

1. Does your institution utilize a method of instruction that is unconventional, or an alternative to the traditional academic structure: No
2. Does your institution offer an Orientation Program before the start of fall classes to prepare new students for college life: Yes

Length of program: 5 days

Month in which orientation is held: late August/early September

Is participation required of all new incoming full-time freshmen: Yes

Cost: \$0.00

Are parents included: No

Can students pre-register for classes: No

Is there a separate orientation for transfer students: Yes

Month in which orientation is held for transfer students: early September

3. **Are extensive early morning classes offered:** Yes
Are extensive evening classes offered: No, limited offerings
Are Saturday classes available: No
4. **Are pass/fail options offered:** Yes
5. **Are freshman seminars offered:** Yes
Average 30 freshman seminars offered each academic year
6. **See Appendix J. Degrees Conferred for a listing of majors and concentrations**
7. **Dual-degree programs:**
Engineering, Washington University (St. Louis), University of Minnesota (Minneapolis)
Law, Columbia University (New York City)
8. **Special study options 2004-2005:** See also Common Data Set, Section E. Academic Offerings and Policies
Do you offer GED preparation: No
Are you a GED test center: No

If you have formal partnerships with national corporations, local businesses, or high schools describe them briefly (do not include dual enrollment here):

Do you have a separate undergraduate honors college with different admission requirements and different academic offerings: No

9. **Part-time Degree Study. Can a student earn a degree by attending class exclusively part-time:** Yes
10. **Adult/Returning Students. Does your institution offer formal programs for those who have previously completed or withdrawn from a full-time school or college program:** There is no formal program
11. **Graduation Requirements**

Minimum number of credits required to graduate with a bachelor's degree: 35 credits

Credits required in a major: Differs depending on major -- minimum of 8 or more full credit courses

Is there a foreign language requirement for all students: Yes

What is the requirement: Satisfactory completion of the fourth college semester course taught in the French, German or Spanish languages; or satisfactory completion of the third college semester course taught in the Chinese, Greek, Latin, Japanese, Norwegian or Russian languages.

Is there a math/science requirement for all students: Yes

What is the requirement: One full credit mathematical reasoning course

Is there a computer requirement for all students: No

Is there a religion/theology requirement for all students: Yes (2 courses, 1 Christian theology, 1 Biblical studies)

Is there an internship required for all students: No

Is there a senior project required for all students: No

If no, is a senior project required from some majors only: Yes

Is a senior project required for Honors Program students: Not applicable

Is physical education required for graduation: Yes

Number of units required: 2 one-quarter (0.25) credits or 1 one-half (0.5) credit course is required

Describe any distribution requirements:

Students are required to complete two general education credits in each of the following areas: Historical Studies in Western Culture, Multicultural Studies, Artistic and Literary Studies, Biblical and Theological Studies, Studies in Natural Science, Studies in Human Behavior, Ethical Issues and Normative Perspective, and an Integrative Course. A course may fulfill requirements in more than one area.

Summary of graduation requirements:

Students are required to demonstrate skills at an intermediate level in a foreign language, proficiency in English composition, to complete the physical education requirement, and to have taken 1 one-quarter (0.25) credit oral communication course and one full-credit mathematical reasoning course. A minimum of 24 full-course credits out of 35 must be graded. A minimum of eight full-credit courses in a disciplinary or interdisciplinary major are required. All majors include writing requirements. Students must complete 35 credits and maintain a minimum GPA of 2.0.

12. Honors

Is there a freshman honors program on campus: No

Is there a chapter of Phi Beta Kappa on campus: Yes

Number of honor societies on campus: 18

How many departments have honors programs: 0

13. **Libraries**

The St. Olaf Library consists of Rolvaag Memorial Library, Halvorsen Music Library, and Glasoe Science Library.

Rolvaag Memorial Library

Hours:

Monday - Thursday: 8:00 a.m. to 2:00 a.m.

Friday: 8:00 a.m. - 9:00 p.m.

Saturday: 9:00 a.m. - 9:00 p.m.

Sunday: Noon - midnight

Halvorsen Music Library

Hours:

Monday - Thursday: 7:45 a.m. - 11:00 p.m.

Friday: 7:45 a.m. - 6:00 p.m.

Saturday: 11:00 a.m. - 5:00 p.m.

Sunday: 1:00 p.m. to 11:00 p.m.

Glasoe Science Library

Hours:

Monday - Thursday: 8:00 a.m. - 11:00 p.m.

Friday: 8:00 a.m. - 7:00 p.m.

Saturday: 11:00 a.m. - 4:00 p.m.

Sunday: 1:00 p.m. - 11:00 p.m.

Library official:

Bryn Geffert, College Librarian

E-mail: geffert@stolaf.edu

*** **Library Budget Information:**

Books, etc. are no longer classified as an expense, they are capitalized.

Total operating expenditures:

Less operating expenditures capitalized:

Net operating expenditures:

Current year books capitalized:

Current year depreciation on books:

Other library information:

12,672 recordings; 7,193 of which are CDs; 5,582 CD-Roms and A/V units which include 5,464 video titles
697,516 books, serial backfiles, etc. 11,317 microform units, 2,149 serial subscriptions

List additional library facilities/collections:

Kierkegaard Library

Norwegian American Historical Association archives

Number of commercial on-line services: numerous

Does your library maintain an On-line Public Access Catalog (OPAC): Yes, The Bridge

If yes, is it accessible from computers other than those located in the library: Yes

Are other college library catalogs available through your OPAC: Yes

Does your library maintain its own World Wide Web page: Yes

If yes, does your library provide electronic reserves on its Web page: No

Are the following computerized library sources and services available:

Card catalog: Yes

Interlibrary loans: Yes

Database searching: Yes

List any library consortiums: MINITEX, OCLC, ACM and the Oberlin Group, The Bridge (Carleton/St. Olaf Consortium)

List museums and other special academic buildings/equipment on campus:

Norwegian-American Historical Society archives, Finsted Office for Entrepreneurial Studies, Flaten Art Museum, 45 acres of native prairie, five wetland areas, and 120 acres of natural habitat. The new Tostrud Center features a 45 foot climbing wall and a six-lane indoor running track.

14. Computers

Do you have a campus-wide network in place: Yes

Is network access available in dorm lounges: Yes

Is network access available in dorm rooms: Yes

Are dorms wired for high speed internet connections (e.g., Ethernet, T1, T3): Yes

Is there a wireless campus WAN: Yes

Can commuter/off-campus students connect to campus network: Yes

Make and model of your mainframe computer: Multiple including SUN, Gateway and IBM

Number of computer labs, classrooms, etc. that were on campus as of September 2003: 116

Number of institutionally owned computers/workstations as of September 2003 that were accessible by students: 755

Can students call up to get their e-mail and use the web through your college's connection: Not through a central pool of dial-in modems. Students can access their St. Olaf e-mail via the web through any computer with an internet connection.

Is there a fee for network usage: No

Do you permit student web pages: Yes

Do you provide student web pages: No

Are there rules or guidelines regarding student web pages: Yes

Students must abide by federal, state and local laws and must abide by college policies (including computing center policies)

Is there a formal policy on e-mail: Yes

Included in a statement on privacy of files and misuse

Are there hate speech and/or acceptable use rules on e-mail: Yes

Based on the EDUCOM (now EDUCASE) statement on software and intellectual rights. Also includes statement on abuses. See www.stolaf.edu/services/iit/policies

Is USENET feed offered: Not directly through campus servers; available through other sites

Is USENET offered fully or partially: Not applicable

Do you have any alliances or partnerships with technology companies: No

Do you offer online courses: No

Can students register for classes online: No

Can any administrative functions (besides course registration) be performed online: Yes

View financial data, student records and registration, on-line course catalog and Class & Lab (schedule of courses offered each year)

Percent of publicly accessible (i.e. in common area, such as computer labs, libraries, etc.) that are PCs: 63%

Percent of publicly accessible (i.e. in common area, such as computer labs, libraries, etc.) that are Macs: 37%

Percent of publicly accessible (i.e. in common area, such as computer labs, libraries, etc.) that are UNIX: 0%

Do you have a guideline promoting and/or requiring computers/computing resources for undergraduates: No

Do you require computer instruction or proficiency for undergraduates: No

Do you recommend an operating system to the exclusion of others: No

List the operating system you support:

Macintosh, Macintosh OS, UNIX, LINUX, Windows

Do you require that undergraduates own computers: No

Percent of undergraduates that own computers: 92%

Do you have a special pricing, discount, or resale agreement with hardware vendors: Yes

Apple, Gateway, HP, Cisco, IBM

Do you have a usage or lab fee for computer usage on campus for undergraduates: No

Do you support handheld computing (Palm or PocketPC), including technical and IT support or academic information available in handheld PC format? Yes

Other: A fiber optic network connects all buildings on campus

15. Academic Support Services

The following academic support services are offered to students:

Study Skills Center

Writing Center

Non-remedial tutoring services offered

Academic counseling services offered

Academic support services are available:

Weekdays 8:00 a.m. - 5:00 p.m.

Tutoring: Arranged

16. Learning and Physical Disability Programs/Services:

(NOTE: St. Olaf does not have a Learning and Physical Disability program, we offer area services)

Total number of self-identified undergraduate students in the LD program or receiving services for the 2004-05 academic year: 107

Notification:

Professors are notified of LD/ADHD by the students who present accommodation eligibility letters from the Student Disability Service..

List term that best describes your LD program/services: Partial

Tutoring: individually

Are there any additional costs for LD program/services: No

Special programs offered for both learning disabled and physically disabled students:

Note taking services
Reader services
Tape recorders
Tutors
Tape recording in class
Books on tape from RFBD
Scribe services
Assistance for visually impaired
Assistance for mobility impaired
Assistance for hearing impaired
Extended time on tests
Private, quiet room for tests
Computer for exams
Voice recognition software

Specify percentage of campus that is accessible to physically disabled students: 75 -80 %

The following are available:

Wheelchair ramps
Elevators
Special parking
Specially equipped rest rooms
Lowered drinking fountains
Electronic door openers
Curb cuts

17. Facilities

Have you completed any new physical facilities within the past two years?

The 95,000 square foot Tostrud Center, a facility intended to support recreation as well as wellness, physical education and athletics was dedicated September 4, 2002. The Center contains a free weight room, 45 foot climbing wall, Nordic ski room, an upper level elevated track, the main level has a six-lane running track, runways and pits for horizontal jumps, provisions for pole vault, four tennis, volleyball and basketball courses and event seating for 750 spectators.

18. Off-campus Studies

Number of students participating in an off-campus program in 2002-03: 973

228 students at one of the 64 international program sites during a semester or year long program

570 students at one of the 25 international sites during the January 2004 Interim

17 students at one of the 15 domestic semester or year-long program sites

158 students at one of the 16 domestic sites during the January 2004 Interim

Domestic off-campus semester-away (or term-away) programs available:

Programs include, but are not limited to the Oak Ridge science semester, the ACM humanities program at Newberry Library, Chicago, ACM Urban Studies, HECUA programs in Minneapolis-St. Paul, Environmental Science at Superior Studies site in northern Minnesota (Wolf Ridge at Finland, MN), interims in New York City, Arizona, Washington State, Minneapolis and St. Paul

If your institution offers a study-abroad program, list the countries in which these programs are held:

In 2003-2004, 798 students participated in programs in 36 different countries throughout Asia, India, Central and South America, Europe, the Middle East, Russia, Australia, the UK, Ireland, etc.

Can students at your institution enroll for credit in study-abroad programs at other institutions: No

If your institution offers off-campus study (formal arrangement with one or more domestic institutions under which you students may take courses at other institution(s) for credit), give the name of the consortium, exchange program, or institution(s) involved. Give specific branch where appropriate:
Interim exchange with Augsburg, Austin, Bethel, Birmingham-Southern, Carthage, Chatham, Coe, Gustavus Adolphus, Luther, Westminster Whitworth Colleges, Concordia University, Dakota Wesleyan University, Depauw, University, etc.

List consortium(s) in which your institution has membership:

Associated Colleges of the Midwest, Higher Education Consortium for Urban Affairs, Council on International Educational Exchange, Lutheran College Consortium for Tanzania, Institute for International Exchange of Students

Provide additional information about general characteristics of your institution:

A total of 80% of the class of 2004 had studied on an off-campus program. 69% of the class of 2004 had studied on an international off-campus program and 24.6 % of the class of 2004 had studied on an off-campus-domestic program.