STUDENT AFFAIRS DIVISION

Dean of Students Office  508-3459  JB 105
The Office of the Dean of Students promotes student learning and development as part of the educational process. The office collaborates with other University offices in the development and implementation of student-related policies, procedures, and initiatives based on emerging student development trends. The Dean of Students advocates for student and community needs, and provides support and assistance to students with concerns or problems.

Career Services  508-3667  JB 140
Career Services provides career counseling, for credit classes, internship resources and tools, job postings, resume assistance, interview practice and on-campus events aimed at fostering the career development of students and alumni.

Office of Spirituality  508-3761  Chapel Annex
The NDNU Office of Spirituality is a place for persons of all faith traditions and spiritual backgrounds to come together for prayer, education, dialogue and opportunities for growth. The Office of Spirituality offers a variety of different programs to meet the needs of NDNU’s diverse student population, bringing the Notre Dame Hallmarks, Catholic Social Teaching, and an ecumenical spirit to its mission and programs. [http://www.ndnu.edu/campus-life/spirituality/](http://www.ndnu.edu/campus-life/spirituality/)

The Office of Spirituality offers:
- **Retreats:** A Fall Student Retreat and a Busy Person’s Retreat.
- **Away Days:** Day trips to local sacred and cultural sites.
- **Volunteer Days:** One-time opportunities for students to offer their time and energies to local environmental projects, soup kitchens, schools and other organizations.
- **Spiritual Direction/Pastoral Counseling:** One on one meeting times for students to talk with someone about how God is present in one’s life and how they are being called in terms of prayer, vocation, relationships and life decisions. Short-term pastoral counseling is available for students who are encountering a challenging time in their life and would like to talk about this in the context of his or her faith tradition.

Groups
- **Spirituality Interns:** Each year, the Office of Spirituality offers internships to NDNU students, giving students the opportunity to grow in their spiritual leadership and to assist with planning and programming for the center. Interns meet throughout the year for retreats, planning and education.
- **Young Christian Students:** This group meets weekly for faith sharing, Bible study and praise and worship. This group is facilitated by students for students, with prayer, music, reflection on scripture and sharing about life in the context of the Christian faith. If you would like to get involved, please contact Amy Jobin at ajobin@ndnu.edu

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Liturgy and Sacraments

Liturgy: NDNU offers Mass one time during the week and a special Mass for students at 7 p.m. every Sunday night during the fall and spring semesters. A Community Liturgy is also available Saturday at 4 p.m.

Sacramental Preparation: A series of six sessions is offered for students who have not yet been confirmed and would like to receive the Sacrament of Confirmation. These classes are offered in the spring semester and confirmation takes place at a special Mass in April 2014. Other sacraments require additional instruction that can be arranged. For more information, please contact Amy Jobin.

Alternative Spring Break:
The Spirituality offers an Alternative Spring Break program each year, offering students an opportunity to travel to a domestic or international site for the purpose of social justice education, cultural immersion, service learning and spiritual reflection. In the recent past, groups have traveled to Mexico, Nicaragua and Florida.

Counseling and Health Services  508-3714  New Hall E18
The overall mission of Counseling and Health Services is to promote and enhance the psychological and physical health of students so that they may reach their potential for personal growth and academic success. The psychological, physical, spiritual and social realms of health are interconnected and influence a student’s ability to thrive, learn, grow, and maintain healthy living in a collegiate environment. Counseling and Health Services provides opportunities to discuss with trained professionals a struggle or problem a student is facing, gain better coping skills to face life’s challenges, and to learn ways to find balance in order to live a healthy lifestyle.

Dining Services  554-6105  Campus Center
Bon Appetit Corporation provides dining services for NDNU. The dining hall hours of operation: Mon – Thurs 7:30 am – 8:30 pm, Fri 7:30 am – 7:30 pm, Sat/Sun 8:45 am – 7:00pm. Student ID’s are required for meal plan use, and the dining hall is open all day for purchasing drinks and snacks.

Sister Dorothy Stang Center  508-4120  Chapel Annex
The Sr. Dorothy Stang Center seeks to connect all students with interesting and important community engagement. We are dedicated to serving the at-risk/at-promise communities across San Mateo County (and beyond). All different levels of engagement, from singular events to semester or year commitments are possible. Our partners for placements include InnVision Shelter Network, serving the homeless in two counties, as well as the Catholic Workers of the Peninsula, with opportunities ranging from tutoring to political education to habitat restoration to gardening to farm work to serving breakfast to the poor. We have other vibrant and developing partnerships extending from Belle Air School in San Bruno to youth programs in East Palo Alto to the Table of Plenty meal in Half Moon Bay.

You are invited to participate in our other signature events: Halloween in the Tenderloin and Thanksgiving in the Park in the fall and Earth Week in the spring. We also organize Call to Action Day in the spring, at which we try to come together as an entire university community to make an impact and to learn from our neighbors in the many challenged communities of the Bay Area.

In addition, we host compelling speakers several times a year, convene brown bag lunch discussions weekly, organize prayer services and other events, many in collaboration with the Office of Spirituality and the Office of Diversity. The Sr. Dorothy Stang Center is also home to the Bonner Leader Program, for students who commit to significant amounts of community service during their years at NDNU. Come join us for any or all of these programs!
Health Services and Education 508-3756 New Hall W1
Health Services available to NDNU students include assessment, first aid, over the counter medications and remedies, triage, referrals, advice, support and education. Health Services can also provide confidential physician, hospital and clinic referrals.

Insurance – NDNU requires that all full-time undergraduate students (12 credit hours or more), resident students, athletes and international students have health insurance. Students in the listed categories must waive/enroll in the plan by the posted deadlines or they will be automatically billed.

Public Safety 508-3502 St. Mary’s Hall
Public Safety patrols the campus 24 hours a day. Public Safety can be contacted by telephone at the number above or via cell phone number 504-0656 or 740-1483. Dial 9/911 directly for any emergency.

Services provided:
- Lost and Found (Items are turned into the Switchboard and kept for 30 days)
- Parking
- Student ID

Student Development & Standards 508-3657 JB 141
This office manages the university student conduct system and its processes according to the Student Conduct Code. It coordinates the Student Conduct Board, which hears cases of alleged Conduct Code violations. In collaboration with Counseling and Health Services, this office educates the campus community regarding alcohol and other drugs. It also coordinates other programs involving life skills and violence prevention education.

Student Life and Leadership 508-3718 Campus Center
Student Life and Leadership develops and enhances student’s talents and potential to be effective leaders and citizens in their communities through student programming and involvement, living learning communities, leadership retreats, conferences, training, and academic courses.

Services and functions offered through the Student Life and Leadership office include Associated Students (student government, ASNDNU), clubs and organizations, Commencement, orientation programs, leadership programs, New Student Orientation, student activities, and university housing.

STUDENT CLUBS AND ORGANIZATIONS
More than 30 student organizations representing a wide array of interests are active at NDNU. The SLLO works with student organizations in planning on-campus meetings, workshops, speakers, cultural programs, service projects and other special events. Getting involved in a student organization is a great way to meet others, develop leadership skills, and pursue your interests. You can get involved at whatever level works best for you.

Academic Clubs and Organizations
- BIZCOM: Provides business-related discussions and acts as a bridge to the local community through community outreach events.

Cultural/Ethnic Clubs and Organizations
- Black Student Union (BSU): BSU works to bring cultural awareness of the African-American community to NDNU and the surrounding community.
• Hawaii Club: This club works to promote a better understanding of the Hawaiian culture on the NDNU campus and within the Belmont community. Additionally this club seeks to create a welcoming environment for NDNU students from Hawaii.
• Isang Lahi: Isang Lahi brings students together and promotes the Filipino culture.
• Latinos Unidos: Latinos Unidos works to establish a foundation of unity and understanding among the diverse cultures of NDNU.
• Muslim Student Association (MSA): The MSA hopes to serve the Muslim students of NDNU and engage with the student body in issues related to Islam and spread awareness of the culture.
• The Portuguese Heritage Society: This club hopes to spread knowledge and awareness, and celebrate the Portuguese culture on the NDNU campus and its surrounding community.

Honorary Societies
• Alpha Mu Gamma: Alpha Mu Gamma recognizes linguistic achievement, encourages interest in the languages, literatures and civilizations of other people, and furthers the ideals of friendship and international understanding.
• Delta Epsilon Sigma: Delta Epsilon Sigma is a national honor society for men and women of Catholic colleges and universities. The chapter recognizes academic accomplishments, fosters scholarly activities and provides an intellectual meeting ground for its members. Students are nominated for membership.
• Omicron Delta Kappa: The Omicron Delta Kappa Society is the national leadership honor society for college students, faculty, staff, administrators and alumni that recognizes and encourages superior scholarship, leadership and exemplary character.
• Phi Alpha Delta: Phi Alpha Delta is an internationally recognized pre-law organization that helps students interested in pursuing a legal profession.
• Psi Chi: Psi Chi is a psychology honor society that focuses to encourage, stimulate, and maintain excellence in scholarship of the individual members in all fields, particularly psychology, and to advance the science of psychology.
• Sigma Beta Delta: Sigma Beta Delta is a national honor society in business, management and administration.

Leadership/Activities Board(s) and Student Government
• Argonaut Orientation Team: Orientation Team is selected in January to work with new students and families to help with the transition into NDNU.
• Associated Students: The Associated Students of Notre Dame de Namur University (ASNDNU) is the official student governing body of the university. The purpose of ASNDNU is to provide for the general welfare of the Association and the university.
• Bonner Leader Program: The NDNU Bonner program is committed to development of NDNU students into social activists with an understanding of effective leadership techniques, a deeper sense of civic commitments and a profound appreciation for equality in all of its forms.
• Programming Board (PB): This board develops and provides quality programs and events that are accessible and relevant to the needs of the NDNU community.
• Student Athlete Advisory Committee (SAAC): The Student Athlete Advisory Committee is the voice of the NDNU student athletes. This committee hopes to involve the student body in athletics and increase community engagement and service.
• Toastmasters International: The Toastmasters promote education, communication skills, leadership training, public speaking, personal growth and development.

Political/Social Awareness Clubs/Organizations
• Students for Sustainability: Students for Sustainability promotes a healthier earth, organic lifestyle, sustainability and environment.

Spiritual and Service Clubs/Organizations
• Student Spirituality Team: This team works with the Center for Spirituality to promote the personal and spiritual development of NDNU students.
• Young Christian Students (YCS): YCS brings awareness of Jesus Christ to campus and provides spiritual support to all NDNU students and staff.

Special Interest Clubs
• A Capella Group: This group is comprised of NDNU students who love music and are not afraid to express themselves through the gift of music. We will practice, rehearse and perform music on and around campus.
• Argonaut Spirit Squad: The NDNU cheerleading squad that promotes school spirit at athletic games.
• Argomaniacs: A student-run club to promote NDNU pride and spirit at all athletic games.
• The Bohemian: The Bohemian organizes, edits, prints and publicizes the NDNU art and literary magazine.
• Redefining Beauty Club: The purpose of this organization is to allow people of all ages to have a safe haven to accept themselves for who they are and what they look like.

Associated Students of Notre Dame de Namur University
The Associated Students of Notre Dame de Namur University (ASNDNU) is the recognized student governing body at the university. All enrolled students are welcome to participate in Senate meetings. ASNDNU's role is to:
• Represent student rights, opinions and needs
• Enhance student growth on all levels: academic, social, cultural and spiritual
• Support the mission of the university
• Uphold the rights and responsibilities of the students
• Represent students’ opinions pertaining to university life through active participation in committees and councils which are part of university government.

A. Executive Officers
The executive officers shall be responsible for the coordination, implementation and evaluation of all Association activities, programs and services. Executive officers of the associated students include the president, vice president, treasurer and secretary.

B. Senate
The Senate is the primary legislative body of the Associated Students. Senators are responsible to their respective constituency and for the fiscal matters of the Association.

C. Elected Senators

College of Arts and Sciences – 4 positions
School of Business and Management – 2 positions
School of Education and Leadership – 2 positions
Commuter Students – 2 positions
Intensive Students – 2 positions
Graduate Students – 2 positions

D. Appointed Senators

Programming Board – 1 position
Resident Students – 1 position
One senator from each chartered club
Elections are held each spring for executive and senate positions. ASNDNU also offers a number of opportunities for students to be involved at the committee level, both within the AS and on university committees.

**Leadership Programs**
SLLO sponsors a number of programs throughout the year to develop and foster NDNU students' leadership skills.

**Freshman Leadership Retreat**
The Freshman Leadership Retreat is designed for new students to get acclimated to NDNU life. Freshmen will experience workshops on leadership, communication and diversity.

**Leadership Awards Ceremony**
Each spring, the SLLO hosts a student leadership awards ceremony to publicly recognize the accomplishments of student leaders across campus. Awards are given to outstanding students who have shown depth of leadership in the areas of Community, Diversity, Excellence, Goodness, Service, Justice, Learning and Integrity.

The Board of Trustees’ Award is awarded to the student who shows depth and breadth of leadership in all categories. The SSLO also awards the Inner Fire Award to a faculty or staff member who has supported, provided and/or encouraged students to develop or enhance their leadership potential.

**Student Activities**
Student activities and events are produced by the Programming Board at Notre Dame de Namur University. This student team is committed to creating a balance in students' lives by providing fun, educational and inspiring co-curricular events.

The Programming Board is a student team made up of special event coordinators who are responsible for planning and coordinating a complete calendar of activities for the NDNU student body. The special event coordinators work as a team led by the Student Activities Coordinator and other appropriate staff to enrich the co-curricular aspects of campus life.