

Appendix E. Academic Offerings and Policies

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 2005-2006:

Accelerated program Not Offered

Cooperative (work-study) plan program Not Offered

Cross-registration Offered

Distance learning Not Offered

Dual enrollment Offered

English as a second language (ESL) Not Offered

Exchange student program (domestic) Not Offered

External degree program Not Offered

Honors program Not Offered

Independent Study Offered

Internships Offered

Liberal arts/career combination Not Offered

Student designed major Offered

Study abroad Offered

Teacher certificate program Offered

Weekend college Not Offered

Other

**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**Does your institution offer formal programs for those who have previously completed or withdrawn from a full-time school or college program:** There is no formal program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, and two science courses, at least one in biology, chemistry or physics, and at least one lab

**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 and Society, and one Integrative Course - Ethical Issues and Normative Perspective.

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 12:00 a.m.

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

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

Sunday: Noon - 12:00 a.m.

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](mailto:geffert@stolaf.edu)

**\*\*\* Library Budget Information:**

Books, etc. are no longer classified as an expense, they are capitalized. The figures for expenditures as of May, 2006: are:

Total operating expenditures:

Less operating expenditures capitalized:

Net operating expenditures:

Current year books capitalized:

Current year depreciation on books:

**Other library information:**

books, serial backfiles, etc :	1,054,284	
microform units:	10,010	
serial subscriptions:	2,319	
recordings:	15,237	<i>of which 9,775 are CDs</i>
CD-Roms and A/V units:	8,968	<i>includes 7,624 video titles</i>

**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, 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, Bridge, and the Oberlin Group

**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**

**Is every student required to take a computer course:** No

**Is every student required to lease or own a computer:** No

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

**Number of open, wired network connections available to students:**

**In the library (excluding computer labs):** 8

**In classrooms:** 0

**In computer labs:** 0

**Elsewhere in the school/university:**

*Buntrock:* 28

*Honor houses:* 18

*Rresidential hall rooms:* 2,500

**Percent of classrooms used for undergraduate instruction that allow wireless connectivity between student laptop computers and the internet:** 85%

**Percent of classrooms used for undergraduate instruction that allow wire connectivity between student laptop computers and the internet:** 5%

**Does St. Olaf have a wireless network:** Yes

**Areas where wireless network is available:**

In all the libraries: Yes

In some classrooms: Yes

In all the classrooms: No

In computer labs: Yes

In administrative/faculty offices and work areas: Yes

In some of college-owned,-operated housing: Yes

In all college-owned, -operated housing: Yes

In all school building and on all school property: No

**Total approximate number of simultaneous wireless network users that can be accommodated:** 3,400

**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

**Percent of college-owned-operated housing units wired for high speed internet access:** 100%

**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, IBM

**Number of computer labs, classrooms, etc. that were on campus as of September 2006:** 97 locations

**Number of institutionally owned computers/workstations as of September 2006 that were accessible by students:** 801

**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/ace/policies/misuse.html](http://www.stolaf.edu/services/ace/policies/misuse.html)

**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:** 64%

**Percent of publicly accessible (i.e. in common area, such as computer labs, libraries, etc.) that are Macs:** 33%

**Percent of publicly accessible (i.e. in common area, such as computer labs, libraries, etc.) that are UNIX:** 2%

**Do you have a guideline promoting and/or requiring computers/computing resources for undergraduates:** Yes

**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:** 96 %

**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 IIT support or academic information available in handheld PC format?** Yes

**Other:** A fiber optic network connects all buildings on campus

#### **Academic Support Services**

**15. The following academic support services are offered to students:**

Study Skills (Learning) Center

Writing Center

Math clinics

Non-remedial subject area tutoring services offered

Academic counseling services offered

Study skills assistance

**Tutorials:**

<b>Tutorial Options</b>	<b>Individual</b>	<b>Group</b>
Time management	Yes	Yes
Organizational skills	Yes	Yes
Learning strategies	Yes	Yes
Content areas	Yes	Yes
Writing labs	Yes	No
Math labs	Yes	Yes
Study skills	Yes	Yes

**The academic support services department is available:** Weekdays 8:00 a.m. - 5:00 p.m.  
Tutoring, etc. is also available evenings and weekends

**16. Learning and Physical Disability Programs/Services:**

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

**Credit toward degree is given for remedial courses taken:** No

**Lighter course load for LD students:** Yes

**Additional time given to complete degree:** Yes (without financial assistance)

**Total number of self-identified undergraduate students in the LD program or receiving services for the 2006-07 academic year:** 120

**Are LD program/services available to students that have not self-identified during the application process:** Yes

**Are LD Program/services limited to specific number of students:** No

**Notification:**

Professors are notified of LD/ADHD by the students who present verification 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

**Counseling services that are offered to LD students:**

**Academic:** as needed (times per academic year)

**Psychological:** as needed (times per academic year)

**Student support groups:** as needed (times per academic year)

**Vocational:** as needed (times per academic year)

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

Kurzweil  
Note taking services  
Reader services  
Tutors  
Tape recording in class  
Typist/scribe  
Scanning for use with Assistive Technology  
Assistance for visually impaired (with conduit to state programs)  
Assistance for mobility impaired (with conduit to state programs)  
Assistance for hearing impaired (with conduit to state programs)  
Extended time on tests  
Exam on tape or computer  
Private, quiet room for tests  
Computer for exams  
Voice recognition software  
Coaching  
Study skill tutors

**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  
Curb lines for visually impaired  
Sling for pool entry

**Facilities**

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

No. December 2006, ground breaking for the new Science Center Complex.  
180,000 square foot new building plus 23,000 square feet of renovated space which will include 26 teaching labs, 17,000 square feet of student-faculty research space, 7 tiered classrooms, 11 flat-floored classrooms, 8 seminar rooms, 5 dedicated computational rooms, an 8,000 square foot science library and numerous individual and group-study spaces and informal gathering spaces designed to extend learning beyond the classroom and laboratory.

**Off-campus Studies**

**18. Number of students participating in an off-campus program in 2005-06:** 767

223 students studied at one of the 59 international program sites during a semester or year long program  
419 students studied at one of the 22 international sites during the January 2006 Interim  
10 students studied at one of the 14 domestic semester or year long program sites  
105 students studied on one of the 7 domestic January Interim programs

**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. Additionally, 12 faculty led off-campus programs were offered during Interim term January, 2005.

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

In 2004-2005, 677 students participated in programs in 38 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 78% of the class of 2006 had studied on an off-campus program.  
71% had studied on an international off-campus program and 19% of the class had studied on an off-campus-domestic program.