

# OPENING DOORS TO BRIGHT FUTURES.

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SXU Student Guidebook



Saint Xavier  
UNIVERSITY



# WELCOME TO SXU!

Use this guidebook to help you find your way around our campus, learn about our community, and become familiar with the resources available to you.

Don't hesitate to contact us - we are here to help!

# What's Inside?



**Welcome**  
Pages 5-6



**Getting Involved**  
Page 8



**First Day Tips**  
Page 9



**Campus Ministry**  
Page 10



**Student Success**  
Page 12-13



**Navigate**  
Page 14



**Financial Information**  
Page 15



**Health Center and  
Counseling Services**  
Page 16



**Wellness**  
Page 18



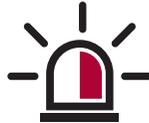
**University Housing**  
Page 20



**Dining Services**  
Page 21



**SXU Social Media**  
Page 21



**Public Safety**  
Page 22



**Transportation and Parking**  
Page 23



**Technology**  
Page 24-25



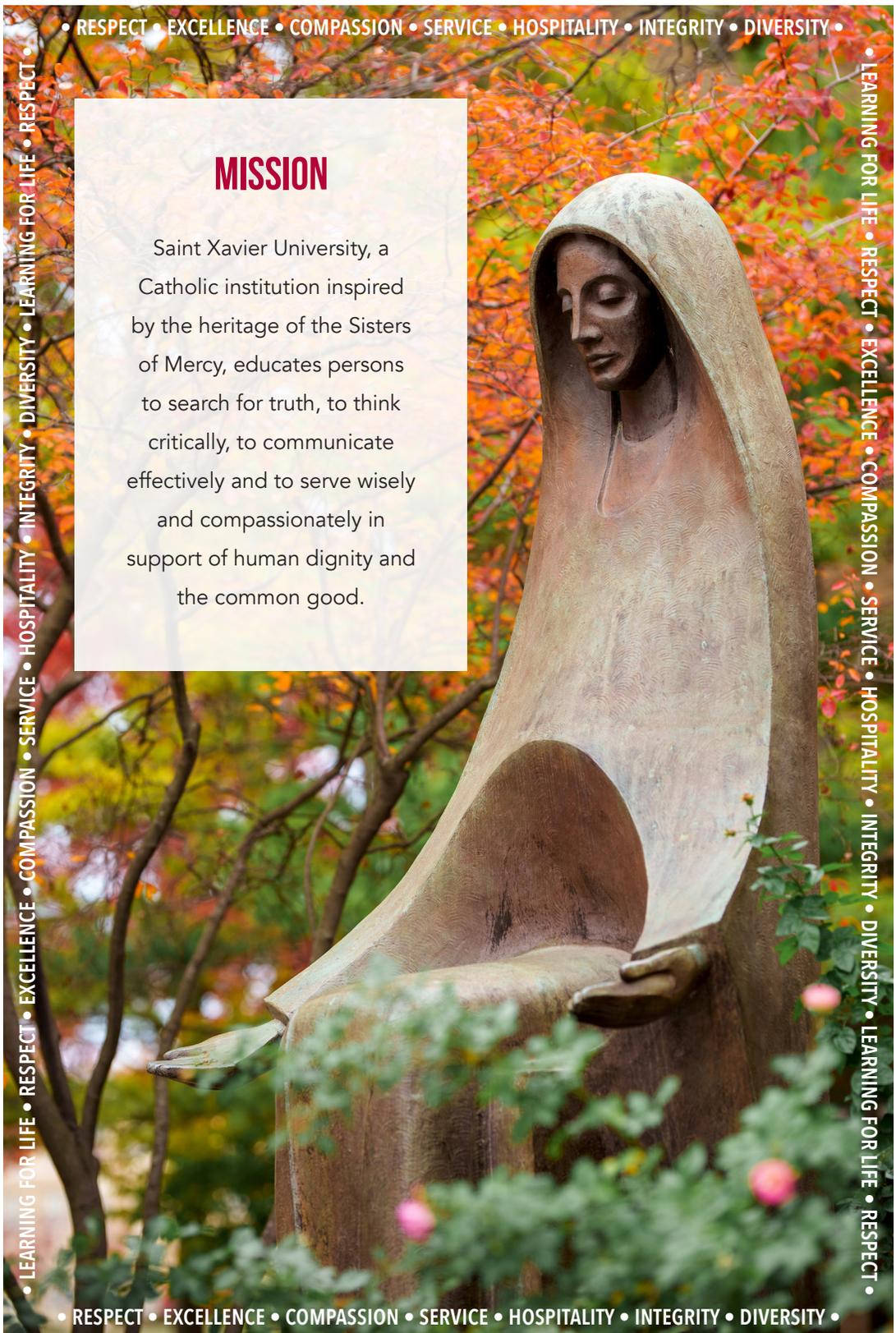
**Frequently Contacted Offices**  
Page 27



**Campus Map**  
Page 28

## MISSION

Saint Xavier University, a Catholic institution inspired by the heritage of the Sisters of Mercy, educates persons to search for truth, to think critically, to communicate effectively and to serve wisely and compassionately in support of human dignity and the common good.





## Welcome from President Keith Elder

Welcome to Saint Xavier University, the home of the Cougars. We are pleased you chose to join our SXU family.

At SXU, we pride ourselves on being a Catholic, Mercy institution, drawing inspiration from the legacy of the Sisters of Mercy. As a community, we are entrusted with carrying forward their noble values, which shape our actions and decisions.

Saint Xavier University has a rich history of academic excellence, prioritizing teaching and student-centered learning. We recognize the unique gifts you bring with you and understand the challenges that may accompany the beginning of your college journey. Many among our faculty and staff were the first in their families to pursue a college education. We are here to both challenge and support you, offering diverse opportunities for growth in mind, body and spirit.

As you embark on your journey at SXU, know that you have a dedicated support team to guide you every step of the way. Our aim is to help you develop your skills, fortify your character, and prepare for success in your future career. We believe that the most impactful learning occurs when students form meaningful connections with mentors, fostering an environment of trust and inspiration.

I encourage you to actively engage with our community—don't hesitate to seek assistance when needed. Ask questions, attend faculty office hours, consult with your advisor, or engage with your coach. Your involvement is vital to your growth and success.

We are honored to welcome you into our community and eagerly anticipate the remarkable journey ahead. Together, let us embark on a voyage of discovery, learning and boundless opportunities. I wish you a fantastic beginning to this thrilling adventure, and I eagerly await the opportunity to congratulate you at Commencement.

Warm regards,

A handwritten signature in black ink that reads "Keith Elder". The signature is fluid and cursive, with a long horizontal line extending to the right.

**Keith Elder, Ph.D.**  
President



# Welcome from Student Government Association

Welcome to Saint Xavier University!

We are so excited to welcome you into the Cougar family. Starting college can be really exciting, but also really scary. There is nothing to worry about, though, as you will be surrounded by people who have already experienced their first year and will have lots of advice to share with you during the upcoming days. The biggest piece of advice we can give you is to get involved! There are so many different registered student organizations (RSOs) on campus, tailored to a wide variety of interests. It might seem intimidating to go to your first RSO meeting, but we promise you will have a blast! It's also a great way to meet new people.

The Student Government Association (SGA) is here to help you amplify your voice if any concerns may rise. There are many ways to be a part of SGA. Becoming a senator allows you to work on an initiative you might want to see implemented in the school. This is the time to find your place here at Saint Xavier University, and with so many opportunities to do so, we hope that you jump at the chance to be involved. These next four years will go by in an instant, and making each day count will slow down the clock and let you enjoy all the little things. We wish you the utmost luck in your journey and will be here if you need us.

## **SGA Executive Board**

**Find us on The Den and follow us on Instagram: @sxu\_sga.**



## SXU FIGHT SONG

"WE ARE SAINT XAVIER"

We are Saint Xavier  
Let our voices sound  
We are Saint Xavier  
For victory we're bound  
U-RA-RA  
Cougars, Go Cougars  
Pride is our battle cry  
The City  
The Spirit  
We are Saint Xavier!



## GETTING INVOLVED – MAKE YOUR FIRST DAYS COUNT!

### GET INVOLVED

There are over 40 active registered student organizations (RSOs) at SXU that allow students to connect with like-minded individuals in academic, cultural, service-oriented, spiritual, honorary, professional, social justice, or special interest organizations. Getting involved in extracurricular activities can help students share their interests with others, make lifelong friendships, and promote an active and collaborative environment in the classroom. Learn more about yourself, explore your passions, and get involved early on to build your legacy at SXU.

### THE DEN

Discover unique opportunities at Saint Xavier University by exploring The Den, SXU's online platform for campus organizations, events, programs and initiatives. With The Den, you can join or establish a registered student organization, explore upcoming campus-wide events and traditions, and track your involvement and service journey to share on your resume.



**SCAN ME**



# FIRST DAY OF CLASS

As you prepare for your first day of classes, be mindful of the following tips to ensure a successful first day:



If you are driving to campus, arrive at least 30 minutes beforehand to find a parking spot and walk to your classroom.



Map out your path from each class to ensure you feel confident in getting around.



Set up your SXU email on your cell phone. Be sure to check it daily, as it's where important notices from your professors, University leadership, and administrative offices will be sent. It's also where you will learn about upcoming events and activities that you won't want to miss!



Print out the syllabus for each of your classes (these can be found on Canvas) and bring them to your classes.



Get a planner booklet, use the calendar in your phone, or pick up time management sheets from the Student Advising Center to plan out your schedule, note deadlines, and be prepared.



Purchase/rent required books, materials, and access codes listed on the syllabus.



Add the contact information of your Cougar Peer Mentor and other VIPs to your cell phone.



Sign up for SXU Campus Alerts and enter your Emergency Contact Information through the mySXU portal Self-Service.

# CAMPUS MINISTRY



At SXU, we are inspired by our Catholic foundation and the heritage of the Sisters of Mercy to affirm that we are all created in the image of God, one human family, whatever our creed, heritage, or beliefs; to seek and celebrate truth wherever it may be found; to appreciate and respect the diverse spiritual paths that lead to truth; and to create opportunities for conversation and collaboration, as a way to bring Mercy to our wounded world.

Campus Ministry is here to support and nurture faith and spirituality for our entire campus community. We offer different ways for you to be involved:

- Worship and prayer services.
- Programs to deepen understanding about faith and spirituality.
- Retreats and field trips.
- Service and leadership opportunities.
- Community building and social events.
- Pastoral care.

McDonough Chapel is open weekdays for private prayer, and Muslim prayer rooms: WAC L-307 (women) and WAC L-327 (men). Catholic Mass is offered on Wednesdays at noon and on Sundays at 7 p.m., and a Christian prayer service takes place at noon throughout the week.

*Celebrating faith, exploring truth, embodying Mercy.*

Contact [campusministry@sxu.edu](mailto:campusministry@sxu.edu) for more information.



## CHAMP'S KITCHEN

Champ's Kitchen is an on-campus food pantry aimed to alleviate hunger on campus so students can continue to focus on their studies and succeed in their chosen academic and career pathways. The food pantry is open Monday through Friday from 8:30 a.m. to 4:30 p.m. in the Mercy Ministry Center.

Individuals may reach out to [champsKitchen@sxu.edu](mailto:champsKitchen@sxu.edu) for more information. Product availability is dependent on donations and will vary. For more information, visit [www.sxu.edu](http://www.sxu.edu), keyword: Champ's Kitchen.



# STUDENT SUCCESS

## CAREER DEVELOPMENT CENTER

The Career Development Center supports students in their search for meaningful career paths through self-assessment and career planning, internship resources, alumni networking opportunities, and job-search-skills training. Programming is focused on helping students prepare for the world of work through personal career counseling and assessment, hands-on workshops, career information panels, and opportunities for students to connect with potential employers and graduate school options.

Services include:

- Resume and cover letter reviews
- Interview assistance
- Career exploration
- Internship and job search guidance
- Graduate and professional school application assistance

Students can email the Career Development Center at [careerdevelopment@sxu.edu](mailto:careerdevelopment@sxu.edu) or schedule an appointment through Navigate. For more information, visit [www.sxu.edu](http://www.sxu.edu), keyword: **Career Development**.

## CENTER FOR LEARNING AND STUDENT SUPPORT

The Center for Learning and Student Support provides academic support through coaching, tutoring and writing consultations. The center aims to provide individualized, student-centered sessions focused on developing and enhancing students' academic abilities within their specific courses in coordination with their professors.



Services are available free of charge to currently enrolled SXU students and include:

- Academic support
- Workshops
- Developing academic plans
- One-on-one writing consultations
- Peer tutoring (one-on-one or small groups)
- Multilingual writing specialist (Spanish) and math specialist
- Brainfuse Online Tutoring Service
- Referrals to campus and community resources

Appointments can be made using Navigate. For additional information, please email [learningcenter@sxu.edu](mailto:learningcenter@sxu.edu) or call 773-298-5148.

## CENTER FOR ACCESSIBILITY RESOURCES

SXU is committed to ensuring that all qualified students have equal access to academic and non-academic programs and can participate fully in all aspects of student life. The Center for Accessibility Resources works with students and instructors to ensure equal access, reasonable accommodations, and academic assistance are available for students. To learn more, email [accessibilityservices@sxu.edu](mailto:accessibilityservices@sxu.edu) or call 773-298-3956.

## STUDENT ADVISING CENTER

At Saint Xavier University, academic advising is a pivotal component of the educational experience, used to

empower students to think critically and to explore and identify academic and career interests. Through guidance and mentorship, advising encourages academic excellence and accountability and helps students to realize their full potential.

Academic advising is a shared responsibility between student and advisor. Advisors work to inspire students by building relationships, empowering self-awareness and reflection, connecting students with appropriate resources, fostering personal development, and supporting various college-to-career pathways. Although advisors provide guidance and recommendations, students are ultimately responsible for making academic decisions and satisfying degree requirements.

Students can email the Student Advising Center at [studentadvising@sxu.edu](mailto:studentadvising@sxu.edu) or schedule an appointment with their assigned academic advisor through Navigate. For more information, visit [www.sxu.edu](http://www.sxu.edu), keyword: Student Advising.

### **THE OFFICE OF FAMILY AND COMMUNITY ENGAGEMENT**

The Office of Family and Community Engagement is dedicated to offering resources, support, and programming that foster a welcoming atmosphere and a sense of belonging for all students and their families. Our mission centers on enhancing student success by actively involving families in their educational journeys and collaborating with the local community to provide meaningful engagement opportunities. We aim to enrich the student experience at SXU by ensuring that all individuals feel valued,

respected, and empowered to thrive as global citizens. If students, parents or student supporters have any questions or need some guidance, please email [familysupport@sxu.edu](mailto:familysupport@sxu.edu). Families are invited to sign up for the SXU Parent and Family Portal at [sxu.campusesp.com](http://sxu.campusesp.com). This resource will help them stay informed, engaged and focused on what matters most: our students' success at SXU!

**Office Locations: WAC Rooms A-207 and N-330**

### **TRIO**

The TRIO SSS (Student Support Services) program is intended to provide systems of support and services to students who are first-generation, limited-income, or have a documented disability. TRIO SSS is funded by the Department of Education and is designed to serve 204 students.

Services include:

- Holistic academic advising
- Financial aid advising
- Peer mentorship
- Student leadership opportunities
- Federal Work-Study (FWS) employment
- Academic and financial literacy workshops
- Referral/connection to resources through SXU and beyond

Join the TRIO SSS program at SXU and take your first step toward a fulfilling college experience where your potential is recognized and nurtured. Connect with us to learn how we can support your journey from orientation to graduation and beyond!

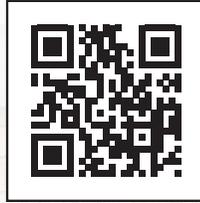
For more information or to inquire about our application process, please email us at [trio@sxu.edu](mailto:trio@sxu.edu).

# NAVIGATE

Navigate is a coordinated care network used by faculty, staff and students to improve the student experience. It helps students stay connected, access what they need, and tracks progress and involvement.

With Navigate, students can:

- Schedule appointments.
- View class schedules.
- Access SXU resources.
- Explore career interests.
- Join study groups.
- Manage a to-do list.
- Talk to a support team.



Download Navigate on the App Store, get it on Google Play, or access it through a desktop browser at [sxu.navigate.eab.com](https://sxu.navigate.eab.com).

## NAVIGATE INSTRUCTIONS

1. Select "Get Assistance."
2. Choose the appointment you would like to schedule along with the service. Then, select a date and appointment time that works best for you.
3. Fill out the additional details and select the blue "Schedule" button.
4. Check your student email for a confirmation email.



# FINANCIAL INFORMATION

## FINANCIAL AID AND STUDENT ACCOUNTS

The Office of Financial Aid and Office of Student Accounts are here to support you and answer questions every step of the way throughout your college journey. The Office of Financial Aid will work with you to ensure you understand and have access to the resources you need to pay for college and the Office of Student Accounts can assist with questions regarding tuition and fees, payment plans, and financial clearance. Be sure to complete the Free Application for Federal Student Aid (FAFSA) each year in October. More information can be found at [www.sxu.edu](http://www.sxu.edu), keyword: Financial Aid.

### FILE THE FAFSA

If you haven't already done so, complete the Free Application for Federal Student Aid at [www.studentaid.gov/fafsa](http://www.studentaid.gov/fafsa) as soon as possible. Use our school code, 001768, so we receive your results.

### CHECK AID STATUS

Check the status of your aid on the mySXU portal on the Self-Service menu. Select Financial Aid and view your checklist and resources.

## VERIFY FAFSA INFORMATION

If you have been selected for the Federal Verification process, go to Financial Aid via mySXU Self-Service to review, complete, and return the documents to the Office of Financial Aid.

## REVIEW AND ACCEPT AID

When you receive your financial aid notification, you must review the award and accept, make changes to, or decline aid. For your loans to disburse, you must complete Entrance Counseling and the Master Promissory Note (MPN).

## TUITION BILLS AND PAYMENT PLANS

Billing statements are issued starting in December for students enrolled in the spring and mid-July for those enrolled in the fall.

**Note:** *Bills are not mailed. Students will receive an email to their SXU email accounts directing them to check the mySXU portal's Self-Service menu for their tuition bills. Payment plans are available for charges in excess of financial aid. For more billing and payment plan information, visit [www.sxu.edu](http://www.sxu.edu), keyword: Payment Plan.*



Scan the QR code to learn more about tuition and fees, payment plans and financial clearance.



# HEALTH CENTER AND COUNSELING SERVICES



## BE WELL!

The SXU Health Center is a nurse practitioner-led primary care clinic open year-round that provides various services for our patient population. Located in the Driehaus Center, our mission is to provide accessible and affordable holistic care that upholds the SXU standard for excellence. Services offered include:

- Sick Visits
- Physicals
- Immunizations
- Laboratory Services
- Health Promotion and Education
- Travel Medicine

The first year of college is a major transition for both students and parents, especially when it comes to health and wellness. Below are some tips to make the transition a little smoother.

1. Keep all prescription medications with you, including inhalers, nebulizers, and epinephrine auto injectors (i.e., EpiPens), and make sure to stay aware

of expiration dates.

2. Carry your primary care provider's information as well as information for any specialists you may see.
3. Know what medications you take by name, dose and frequency. Know your allergies.
4. Keep your insurance card with you.
5. Prepare a health kit that includes items like mild pain relievers (acetaminophen, ibuprofen) and cold/flu remedies (Dayquil™, Sudafed®, etc.).
6. Turn in a copy of your immunization records for compliance with state of Illinois requirements before the first day of school.

Make note of the important information above on your personal device where you can find it easily.

Contact the Health Center at 773-298-3712 or [healthcenter@sxu.edu](mailto:healthcenter@sxu.edu).





## **COUNSELING CENTER**

Saint Xavier University's Counseling Center provides a holistic, student-centered environment that encourages personal growth and well-being in keeping with the mission of Saint Xavier University, fostering a transformative process of self-discovery through wellness, balance and growth designed to help students reach their personal and academic goals. Licensed counselors facilitate well-being through personal counseling and wellness education.

Counseling is free to enrolled students. The Counseling Center follows standard confidentiality practices. All counseling records are kept separate from any other University records.

### Services Offered:

- Confidential personal and group counseling by licensed counselors.
- Comprehensive Alcohol and Other Drugs Education Program (AODEP).
- Mental Health Screening Days for depression and anxiety.
- Consultation with faculty and staff regarding campus mental health/behavioral issues.
- Crisis intervention and after-hours on-call support.
- Training for professional staff and student leaders, including resident assistants, peer ministers, etc.
- Classroom psycho-educational workshops and presentations.

Contact the Counseling Center at 773-298-4045 or [counselingservices@sxu.edu](mailto:counselingservices@sxu.edu).



Wellness is the quality or state of being healthy in body and mind and can be divided into seven dimensions: emotional, social, intellectual, spiritual, physical, environmental, and occupational. As a college student, you can work on each of these dimensions in your own life.

**EMOTIONAL** wellness is the ability to understand ourselves and cope with the challenges life can bring. It's the ability to express emotions appropriately, adjust to change, healthily cope with stress, and enjoy life despite its occasional disappointments and frustrations. Cultivate an optimistic attitude, provide support, and practice stress management techniques.

**SOCIAL** wellness is the ability to relate to and connect with other people in our world. It endows us with the ease and confidence to be outgoing, friendly, and affectionate toward others. Volunteer in the community, attend SXU events, join a registered student organization, and donate blood.

**INTELLECTUAL** wellness is a state in which your mind is engaged in lively interaction with the world around you. It implies that you can apply the things you have learned and have the desire to learn new concepts, improve skills, and seek challenges. Visit a museum, study abroad, read a book, or attend a political event.

**SPIRITUAL** wellness is the ability to establish peace and harmony in our lives and develop congruency between values and actions. It implies a search for meaning and purpose in life and to work toward a state of harmony with oneself and others while balancing inner needs

with the rest of the world. Take a religion or philosophy class to explore your values, participate in a service project, engage in prayer or meditation, be kind to yourself and others, and connect with Campus Ministry for more ideas.

**PHYSICAL** wellness is the ability to maintain a healthy quality of life. It's maintained by good nutrition, regular exercise, avoiding harmful habits, and making informed and responsible decisions about health. Exercise five days a week, eat vegetables and fruit daily, and get eight hours of sleep each night.

**ENVIRONMENTAL** wellness is the ability to positively impact the environment's quality and recognize our responsibility for the quality of the air, water, and land surrounding us. Plus, earth is a critical concern of the Sisters of Mercy! Reduce, reuse and recycle, bike or walk to class, and use reusable water bottles.

**OCCUPATIONAL** wellness is preparing and using your gifts, skills and talents to gain purpose, happiness and enrichment in your life. It means successfully integrating a commitment to your occupation into a total lifestyle that is satisfying and rewarding. Update your resume yearly, attend the College-to-Career Expo, and connect with the Career Development Center.



**BALANCE AND GROWTH**

Wellness may be a goal we never totally achieve, but it's a great goal to work toward. Finding balance in each of these areas will be difficult as a college student, but you'll have experiences and opportunities for growth in all of them. The Counseling Center is here to help with problems and concerns in any of these areas, but we can also help with growth and improvement.





## UNIVERSITY HOUSING

Student Life strives to make University housing accessible and comfortable for students and helps them adapt to college life and living independently. The Resident Assistants (RAs) are live-in student staff members who provide safety and support in the residence halls. RAs organize in-hall events to promote community building and discuss transition issues, which creates an environment that encourages healthy living, academic progress, and social interaction.

### RESIDENTIAL EXPERIENCE

The on-campus residential experience offers students numerous opportunities to be involved in hall council and leadership positions. Additionally, residents have quick access to on-campus study groups, club meetings, athletic events, and all other activities hosted by the University. Residents also enjoy the convenience of meals provided in the housing agreement.

Research has shown that students who live on campus are more connected to their college experience and are more likely to persist until graduation. Being just steps away from classes, activities, and support services is convenient and beneficial. Over 90% of SXU's first-year residents report that living on campus assisted with their transition to college, contributed to feelings of belonging within the SXU community, and supported their overall academic success.

Resources for settling in to campus can be found by logging in to the housing portal using your SXU netID and password at [erezlife.com](http://erezlife.com).

## DINING

Country House Kitchen Dining Services is SXU's full-service food provider. They take pride in using fresh ingredients, from-scratch recipes and a hands-on approach. Country House is a customer-focused, family-owned and operated business that brings a family atmosphere into the kitchen. Country House is passionate about food and never sacrifices quality, always going the extra mile to bring in local ingredients and striving to make your dining experiences second to none.

Homemade sauces, scratch pizzas, fresh-ground burgers, baked goods and much more – the aromas coming out of the kitchen are amazing! Whether you visit the SXU Diner, Coffee Cats, or Rhubarb's, there is always a great meal and great service to be had!

Look for the 10% free bonus dollars offered by Country House when you load your Cougar Card on the Commuter Meal Plan.



Commuter Dining Dollars are secure, convenient, and provide an opportunity to make new friends with fellow students, helping to enhance your University experience. Plus, 10% Bonus Bucks will be added for every Commuter Dining Dollars deposit made through GetFunds! Commuter Dining Dollars are available for purchase via GetFunds at [get.cbord.com/sxu/full/login.php](https://get.cbord.com/sxu/full/login.php).

### RESIDENT MEAL PLANS

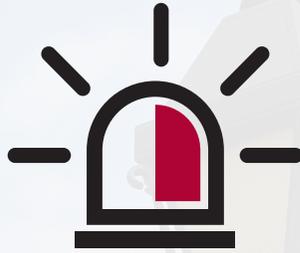
There are a variety of meal plan options for residents, each designed to meet students' unique meal plan needs. Each meal plan has a semester balance and is used similarly to a debit system, which allows students unlimited access to food service up to the total dollar amount available on the plan.

To learn more, visit [www.sxu.edu](https://www.sxu.edu), keyword: Meal Plans.

## JOIN US ON SOCIAL MEDIA!

-  StXavierUniversity
-  @SaintXavier
-  @sxucougars
-  @saintxavieruniversity





## PUBLIC SAFETY

Saint Xavier University's Public Safety Department serves the students, faculty, staff and visitors of the University 24/7 and is committed to the highest quality protective services to maintain and improve SXU's unique education environment.

### SERVICES OFFERED

- 24-hour services and protection.
- Vehicle lockout assistance and battery jumps.
- Fire and safety hazard reports.
- Room lockout assistance.
- Emergency calls.
- Protective escort assistance.
- University shuttle.
- Lost-and-found.
- Routine campus foot and vehicle patrols.

Visit [www.sxu.edu](http://www.sxu.edu), keyword: **Public Safety** to learn more about safety bulletins, annual security reports, emergency response protocol, and resources.

### Public Safety Department

Campus Service Center Room CSC-100

(773) 298-3541 (non-emergency)

(773) 298-3911 (emergency)

[publicsafety@sxu.edu](mailto:publicsafety@sxu.edu)

### **SXU ALERT**

The Campus Alert System sends emails and text messages about emergencies on campus, providing critical information about weather advisories, campus closings or safety alerts. Students should register themselves and interested family members through the mySXU portal, navigating from the *Self-Service* menu to *User Account* and updating the *User Profile*.

### **EMERGENCY CONTACT**

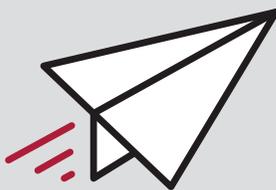
Students should identify at least one contact the University can reach in an emergency through the mySXU portal, navigating the *Self-Service* menu to *User Account* and updating *Emergency Information*.

### **TRANSPORTATION AND PARKING**

Parking at SXU is free to all students with approximately 1,700 parking spaces available. It is recommended that you arrive at least 30 minutes before your class, meeting or in-person obligation to ensure adequate parking with time to walk to your destination. Parking lots are labeled by number and noted on the campus map.

If you are living on campus and parking a vehicle overnight, register the vehicle with Public Safety. During the academic year, Public Safety provides a shuttle bus service that takes students to and from the Visual Arts Center and provides weekend service to the Midway CTA Orange Line train and various local businesses. For information concerning shuttle routes and schedules, please visit [www.sxu.edu](http://www.sxu.edu), keyword: **Shuttle Bus Schedule**.

# TECHNOLOGY AND OTHER SERVICES



## **MYSXU PORTAL**

The mySXU portal offers students access to University resources and important announcements. Use your mySXU username and password at [my.sxu.edu](https://my.sxu.edu) to access Self-Service functions.

### **Use the mySXU portal to:**

- View and pay your bill.
- Add and drop classes.
- Check your account balance.
- Apply and accept financial aid.
- Sign Master Promissory Note.
- Complete loan entrance counseling.
- View Title IV and FERPA consent.
- Check your grades.
- Make deposits to your Cougar Card.
- And so much more!

### **How to Access Student Planning through the mySXU portal:**

1. Go to the mySXU portal.
2. Locate the Self-Service box.
3. Select 'Access Self-Service.'
4. Select 'Student Planning.'
5. Select Option 2: 'Plan Your Degree and Register for Classes.'
6. View your fall or spring schedule depending on your start date.

## **CANVAS**

Canvas is SXU's course learning management system, where students access course materials and collaborate with their classmates and instructors online. You may access it through the mySXU portal or directly at [sxu.instructure.com](https://sxu.instructure.com). Unless you access Canvas through the mySXU portal, you will need your SXU netID and password to access Canvas. Each of your courses will be individually accessible on the Canvas dashboard and may include the course syllabus, assignments, announcements, grades and discussion boards. Be sure to check Canvas daily to stay up to date with your classes!

## **THE BOOKSTORE**

The SXU Online Bookstore is powered by TextbookX, simplifying the textbook ordering process for students and professors with a variety of physical and digital textbooks. Students may visit the website to order textbooks online to be shipped to their homes and receive digital course material access via email. The bookstore also sells branded merchandise, course supplies and other items. Check out the Online Bookstore at [sxu.textbookx.com](https://sxu.textbookx.com).



### **ONLINE BOOKSTORE HIGHLIGHTS**

- Quick ordering process - complete your entire order in five minutes!
- New, used, eBook and rental textbook formats.
- An average savings of 60% off list price on Marketplace items.
- Price match guarantee on new books.
- Free shipping on retail orders over \$49 (not including Marketplace).
- Post and sell any textbook on Marketplace - you name the price.
- Pay for textbooks with approved financial aid.
- School spirit merchandise like clothing, hats and more.

### **MAILROOM AND COPY CATS TO TECHNOLOGY**

The University offers printing, copying and mailing services through both Copy Cats and the Mail Room located in the Warde Academic Center, Room A-107.

Warde Academic Center Room A-107  
Monday-Friday  
8:30 a.m. to 4:30 p.m.

Printshop: 773-298-3467  
printshop@sxu.edu

Mailbox: 773-298-3148  
mailbox@sxu.edu



# TIPS FOR SUCCESS AT SXU

- 1.** Buy/rent your books early at [sxu.textbookx.com](http://sxu.textbookx.com).
- 2.** Attend class on time and take notes.
- 3.** Expect to study more frequently than you're used to.
- 4.** Make a friend, attend events - **The Den** ([theden.sxu.edu](http://theden.sxu.edu)) is your home to do so!
- 5.** Meet with your Cougar Peer Mentor and academic advisor.
- 6.** Budget for college - file your FAFSA annually and stay in communication with your financial aid counselor.
- 7.** Ask for help!

**Mark your calendar for University deadlines and holidays.**

For the full academic calendar, including registration and course add/drop dates, visit [www.sxu.edu](http://www.sxu.edu), keyword: academic calendar.

## FREQUENTLY CONTACTED OFFICES

### Office of Student Life

- **Student Involvement**  
(Activities and Organizations)  
Warde Academic Center Room  
L-109B  
(773) 298-3333
- **Housing**  
Warde Academic Center Room  
L-103  
(773) 298-3977  
reslife@sxu.edu

### Campus Ministry

Mercy Ministry Center Room 118  
(773) 298-3410  
campusministry@sxu.edu

### Center for Accessibility Resources

Warde Academic Center Room  
A-219  
(773) 298-3956  
accessibilityservices@sxu.edu

### Center for Learning and Student Support

Warde Academic Center Room  
L-110  
(773) 298-5148  
learningcenter@sxu.edu

### Information Technology

(Client Services - The Hub)  
Warde Academic Center Room  
L-120  
773-298-HELP (4357)  
hubchat.sxu.edu  
Hub.sxu.edu (for all requests)

### Student Advising Center

Warde Academic Center Room  
L-208  
(773) 298-3131  
studentadvising@sxu.edu

### Office of the Dean of Students

Warde Academic Center Room  
L-103  
(773) 298-3123  
deanofstudents@sxu.edu

### Office of Financial Aid

Warde Academic Center Room  
A-216  
(773) 298-3070  
finaid@sxu.edu

### Public Safety Department

Campus Service Center Room  
CSC-100  
(773) 298-3541 (non-emergency)  
(773) 298-3911 (emergency)  
publicsafety@sxu.edu

### Office of Records and Registration

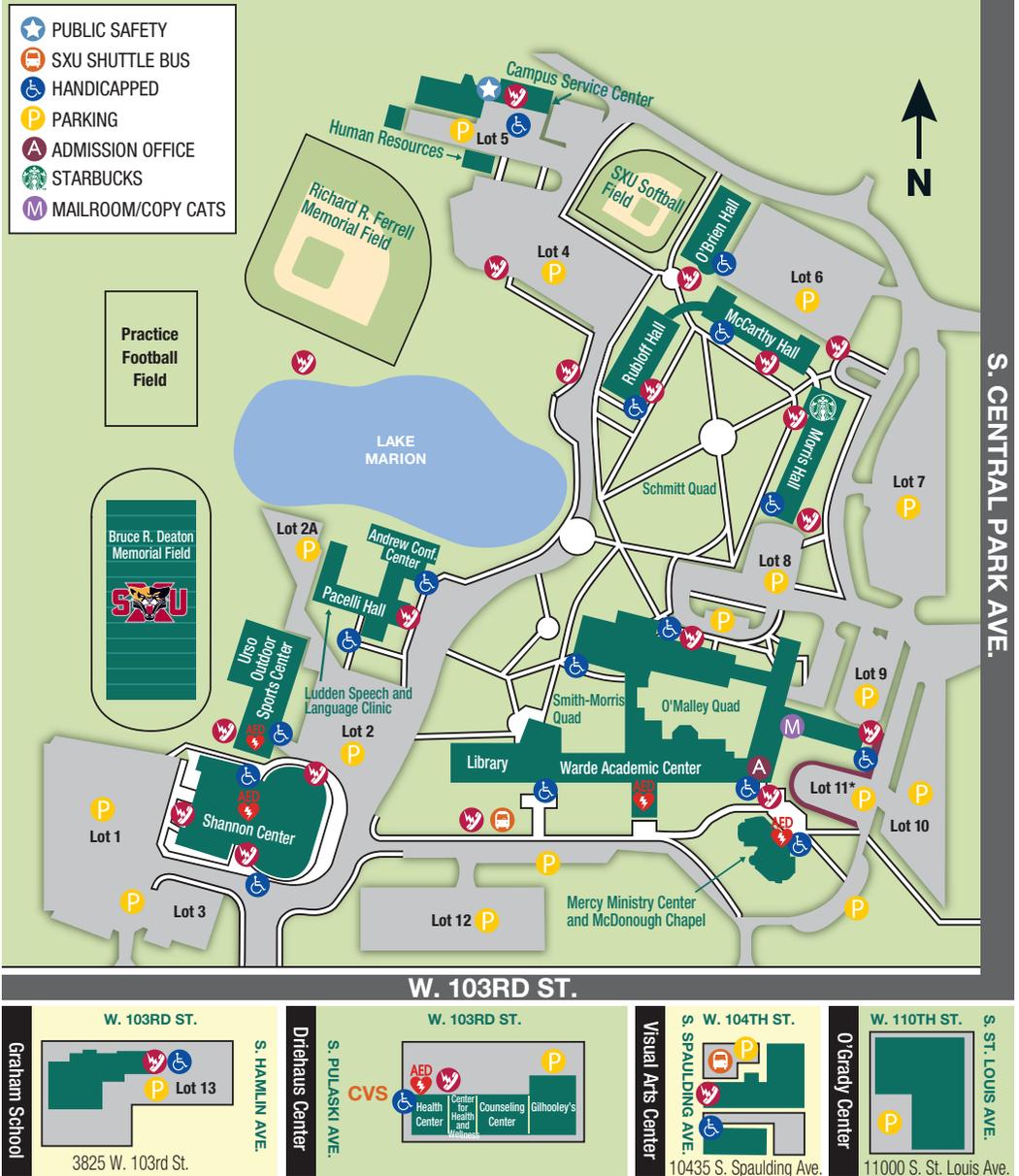
Warde Academic Center Room  
A-203  
(773) 298-3501  
registrar@sxu.edu

### Office of Student Accounts

Warde Academic Center Room  
A-227  
(773) 298-3046  
studentaccounts@sxu.edu

### University Information Desk

(773) 298-3000



**W. 103RD ST.**

Graham School

Lot 13

3825 W. 103rd St.

S. HAMLIN AVE.

**Driehaus Center**

S. PULASKI AVE.

**W. 103RD ST.**

CVS

Health Center

Center for Health and Wellness

Counseling Center

Gilhooley's

W. 104TH ST.

**Visual Arts Center**

S. SPAULDING AVE.

10435 S. Spaulding Ave.

**W. 110TH ST.**

O'Grady Center

11000 S. St. Louis Ave.

S. ST. LOUIS AVE.

📞 Emergency telephones are located throughout campus.

🚑 Public Safety and Athletics each have a portable AED for emergency use.

\* Lot 11 is reserved for the president, Mercy Ministry Center staff and those visiting the McDonough Chapel or the Admission Office.