

Graduate Institute – Spring 2018

IMPORTANT DATES & INFORMATION

The Eastern Classics Schedule	
Seminar	Mon / Thurs: 7:30 – 9:30 PM
Preceptorials	Tues / Thurs: 4:00 – 6:00 PM
Tutorials	Mon / Wed: 4:30 – 6:00 PM

The Liberal Arts Schedule	
Seminar/ Preceptorials	Mon / Thurs: 7:30 – 9:30 PM (Precepts begin after 8 weeks.)
Tutorials	Mon / Thurs: 5:00 – 6:15 PM

Literature/ Mathematics & Natural Science

Important Spring Semester Dates

Monday, January 8	All FALL 2017 GI grades and comment sheets due (LA & EC)
Friday, January 12	1:00 – 3:00 PM PM REGISTRATION for all NEW GRADUATE Institute Students (Levan Hall) 3:00 PM – 4:00 PM: NEW GI STUDENT ORIENTATION (Darkey Common Room) 5:00 PM: MENO SEMINAR FOR NEW GI STUDENTS (preceded by reception at 7PM)
Monday, January 15	10:00 AM Coffee & Donuts! Welcome the New GILA students—All GI students are invited (Darkey Common Room) 1:00 – 4:00 PM REGISTRATION for Continuing Graduate Institute Students (Levan Hall) 6:15 PM: CONVOCATION for January Freshmen and first-term graduate students (Great Hall) *GRADUATE INSTITUTE REGULARLY SCHEDULED CLASSES BEGIN*
Thursday, February 1	6:30 – 7:30 PM: NEW STUDENT MEETING for all new G.I. L.A. students (Private Dining Room)
Friday, February 9	<u>LAST DAY TO SUBMIT GI MASTERS' ESSAYS</u>
Monday, February 12	GI CONFERENCES BEGIN FOR NEW GI LIBERAL ARTS STUDENTS
Monday, February 26	GI LIBERAL ARTS SEMINAR ORAL EXAMINATIONS BEGIN
Wednesday, February 28	1:30 – 3:30 PM Faculty Seminar Day (All GI classes meet as scheduled)
Friday, March 9	RETURNING STUDENTS LA AND EC ADVANCE DEPOSITS DUE FOR SUMMER 2017 TERM
Saturday, March 10 – Sunday, March 26	SPRING BREAK for all students (All dormitories and suites close at NOON)
Saturday, March 24 Sunday, March 25	All dormitories open Food Services begin with Brunch
Monday, March 26	GILA preceptorials begin and continue through Thursday, May 17
Tuesday, March 27	GIEC students begin fourth preceptorials GI SUMMER HOUSING CONTRACTS DUE

Monday, April 9	EC SEMINAR ESSAYS DUE
Monday, April 27	All Student Accounts for Summer 2018 must be paid in full or TMS budgets arranged and verified with Treasurer's Office
Tuesday, May 1	PRIORITY FILING DATE for FALL 2018 New GILA/GIEC students' financial aid applications
Monday, May 7	Satisfactory grades' check for degree candidates
Tuesday, May 15	6:00 PM: GI dinner for graduating students (Levan Hall Gallery)
Thursday, May 17	<u>Last day of spring term</u> All Library materials due by 10:00 PM
Saturday, May 19	10:30 AM: COMMENCEMENT, Class of 2018 (Weigle Placita)

Contact Information & Hours

Treasurer's Office

Pamela Francis, Student Account Manager
Student.accounts@sjc.edu | 410-626-2515
Hours: 8:30 AM – 4:30 PM EST

Financial Aid Office

Michael Rodriguez, Director
Darlene Sandoval, Associate Director
santafe.financialaid@sjc.edu | 866-507-5273

Office of the Registrar

Marline Marquez Scally, Registrar
Julie Romero, Associate Registrar
santafe.registrar@sjc.edu | 505-984-6075

Office of Residential Life

Matt Johnston, Director
mjohnston@sjc.edu | 505-984-6087

Office Services / Mail Room

Joey Leakakos, Manager
Santafe.officeservices@sjc.edu | 505-984-6068

Career Services Office

Margaret Odell, Director
Barbara Lucero-Sand, Assistant Director
santafe.careerservices@sjc.edu | 505-984-6067

Student Activity Center

Mary Anne Burke, Facilities and Athletics Manager
maburke@sjc.edu | 505-984-6150

Regular Hours:

Monday/Thursday.....7:00 AM – 7:00 PM
and after seminar 10:00 PM – MIDNIGHT
Tuesday/Wednesday.....7:00 AM – 10:00 PM
Friday.....7:00 AM – 7:00 PM
Saturday.....8:00 AM – 8:00 PM
Sunday.....9:00 AM – 8:00 PM

Library

Jennifer Sprague, Director
505-984-6042 (circulation desk)

Regular Hours:

Monday/Thursday.....8:30 AM – 8:00 PM
Tuesday/Wednesday.....8:30 AM – MIDNIGHT
Friday.....8:30 AM – 5:00 PM
Saturday.....1:00 PM – 6:00 PM
Sunday.....10:00 AM – MIDNIGHT

G.I. Writing Assistant

Name

Day, Time, Place

Remaining hours are available by appointment:

Assistants e-mail address

Student Health Office

Kim Bear, FNP | **Maureen Small**, MD
kbear@sjc.edu | santafe.studenthealth@sjc.edu

Eva Ireland, Health Office Assistant
eireland@sjc.edu | 505-984-6418

Regular Hours:

Monday – Friday.....10:30 AM – 4:00 PM

Bookstore

Andrea D'Amato, Manager
santafe.bookstore@sjc.edu | 505-984-6056

Regular Hours:

Monday/Thursday.....10:00 AM – 7:30 PM
Tuesday/Wednesday.....10:00 AM – 6:00 PM
Friday.....7:00 AM – 7:00 PM
Saturday.....CLOSED
Sunday.....12:00 PM – 6:00 PM

Coffee Shop Hours

Monday/Thursday.....8:00 AM – 11:00 PM
Tuesday/Wednesday/Friday...8:00 AM – 5:00 PM
Saturday/Sunday.....10:00 AM – 5:00 PM

Dining Hall Hours

Breakfast.....8:00 AM – 10:00 AM
Sunday Brunch.....10:30 AM – 1:30 PM
Lunch (Mon – Sat).....11:30 AM – 1:30 PM
Dinner.....5:00 PM – 7:00 PM

“The Cave” (Student Coffee Shop) Hours

Monday/Thursday.....5:00 PM – 7:00 PM
and after seminar 9:45 PM – 11:00 PM
Tuesday/Wednesday.....6:00 PM – 11:00 PM
Friday / Saturday.....CLOSED
Sunday.....3:00 PM – 11:00 PM