



## English and Culture Studies Program



## Language Student Information Guide

### Sacred Heart Seminary and School of Theology

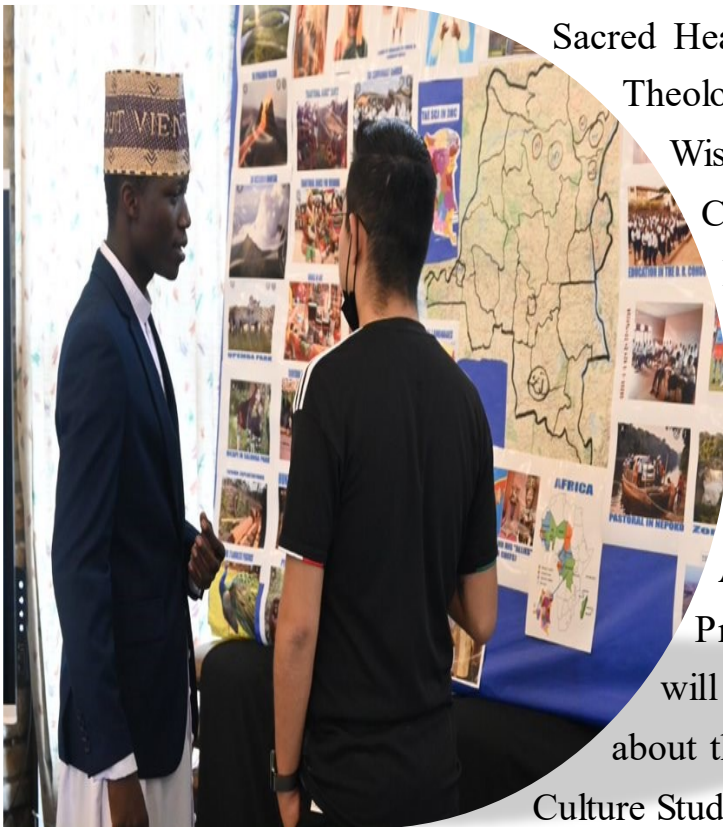
Physical Address: 7335 S. Lovers Lane Rd. Franklin, WI 53132

Mailing Address: 7335 S. Hwy 100, P.O. Box 429 Hales Corners, WI 53130-0429

Phone Number: [414-425-8300](tel:414-425-8300) Website: [SHSST.edu](http://SHSST.edu)

# Welcome to Sacred Heart Seminary and School of Theology

---



Sacred Heart Seminary and School of Theology is located in Franklin, Wisconsin, just outside of the City of Milwaukee. Sacred Heart serves laity, religious and seminarians through our English and Culture Studies, Hispanic Ministry Preparation, Master of the Arts, and Program for Priestly Formation. This guide will help to answer questions about the seminary and English and Culture Studies Program.



# TABLE OF CONTENTS

## **THE SACRED HEART CAMPUS .....3**

ACCESS TO THE BUILDING .....	3
KEYS .....	3
SMOKING .....	3
MEALS AND FOOD SERVICE .....	3
FITNESS .....	3
RECREATION ROOMS.....	3

## **THE STUDENT EXPERIENCE.....3**

<b>CLASS SCHEDULE AND BOOKS .....</b>	<b>3</b>
LANGUAGE ASSESSMENTS .....	3
FALL AND SPRING SESSIONS .....	3
SUMMER SESSIONS .....	3
TUTORING SCHEDULE .....	4
ABSENCES .....	4
<b>LIBRARY AND INFORMATION TECHNOLOGY .....</b>	<b>4</b>
LIBRARY HOURS, LOCATION AND CONTACT INFORMATION .....	4
LIBRARY CARD .....	4
PRINTING & SCANNING .....	4
FAX .....	4
PERSONAL COMPUTERS AND ELECTRONIC DEVICES .....	4
<b>FORMS AND PROGRAM CHANGES .....</b>	<b>4</b>
SHSST PORTAL AND FORMS.....	4
PROGRAM CHANGE FORM .....	4

## **CAMPUS HOUSING.....5**

<b>LIVING ON CAMPUS.....</b>	<b>5</b>
BED AND LINENS .....	5
TELEPHONE AND CELL PHONE USE .....	5
LAUNDRY .....	5
HEATING AND COOLING .....	5
STUDENT STORAGE AREA: ROOM 146 .....	5
ROOM DECORATIONS .....	5
CANDLES AND INCENSE .....	5
MUSIC AND QUIET HOURS .....	5
ROOM WORK OR REPAIR REQUEST .....	5
<b>DELIVERIES, PACKAGES AND MAIL.....</b>	<b>6</b>
DELIVERIES AND PACKAGES .....	6
STANDARD MAIL.....	6

## **RESOURCES FOR INTERNATIONAL STUDENTS.....6**

INFORMATION ON IMMIGRATION LAW AND POLICIES .....	6
OTHER STUDENT RESOURCES .....	6

## THE SACRED HEART CAMPUS

### Access to the Building

The main entrance is open Monday through Friday, from 8:00 a.m. until 4:30 p.m. (central time). All other entrances are locked, but may be opened using a GM 50 key.

### Keys

Keys are issued by the front desk. If you reside on campus, you will receive a room key and a GM 50 key. The GM 50 key will open outside doors, provide access to the elevator, gymnasium, library and other areas of the seminary that are regularly locked. Please carry a GM 50 key at all times.

### Smoking

SHSST is a smoke free building. All campus rooms are smoke free and there is no smoking in the living quarters.

### Meals and Food Service

Meals are served daily in the Dining Room (see Campus Map on the last page of this guide). Monday through Friday, breakfast is served at 8 a.m. Lunch is at noon and dinner is at 5:30 p.m. On Saturday, a breakfast bar of pastry and cereals is available. Lunch and dinner are served. Brunch and dinner are served on Sunday. Snacks and beverages are available throughout the day. Dietary restrictions should be listed on the student arrival plan (provided during admission).

### Fitness

Students have use of the gymnasium and fitness center. There is space for basketball, volleyball, tennis and other sports on campus. All students are encouraged to use these facilities.

### Recreation Rooms

Two TV rooms and a larger recreation room are available on the fourth floor. There is a kitchen available for students off the large recreation room. Rules of use are posted in the kitchen.

## THE STUDENT EXPERIENCE

### **Class Schedule and Books**

#### Language Assessments

During the first week, language students will complete several language assessments. These are used to determine the appropriate courses for grammar, reading, writing and oral communication. After the assessments, class schedules are created and books will be issued.

#### Fall and Spring Sessions

Classes are scheduled on Monday, Tuesday, Thursday and Friday from nine in the morning until lunchtime. There is an additional class after lunch. Wednesday is formation day and there is prayer and mass on campus.

#### Summer sessions

In summer, students have a weekly field trip day, and classes the other four days of the week. Class start at nine in the morning and break for lunch at noon. There is a final class at one o'clock.

### Tutoring Schedule

Volunteer tutors visit campus every week to help ECSP students with their language skills. Each ECSP student will be paired with a tutor. The student and the tutor will set times to meet for tutoring each week.

### Absences

Students must contact their instructor(s) if they will be absent from class. Attendance is important so make every effort to contact the instructor as soon as possible.

## **Library and Information Technology**

### Library Hours, Location and Contact Information

The library is located next to the main building (see Campus Map on the last page of this guide). The library doors can be opened using the GM 50 key. This gives students access to the library at any time. Library staff are available 8:00 a.m.– 4:30 p.m. on weekdays, but students with a valid library card can check out library materials after hours. Library email: [library@shsst.edu](mailto:library@shsst.edu); library phone: 414-858-4995.

### Library Card

Each student receives a SHSST photo ID. This ID is also used as the SHSST library card. Once activated at the library, the barcode on the back of the Photo ID can be used to check out books and materials from the library.

### Printing & Scanning

The library has a printer that can print from the library computers or scan materials. Students can print 2000 black and white, and 250 color pages.

### Fax

There is a fax machine located in the library that is available for use at a small fee. The fax number is (414) 529-6992.

### Personal Computers and Electronic Devices

It is desirable for English and Culture Studies student to have a personal computer. Mobile devices such as smart phones and tablet computers may be used in classrooms for course purposes. See the SHSST Handbook for policies on “Computers,” “Responsible Use of the Internet,” “Precautions” and “Monitoring” which can be found on the SHSST website.

## **Forms and Program Changes**

### SHSST portal and forms

Once you have enrolled in classes, you will have access to the SHSST Portal. In the portal, will find forms for international students and ECSP students.

### Program Change Form

ECSP students requesting a change in their program date must complete a *Program Change* Form. Once completed, the form should be submitted to the International Student Services Specialist (ISS Specialist) for review. The International Student Services Specialist will forward the form to the responsible department administrators for approval and will then make the necessary changes in

SEVIS. Students will receive notification of the approval, denial or deferment of their request via Populi and their student email account. If a change in their program plan or I20 is required, students will receive these documents as well.

## **CAMPUS HOUSING**

### **Living on Campus**

#### Bed and Linens

Rooms have an extra-large twin bed (twin xl). A pillow, bedding, and towels are provided. Students are responsible for washing their own sheets and towels. Please contact **Clayton Zieroth** at [czieroth@shsst.edu](mailto:czieroth@shsst.edu) to wash a comforter, or with questions about bedding or towels.

#### Telephone and Cell Phone Use

Each student room has a telephone with voicemail, unlimited local calling and domestic long distance. Cell phones should be used responsibly. Silence or turn off during appropriate times.

#### Laundry

Laundry machines are provided in the resident laundry room located on each level of the living quarters. There are also overflow larger laundry machines available on the lower level. Should there be a problem with these machines, please notify the maintenance department immediately at extension 6981.

#### Heating and Cooling

Students are able to have air conditioning or heat on whenever they are needed. It is possible to control the temperature from the control pad mounted on the wall.

#### Student Storage Area: Room 146

The Student Storage Area may be used to store luggage and other items. Anything stored here must be identified with a name tag. Untagged items may be disposed of. Do not place anything in the walkways or between the aisles as this creates a fire hazard.

#### Room Decorations

Bulletin boards have been installed on both 3rd and 4th floors for general student use. Do not attach anything to the walls, floors, ceilings, or closets, unless it can be easily removed. Tape can be difficult to remove. Do not use tape on walls, doors, or floors.

#### Candles and Incense

Burning candles, incense (including potpourri pots) or creating an open flame is prohibited in both student rooms and residence recreation rooms.

#### Music and Quiet Hours

Room doors must be closed when a stereo, radio or TV is in use. Use earphones or maintain a low volume to avoid disturbing others. Do not make loud noises or be noisy in the halls. This is especially true after 10:00 p.m. and before 7:00 a.m., quiet hours for sleeping.

#### Room Work or Repair Request

Complete a "Work Request Form" for any maintenance or repair requests. Forms are located at the front desk.



## **Deliveries, Packages and Mail**

### Deliveries and Packages

The seminary is located at 7335 South Highway 100 Franklin, WI 53132. Use this address for deliveries and packages that are delivered to the door. This will include deliveries made by United Parcel Service, Federal Express, Amazon or DHL. These packages will be held at the front desk for you to pick-up. The person at the front desk will notify you if you have a delivery.

When scheduling a delivery, or shipment, students should be sure to list their name and Sacred Heart Seminary and School of Theology in their shipping address.

### Standard Mail

The mailing address for the seminary is: Sacred Heart Seminary and School of Theology PO Box 429 Hales Corners, WI 53130-0429. Use this address for mail delivered by the United States Postal Service (USPS). When scheduling a delivery, or shipment, students should be sure to list their name and Sacred Heart Seminary and School of Theology in their mailing address. The outgoing mailbox is located in the mailroom (see Campus Map on the last page of this guide).

## **RESOURCES FOR INTERNATIONAL STUDENTS**

### Information on Immigration Law and Policies

The following links will provide current immigration information:

- Study in the States: [studyinthestates.gov](https://studyinthestates.gov) Comprehensive information for students seeking to apply for and maintain a student visa
- Changes to the 901 Payment confirmation
- Department of State-[state.gov](https://state.gov) Executive branch of the US government, responsible for creating foreign policy.
- US Embassy info by country: [usembassy.gov](https://usembassy.gov) Lists US embassies by country. Visa interviews are held at embassies. Visit the US embassy website to find hours, policies and forms.
- SEVP Overview: <https://www.ice.gov/sevis>

### Other Student Resources

These organizations provide support and advocacy for international students:

- Higher Ed Immigration Portal: [highereducationimmigrationportal.org](https://highereducationimmigrationportal.org) Provides resources and data for immigrant, refugee, DACA, undocumented, and other international students.
- National Association of Professional-Graduate Students: [nagps.org](https://nagps.org) Group that works to improve graduate studies in the US.
- The Presidents' Alliances on Higher Education: [presidentsalliance.org](https://presidentsalliance.org) Alliance of US colleges and universities. Works to explain how public policies effect international students.



[www.shsst.edu](http://www.shsst.edu) | 414-425-8300  
An apostolate of the Priests of the Sacred Heart

**Front Desk:**

Call: (414) 425-8300  
Email: [frontdesk@shsst.edu](mailto:frontdesk@shsst.edu)

**Mailing Address:**

Sacred Heart Seminary  
and School of Theology  
7335 S. Hwy 100  
P.O. Box 429  
Hales Corners, WI 53130-0429

**Physical Address:**

Sacred Heart Seminary  
and School of Theology  
7335 S. Lovers Lane Rd.  
Franklin, WI 53132

**GPS:**

North 42.911052  
West -88.045219

**Google Maps:**

7335 S. Hwy. 100 (US-45)  
Franklin, WI 53132

The campus is physically located  
between Rawson Ave. and  
Drexel Ave. on South Hwy. 100  
(also known as Lovers Lane Road or  
US-45), in Franklin, Wisconsin.