



St. Johnsbury

Guide for Students 2015-16

Springfield College St. Johnsbury
School of Professional and Continuing Studies
347 Emerson Falls Road, Suite 2
St. Johnsbury, VT 05819
(802) 748-5402 or (800) 441-1812

Greetings!

I would like to take this opportunity to extend my personal welcome to you as a student at Springfield College St. Johnsbury.

At the St. Johnsbury campus you are treated with respect for your life, work, family, and community and life experiences. The sharing of these experiences with your fellow students and faculty increases total awareness and critical thinking, which is the key to our program's success. Open, ongoing, and authentic dialogue is the foundation of our educational approach.

The willingness to assist you in succeeding with your educational endeavors is sincerely shared by all the faculty and staff at Springfield College St. Johnsbury. We look forward to providing the very best learning environment for you throughout your Springfield College experience.

Again, welcome.

Priscilla Hutchins, Ed.D.
Campus Coordinator

Student Support

Academic Support Services

Springfield College St. Johnsbury has an Academic Success Center that offers readily and easily accessible services. The Center is a resource for students and instructors alike and focuses on writing support services, resource support services, research skills, and developing sustainable study skills. Reference tools connect directly to information, materials, and resources for writing, APA, organization, analysis, critical thinking, reflection/reaction essays, public speaking, and study tips.

All services are coordinated with the assistance of a resource specialist and focus on the development of sustainable skills to help students become independent learners.

The support services are available on a drop-in basis during regular campus hours, class hours of operation, or by appointment. A student may self-elect to seek assistance or follow through on a recommendation.

We strongly encourage students to take advantage of the Academic Success Center services by contacting Victoria Trihy at (802) 748-5402, ext 24, vtrihy@springfieldcollege.edu to set up an appointment or learn more about these services and free reference tools.

Services for Students with Disabilities

Students with documented physical, learning, or psychological disabilities may be eligible for reasonable academic accommodations to help them succeed in their academic program. It is the student's responsibility to make a request for such accommodations and to provide appropriate documentation administered by a qualified professional such as psychologists, medical doctors, or agencies specializing in the diagnosis of such disabilities. Students must submit current documentation. If you have questions about services for students with disabilities, please contact Assistant Director for Administration Darlene Young at (802) 748-5402 ext. 22, dyoung@springfieldcollege.edu

Technology Support Services

For assistance in all areas related to technology (gmail, Moodle, PrideNet), please contact Jennifer Grant at (802) 748-5402 ext. 27, jgrant4@springfieldcollege.edu or TSC (413) 748-4872 or TSCRequest@springfieldcollege.edu

Academic Information

Class Cancellations, Delays, Closing

Notification of campus class cancellation, openings, delays, or closings will be available through PrideNet, College e-mail, or by checking the voicemail of Priscilla Hutchins, Campus Coordinator, after 6:00 a.m. (802) 748-5402, ext. 33.

Academic FAQs

What is the role of my academic advisor?

Think of your academic advisor as your partner in education. Your advisor is responsible for ensuring that you understand the School of Professional and Continuing Studies program and sequencing of courses and for monitoring your academic progress so that all graduation requirements are met. However, it is ultimately your responsibility to ask questions and to keep track of your own progress.

What is a syllabus and what information is usually included in it?

A syllabus is your guide to understanding what is expected in a course. The instructor will give you a syllabus no later than the first class. This document will include contact information for the professor, class and Moodle assignments, grading criteria, and academic policies.

What is a pre-course assignment?

Pre-course assignments are reading, writing, and project activities that are preparation for the first class of the course that you will be taking. You will find the vital information you need prior to your first class in the syllabus. It contains the instructor's contact information, course objectives, required texts, and the pre-course assignment. The syllabus must be downloaded from the School of Professional and Continuing Studies website. You may be required to submit your pre-course assignment in the learning management system called "Moodle."

Do I have to complete any academic work between classes?

Yes. Education is continuous and class meetings are just one aspect of the learning process. You are expected to complete all assignments as indicated on the course syllabus and the web-enhanced between-class assignments that incorporate the learning management system called "Moodle." This applies for all School of Professional and Continuing Studies courses. These assignments are critical to your academic success. They also enable you to qualify for federal financial aid as a college student taking courses in our accelerated course format. Therefore, you must allocate some of your time between classes for learning activities that might include reading, writing, analyzing, reflecting, interacting with others, research, and interacting online with fellow students and the instructor.

Assignments must be completed before each class session so you will be prepared for the classroom learning experience.

What happens if I miss a class?

You are expected to attend all class sessions and workshops for the courses in which you are enrolled. If you must miss all or part of a class session, you must notify the instructor in advance and make arrangements to make up course assignments. If you miss more than one class session, you may withdraw from the course or you may receive an “F” grade for the course depending on when the absences take place.

What happens to financial aid when I add/drop a course?

Your eligibility for a grant may be lost or reduced when a course is dropped. In some cases, your eligibility may increase if a course is added. Your eligibility for a loan may also change. Check with the staff person handling financial aid at the campus before making final arrangements to add or drop a course so that you will know the impact, if any, in your specific situation.

How is my financial aid impacted when I take less than a full-time load (12 credits undergraduate, 9 credits graduate)?

Aid is based on full-time enrollment unless your enrollment status is specifically stated as part-time. Many grants are available only to full-time undergraduate students. Pell grants are required to be adjusted for less than full-time status. Cost of attendance changes due to enrollment less than full-time status may also reduce loan eligibility.

If I have a disability, how can I get assistance and support?

Support services and accommodations are available to any student with a documented disability. If you require reasonable accommodations to assist you with your studies, you must provide current and appropriate documentation. For information regarding the type of services available to you, please contact Assistant Director for Administration Darlene Young, (802) 748-5402 ext. 22, dyoung@springfieldcollege.edu.

How do I receive credit for experiential learning in the undergraduate program?

The portfolio course (Human Services Portfolio Development, HUSB 307) teaches a process that identifies each student’s college-level learning and utilizes methodologies that enhance the student’s ability to think conceptually and analytically. Students identify, categorize, and organize their knowledge and present this knowledge through a course equivalent process. Once the knowledge has been identified, students must decide if and how this knowledge relates to learning that is typically credited at the college level. The Human Services Portfolio Development course provides a framework to assist students in reflecting upon and articulating their college-level experiential learning. These

policies and procedures are based upon guidelines established by the Council for Adult and Experiential Learning (CAEL).

When is my portfolio due?

The portfolio must be submitted at least six months prior to your anticipated graduation date to allow for the timely review and possible revision of submitted materials.

Why do I need a student ID card?

As a matriculating student, you are required to have a Springfield College photo identification card. The card should be carried at all times and must be used for identification purposes in accessing campus buildings and grounds, borrowing material from the Babson Library, and attending college-sponsored events. In addition, commercial organizations within your community may offer discounts if you present your student identification card when purchasing their products or services.

Where do I find out the latest info about School of Professional and Continuing Studies courses, programs, and activities?

You can find the latest information regarding School of Professional and Continuing Studies courses, programs, and activities through e-mail announcements sent to your Springfield College e-mail address, other campus correspondence to students, campus bulletin boards, academic course schedules, and the School of Professional and Continuing Studies website. When viewing the School of Professional and Continuing Studies website, be sure to access the link leading to your campus location.

How can I access computers for email, research, and/or word-processing?

The campus Computer Lab located next to the administrative offices, gives you access to the Babson Library to conduct research for your course assignments and the opportunity to use the word processor. The computers in the lab are equipped with computer software applications for student use that include spreadsheets, Internet research, and library search services. You are able to access e-mail through your Springfield College PrideNET account. Your Springfield College email account is the mandatory mode of communication between you and the College. Routinely, the College will make you aware of general announcements pertaining to the entire Springfield community. You will use your e-mail account to communicate with School of Professional and Continuing Studies faculty and administration, Business Office, Financial Aid Office, Library, and any other College office in which you will do business.

Are online courses available at School of Professional and Continuing Studies?

Online courses are offered through both the undergraduate and graduate degree programs to matriculated School of Professional and Continuing Studies students. See your advisor for details or check the School of Professional and Continuing Studies home page for the schedule.

Campus Information

Bookstore and MBS Direct

MBS Direct is a virtual bookstore, with online services available to students 24/7. The virtual bookstore offers students of Springfield College St. Johnsbury the opportunity to purchase books, use their book vouchers, and to have their purchase shipped to home, office, or the campus. Please contact Darlene Young (802) 748-5402, ext. 22, or email dyoung@springfieldcollege.edu for more information regarding MBS Direct.

Students may visit the Springfield College bookstore online to shop for apparel and other accessories.

Identification Cards

Students enrolled in Springfield College St. Johnsbury will be issued a student identification card with an assigned student identification number. This card is used for identification purposes in accessing college buildings and grounds, borrowing material from the Babson Library and attending college sponsored events. The first Springfield College Identification Card is issued to a student at no charge. Replacements for lost or stolen cards will cost \$35. Photos for identification cards are taken during the New Student Orientation. If you have questions about obtaining an ID card, please contact Jennifer Grant, (802) 748-5402 ext. 27, jgrant4@springfieldcollege.edu.

Emergency Information

Safety on Campus

Springfield College and the School of Professional and Continuing Studies is serious about safety at all of our campuses. Please visit [here](#) to register for SC Alert and Rave Guardian applications.

Parking

Parking is convenient and free for Springfield College St. Johnsbury students

Accommodations

St. Johnsbury and Lyndon

Colonnade Inn, Route 5, Lyndon VT., (802) 626-9316

Comfort Inn & Suites, 703 Route 5, (802) 748-1500

Fairbanks Inn, 401 Western Ave., (802) 748-5666

Holiday Motel, 222 Hastings St., (802) 748-8192

Lyndon Motor Lodge, 6148 Memorial Dr., Lyndon, VT., (802) 626-3548

Restaurants

St. Johnsbury and Danville

Anthony's Diner, 50 Railroad St., (802) 748-3613

*Kham's Thai Cuisine, 1112 Memorial Dr., (802) 751-8424

Marty's First Stop, Route 2, Danville VT., (802) 684-2574

*New Century, 264 Portland St., (802) 751-8500

*Ramunto's Brick Oven Pizza, 1216 Railroad St., (802) 751-8500

*St. Johnsbury House of Pizza, 287 Portland St., (802) 748-5144

Maplefields/Amato's, 85 US Route 2 W., (802) 748-1321

*Offers delivery service