

SHMS PHONE DIRECTORY

All direct extensions begin as 313-883-XXXX

Administration & Staff		Undergraduate Faculty	
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Msgr. Jeffrey Monforton	8501	Rev. Stephen Burr	8623
Secr. Mrs. Patricia Bologna	8501	Rev. Michael Byrnes	8552
<u>DEAN OF STUDIES</u>		Ms. Astrid Caicedo	8717
Rev. Todd Lajiness	8556	Sr. Mary Finn	8544
Secr. Mrs. Nora Connor	8556	Mrs. Jane Jeffrey	8712
Asst. Dean Mrs. Jane Jeffrey	8712	Dr. Daniel Keating	8706
Asst. Dean Ms. Astrid Caicedo	8717	Rev. Todd Lajiness	8556
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<u>DIRECTOR OF FINANCE</u>		Rev. Daniel Nusbaum	8665
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Student Billing - Mrs. Cathy Hintz	8692	Dr. Victor Salas	8774
FAX 883-8709		Rev Robert Spezia	8576
<u>FINANCIAL AID</u>		Rev. Eric Weber	8707
Ms. Kathy Luberski	8534	<u>Graduate Faculty</u>	
Ms. Jeanette Murrell	8781	Rev. Doug Bignall	8750
<u>INSTITUTE FOR MINISTRY</u>		Rev. Michael Byrnes	8552
Mrs. Janet Diaz	8710	Rev. Richard Cassidy	8585
Mrs. Tamra Hull Fromm	8696	Dr. Patricia Cooney-Hathaway	8543
Ms. Joanne McComb	8541	Dr. Eduardo Echeverria	8793
Ms. Debi Piontkowski	8769	Dr. Robert Fastiggi	8515
<u>REGISTRAR</u>		Dr. Mary Healy	3097
Mr. John Meldrum	8512	Rev. Daniel Jones	8711
Assist. Mrs. Maureen Karby	8545	Rev. Wayne James Jorgenson	8537
<u>SYSTEMS ADMINISTRATOR</u>		Dr. Mark Latkovic	8571
Ms. Stephanie Reed	8752	Mr. Ralph Martin	8645
		Dr. Michael McCallion	8535
		Rev. John McDermott	8575
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		Rev. Earl Muller	8695
		Dr. Edward Peters	8713
		Sr. Mary Louise Putrow	8547
		Dr. Janet Smith	8542
		Rev. Daniel Trapp	8540
		Dr. Peter Williamson	8584

SHMS INSTITUTE FOR MINISTRY

HANDBOOK FOR COMMUTER STUDENTS

Your guide to "The Heart"

SHMS MISSION STATEMENT

Sacred Heart Major Seminary is an institution of higher education which primarily prepares candidates for the Roman Catholic priesthood and, further, prepares individuals for the diaconate, lay ministry and other leadership roles. Sacred Heart Major Seminary seeks to provide an excellent undergraduate formation based on an emphasis in philosophy and ministry which will serve as a sound foundation to pursue theological studies. The graduate theology programs seek to ensure a clearly Catholic professional and academic formation for ministerial service.

(313) 883-8520 - ifm@shms.edu

www.shms.edu

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I. INSTITUTE FOR MINISTRY

Mission and Identity

Formed in 1976, the Institute for Ministry is the umbrella of Sacred Heart dedicated to providing men and women who aspire to the permanent diaconate, lay ministry or personal enrichment the highest quality formational opportunities and student services. Additionally, the IFM strives to create an atmosphere in which lay students can grow closer to Christ and to one another as they prepare for both professional and volunteer ministry.



LEFT TO RIGHT: Tamra Hull Fromm, Joanne McComb, Janet Diaz, and Debi Piontkowski.

IFM STAFF

Mrs. Janet Diaz

Dean

313-883-8710, diaz.janet@shms.edu

Mrs. Tamra Hull Fromm

*Director of Admissions and Enrollment
Management*

313-883-8696, fromm.tamra@shms.edu

Ms. Joanne McComb

Commuter Formation and Admissions

313-883-8541, mccomb.joanne@shms.edu

Ms. Debi Piontkowski

Recruiting, Student Services, and Topics

313-883-8769, piontkowski.debi@shms.edu

in Pastoral Studies Degree Students are:

- Discernment (Fall)
- Theological Reflection (Winter)
- Spiritual Direction (Spring)

Dates are available at the IFM offices and at "Information Sources". MAPS degree students have a three-year required formation component.

Information Sources

Lobby tables, the bulletin boards in classrooms and in the corridor by the IFM offices, as well as the student lounge are usually updated with valuable information and communications. Please consult them regularly.

Learning Center

The Learning Center provides academic support for students seeking to improve skills such as writing, reading comprehension, and study habits. Call 313-883-8769 for information or to make an appointment.

Library

Each registered student is given membership to the Cardinal Szoka Library. Students must, however, see the library staff for a card before checking out books. The library hours are posted on the door. Computers and internet access are available for student use. The library catalog can be accessed from home or any location at www.shms.edu.

Liturgy

Daily Mass is offered to commuter students, staff and faculty at 12:05 PM during the fall and winter terms in the main chapel.

Lost/found

... questions should be directed to the guard at the lobby door.

Commuter Student Lounge

The lounge is located near the Institute for Ministry offices. Vending machines, microwave, and a comfortable space for study and relaxation are available for student use. Lockers are also provided.

Parking

The seminary parking lot is free and is always secured. The SHMS security staff also provide direction when the lot is full and assist with car trouble and/or accidents.

Computer Lab

The computer lab at Sacred Heart Major Seminary provides computer and internet resources for students. The lab has networked computers for internet access, word processing, PowerPoint, Excel, and other software. Students who wish to use the computer lab must contact the Cardinal Szoka Library to obtain a password. All students must sign and agree to abide by the AOD computer use policy. The computer lab is located on the ground floor northwest hallway, room 20.

Copy machines

...are located in the SHMS libraries. Copy cards are available for purchase from vending machines in the library.

E-mail Communication

SHMS provides students with an institutional e-mail account. The Institute for Ministry **strongly** encourages students to regularly check this account as this is the primary means by which the institution will communicate with its students. Students may access their SHMS account through their own computer or the SHMS computer lab.

Emergency procedures

Emergencies including accidents, weather, medical assistance and class cancellations are handled by contacting the guard at the lobby entrance or calling security at 313-883-8500. Class cancellations may be verified by calling the instructor or by calling the SHMS automated information line: 313-883-8780.

Dining room

All students are welcome to use the dining room for meals. Meals are served three times a day on the following schedule and for the specified prices:

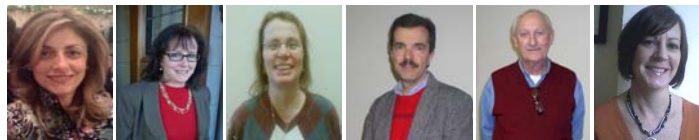
- Breakfast: 8:00 AM – 9:00 AM (\$4.75)
- Lunch: 12:30 PM – 1:00 PM (\$5.75)
- Dinner: 5:15 PM – 6:30 PM (\$7.00)

Meal tickets may be purchased at the front guard desk, or by contacting Regina Smith at 313-883-8529. A discount ticket of 10 meals for \$50 is also available. Particularly during the dinner hour, commuter students are asked to show deference of place to residents, especially when there are a large number in line.

Formation

Formation opportunities are offered by the Institute for Ministry, and are available to all students. Required sessions for Basic Diploma, Associate, and Bachelor of Arts

2009-2010 COMMUTER COUNCIL



LEFT TO RIGHT: Maisa Haddad (MA), Sharon Williams (MA), Angie Willman (Bachelor of Arts), Dominick Pastore (MAPS Diaconate), Jim Johnson (MAPS), and Peggy Durocher (Bachelor of Arts).

Institute Commuter Council

This body serves as the student council and activity board for all commuter students at SHMS. Membership is by invitation of the Dean and is designed to provide representation from the various cohorts which make up the commuter student body. Meetings are open and are generally held 3-4 times a year at times agreed upon by the members of the Council. Meeting times, agendas and minutes are posted in the Commuter Student Lounge.

Students may write the council members with questions, ideas, feedback or concerns via e-mail:

commutercouncil@shms.edu

Events for Commuters:

Welcoming Socials: Usually held during the first week of classes every semester, a gathering with refreshments before classes and during class breaks is hosted by the Commuter Council. See the bulletin boards for more information.

Mass of the Holy Spirit: Near the beginning of every academic year, the seminary celebrates a Mass to pray for the Spirit's blessing upon our endeavors. The Mass is meant to be a celebration for all students, seminarians and commuter students. See bulletin boards for more information.

II. ACADEMIC POLICIES

Pertinent sections of the policies spelled out in the SHMS Student Bulletin. Please consult the bulletin for further details.

Academic Advising

Students will receive notification in writing regarding the assignment of their academic advisor and information about how to contact that person. Students unsure of who their advisor is should contact the Dean of Studies office. A list of academic advisors and phone numbers is available on page 8 of this handbook.

Add/drop/withdrawal

Students may add or drop courses or change their course status during the first week of the semester only. This must be done in writing through the Registrar. A course dropped during this week will not appear on the transcript. Withdrawal from a class must be done in writing through the Registrar. Students who do not officially drop or withdraw from a course will receive a failing grade on their academic transcripts. The last date for withdrawal in a given term is listed on the academic calendar.

Attendance and Absences

Attendance at classes is mandatory. If a student misses a class, he/she must see the instructor prior to the next class. If the unexcused absences are excessive in the judgment of the instructor, the instructor may direct the student to discontinue the course. A failing grade and loss of credit will result. In the case of a foreseen absence, each student is required to inform the professor at least 24 hours in advance. This will allow the professor to attempt to notify other students 20 hours in advance of a cancellation of the class should there be a number of absences on a given occasion.

Change of Programs

Students who wish to change to a different course of study than that to which they were admitted must complete a Matriculation/Change of Program Request Form indicating the reasons for the change and the student's goals after completing the program, together with a recommendation form from a SHMS faculty member who taught the student in a class. These should be delivered to the appropriate admissions committee and done in consultation with the student's current academic advisor.

Graduation

Students may graduate at the end of each term upon completion of degree/diploma requirements. Commencement ceremonies take place in spring. Students who complete degree requirements at the end of the fall term of that academic year, or who anticipate completing degree requirements at the end spring term of that academic year, may participate in the spring commencement exercises.

Graduation Application Form

Students who plan to earn a degree/diploma must fill out the appropriate form according to the dates published each term in the class schedule. Failure to meet the deadline may result in graduation being postponed until the following term. The completed application, signed by the student and the student's academic advisor, is submitted to the registrar. A non-refundable graduation fee is paid when filing the application. The application is valid for one year from the term for which the student is applying.

Official transcripts

Requests for SHMS transcripts must be made to the Registrar in writing.

Registration

The procedures for registering for courses are described in the *SHMS Bulletin*; this includes late registration, mail procedures and fees.

Tuition/fee schedule

Current information is available on the SHMS website (www.shms.edu), or is available through the SHMS Finance Office (313-883-8692). Students should pay particular attention to the early, regular and late registration schedule to understand how much tuition is due at the time of registration.

III. STUDENT SERVICES

BOOKSTORE

SHMS has a bookstore serviced by the Catholic Bookstore for the Archdiocese of Detroit. The SHMS location has required course books, as well as other materials, and SHMS clothing. The Bookstore is located near the gym, and the store hours are posted on the door. Book requests for satellite classes are made directly to the downtown location, 313-962-4490.