate in a poster session
  • Learn how to finance a graduate education
  • Participate in GRE test preparation
  • Visit graduate schools
  • Participate in cultural activities

Intercultural Student Center
The Intercultural Student center is a starting place of interaction between people who have acquired different beliefs, values, opinions, and rules from different societies or cultures. This interaction helps students to improve their educational minds and perceptions of others and to encourage the campus community to contribute to a diverse society. The Intercultural Student Center is located on the ground floor of tower in the student union.

Disability Resource Center
The disability resource center is designed to provide equal access for students with disabilities to the programs, resources, and facilities at the College of St. Scholastica. Any student needing assistance in gaining equal access to classes or college resources because of a physical or learning disability should request help through this office.

To apply:
  • Provide Coordinator for Students with Disabilities current documentation on your condition.
  • Fill out a request form for an academic accommodation.
  • Meet with the Access Committee and the Coordinator for Students with Disabilities to determine the appropriate accommodations.

Accommodations include:
  • Distraction Reduced Environment
  • Extended Time
  • No Scantron
  • Volunteer Note Taker
  • Consideration for Absences
  • Reader
  • Scribe
  • Books on Tape
  • Enlarged Text
  • Alternative Test Format
  • Sign Language Interpreter
  • Consideration for Spelling
• Tape Recorded Lectures

For more information:
Melissa Watschke
Coordinator for Students with Disabilities
Tower 2144
Phone (218) 723-6645
Email mwatschke@css.edu

Veterans Resource Center: Located in Tower 2143, the VRC is a source of information, resources and referrals. This space is also used as a lounge area for conversation and relaxation.

Campus Resources for Veterans:
Admissions Office
• www.css.edu/admissions.xml
• (218) 723-6046
• You may contact the admissions office to apply to The College of St. Scholastica

Business Office
• www.css.edu/businessoffice.xml
• (218) 723-6092
• To pay bills, purchase a parking permit, add money to your account, etc.

Financial Aid Office
• www.css.edu/financialaid.xml
• (218) 723-6047
• For questions and concerns regarding financial aid or work study.

Registrar’s office
• www.css.edu/registrar.xml
• (218) 723-6039
• The certifying official for St. Scholastica is in the Registrar’s Office. This individual will sign your paperwork so you can receive educational benefits.

First-Year Development Program
This program offers services to help students to succeed academically and socially. Students in this program are accepted to the College via the First-Year Development Program. Components include:
• Participation in a weeklong Summer Bridge Program offered the week before fall term begins.
• Enrollment in Study Skills BAS 0900 course fall term.
• Meeting with a peer mentor each week for a study and reflection session.

Contact Melissa Watschke  
Coordinator of Academic Support Services/Advisor  
Tower 2139  
(218) 723-6747

**Service Learning**  
This program is designed to connect meaningful community service with academic learning as defined by general education, class or departmental outcomes. Responsible living and meaningful work requires students to not only use their heads but their hearts and hands as well.

Contact Jay Newcomb  
Coordinator of Service Learning  
Center for Just Living, Tower 25  
(218) 723-6552

**Tutoring Services**

**Center for Academic Success**

The CAS assists students and their different learning needs. What may be helpful for one student, may not work for another. Each student learns in their own way and is encouraged to supplement his or her learning through activities outside the classroom that enhance learning. The services offered by CAS include:

• **Individual Tutoring**
  ○ One on one interaction between tutor and student  
  ○ Small group of two or three students with one tutor

• **Collaborative Learning Groups**
  ○ Small study groups of no more than twelve students conducted by a tutor in a specific class.

• **Drop-in Tutoring**
  ○ No appointment necessary for an individual, small, or large group tutor session in a given subject

• **Large Group Exam Preparation**
  ○ Tutor session facilitated by a tutor for an exam in a specific course  
  ○ Students can request a Large Group Exam Preparation or look in the CAS for courses in which these are offered

• **Supplemental Instruction**
SI is currently offered in Chemistry for Health Science sequence CHM 1021/1025, CHM 1035, BIO 1035. Supplemental Instruction is facilitated by an upper class student. It offers a group learning environment outside of class that "supplements" the instructor's lecture and lab. SI leaders often attend the class and maintain a close relationship with the instructor.

For more information for courses and times visit the CAS website

## Writing Center

**Rose Warner Writing/Critical Thinking Center**
The writing center provides a casual, student-friendly atmosphere where all students can receive free, collaborative feedback on everything from proof-reading to thesis development. You can schedule an appointment or just drop-in.

Writing Center Hours:

Open Monday through Thursday 9:30 a.m. to 6:00 p.m. and Friday from noon to 5:00. The best way to ensure someone is there is to either email ahead of time to make an appointment or stop by outside and check the sign up sheet.

You may also email your work for feedback to sbackus@css.edu or writingcenter@css.edu

For more information email sbackus@css.edu or call (218) 723-6657.

## Graduate Studies

The College of Saint Scholastica offers graduate degree programs at the master's and doctoral levels across the fields of education, business technology and the health sciences.

**Degree Programs Include:**

- [Master of Arts in Athletic Training](#)
- [Master of Business Administration](#)
- [MEd in Curriculum & Instruction](#)
- [MEd in Education Media and Technology](#)
- [MEd in Teaching](#)
- [MA in Exercise Physiology](#)
• **MA in Health Information Management**
• **MA in Information Technology Leadership (formerly Computer Information Systems)**
• **MA in Management**
• **MA in Occupational Therapy**
• **MA in Nursing**
• **Doctor of Nursing Practice**
• **Doctor of Physical Therapy**
• **Transitional Doctor of Physical Therapy**

**Certificate and Licensures:**

• **Information Technology Leadership Certificates** (formerly Computer Information Systems)
• **Education, Curriculum & Instruction - Technology Concentration Certificate**
• **Graduate Teaching Licensure**
• **Healthcare Informatics Certificates**
• **Management Certificates**
• **Nursing Certificates (Post Master's)**
• **Teacher Prof. Development**
Local, County, and Other Public Resources

Child Care

Child Care Assistance Program (CCAP)

Minnesota’s Child Care Assistance Program is an organization dedicated to helping you find child care for your child while you are attending school, looking for a job, or working. They help you work with different services to make sure your child is cared for. These include:

- MFIP Child Care
  - This service is for families who are receiving assistance from the Minnesota Family Investment Program (MFIP) or Diversionary Work Program (DWP).
- Transition Year Child Care
  - This type of child care is available up to one year for families after their MFIP or DWP cases have closed. This service is available for more than one year if there is a waiting list for Basic Sliding Fee Child Care Program.
- Basic Sliding Fee Child Care
  - This child care service is for families who have low incomes.

How will Minnesota’s Child Care Assistance Program help you find child care?

- CCAP will help you pay for child care of all your children ages 12 and younger. In addition, they will help pay for care of 13 and 14 year old children with special needs.
- If your income is within the limits for your family size then there is no time limit on how long you receive child care assistance.
- Your childcare provider must be over the age of 18 and a legal provider.

How much will you pay?

- How much you pay depends on three things:
  - Your family’s income
  - The number of people in your family
  - How much your child care provider charges

How can you get started receiving these services?

- Simply fill out an application with CCAP and they will inform you if you qualify.
- Your county’s human service office will help you begin this process:
  - St. Louis
    - [www.co.st-louis.mn.us](http://www.co.st-louis.mn.us)
    - Financial Assistance-Duluth: 218-726-2101
**Post-Secondary Child Care Grant Program**
This program is developed for students pursuing additional education who do not qualify for Minnesota Family Investment Program. Types of education include:
- Public colleges and universities
- Technical and community college
- Private colleges
- Some vocational schools

Contact the school’s financial aid office for assistance with this program.
- 218-723-6047
- finaid@css.edu

**Dependent Care Assistance Programs (DCAPs)**
Dependent Care Assistance Programs are set up to allow your employer to contribute part of your paycheck to child care. This will help save you money by:
- Lowering your taxable income
- Allowing you and your employer to pay less federal and Social Security taxes

You are allowed to determine how much of your paycheck will be devoted to child care.
- You can place up to $5000 in your DCAP account.
- The amount will be divided by all your pay periods for the year and placed in your DCAP account.
- Any money left in the account at the end of the year will be forfeited.

**Child Care Programs for Military Families**
There are many programs available for military families. These include:
- Military Child Care in Your Neighborhood
- Operation Child Care
- Operation Military Child Care
- Quality Family Child Care

These services are provided by the National Association of Child Care Resource and Referral Agencies (NACCRRA). They can be contacted though Child Care Aware:
- Phone: (800) 424-2246
- Online: [http://www.childcareaware.org](http://www.childcareaware.org)

**Early Childhood Screening**
Minnesota’s public school districts are required to screen all children between ages 3 ½ to 4 years old for health and developmental stages. To find out about these screenings:
- Call your local school district, or
- Call 651-582-8412

**Infant & Toddlers with Disabilities Services**
Infant and Toddlers with Disabilities services works as a family-centered program for infants and toddlers, up to age 3, with disabilities. Their services include:
- Assessment and evaluation
- Audiology
- Early childhood special education
- Speech therapy
- Transportation
- Vision screening

For information on these services call:
- 651-215-8956, or
- (800) 728-5420

**School Readiness**
School Readiness is a program developed to help children, ages 3 ½ to 4 years old, prepare for success in school. Programs will be offered to those children of greatest need, as determined by early childhood screening. For information call:
- Your local school district, or
- 651-582-8412

**Early Childhood Family Education (ECFE)**
Early Childhood Family Education is a program for all families with children from birth to kindergarten enrollment. This program works to help parents learn how to guide their child’s growth, while strengthening the family. Parents may be involved in:
- Discussion groups
- Home visits
- Educational activities with their child
- Special events for the entire family

For information on these services call:
- Your local school district, or
- 651-582-8412

**Head Start**
Head Start works to improve the health and social skills of children from birth to age five. This program works to involve parents by:
- Helping parents be their child’s first teacher
- Allowing parents to volunteer in classrooms
- Having adult activities for parents

For more information about Head Start call:
- 651-582-8412

**Child Care Resource & Referral Network**
Child Care Resource and Referral is a program set up to make child care referrals, but not recommendations. The information Child Care Resource and Referral receives is voluntarily given by providers. Child Care Resource and Referral is therefore not able to license, endorse, or recommend any specific provider. They can, however, offer you
their information so you can make an appropriate choice. Types of child care provider options include:
- Family child care homes
- Centers
- Preschool programs

There are a limited number of child care providers who work with infants, so please contact Child Care Resource and Referral as far in advance as possible if you will be needing this service. There is no fee for the referrals from this program. For more information:
- Call:
  - 320-629-5164, or
  - (800) 890-5164
- Online: www.mnchildcare.org

### Food

**211**
211 can help you find information and refer you to community resources. The information you receive will be confidential and anonymous. Help with food can include:
- Food shelves
- Formula

For more information simply call:
- 211 anytime if you are in the Twin Cities area, or
- (800) 543-7709

**United Way**
United Way is an information and referral service for all of Minnesota. This is a free and confidential service that is available 24-hours a day. United Way is also a part of 211. For information call:
- 211 anytime if you are in the Twin Cities area, or
- (800) 543-7709, or
- (800) 861-7361

**Public Health & Human Services of St. Louis County**
Public Health and Human Services is a service program which helps with financial assistance to provide food for families. These services are dependent on your income and assets. In addition to help with food, these services include:
- Medical assistance
- Emergency funds (shelter/utilities)
- MFIP (families with children)
- General assistance (single adults or married without children)
- Minnesota supplemental Aid (aged, blind, disabled)
- Group residential housing
- Long term care housing or assistance
- Representative pay

For more information please call:
- 218-726-2000, or
- 218-725-5200

**Women Infants Children (WIC)**
Women Infants Children is a program developed to increase awareness about nutritional education. WIC provides free supplemental foods which promote good health for:
- Pregnant women
- Breastfeeding women
- Postpartum women
- Infants and children up to age five

WIC also helps with education and support for breastfeeding. For more information please call:
- 218-725-5211

**Housing**

**Housing and Redevelopment Authority (HRA)**
Housing and Redevelopment Authority of Duluth works to provide housing for all residents of the community. They work to make sure the housing is:
- Decent
- Safe
- Affordable

HRA works to insure participants of their program will never pay more than 30% of their monthly adjusted income for rent and utilities. There are three simple steps to finding housing when working with HRA:
- Apply
  - All you need to do for applying is fill out an application form and you will be contacted by a housing representative. To get this form simply call:
    - 218-529-6300
- Move
  - After you have been approved, HRA will find up to three housing options for you to choose from. After you have made your selection you will sign a lease that can be terminated by you with a 30-day notice.
- Enjoy
HRA will work to make sure you are comfortable while finding a home of your own. They will provide referrals to financial counseling, home-buying seminars, and savings programs to help bring you closer to owning your own home.

Remember, if you have any question simply call HRA at:
- 218-529-6300

**Public Health & Human Services of St. Louis County**
The Public Health and Human Services of St. Louis County is a program which works with providing financial assistance for families in need of housing. Public Health and Human Services helps with:
- Group residential housing
- Long term care housing or assistance

For more information on these services call:
- 218-726-2000, or
- 218-725-5200

**211**
211 can help you with finding housing. They will provide information for you and refer you to community resources. For help with housing call:
- 211 anytime if you are in the Twin Cities area, or
- (800) 543-7709

**Health Services**

**MinnesotaCare**
MinnesotaCare helps families pay for health services such as:
- Medical
- Dental
- Preventive care
The amount paid is determined by how much money you make and the size of your family. To request an application call:
- (800) 657-3672

**Public Health & Human Services of St. Louis County**
There are many ways the Public Health and Human Services of St. Louis County help with health services for its residents. The main way they help is through financial assistance. This assistance includes help with:
- Medical assistance
- Minnesota supplemental aid (aged, blind, disabled)
There are also many specific ways the Public Health and Human Services can help you. Programs are set up to help people with:

- **Developmental Disabilities**
  - These services are set up to help persons with mental retardation or a related condition. Services include:
    - Screening
    - Case management
    - Semi-independent living skills
    - Supported living services
    - ICF/MR
    - Home and community-based services
    - Family support
    - Day training and habilitation
    - Extended employment

- **Chemical Dependency**
  - This program is set up to help people seeking treatment of chemical dependency or abuse who meet income guidelines. These services include:
    - Detoxification
    - Chemical use assessment
    - Outpatient treatment
    - Primary residential treatment
    - Extended care
    - Halfway house

- **Adult Mental Health**
  - Services helping the general public include:
    - Education and prevention services
    - Emergency or crisis services
  - There are also services available for people with serious or persistent mental illnesses. These services include:
    - Case Management
      - Assessment
      - Development of comprehensive care plan
      - Referral and coordination
      - Monitoring and evaluation
    - Community Support Program
      - Assistance with government benefits
    - Client Outreach
      - Crisis assistance
      - Day treatment
      - Employability and supported work
      - Medication monitoring
      - Independent living arrangement
      - Independent living skills
      - Psycho-social rehabilitation
Children’s Mental Health
- Public Health and Human Services also works to provide assistance for children with severe emotional disturbances and their families. These services include:
  - Teaming with parents and helping them access mental health services
  - School and community support
  - Treatment and respite care referral

Communicable Disease Prevention and Control
- Communicable Diseases
  - Education
  - Investigation
  - Follow-up of reportable communicable diseases
  - Information about suspected food borne illnesses and disease outbreaks
- Immunizations
  - Immunizations are provided for infants, children, and adults who are uninsured or not covered for vaccines by their insurance.
- Tuberculosis (TB) Screening and Management
  - Skin testing to see if the person is exposed to TB
  - Education and medication monitoring for people who require treatment

Maternal Child Health
- WIC
  - This is a program set up to inform women about nutritional education to promote good health.
- Child and Teen Checkups (C & TC) Outreach
  - This is a program designed for children, ages 0-21, who are eligible for Medical Assistance of MinnesotaCare to receive checkups and follow-ups with health services.

For information regarding any of these services please call:
- 218-726-2000, or
- 218-725-5200

Children’s Mental Health Case Management
Children’s Mental Health Case Management is a part of the St. Louis County Public Health and Human Services providing help for children with mental health needs and their families. A Children’s Mental Health social worker will assist the family in obtaining family community support services. These services include:
- Client outreach to each child with severe emotional needs
- Assistance in developing independent living skills
- Assistance in developing parenting skills necessary to address the needs of children with severe emotional needs
- Crisis assistance, including crisis placement and respite care
- Assistance in obtaining potential financial resources

For more information call Children’s Mental Health at:
- 218-726-2012

211
211 is a program set up to help you receive confidential and anonymous information about health services. This program works with United Way to help you find information and refer you to community resources. For information call:
- 211 anytime if you are in the Twin Cities area, or
- (800) 543-7709

Health Care Access Office
Health Care Access is a program set up to help you with health insurance for your children. This insurance will help children be healthier by providing them with:
- Immunizations
- Treatment for recurring illnesses like ear infections or asthma
- Preventive care, so they are sick less often
- The treatment they need when they are sick

Health Care Access works with Medical Assistance and MinnesotaCare to determine your eligibility. As long as your child remains eligible there is no time limit on how long your child can receive these services. If your child is eligible, make sure to check if you may be eligible also. Other services Health Care Access helps cover include:
- Doctor visits
- Dental care
- Eye care
- Prescription medicines
- Hospitalizations

For information or to help find out if you are eligible please call:
- 218-722-9650

Heartland Kids
Heartland Kids is a program designed to promote community based mental health in children and their families. Heartland Kids works through Children’s Therapeutic Support Services to provide various mental health services, such as:
- Clinical Supervision
  - Heartland’s clinical supervisor has many years of experience working with children who have varying disabilities. These include autism spectrum disorder, ODD, ADHD, depression, anxiety, PTSD, conduct disorder, attachment disorder, and fetal alcohol spectrum disorder.
- Mental Health Behavioral Aides (MHBA)
These paraprofessionals receive ongoing training to work one on one with your child. They help teach your child the skills they will need to manage their mental health.

- The MHBAs receive 30 hours of training prior to working with your child.
- Heartland works to match an appropriate MHBA with your child.
- Schedules are flexible and Heartland can staff you 7 days a week, 365 days per year.

Heartland Kids also has many other services available. These include:

- Diagnostic assessments
- Individual treatment plans
- Individual behavior plans
- Mental health behavioral aides
- Skills training
- Individual therapy
- Family therapy
- Coordination of care
- Crisis stabilization services
- Training
- Referrals for services

For more information please call Heartland Kids at:

- 218-727-1856

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- Call 651-582-8412

**Infant & Toddlers with Disabilities Services**

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- Assessment and evaluation
- Audiology
- Early childhood special education
- Speech therapy
- Transportation
- Vision screening

For information on these services call:

- 651-215-8956, or
- (800) 728-5420
Legal and Counseling Services

Public Health & Human Services of St. Louis County
The Public Health and Human Services program has programs set up to help with legal and counseling services for families. Some of these services include:

- Child Support
  - The Child Support office is available whether or not you are on public assistance. Members who are not on public assistance may have to pay a 1% fee for payments processed. All applicants will have to pay a one-time fee of $25 for the application. Services the Child Support office help with include:
    - Locating parents
    - Establishing paternity
    - Establishing or modifying orders for child support, medical support, and child care
    - Enforcing support obligations
    - Collecting current and past-due support

- Child Protection
  - Laws regarding child protection are mandated by law and may be court ordered. Services of child protection include:
    - Initial intervention services
    - Indian child welfare services
    - Child protection services

- Prevention/Intervention
  - This part of the program works to strengthen families and build healthy communities. Their services include:
    - Child care services
    - Children’s mental health
    - Family outreach
    - Extended family services
    - Intensive family-based services
    - Minor parent program
    - Foster care
    - Adoptions

For more information on any of these services please call:
- 218-726-2000, or
- 218-725-5200

211
The 211 program is helpful with family counseling and legal services. They have programs set up to help with:
- Counseling
- Legal help
For more information on these services please call:

- 211 anytime if you are in the Twin Cities area, or
- (800) 543-7709

**Parent Warmline**

Parent Warmline is a program set up to help build family connections. They offer parent to parent support noon to midnight, seven days a week. Please feel free to call:

- 218-525-3242

**Family Outreach**

Family Outreach is a program set up to help families going through tough times. This program is voluntary, free of charge, and done in your home. The types of services offered include:

- Being available to help when times get tough
- Bringing support and encouragement
- Helping with parenting challenges
- Working to keep families together

Eligibility of this program is not determined by income. Family Outreach is a part of the St. Louis County Social Services Department. Any family with a child under the age of 18 who lives in St. Louis County would be eligible. For more information please call:

- 218-726-2012, or
- (800) 450-9777

**Intensive Family Based Services**

Intensive Family Based Services is a program set up to help strengthen and preserve the family unit. Family counseling and parent education programs are set up to help families. These services are offered by professionally trained people. These services work to help with:

- Parent education
- Parenting assessments
- Family communication
- Personal/family conflict
- Relationships

For more information please call:

- 218-726-2075 for self referrals, or
- 218-726-2012 for all other referrals