

2006-07 Parent Resource Guide



Carroll College is committed to assisting your student achieve his or her academic goals. This guide is a listing of the numerous College resources with staff and contact phone numbers, email addresses, and in some cases Internet web sites for the resource department. Please encourage your student to use the resources as appropriate. As a parent, feel free to contact our staff if you have questions or desire information.

COMMUNITY LIVING

Purpose:

Create and sustain a safe and healthy living and learning environment while providing community experiences that challenge and support development of intellectual, interpersonal, physical, psychological, and faith formation of students, and reflect the values and mission of the college.

Resource Staff

Director of Community Living:

Ben MacIntyre, bmacintyre@carroll.edu, 447-4374

Assistant Directors of Community Living:

Guadalupe: **Jim Carney**, jcarney@carroll.edu, 447-4373

St. Charles: **Scott Forthofer**, sforthofer@carroll.edu, 447-5509

Trinity/Borromeo: **Shiloh Sullivan**, ssullivan@carroll.edu, 447-4379

Administrative Assistant to VP for Student Life:

Janet Sheehy, jsheehy@carroll.edu, 447-4415

Offices located in each residence hall and in Room 208, O'Connell Hall.

www.carroll.edu/students/community



Ben MacIntyre



Jim Carney



Scott Forthofer



Shiloh Sullivan

ADVISING AND NEW STUDENT SERVICES

Purpose:

To assist students who are having difficulty adjusting to academic life.

Resource Staff

Director of Advising:

Cindy Greiman, cgreiman@carroll.edu, 447-5434

Located in Room 215, O'Connell Hall.

www.carroll.edu/academics/resources/index.cc



Cindy Greiman

ACADEMIC RESOURCE CENTER

Purpose:

To provide tutoring in academic subjects (accounting, composition, statistics, etc.) and individual assistance in test taking, time management, and other helpful study skills. The director also arranges classroom accommodations for students with learning or physical disabilities and proctors exams for students who need make-ups or special testing conditions.

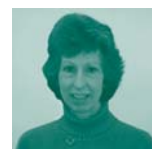
Resource Staff

Director of the Academic Resource Center:

Joan Stottlemeyer, jstottle@carroll.edu, 447-4504

Located in Rooms 140-145, Simperman Hall.

www.carroll.edu/academics/resources/index.cc



Joan Stottlemeyer

REGISTRAR

Purpose:

To assist students in class registration and in obtaining Carroll College official transcripts.

Resource Staff



Karen Armstrong



Phyllis Brookshire



Mary Pat Dutton

Registrar's Office:

Karen Armstrong, karmstro@carroll.edu, 447-5436

Phyllis Brookshire, pbrooksh@carroll.edu, 447-5435

Registrar:

Mary Pat Dutton, mpdutton@carroll.edu, 447-5437

Located on the top floor of O'Connell Hall.

www.carroll.edu/academics/catalog/index.cc

FITNESS CENTER

Purpose:

To provide state-of-the-art fitness equipment and instruction for maximizing health and wellness.

Resource Staff

Fitness Center Director:

Carly VanDyke, cvandyke@carroll.edu, 447-5181

Located in the upper level of the PE Center.

www.carroll.edu/athletics/pe.cc



Carly VanDyke

HEALTH SERVICES

Purpose:

To provide non-emergency care and/or community referrals as needed. To administer and monitor vaccinations and allergy injections and to perform lab work for follow-up as prescribed by students' medical providers. A nurse practitioner is on site once a week to consult regarding medical needs and provide prescriptions as needed for students. The number of students who the nurse practitioner can assess are limited and appointments with her need to be scheduled in advance by the student.

Resource Staff

Director:

Kathleen Trudnowski, RN, ktrudnow@carroll.edu, 447-5439

Office Manager:

Laura Pickens, lpickens@carroll.edu, 447-5441

Nurse Practitioner:

Denise Smigaj, FNP, 447-5441

Located in the Student Wellness Center, lower level of Our Lady of Guadalupe Hall.

www.carroll.edu/students/wellness/health



Kathleen Trudnowski



Laura Pickens



Denise Smigaj

COUNSELING SERVICES

Purpose:

To provide short-term, confidential counseling for personal issues such as stress, anxiety, depression, relationship difficulties, college adjustment, etc. Appropriate mental health referrals are also made to practitioners in the Helena community as needed.

Resource Staff

Director:

Dr. Mike Franklin, mfrankli@carroll.edu, 447-5559

Associate Director:

Dr. Jennifer Elison, jelison@carroll.edu, 447-4536

Office Manager:

Laura Pickens, lpickens@carroll.edu, 447-5441

Located in the Student Wellness Center, lower level of Our Lady of Guadalupe Hall.

www.carroll.edu/students/wellness/counseling



Mike Franklin



Jennifer Elison



Laura Pickens

SEXUAL SAFETY EDUCATION CENTER

Purpose:

To provide education related to sexual safety issues related to sexual assault, dating violence, domestic violence and/or stalking problems. To provide students with assistance locating medical and/or legal assistance related to sexual assault, dating violence, domestic violence, and/or stalking.

Resource Staff

Sexual Safety Education Coordinator:

Kelly Parsley, kparsley@carroll.edu, 447-4524

Located in the lower level (next to student lounge) of Guadalupe Hall.

www.carroll.edu/students/wellness/counseling/sex

cc



Kelly Parsley

CAMPUS MINISTRY

Purpose:

To provide guidance regarding a student's faith, spiritual life, prayer, and places of worship or faith groups in the Helena area.

Resource Staff

Chaplain/Director of Campus Ministry:

Fr. Dougald McCallum, dmccallu@carroll.edu, 447-4869

Associate Director of Campus Ministry:

Colleen Dunne, cdunne@carroll.edu, 447-4333

Located in Rooms 133A-133D, St. Charles Hall.

www.carroll.edu/ministry



Fr. Dougald McCallum



Colleen Dunne

CAREER SERVICES

Purpose:

To assist students as they select majors, explore career options, and with clarification of life and career goals. Additionally, to help students with preparation for graduate school entrance requirements and in obtaining skills necessary for successful job-hunting.

Resource Staff

Director of Career Services and Testing:

Rosie Walsh, rwalsh@carroll.edu, 457-2704

General Office Line, 457-2713

Located in the KTVH Television building, south side of Carroll Campus.

www.carroll.edu/students/career/index.cc



Rosie Walsh

Carroll College After Hours Phone Numbers

Security Dispatch Desk: 447-5100
On-call Community Living Staff: 459-0504
On-call Counselor: 949-HELP (4357)

www.carroll.edu