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*Revised on 3/28/2016*
Dear School of New and Continuing Studies Students:

Since its founding in 1891, Seattle University has been aiming to create experiences that help transform our students into leaders for a just and humane world.

When you join the School of New and Continuing Studies (NCS) community, you are embarking on a liberal arts education that is meant to be transformative academically, socially, and personally.

The NCS Student Handbook is designed to orient you to Seattle University as you begin this journey. It contains information on the academic, social, and personal development opportunities available to you and the many resources to help you find advice and make good choices.

The Student Handbook can be your guide to academic requirements, polices, and procedures. If you ever have questions about any of these requirements and policies, please do not hesitate to reach out to your professional advisor or faculty mentor.

We hope that you will use this Student Handbook to find the support you need.

I look forward to meeting with you in the near future. Please feel free to come to my office to discuss any issues of concern to you or just to get acquainted.

Feel free to email me at kwonsu@seattleu.edu. If there is anything we can do to help you better navigate your college life. We want you to feel a part of the amazing community.

I wish you a happy, healthy, and fruitful year.

Suki Kwon, Academic Counselor School of New and Continuing Studies
Seattle University
901 12th Avenue, LSA X 141A
Seattle, WA 98122-1090
Phone: 206-296-6937
Email: kwonsu@seattleu.edu
The Mission, Vision and Values of Seattle University

Mission:
Seattle University is dedicated to educating the whole person, to professional formation, and to empowering leaders for a just and humane world.

Vision:
We will be the premier independent university of the Northwest in academic quality, Jesuit Catholic inspiration, and service to society.

Values:
Care: We put the good of students first.
Academic Excellence: We value excellence in learning with great teachers who are active scholars.
Diversity: We celebrate educational excellence achieved through diversity.
Faith: We treasure our Jesuit Catholic ethos and the enrichment from many faiths of our university community.
Justice: We foster a concern for justice and the competence to promote it.
Leadership: We seek to develop responsible leaders committed to the common good.

The Mission and Vision of the School of New and Continuing Studies

Mission:
To broaden access to Seattle University's transformative education by offering innovative and flexible programs for adult students.

Vision:
To be the first choice of adult students for innovative and high quality academic programs.
Find the complete Academic Calendar online here: https://www.seattleu.edu/redhawk-axis/academic-calendar/

**Weekly Timeline with Deadlines (Deadlines may be different for summer term)**

**Week 1:** Add and Drop Period (last day to receive 100% refund)
Graduation application for the following quarter (certificate students only)

**Week 2:** 90% refund from course withdrawal through Saturday of the 2nd week of the term

**Week 3:** 75% refund from course withdrawal through Saturday of the 3rd week of the term

**Week 4:** 50% refund from course withdrawal through Saturday of the 4th week of the term (NO REFUND will be available thereafter) Last week to remove ‘I’ grades from preceding term

**Weeks 5 and 6:** Advising Week – schedule an advising appointment

**Week 7:** Registration begins for the following quarter Last week to withdraw from courses (W grade)

**Week 8:** Last week to remove ‘N’ grade from preceding term

**Week 9:** Get ready for final exams and assignments

**Week 10:** Final Exam Week

**Tuition Due Dates (Each quarter's tuition due date is the same every year):**

**Fall Quarter:** September 20  
**Winter Quarter:** December 20  
**Spring Quarter:** March 20  
**Summer Quarter:** June 20

**When a student completes registration after the tuition due date, charges are due and payable within 14 calendar days of the date registration is completed. Late fees of $50 at 30 days plus $50 at 60 days plus $100 as a final demand will be assessed on any unpaid balance remaining after the student account balance due date for a total of $200 in possible late fees per quarter. A financial hold may also be placed on a student’s record that will block registration for future quarters until the balance for the current quarter is paid.**
Graduation Application Due Dates for Degree Seeking Students

Graduating: Apply By:
Winter Quarter: October 1
Spring Quarter: November 1
Summer or Fall Quarter: February 1

*Students are responsible for adhering to published deadlines.

Dual Model of Academic Advising

The School of New and Continuing Studies (NCS) developed an advising model to better meet the needs of adult learners in hybrid and online programs. In the dual model, you have access to a faculty mentor in your major program and a professional advisor in a centralized advising office. You will receive your faculty mentor assignment during Week 2 of your first quarter. Both faculty mentors and centralized professional advisors advise you concurrently throughout your collegiate career at the school. Supporting your academic success is our highest priority.

Faculty Mentor Responsibilities

• Promote student-faculty interaction
• Integrate students into the major program community
• Encourage engagement in curricular and co-curricular opportunities in the major discipline
• Provide guidance in disciplinary and professional development

Professional Advisor Responsibilities

• Guide general education planning and assist with major and minor selection
• Connect students to campus community and opportunities
• Provide support to and intervention for students
• Provide accurate policy and procedure information

This model encourages collaboration between professional advisors and faculty, and both faculty mentors and professional advisors share the following responsibilities:

• Ask students to reflect on their experiences and consider their impact on their educational goals, plan and progress
• Challenge students to strive for excellence personally and academically
Professional Advisor Responsibilities (Cont’d)
- Encourage students to take responsibility for their own learning and progress
- Ask students to practice positive decision-making and problem-solving skills
- Respond to student questions and concerns, presenting options and guiding their decision-making
- Advocate for students within the department, college, and university

NCS Student Responsibilities for Advising Success
- Newly admitted degree-seeking students are required to meet with BOTH their faculty mentors and professional advisors before registering for their second quarter. All new degree-seeking students will have a mandatory advising hold on their record. The advising hold can only be removed by their professional advisor.
- Students are required to speak with a professional advisor and fill out a change of major form in order to declare a new major or minor.
- All students are expected to meet with their faculty mentor once a year.
- All graduating seniors must meet with a professional advisor to finalize their academic plan and fill out a graduation application. Degree-seeking students will have an advising hold placed on their account the quarter after they have earned 135 credits. Please check the graduation application due dates on page 5 of the Student Handbook prior to scheduling a meeting with your professional advisor.
- Students on probation must meet with a professional advisor to discuss their status and success strategies every quarter before registering for the next quarter.

Faculty mentors have expertise in your disciplinary area and can assist you with internships, postgraduate planning for graduate or professional school, and/or professional opportunities. Professional advisors handle general advising questions on topics such as registration policies, SU Online use, program evaluation interpretation, dual enrollment, and any other SU policies and procedures.

Advising Hold
Only professional advisors can remove an advising hold and access program evaluations of all students at NCS. Please contact your professional advisor at 206-296-6937 if you have any questions or concerns about your advising hold.
NCS Degrees and Programs
The Seattle University Catalog contains the specific requirements necessary for all of the majors, minors and degree programs. Visit http://catalog.seattleu.edu/ for more information. Program Evaluation tracks academic progress to graduation by showing how every class you take applies to your specific degree or certificate requirements. You can also use the "What If" feature to view how your courses would apply if you changed your major or added a minor.

Starfish
Increasing student success is our shared goal. In order to assist all students in achieving this goal, NCS actively participates in an early alert and feedback system called Starfish. Through the Starfish system, you are able to receive notifications immediately when any faculty has a concern about your academic performance or wants to congratulate you on your excellent work.

Seattle University Email
A Seattle University Email account is available once you have accepted attendance to the University. Your SU account and password provide access to all services, including SU Online, Email, and Canvas. To activate your account, visit http://pwreset.seattleu.edu and click on 'I am setting my password for the first time' link to set your email password. Provide the requested information to create the password for your account. Email, SU Online, Canvas and other services can be accessed at https://www.seattleu.edu/. Please check your SU email regularly for communications from the school. Should you need assistance, please contact the ITS Help Desk at 206-296-5571 or email helpdesk@seattleu.edu

SU ONLINE (https://suonline.seattleu.edu)
All newly admitted students are sent a user name and password by mail that work for SU Email account and SU Online. If you need to reset your password you may contact the Help Desk at 206-296-5571. You can use SU Online to view your grades, GPA, student restrictions, bill, financial aid award, and schedule. You can also update your address register for classes, and apply for a payment plan via SU Online.

SU Virtual Desktop Connection Instructions
Any of the software on a computer lab workstation is now available from home, the coffee shop across the street, or anywhere in the world. You may also want to send your print order to the SU-print-queue and print it on your way to class. To access the Virtual Desktop, visit https://www.seattleu.edu/its/computer-labs/virtual-desktop/ for instructions.
**Campus Card**
All students are required to have a Campus Card. This card provides you with a convenient form of identification that allows access to a variety of university systems and services with one card. You can use the campus-wide card for the following: ID verification, library checkout, meal plans, building access, Fitness Center, Intercollegiate Athletic Events, and the Bookstore. In the event of a lost or stolen card, a replacement card will be issued in the Campus Card Office ($15 fee applies for each card replaced). If your card no longer works or is damaged, a replacement card can be issued for free as long as you bring the non-working or damaged card to the Campus Card office. Funds may be added to Campus Card accounts online through Seattle University’s E-Accounts. The Campus Card Office is located in the Engineering Building, Room 302. Phone: 206-296-5571. Visit www.seattleu.edu/oit for more information.

**Academic Policies**

**Add, Drop, and Withdrawal**  *If you want to drop or withdraw from any class(es), please see the academic calendar and your professional advisor immediately.*
After the first week, students who withdraw from the term will have an advising hold placed on their record. Only their professional advisor can remove the hold.

**Add/Drop**
You may change your registration using SU Online during the Add/Drop Period (through the first week of classes) without academic penalty or late fees. Check the Important Dates or Academic Calendar on the Office of the Registrar website.

**Withdrawal**
Submit a Withdrawal Form (Up to the Friday of the sixth week of the quarter, with the exception of summer quarter) Submitted to the Office of the Registrar.

Find the Withdrawal Form at https://www.seattleu.edu/redhawk-axis/forms/ and get the required signatures before submitting the form to the Registrar’s Office. The last day to withdraw is the Friday of the 6th week in fall, winter, and spring, or as of the specific deadlines for summer as noted in the academic calendar.

After the deadline, withdrawal from classes will be approved only in cases of a hardship such as an incapacitating illness or the death of a close family member. If you have any questions, please consult with your professional advisor.
Tuition Refund Timeline/Schedule
(For information about Summer refund dates and amounts, please see the
Academic Calendar at https://www.seattleu.edu/redhawk-axis/academic-
calendar/)

100% Through the last day of add/drop
90% Through the second Saturday (after the first Monday) of the term
75% Through the third Saturday (after the first Monday) of the term
50% Through the fourth Saturday (after the first Monday) of the term
0% Thereafter

Late Add
Form: Petition to the Dean Submitted to the Associate Dean’s Office

After the drop/add deadline, students can only add a class to their schedule if a
Late Add petition is approved. The form requires the instructor and Associate
Dean’s signature of approval. The Late Registration Fee (per course for
registration after the add/drop period) is $50.

Late Drop
Form: Petition to the Dean (Granted ONLY in cases of institutional error)
Submitted to the Associate Dean’s Office

After the add/drop deadline, you can only drop (not withdraw) from a class if a
Late Drop petition is approved. A late drop is only granted in cases of institutional
error and results in a full refund (when applicable) for the credits involved. The
course(s) are completely removed from the student’s transcripts, as if the student
never registered for them. However, you may become ineligible for all or a
portion of financial aid and/or scholarship(s), depending on the total number of
credit hours for which you are registered. Late Drop petitions are rarely
approved. The Late Registration Fee (per course for registration after the
add/drop period) is $50.

Hardship Withdrawal
Form: Hardship Withdrawal Request Submitted to the Associate Dean’s Office

After the deadline, withdrawal status from classes will only be approved in the
case of hardship. Hardship Withdrawals may be granted for any number of
classes in a quarter. It is strongly encouraged that students petition for the
hardship withdrawal by the last date of final exams in the quarter in which the
hardship withdrawal occurred. If you are in need of hardship withdrawal, please
contact your professional advisor.
Repeating Courses
If you received a grade of C- or below in a course at Seattle University, you may repeat that course at Seattle University to improve your grade point average; repeated courses taken at other institutions will have no impact on your grade point average.

Both courses and grades will be posted to the permanent record but only the most recent grade earned will be used in computing the cumulative GPA. Course credits will be counted only once toward a degree. A class may only be taken three times. Registrations resulting in grades of C, I, N, P, W, HW, Y or Z are included in the three maximum attempts allowable. The repeated course must be the exact same course as previously taken. Because departments occasionally change course numbers, please double-check with your professional advisor to see if the current course is equivalent to the course taken previously.

If credit has been granted for a course taken at another institution and that course is repeated at Seattle University, transfer credit is revoked, but the resident credit and grade granted affect the SU academic record.

Readmission Students who do not continuously enroll to complete their degree requirements will be withdrawn after two consecutive quarters of non-enrollment (excluding summer). Students who wish to continue progress toward their degree must apply for readmission to the university through the Office of the Registrar.

Readmitted students will be held to the degree requirements and policies in effect at the time of re-enrollment and may not readmit to earn a degree that is no longer active. There is no fee for readmission.

Completed readmission applications must be postmarked by the following dates:

**Winter Quarter:** December 15
**Spring Quarter:** March 15
**Summer Quarter:** June 15
**Fall Quarter:** September 15
Petitions
(https://www.seattleu.edu/redhawk-axis/academic-policies/)
All petitions must be submitted to the Associate Dean’s Office.

Petition-able Registration Change - Petition to the Dean
The issues that can be petitioned are as follows:
• Credit Overload
• Change of Grade Option
• Late Add
• Time Conflict

Petitions for Exception to Policy
The policies that may be petitioned are as follows:
• Past Quarter Withdrawal
• Major/Program Substitution
• Past Quarter Drop
• Minor/Program Substitution
• Past Quarter Add
• Update Catalog Year
• Late Grade Change
• UG CORE Substitution
• I/N/Q Grade Extension

Academic Standing Policies

Good Standing
Students are in good academic standing if they have a cumulative SU GPA of 2.00 or better.

Probation
You will be placed on probation when your cumulative SU GPA falls below 2.00.
You are required to meet the following conditions while on probation to be enrolled in NCS:
1. Students must earn a “C” or better in all courses.
2. Students may not take Incompletes or Withdrawals without talking to an academic advisor. While on probation, you are required to meet with your professional advisor, before enrolling each quarter.

The Dean’s office reviews records of all students each term and mails out a letter of probation and dismissal notification signed by the Associate Dean who has the final dismissal authority.
Dismissal
Dismissals automatically result in registration cancellation for the next quarter and full refund of any advance tuition payment. To be reinstated, you must file a petition for reinstatement through the Associate Dean’s Office. The petition should include your academic plan and evidence of improved academic performance.

Calculating GPA
A student’s grade point average (GPA) is calculated by dividing the total amount of quality points earned by the total amount of credit hours attempted. Grade point averages may range from 0.0 to a 4.0. Quality points are determined using the scale below.

Seattle University Grading Scale and Quality Point Values
A = 4.0    B- = 2.7    D+ = 1.3
A- = 3.7    C+ = 2.3    D = 1.0
B+ = 3.3    C = 2.0    D- = 0.7
B = 3.0    C- = 1.7    F = 0.0

• CR/NC (Credit/No Credit) courses are not factored in the GPA
• I (Incompletes) and W (Withdrawals) do not receive grade points and do not affect the GPA
• If a course is graded CR/F – CR grades are not factored into the GPA but F grades are factored into the GPA.
• In courses graded P/F – P grades are not factored into the GPA but F grades are factored into the GPA.

The AASC website provides a GPA calculator tool which is helpful for advisors and students: http://www.seattleu.edu/artsci/advising/resources/gpa-calculator/
Academic Requirements

Graduation Requirements
- Minimum of 180 credits with a cumulative and major GPA of 2.00
- Completion of major and core requirements
- Minimum of 45 quarter credits must be completed at Seattle University *Note: Graduation application is handled by professional advisor.

NCSCore Requirements
*The number and type of core courses required for graduation is determined by the number of transfer credits earned and any degrees earned prior to first attendance at SU.

Module I (Engaging Academic Inquiry):
All NCS students will transfer these 6 courses in or have them satisfied with a Direct Transfer Agreement. NCS does not offer these courses with an exception of UCOR 1300 Creative Expression and Interpretation.

Module II (Engaging Jesuit Traditions): All three courses are offered at NCS.

Module III (Engaging the World):
UCOR 3100 will be waived.
UCOR 3800 Natural Science and Global Challenges (offered at NCS)

One of the following courses depending on the major (via transfer or at NCS):
UCOR 3400 Humanities and Global Challenges (required for Organizational Leadership majors)
UCOR 3600 Social Sciences and Global Challenges (required for Digital Technology and Cultures majors)

Module IV (Reflection):
All students are required to complete a capstone course in their major via NCS.
Transfer Policy Summary

- The maximum number of transfer credits acceptable for any undergraduate student entering Seattle University is 135 quarter credits.
- The maximum number of combined credits acceptable from community colleges, including CLEP and military course work credit from any source is 90 quarter credits.
- For all undergraduate programs, courses accepted in transfer are graded at least a C- when letter grades are used and at least a 1.5 on the decimal grading system. Courses graded D+ or lower and those with decimal grades below 1.5 will not be allowed either for transfer credit or to fulfill degree requirements.
- Ten year old credit - credits over ten years old graded C (2.00) or better are evaluated and accepted, if deemed applicable, at the time of admission. Application of such credit to the major is determined by the student’s dean and/or program director.
- The number of courses requiring fulfillment by transfer credit is determined by the number of credits earned and any degrees earned prior to first attendance at SU. For a list of these courses and specifications for completing each course requirement with transfer credit, please review the full table of Core transfer rules below. Students may complete these additional Core courses while dually enrolled at SU, but must submit a Transfer Verification Request form and Dual Enrollment form in advance of enrollment at the second institution.

If you have any questions or concerns about dual enrollment, please consult with your professional advisor.

University Core Transfer Requirements for NCS Students
Academic Requirements

Dual Enrollment (Dual Enrollment Request and Transfer Verification Request Forms)
NCS students may have to take one or more classes at another school while enrolled at SU in order to fulfill some of the CORE requirements. Current undergraduate students who are interested in transferring credit from another institution during a term in which they are enrolled at Seattle University are required to complete a “Dual Enrollment Request” form.

Consideration for dual enrollment for undergraduate students is initiated when a student submits a “Transfer Verification Request” form to the registrar. Approval must be obtained in advance for enrollment at the second institution.

There are limited circumstances when dual enrollment is appropriate:
• When a student would significantly benefit from a course not offered at Seattle University but available at another institution.
• When, because of infrequency of a particular offering, taking the course at Seattle University would unreasonably delay graduation, a delay which could be avoided by dual enrollment
• During the first quarter when a student transfers to Seattle University while still completing coursework at the institution from which he or she is transferring

Financial Information

Financial Aid
Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov (school code 003790) each year by the February 15th deadline. Continuing students must also complete the Enrollment Status Form (ESF) by February 15th each year that financial aid is desired. The ESF is used to disburse aid appropriately for each term of anticipated enrollment. To be considered on time for priority awarding and a timely award letter, students must complete their FAFSA by the February 15th deadline each year.

Federal regulations require that all students who receive financial aid must maintain satisfactory academic progress and be working toward an eligible degree or certificate. A failing grade, dropping, withdrawing or hardship withdrawing from classes, or receiving “N” grades may affect students’ eligibility for financial aid.
Financial Aid (Cont'd)

Because financial aid policies are very complicated, students are highly encouraged to seek financial aid counseling immediately if they are concerned about their academic progress and potential impact on their financial aid. SAP is reviewed on an annual basis in June. If you have not made satisfactory progress, you will be contacted by Student Financial Service through their SU email address and be required to discuss the situation with your financial aid counselor and (potentially) to file an appeal to maintain their financial aid. Each student is assigned a financial aid counselor according to student last name. Gabby Santos specializes in veteran’s awarding.

**Counselor Assignments**

<table>
<thead>
<tr>
<th>Counselor Assignments</th>
<th>Ext.</th>
<th>@seattleu.edu Email</th>
</tr>
</thead>
</table>
| A - CL                | 5833 | kelynpi
| CO - G                | 5874 | wuttiga
| H - J                 | 5879 | santosg
| Veterans/Athletes     | 5879 | santosg
| K - M                 | 6086 | frankwia
| N - R                 | 5688 | larsone
| S - Z                 | 5839 | wangerim

**Paying Tuition and Fees**

Several payment options are available. You can pay in person with cash, check, money order, or debit card. You can also log in to SU Online and submit a payment by selecting “Make a Payment or Pay a Deposit” via credit card with a 2.5% fee or via e-check. Payments can also be sent by mail and bank wire transfer. A drop-box is located across the atrium from the Student Financial Services Windows on the first floor of the University Services Building for payments made after business hours.

**Payment Plans**

If you are unable to pay your tuition and fees all at once, please check out various payment plan options at https://www.seattleu.edu/student-payment/paying-my-bill/payment-plans/. Students can also review different payment options by logging on to SUOnline and clicking "Apply for a Payment Plan" in the Student Billing and Payment section of the Students Menu.
Student Support Services

<table>
<thead>
<tr>
<th>Department</th>
<th>Location on Campus</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Ministry</td>
<td>Student Center, Rm. 120</td>
<td>(206) 296-6075</td>
</tr>
<tr>
<td>Career Services</td>
<td>Pigott Pavilion, Rm. 110</td>
<td>(206) 296-6080</td>
</tr>
<tr>
<td>Counseling &amp; Psychological Services</td>
<td>Pigott Pavilion, Rm. 120</td>
<td>(206) 296-6090</td>
</tr>
<tr>
<td>Disability Services</td>
<td>Loyola, Rm. 100</td>
<td>(206) 296-5740</td>
</tr>
<tr>
<td>Help Desk</td>
<td>Engineering Building, Rm. 302</td>
<td>(206) 296-5571</td>
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<tr>
<td>Leadership Development</td>
<td>Pigott Pavilion, Rm. 150</td>
<td>(206) 296-5323</td>
</tr>
<tr>
<td>Office of Fellowships</td>
<td>Loyola, Rm. 100</td>
<td>(206) 296-2517</td>
</tr>
<tr>
<td>Office of Multicultural Affairs</td>
<td>Student Center, Rm. 320</td>
<td>(206) 296-6070</td>
</tr>
<tr>
<td>Office of Student Activities</td>
<td>Student Center, Rm. 350</td>
<td>(206) 296-2525</td>
</tr>
<tr>
<td>Public Safety &amp; Transportation</td>
<td>University Services, Rm. 102</td>
<td>(206) 296-5992</td>
</tr>
<tr>
<td>Redhawk Resource Hub</td>
<td>Student Center, Rm. 110</td>
<td>(206) 296-6334</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>University Services, Rm. 105</td>
<td>(206) 296-8020</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>Bellarmine Hall, Rm. 107</td>
<td>(206) 296-6300</td>
</tr>
<tr>
<td>Wring Center</td>
<td>Lemieux Library, Second Floor</td>
<td>(206) 296-6239</td>
</tr>
</tbody>
</table>

Campus Map
Maps of the Seattle University campus are available at the following website: http://www.seattleu.edu/maps/