



St. Thomas University Student Handbook

The Division of Student Affairs has prepared this handbook to create a broader understanding of the offices and services offered to assist students while enrolled at St. Thomas University. The resource-based document highlights the various offices on campus, the services that they provide, contact information, as well as a link to each office's website where you are able to find additional information.

While this is an introductory document, students will best learn the staff, faculty, and offices through engaged learning and face-to-face interactions. It is the expectation that all St. Thomas University community members treat each other with mutual respect and adhere to the mission of the university to best support our students prepare to be ethical leaders in our global community.

Student Affairs

The Division of Student Affairs at St. Thomas University works to enhance the student experience and development of all students by providing a wide array of collaborative, co-curricular programs, services, and activities that promote a sense of belonging and community. As St. Thomas University continues its record enrollment growth and adds to the on-campus population, the division continually analyzes student programs and offerings to make campus as vibrant as possible. Student Affairs at St. Thomas University is made up of Residence Life, Student Health, Student Life, Musical programs, Public Safety, Title IX, and Disability Services.

Residence Life and Community Standards

St. Thomas University Office of Residence Life provides the opportunity for community living based on the Catholic philosophy of mutual respect for the rights of everyone. Our residence hall arrangements encourage autonomy, the development of interpersonal relationships, along with the convenience being in a diverse and vibrant community.

To build a sense of community, the Residence Life Office maintains six residence halls with various room types and prices to accommodate students of all backgrounds. Additionally, the office hosts on-campus programs and partners with Student Life to ensure that students have numerous engagement opportunities each week throughout the academic year. Our halls are staffed by student leaders, Resident Assistants, who assist their residents with roommate conflicts, community building, and any maintenance issues in the halls.

The Office of Residence Life also oversees the University Community Standards. This set of policies are in place to create a respectful community in alignment with the values and beliefs of the Catholic church. All community members are expected to adhere to these policies or will be referred to the office for a Community Standards review process. In addition to specific policies, the university has overarching guideposts that steer the Community Standards process: Individual Worth, Integrity, Self-Control, Critical Thinking, and Community Responsibility.



The Community Standards is a second guiding document for the Division of Student Affairs that outlines conduct violations and disciplinary procedures.

Webpage (Residence Life): <https://www.stu.edu/students/student-affairs/housing/>

Webpage (Community Standards): <https://www.stu.edu/students/student-affairs/disciplinary-procedure/>

Location: Student Affairs- Student Center (Building 9)

Hours: Monday – Friday 9:00 AM to 5:00 PM (RA on duty 5:00 PM to 9:00 AM)

Email: residentiallife@stu.edu

Phone: 305.628.6543 & 305.628.6652

Social Media: Instagram- stu_residencelife & Twitter- stureslife

WhatsApp: 786.350.9022

RA on Duty contact: raonduty@stu.edu; 786.298.0741

STUDENT HEALTH CENTER

The **Student Health Center** is dedicated to promoting health and well-being from the foundation of Catholic Identity guidelines for university communities. Our work is based upon the principles of Catholic Social Teachings and Catholic Health Care: the care and dignity of the individual, attending to the needs of the marginalized and disenfranchised, respect for workers, care of the environment, and the promotion of peace and nonviolence in our world.

The Student Health Center aims to promote students' physical, emotional, behavioral, and mental health in a personalized, supportive, and professional manner as they prepare to become *leaders for life* in our global community.

Mental Health Counseling Location: Student Center in the Student Affairs Suite

Baptist Health Clinic Location: Building 15, adjacent to Cascia Hall

Services Offered: Mental health counseling and primary care for the St. Thomas community, and if unable to help you directly, Center staff will assist you in searching for resources.

- **Mental Health Counseling:** Professional staff provides a variety of assessment, treatment, and psycho-educational services. Services typically include brief psychotherapy, crisis intervention, referral programs, and psycho-educational resources. Through our comprehensive educational programs, students may engage with "hands-on" learning opportunities spanning special integrative wellness topics. The center also offers consultation services for faculty and staff to contribute to the overall goal of student success. Confidentiality is a foundational principle guiding our services.
- **Primary Care:** Medical services on campus are offered through our partner, Baptist Health. Services include annual physical exams, sick visits, FLU vaccinations, chronic disease management, treatment for Common Illnesses and Ailment, labwork on-site, and medication prescriptions. Individuals with medical concerns that require specialized diagnosis and treatment, or more comprehensive care are referred to a physician, clinic, or hospital. Medical services received because of a referral are generally at the student's expense and based upon insurance provisions. Emergency medical care is obtained at Urgent Care Centers or hospitals. Transportation to these centers is usually provided by ambulances or, in less



severe cases, students may arrange for their transportation. For more information, please visit our web pages, <https://www.stu.edu/students/student-affairs/student-health-center/>

Contact: For non-emergency questions regarding student health insurance, general health care, or to make an appointment in the University clinic, contact the front desk at (305) 474-6921; for emergencies, call 911. To make an appointment for counseling services, call (305) 628-6695 or e-mail Maria Bedoya at Mgaravito@stu.edu

Hours:

Clinic: Monday – Friday 8:30am – 5:00pm

Counseling: Monday – Friday 9:00am – 5:00pm

Student Insurance & Immunization Requirements

All full-time undergraduate, international, and law students are required to have adequate health insurance. This policy is in place for the sole purpose of safeguarding the well-being of students. There are no exceptions to this policy. If you do not have personal health insurance, an affordable health insurance plan is available for students at St. Thomas University. All full-time undergraduates, international, and law students are automatically enrolled in this insurance plan for the 2022-2023 academic year unless proof of comparable health coverage is provided online by the waiver deadline. The **Student Health Center communicates to students through STU email** with the guidelines for health insurance enrollment and opting out every calendar year. Each student is required to submit proof of health insurance. **Both enrollments for the insurance and providing proof of alternative insurance must be done entirely online from July 1st through September 9th, 2022.**

For complete details of the health plan benefits, enrollment, and waiver deadlines, please visit:

<https://www.stu.edu/students/student-affairs/student-health-center/student-health-insurance/>

All incoming first year and transfer students (Undergraduate and Law) must submit immunization records and physical forms prior to starting their first semester. St. Thomas University requires the following immunizations: Measles/Mumps/Rubella (MMR): 2 doses, Hepatitis B (3 doses). **Students living on campus are required to also have the Meningitis (MCV4) vaccine** (1 dose after 16th birthday).

You will need to visit medproctor.com to register your new account. You will need to have an updated, physicianStudents should take the [MedProctor Immunization-Certificate-STU.pdf](#) to their medical provider to complete the required documentation. Students may also upload a copy of their complete immunization record, provided their medical practitioner signs it.

At St. Thomas University, the Student Health Center reminds you that *“Health is a Unity of Mind, Body and Spirit.”*

International Student Services

St. Thomas enrolls students from over 65 countries. The Associate Director of International Student Services assists international students by providing services and support related to immigration regulations and maintaining legal F-1/J-1 status while attending St. Thomas University. All international students are encouraged



to meet regularly with the International Student Advisor for detailed information about their F-1/J-1 visas, CPT, and OPT status.

The International Student Services Office also offers an array of programs developed to engage in the local Miami culture and explore diverse backgrounds of individuals. The Office also oversees alternative break trips that are based in culture and service.

Location: Student Center- Student Affairs suite

Hours: Monday – Friday 9:00 AM to 5:00 PM (Appointments between 9 AM – 2 PM and 3 PM to 4 PM)

Email: Braulia@stu.edu

Phone: 305-474-6008

Website: <https://www.stu.edu/students/student-affairs/international-student-services>.

Student Life

Student Life's goal is to enhance the quality of the college experience while strengthening the growth and development of all students. With a fun and vibrant learning environment Student Life will provide a variety of student-centered programs, services, and involvement opportunities, such as but not limited to:

- Student Government Association
- Clubs & Organizations
- Campus Activities Board
- Bobcat Peer Mentorship Program
- Bobcat Royalty
- Student Civic Engagement

E-mail: studentlife@stu.edu

Phone: 305.628.6932

Location: Student Affairs

Hours: Monday – Friday from 9:00 AM to 5:00 PM

Student Government Association (SGA)

The Student Government Association (SGA) is a representative student governing body comprised of current undergraduate students that acts as a coordinating committee to pursue initiatives for the benefit of St. Thomas University. It is responsible for sustaining communication between students, faculty, staff, and administration by providing the student body with means to address students wants and needs through a forum for students to express their views concerning student life at the institution. SGA coordinates activities and initiatives that impact the entire bobcat community and help establish an optimum living and learning environment inside and outside of the classroom.

Clubs and Organizations

St. Thomas University's co-curricular life is centered on student-led clubs and organizations, which are essential to developing the whole student. A club or organization led by students seeking recognition must be nondiscriminatory and open to all STU undergraduate and graduate students. All proposed student organizations and affiliated national organizations must adhere to the goals and mission of St. Thomas



University and the principles of our Catholic Identity. To be officially recognized and receive funding, a club or organization must complete the full application process including the creation of bylaws or a constitution.

Campus Activities Board

The Campus Activities Board (CAB) is the lifeblood of student engagement at St. Thomas University. CAB aims to create a thriving and vibrant campus community by hosting regular student events and activities throughout the year. Student events shall include both on-campus and off-campus programming to complement classroom instruction. An exciting and engaging calendar of educational, social, recreational, community, and cultural events is planned and implemented by CAB. Events are publicized on campus and are open to all current students and alumni of St. Thomas University.

Musical Programs

A recent addition to Student Affairs at St. Thomas University is the musical department, which encompasses band, choir, and musical theatre. These co-curricular programs offer additional engagement opportunities for students to show their creative sides while also offering another form of learning and collaboration. Scholarships are available for all the music department programs.

The Music Department is housed in the Student Center, with the former Rathskellar serving as the newly created music room on campus. For more information about our music programs contact:

- Ms. Elizabeth Turner at eturner@stu.edu or 305-628-6770

Musical Theatre: The theatre program at STU offers students the opportunity to participate in plays and musicals throughout the academic year. The program offers a one-credit, twice-weekly course in which students can study and practice the art of acting, dancing, and singing on stage while mastering the technical aspects of theatre, such as set design, costuming, hair, makeup, and props. Auditions are held throughout the academic year, and the program is open to all, from beginners to advanced undergraduate students.

- **Webpage:** [Musical Theatre - Students - St. Thomas University](#)
- **Instagram:** STU_MTC
- **Twitter:** club_stu

Band: The Band Program is housed in the Office of Student Affairs and is responsible for the STU instrumental musical ensembles, including the STU Marching Band "The Pack of the South," Bobcat Pep Band, and concert band. These ensembles perform for various athletic and extra-curricular events, both on and off-campus. The band program also houses the flag corps and dance team. Students can enroll in the Band courses, with faculty approval, for a single unit course credit. Band is a year-long course.

- **Webpage:** [Bands - Students - St. Thomas University](#)
- **Instagram:** thepackofthesouthmarchingband

Choir: The STU Choir is open to lead vocalists and those who prefer to blend in with the ensemble. Several musical genres are performed at on-campus and off-campus events, including sacred, pop/rock/r&b, classical,



folk, and jazz music. The program includes music theory and learning to read music, and proper vocal techniques. This one-credit elective meets Mondays, Wednesdays, and Fridays from 3:05 to 4:20 PM.

- **Webpage:** [Choir - Students - St. Thomas University](#)
- **Instagram:** stu_chorus
- **Twitter:** STUChorus

Public Safety Department

The Department of Public Safety provides protection and services 24-hours a day on campus. Our mission is to enhance the quality of life for students by providing a safe and secure campus environment that is conducive to living and learning, in accordance with the educational goals of this diverse institution, while fostering community partnerships that foster trust, mutual respect, and cooperation. The Public Safety Department operates under the following principles:

- **Professionalism** – We will always be aware of our image and role within the institution. We will use our skills, training, and knowledge to serve our community.
- **Integrity** – We will hold ourselves to the highest standard of truth. Our word is based on our bond and our behavior is above reproach.
- **Communication** – We will always listen to the needs and the concerns of our community and follow through to make sure those needs, and concerns are addressed.
- **Service** – We will respond immediately to all calls for service, both routine and emergency in nature.
- **Duty** – We will do our duty to the best of our ability. The welfare and safety of our students and community members is our top priority.

Public Safety offers various services for students including response to incidents on campus, escort services, lockout assistance, and parking services.

Contact Information:

Phone: (305) 628-6500

Office: (305)-474-6013

Webpage: www.stu.edu/publicsafety

- **Office Hours & Location:** Student Center; 24 hours a day, 7 days a week

Office of Campus Ministry

The Office of Campus Ministry cultivates the faith life of the multicultural campus community through the integration of engaging experiences of faith formation, worship, and service into each student's time at St. Thomas University. Campus Ministry fosters human, intellectual, and spiritual growth through worship experiences, pastoral care, faith formation, spiritual direction, service projects, experiential learning, and leadership opportunities.

The Office strives to develop the students' unique gifts and talents to form faithful missionary disciples. In this way, Campus Ministry supports STU's mission to develop ethical leaders for the global community by fostering a "Limitless Devotion" and forming faith-filled leaders committed to excellence and virtue as a way of life. The Office organizes events and activities throughout the semester, including the Ignite Young-Adult Group, Bible



Study groups, Masses, Rosary Rally, Love Over Leftovers Service Program, and directs the Catholic Leadership Household living learning community.

Phone: (305) 628-6525 or ext. 6525

E-mail: campusministry@stu.edu

Webpage: [Campus Ministry - St Thomas University \(stu.edu\)](http://Campus Ministry - St Thomas University (stu.edu))

- **Office Hours & Location:** OMH 6A; Monday – Friday 10:00 am – 4:00 p.m.

Financial Aid Office

The Financial Aid Office administers a wide variety of scholarship programs from external sources, University and Foundation funds, Federal funds, including Pell Grants and Student Loans, and the State of Florida. St. Thomas University's financial aid programs are intended to assist students in paying their college education by helping to fulfill their demonstrated need or by recognizing their academic ability or talent. In addition, Direct Federal Loans are offered to students as part of their financial aid package.

Professional financial aid staff is available to assist students and their families in navigating the financial aid process and answering questions about their financial aid, their options for student loan borrowing and their indebtedness, their budget (Cost of Attendance), and the effects of any decision on their financial aid throughout their enrollment.

The University administers all financial aid programs without regard to race, color, sex, religion, age, handicap, sexual orientation, or national origin and in accordance with the nationally established and recognized policy of meeting demonstrated need.

Contact Information:

General Number: 305-474-6960

Fax: 305-628-6754

E-mail: financialaid@stu.edu

Webpage: <https://www.stu.edu/admissions/financial-aid/>

- **Office Hours and location:** Mimi Dooner Hall Suite 17; Monday – Thursday: 9:00 a.m. - 6:00 p.m. & Friday: 9:00 a.m. - 5:00 p.m.

Business Office

The Business Office handles all financial aspects of student accounts, which include payments, refunds, payment plans, and billing (including third-party invoices). We Strive to Provide Excellent Service to our Students and the University Community.

Contact Information:

Phone Number- (305) 474-6977

E-mail- businessoffice@stu.edu

Website- [Business Office - St Thomas University \(stu.edu\)](http://Business Office - St Thomas University (stu.edu))



- **Office Hours and Location-** Mimi Dooner Hall Suite 102; Monday - Thursday: 9:00 a.m. – 6:00 p.m. & Fridays: 9:00 a.m. – 5:00 p.m.

Registrar's Office

The Registrar's Office will compile, process, and maintain accurate academic records for all students currently and previously enrolled at St. Thomas University/Biscayne College. The office will respond to legitimate requests for information or services as quickly and accurately as possible. The office will provide friendly, professional, efficient, and courteous administrative services to all students, faculty, staff, and alumni. Additionally, the Registrar's Office provides information and guidance for the following:

- Maintaining Student Records
- Academic Calendars
- Change of Names
- Deferment forms (verification)
- Degree Audits
- Enrollment/Degree Verification (Clearing House)
- Evaluation of Transcripts (CLEP and Credit By Exam Recording)
- Grade Verification and Posting
- Graduation Audits/Diploma Processing
- Graduation Regalia
- Transcripts
- Veteran Certification (processes)

Contact Information:

Email: Registrarsoffice@stu.edu

Phone Number: 305-474-6950

Career Services

Career Services cultivates relationships with employers and community partners to provide students and alumni with experiential learning and employment opportunities. This may include full-time, part-time, and experiential learning opportunities, such as professional interviews, job shadowing, and internships. We combine individualized one-on-one career advising with assessments to determine major or career interest, resume' and interview material review in addition to mock interviews, Career Closet visits, and social media presence and development. We are pleased to offer all phases of Career Counseling utilizing a wide range of tools and best practices.

Scheduling an Appointment: If you are a student, you may schedule an appointment by stopping by our office (Dooner Hall Room #107) or email our Director, April Kennedy, at aprilkennedy@stu.edu. Scheduling an Appointment:

Alumni, services are available for life. If you are contemplating a career change or would like to prepare for a higher-level role within your organization, we are here to assist you in designing a job search strategy and



ultimately landing that position. To make an appointment, simply contact our office by phone (305-474-6928) or e-mail (careerservices@stu.edu).

Webpage: <https://www.stu.edu/students/career-services/>

Instagram: [stu_careerservices](#)

MAIL & COPY CENTER

The Mail & Copy Center provides a location on campus where students or community members can receive mail or packages as well as obtain color copies. When packages are received for students, the office scans, logs, and sends an image of the item to the recipient's St. Thomas University e-mail address. This method is used for both packages and letters. Students must use their full names on packages sent to the university. Color copies are available for \$0.10 to \$0.25 per page, depending on page size. In addition, we offer FedEx Ground services at our cost (domestic only).

Contact the Mail & Copy Center if you have any inquiries or concerns at 305-628-6545.

Location: Lewis Hall 6545

Hours: Weekdays 8 AM to 5 PM The Mail & Copy Center is closed on weekends. The Mail & Copy Center is open from **8:00 AM to 12:00 PM** on holidays. We are only closed on holidays when all delivery services are also closed (FedEX, UPSPS, UPS, etc).

Office of Physical Plant

The Office of Physical Plant ensures the facilities of St. Thomas University meet the demands of its students, faculty, and staff. The Office of Physical Plant has the responsibility for the construction, renovation, operation, repair, preventive, routine, and non-routine maintenance of all campus facilities and grounds. The Office strives to proactively identify and address operational and maintenance issues and provide the University with an attractive, clean, safe environment that is both functional and well maintained.

Office Hours & Location: Lewis Hall- east of the pool; Weekdays 8 AM to 11 PM

Phone: (305)-628-6594

To submit a work order, please follow the link below. <https://wos.stu.edu/Technician/Orders.aspx>

Office of Information Technology Department

The STU Information Technology (IT) team encompasses network services, application services, and the Help Desk while providing the following core services to the STU community:

- IT strategy (see the [Limitless strategic plan](#))
- IT project and portfolio management (see the [IT project list](#))
- 24/7 technical support at (888) 691-5073, helpdesk@stu.edu, or [live chat](#)
- Request processing (moves, adds, and changes through helpdesk@stu.edu)
- Training and consulting
- Operations (system administration, security, monitoring, etc.)



For more about IT, frequently asked questions, and technology guides, visit [the IT website](#).

Community members needing assistance with devices, access, or service may contact the Help Desk for assistance via [Help Desk - Office of Information Technology - St Thomas University \(stu.edu\)](#). Help Desk services are provided 24/7 through various means:

- Phone: 305-628-6610
- Email: stuhelpdesk@stu.edu
- MyBobcat live chat
- In Person: Dooner Hall 111

The IT team plays an active role in the life of the University, maintaining a portfolio of over 50 projects and completing over 8,000 customer requests per year. Please let us know how we can support you!

Office of Admissions

The Office of Admissions recruits and processes prospective students from the moment of interest to admission. The admission counselors travel to college fairs, high school visits, and special events to recruit prospective students and collect their contact information. We are often the university's initial point of contact and are responsible for communicating the institution's mission. Admissions provides prospective students with one-on-one information sessions regarding our academic and extra-curricular programs. Additionally, we offer customized campus visits six days a week.

In addition to recruiting, admissions counselors advise applicants through all phases of the enrollment process (application completion, financial package review, new student required document submissions, orientation, etc.). St. Thomas University's Admissions Office is responsible for assisting students in submitting all final transcripts and then preparing scholarship packages outlining what the student will be eligible for both institutionally and nationally. As the upcoming semester approaches, Admissions plans and hosts multiple orientation events for students to complete all required tasks in person before beginning their academic experience at STU.

Contact Information:

Phone Number: call or text: (305) 928-2865

E-mail: admissions@stu.edu

Webpage: [Admissions - St Thomas University \(stu.edu\)](#)

- **Office Hours and Location:** Location: Office of Admissions is in Mimi Dooner 103; Monday - Friday 9:00 a.m.-5:00 p.m. & Saturdays: 10:00 a.m.- 12:00 p.m. for tours by appointment only.

Athletics Department

St. Thomas University's intercollegiate athletics program competes in the Sun Conference in NAIA and is committed to the academic and professional success of its student-athletes while emphasizing the values of integrity, respect, responsibility, sportsmanship, and servant leadership in to produce Champions of Character and global leaders for life.



Varsity Sports: 26
Men's Sports: 10
Women's Sports: 13
Coed Sports: 3

Men's Sports: Baseball, Basketball, Cross Country, Football, Golf, Soccer, Swimming and Diving, Tennis, Track & Field, Wrestling Developmental Team Basketball, Developmental Team Baseball, Developmental Men's Soccer

Women's Sports: Basketball, Cross Country, Golf, Flag Football, Soccer, Softball, Swimming and Diving, Tennis, Track & Field, Volleyball, Beach Volleyball, Bowling, Lacrosse, Developmental Team Softball, Developmental Team Women's Soccer, Developmental Team Volleyball

Coed Sports: Cheerleading, Dance, eSports

Athletic Department
Fernandez Family Center
305-474-6875
www.stubobcats.com

Academic Support Services

Academic Enhancement Center

The Academic Enhancement Center offers courses of instruction and services to prepare students for academic work at the college level and to assist students in developing basic skills. The Center offers instruction in Mathematics. In addition, the Academic Enhancement Center offers ADA services free of charge to all undergraduate and graduate student applicants. The office is in O'Mailia building, room 101, hours of operation - Monday to Friday from 9:00 AM to 5:00 PM. Office phone number: 305.628.6564.

WEB: <https://www.stu.edu/academics/academic-enhancement-center/>

Testing Center

The Testing Center offers placement testing services to all undergraduate and graduate applicants. Applicants who do not satisfy the minimum entrance requirements must take a computerized placement exam. This examination aims to place students at the appropriate academic level. Additionally, the Testing Center administers the CLEP exam. As an additional service, the testing coordinator proctors exams for non-St. Thomas University students and students with disabilities who require accommodations. The Testing Center is located in the Institute for Workforce Enhancement's Building 5. Hours of operation- Monday to Friday from 9:00 AM to 5:00 PM. Testing Center phone number: 305-628-6797.

<https://www.stu.edu/Students/Student-Success-Center/Testing-Center/>

Student Learning Center

University Library's Glenn Hubert Student Learning Center serves as an academic resource for undergraduate, graduate, and distance learning students seeking assistance with college-level writing, mathematics, sciences, and other subjects. Students can work one-on-one with experienced writing professionals and peer academic tutors who can provide academic assistance for students to succeed in college and become leaders for life. The Student Learning Center houses the S.O.C.R.A.T.E.S. Tutoring Services.



The **Student Oriented Center for Retention through Tutoring and Educational Services** is located on the second floor of the University Library. Our tutoring center aids with currently enrolled students who need or desire help in a subject matter (courses/subject) in which they are enrolled.

In addition to in person tutoring, online tutoring services are offered at no additional cost for students through Smart Thinking.

- **Webpage:** [Glenn Hubert Student Learning Center - University Library - St. Thomas University](#)

Student Success Center

St. Thomas University strives continually to improve student services and aid in academic aspirations. Based on our mission-derived core value of student success, we have concentrated our efforts on establishing best practices to improve student success and timely degree completion. The Student Success Center is located at the west end of Dooner Hall and is designed to eliminate gaps between admission, placement, and academic advising and offer students a single point of contact.

The key components of the Student Success Center (SSC) are:

1. New Student Orientation
2. Registration
3. Professional Academic Advising
 - a. Early Alert & Follow-up
 - b. Academic Planning through completion (semester by semester) for all new and current students
4. Faculty engagement
5. Student Success Technological systems
 - a. Starfish
 - b. Student Academic Planning (Self-Service)
6. Collaboration with Career Services
7. Continued Follow-Up (during the first semester and subsequently) of the student until graduation.

Location: Mimi Dooner Hall Room 107

Phone: (305) 474-6900 Fax: (305) 474-6930

E-mail: StudentSuccessCenter@stu.edu ; Sscgraduatestudents@stu.edu

Web: www.stu.edu/StudentSuccessCenter

St. Thomas University Library

The University Library's 50,000-square-foot building offers a wireless learning environment with networked seminar rooms, group study rooms, and personal study areas. The library houses thousands of resources with a variety of magazine, journal, and newspaper titles. The building contains two computer labs, an information commons area for collaborated study, and is the center for a virtual library providing access to over 34,000 full-text journals, magazines, and newspapers in digital format and 350,000 e-books.

The library provides online interlibrary loan and document delivery requests for receiving material from other libraries. The University Library provides full-service reference assistance through e-mail or telephone and



provides books via US Mail for distance students. Reference and research assistance are available in person at the circulation desk and by phone and e-mail. The Library's Information Literacy Instruction program teaches students how to conduct effective research using electronic and print resources and is available by appointment for all undergraduate and graduate classes.

Einstein Brothers Bagels is on the first floor and offers coffee, tea, hot chocolate, and baked goods. The Sardiñas Art Gallery and Archbishop John C. Favalora Archive and Museum are on the second floor. The University Library also serves as a Federal Government Documents depository library. Click [here](#) for a virtual tour of the University Library.

Institute for Ethical Leadership

The Institute for Ethical Leadership redefines what leadership and interdisciplinary learning looks like within higher education contexts. It advances ethical leadership for our world by creating spaces for learners to work directly with industry professionals and relational faculty members to collectively address complex problems within South Florida, the state, nation, and across the global landscape. The Institute's efforts are critical to the university's mission of creating *ethical leaders for a global community*, and the non-traditional teaching and learning environments create a space where learners become an essential part of making the world a better place.

The Institute is home to seven (7) academic programs. In addition, the Institute houses the university-wide Experiential Learning efforts, more than 20 corporate and community partnerships, and groundbreaking research that advances the university as an international leader in Leadership Learning. The Institute also facilitates Institutional Review Board processes, which advance quality research for the university, and ensure adherence to federal statutes regarding ethical human subject research.

Institutional Review Board: <https://www.stu.edu/about-stu/administration/office-of-institutional-research-effectiveness/irb/>, or irb@stu.edu

Location: Mimi Dooner Hall 210

Office Hours: 9 AM-4 PM Monday – Friday

Webpage: <https://www.stu.edu/ethicalleadership/>