

QUICK RESOURCE GUIDE TO COLLEGE OFFICES & STAFF

"Let all the rest serve one another in love." -St. Benedict, RB 35:2

Admissions

Pete Helgesen, Dean of Enrollment Management, phelgesen@benedictine.edu
Ext. 7479
St. Benedict Hall 213

The offices of Admissions are located on the second floor of St. Benedict's Hall. Students seeking readmission to Benedictine College after an absence of one semester or longer should the Senior Vice Provost to apply for re-admission.

Alumni Relations

Joanne Huey, Director of Alumni Relations, lhuey@benedictine.edu

Ext. 7675
St. Benedict Hall 202

The Alumni Relations Office serves as a liaison alumni/alumnae, families, and friends of the College. This office develops programs and special events to maintain and strengthen lifelong ties between Benedictine College and its alumni/alumnae, family, and friends.

Athletics

Charles Gartenmayer, Athletic Director, cgartenmayer@benedictine.edu
Ext. 7583
Amino Center

Business Office-Student Billing

Kay Sowers, Bursar, ksowers@benedictine.edu
Ext. 7410
Cray Seaberg Hall, Room 317

Megan Crowley, Cashier, mcrowley@benedictine.edu
Ext. 7403
Cray Seaberg Hall, Room 305

The *Student Billing* Department is part of the College Business Office, which is managed by the College Controller as directed by the Chief Business Officer of the College. The Billing Department is located in the College Business Office and is responsible for student billing and collections, oversight of payment plans, student loan refunds generated from Title IV funds or overpayments, and collections of Perkins loan accounts.

Benedictine College is proud to provide the kind of quality education and collegiate experience you are seeking. In return, you are expected to pay for this service in a responsible and timely manner by paying your bills in full or enroll in a monthly payment plan approved by Student Billing. Payment deadlines and policies are outlined in detail on the Student Billing web page at www.benedictine.edu and in the College Catalog. Each student is responsible to review and be familiar with the information.

- Failure to pay the balance due in full and/or to enroll in an approved installment tuition payment plan (IPP) by required deadlines may result in additional charges to the student as well as jeopardize the student's

enrollment. Students are required to maintain their accounts in current status in order to proceed in the registration process each term. The College also reserves the right to hold student records and diplomas until the student's account has been settled.

- Benedictine College reserves the right to assess monthly interest charges, late charges, administrative charges, collection costs up to 50% of the outstanding principal and interest, attorney fees, and any other costs associated with or which accrue due to the delinquent status of a student and/or payment plan account. Delinquent accounts may also be referred to collection agencies.

Students are encouraged to take advantage of the Student Billing "Open Door" policy whenever questions or concerns arise regarding individual financial situations. It is the goal of Student Billing staff to work closely with students and families to manage the students' financial obligations as well as the College's fiscal stewardship in a responsible, respectful, and timely manner.

Billing staff are available Monday through Friday from 8:30 a.m. to 4:30 p.m. to discuss your accounts. You may also call 913-360-7403 for assistance or to schedule a personal appointment.

Benedictine College Mission & Ministry

Office email: bcministry@benedictine.edu
Office phone: Ext. 7735
All Offices: St. JP II Student Center, Upper Level

Megan Ryan, Director of College Ministry, mryan@benedictine.edu

Ext. 7349

Fr. Ryan Richardson, LC, Chaplain, rrichardson@benedictine.edu

Ext. 7655

Fr. Brett Taira, LC, Assistant Chaplain, btaira@benedictine.edu
Ext. 7735

Patricia Oliver, Coordinator of Youth Outreach, poliver@benedictine.edu

Ext. 7406

Skyler Smeltzer, Coordinator of Evangelization, ssmeltzer@benedictine.edu
Ext. 7690

Graeson Dall, Coordinator of Catechist, gdall@benedictine.edu

Ext. 7312

Reid Bissen, Coordinator of Missions & Service, rbissen@benedictine.edu

Ext. 7611

Chief Financial Officer

Kristie Scholz, Chief Financial Officer, kscholz@benedictine.edu

Ext: 7409
4th Floor, Ferrell Academic Center

Academic Administration

Dr. Kimberly Shankman, Provost, kshankman@benedictine.edu

Ext: 7413
4th Floor, Ferrell Academic Center

Sr. Linda Herndon, OSB, Senior Vice Provost, lherndon@benedictine.edu

Ext: 7553
St. Benedict Hall 413

Dr. Sean Mulcahy, Vice Provost, smulcahy@benedictine.edu

Ext. 7965
Student Success Center 101

Student Life Office

Office email: studentlife@benedictine.edu
Office phone: Ext 7500
All offices: St. John Paul II Student Center 204

Dr. Linda Henry, Vice President of Student Life, lhenry@benedictine.edu

Ext. 7520

Dr. Joseph Wurtz, Dean of Students, jwurtz@benedictine.edu

Ext. 7507

Eric Burghart, Director of Student Conduct, eburghart@benedictine.edu
Ext. 7500

TBD, Assistant Housing Coordinator
Ext. 7500

Catherine Kluempers, Director of Student Activities, cklumpers@benedictine.edu
Ext. 7500

Annie Sullivan, Asst. Director of Student Activities, asullivan@benedictine.edu
Exr. 7580

Kary Newbolds, Administrative Assistant, knewbolds@benedictine.edu

Ext. 7545

Since its founding, the College has held the residential experience as one of the four pillars of its mission. The residential experience at Benedictine College prepares students for the reality of the world with skills needed to work with others and to live in communities large and small.

Living on campus is a great way to make lifelong friends and get involved in student activities. Being surrounded by other students means there is always someone around to share pizza, study or catch a movie. The Benedictine family stands together with a strong sense of community that makes a world of difference.

Benedictine College is a place where success is measured on a human scale, where people nurture other people, and where life and learning reach far beyond expectations through our four pillar mission to be Catholic, Benedictine, liberal arts, and residential.

Financial Aid

Tony Tanking, Director of Financial Aid, ttanking@benedictine.edu

Ext. 7485
Cray Seaberg Hall, Room 309

All students accepted for admission to Benedictine College are eligible to receive financial assistance. Ninety-eight percent of our students receive some form of financial aid. Aid is available through Institutional Merit Scholarships, Institutional Need-based Grants, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, Kansas Grants (Kansas residents only), Work Study, Federal Student and Parent Loans and Private Alternative Loans. The College Installment Tuition Payment Plan assists families in budgeting college costs over monthly payments as well.

Please contact (ext. 7484) regarding your financial aid questions. Our goal is to create a financing plan that will work for you.

FOCUS (Fellowship of Catholic University Students)

St. JP II Student Center, Upper Level
Ext: 7611

All students are invited to join this Christian leadership training program where fellowship and small group Bible studies and a growing friendship with Jesus Christ. If interested email, call, or stop to say hello.

SPO (Saint Paul's Outreach)

St. JP II Student Center, Upper Level
Ext: 7611

Advancement

Kelly Vowels, VP for Advancement
Ext: 7414
St. Benedict Hall 203

The Office of Institutional Advancement oversees alumni, special events, fundraising (Annual Fund, capital campaigns, endowment building, estate planning/planned giving), marketing, and communications activities.

In order to meet its operating costs, Benedictine College must seek private gifts to supplement the tuition and fees paid by students and help the college maintain a high-quality educational program and living environment.

Revenues are generated every year to help provide scholarships and grants to academically promising and/or financially strapped students. Monies received are the result of building long-term relationships with key constituents and providing opportunities for supporting the Benedictine College mission and goals.

Campus improvements, the library, academic programs, equipment, renovations, and many other components of the college's operating budget are supported by gifts from alumni/ae, parents, and friends.

Marketing and Communications Office

Thomas Hoopes, VP of College Relations, thoopes@benedictine.edu

Ext: 7529
St. Benedict Hall 200

Steve Johnson, Director of Marketing and Communications, stevej@benedictine.edu

Ext: 7415
St. Benedict Hall 200

The Office of Marketing and Communications manages the College brand and all internal and external communications, including media relations, social media, and Internet content. It ensures that all communication is consistent, promotes the college and helps the public better understand Benedictine College's mission. The office produces press releases, the Raven Review magazine, newsletters, advertising, videos and other collateral for the college and its various departments.

Office of the President

Ext: 7400
4th Floor, Ferrell Academic Center

Stephen D. Minnis, President, sminnis@benedictine.edu

Amanda Gibson, Senior Executive Assistant, agibson@benedictine.edu

Sue Durkin, Executive Director of Events and Hospitality, sdurkin@benedictine.edu
Ext: 7401

Residence Life

Eli Pruneda, Director of Residence Life, pruneda@benedictine.edu

Ext. 7500

This office provides an abundance of programs and services that enrich each student's experience and foster personal growth. It is responsible for the 12 residence halls and several houses on the College's 110-acre campus. St. Martin's Memorial Hall and St. Scholastica Hall are home to freshmen women, and Turner Hall and Newman Hall are home to freshmen men. Elizabeth Hall and McDonald Hall house upperclassmen women. St. Joseph Hall, St. Michael Hall, and St. Gabriel Hall house upperclassmen men. Our Lady of Guadalupe Hall houses freshmen, sophomore, junior and senior women. The Legacy Apartments, Campus Houses, and Row Houses house junior and senior women and men in separate buildings. Living in residence halls, students prepare themselves to become responsible community members through Christian intellectual, social, spiritual, and emotional maturation.

Office of Academic Records & Registration

Cray Seaberg Hall 312
Office email: bcregistrar@benedictine.edu
Office phone: Ext 7550

Charlie Peitsch, Registrar

Kathleen Spencer, Assistant Registrar

Sebastian Fuentes Branas, Office Coordinator

Students' academic records are kept in the Office of Academic Records and Registration. Dropping or adding classes, declaring majors and minors, and assistance with questions regarding student records are some of the actions that may take place there.

Student Records and FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that affords students certain rights with respect to their education records. For the College's Educational Rights and Privacy Policy, please refer to the FERPA section of the College Catalog.

Student Activities

Catherine Kluempers, Director, ckluempers@benedictine.edu
Ext: 7580
St. JP II Student Center 204

Annie Sullivan, Asst. Director of Student Activities, asullivan@benedictine.edu
Ext. 7580
St. John Paul II Student Center 204

The Office of Student Activities seeks to develop the whole person through extracurricular organizations and activities. The Benedictine College Student Government Association (SGA), Campus Activities Board (CAB), and Raven Orientation Camp (ROC) are organized by and overseen by the Student Activities Director. The office of Student Activities also processes event requests for all student-initiated activities on campus.