



PRINCIPIA COLLEGE

STUDENT HANDBOOK

2025-2026

Principia College Student Handbook

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College is an important time of academic growth, personal development, community-building, and creating lasting relationships. Principia has numerous resources and policies designed to help you succeed, and this handbook will guide you through them all.

Our advice is to bookmark this valuable resource so you can refer to it easily. The links provided will help you navigate the student experience, access available services, and participate meaningfully in the life of the campus community.

For additional information or assistance do not hesitate to reach out to the Student Life office, located in the School of Government, Suite 156, studentlife@principia.edu or the Advising and Academic Success Center located in the School of Government, Suite 264.

1. Academic Success

Advising and Academic Success Center (AASC)

Optimize your learning! AASC can assist you with selecting your major and classes, understanding catalog requirements, time management, organization and study skills, and practices that support learning. Visit the Advising and Academic Success Center in the School of Government, Suite 264, or [visit the AASC website for more information.](#)

Academic Accommodations

If you have or suspect you have a disability, significant health needs, or other needs that impact your learning or ability to access your academics, academic accommodations may be appropriate for you. To get started, please email our Academic Accessibility Coordinator, Josephine Finen at josephine.finen@principia.edu.

You can find information about academic accommodations at the [AASC webpage on academic accommodations for students](#), or by reviewing the [Principia College Academic Accessibility Guide](#).

Study Tips & Resources

College academics can be challenging, but there are plenty of resources to help you succeed.

- **The Library:** Make sure to familiarize yourself with the library's resources and study spaces. Don't hesitate to ask library staff for help with research. [Visit the Library website for more information and to connect to library resources.](#)
- **Study Groups and scheduled study sessions in the AASC office:** Consider forming or joining a study group to keep yourself motivated and help each other understand course material. You could also join a scheduled study session in the AASC office. |

- **Office Hours:** Attend your professors' office hours regularly to ask questions and build connections with your instructors.
- **Writing Tutors:** Utilize Principia's writing tutor services. They are free and confidential: <https://library.principiacollege.edu/writing/tutors>
- **Subject Matter Tutors:** Please visit AASC to find current information on available tutoring, including locations and schedules.

Time Management

Balancing academics with other areas of life is essential. Tools like Outlook Calendar and/or a physical planner may be helpful to organize your schedule. Some other strategies that you may find helpful include:

- **Prioritize tasks:** Break larger assignments into smaller, manageable tasks.
- **Set goals:** Both short-term (daily/weekly) and long-term (semester/yearly).
- **Avoid procrastination:** Stay on top of readings and assignments to avoid last-minute stress.
- **Create a calendar and schedule** of your classes, work, homework, sports and other activities
- **Remember that rest and relaxation are important**, and that things like laundry, room cleaning, and eating all take time.

If you find yourself struggling with time management or any of the skills listed here, please feel free to reach out to someone in the AASC office for support.

Class Expectations & Participation

Each course may have different expectations for attendance, participation, and grading. Be sure to read the syllabus carefully. It is important to have all your textbooks prior to the start of each semester.

The following tips may be helpful as well:

- **Class Engagement:** Participate actively in discussions and ask questions during lectures.
- **Deadlines:** Meet deadlines. Stay ahead by keeping track of due dates.
- **Communication is Key:** Sometimes life happens or you need help. When you need support in a class or have a reason to miss class or be late to class, please communicate with your professors.
- **Ask for Help:** Everyone needs help sometimes! Please utilize resources such as your professor's office hours, the AASC department, writing tutors, your advisors, etc. for help when you need it.

2. Registrar's Office

The Registrar's Office serves [current students, faculty](#), parents, and alumni and is the primary resource for information about transfer credit, registration, the curriculum, graduation, academic transcripts, enrollment verifications, and other academic concerns. Visit the Registrar's Office in the School of Government, Suite 118, or [visit the Registrar's Webpage for more information.](#)

The Registrar's Office can assist you with:

- When to register for classes
- What courses are being offered
- How to receive transfer credit for courses taken at other colleges and universities
- How to make a [transcript request](#) to have your academic records sent to graduate schools or employers
- Questions concerning your academic records
- Are you planning on returning to Principia College? Fill out the [Returning Student Application](#).

FERPA: Privacy of Student Education Record

The Family Education Rights and Privacy Act (FERPA) grants various rights to students regarding their academic records. Annually, you will be required to review your rights. [Please visit the full page on FERPA to learn more.](#)

Principia College Catalog

[The Principia College Catalog](#) is a comprehensive guide outlining all courses, degree programs, policies, and requirements, serving as the map for academic planning and a resource for understanding institutional regulations. It serves as a legal document, outlining the contractual agreement between you and the institution. **You are responsible for understanding the contents of the College Catalog.**

Registration: Self-Service Banner & Degree Works

All course registration occurs through Self-Service Banner, or (SSB). It's important that you meet with your academic advisor(s) each semester to build a course plan that will keep you on track to graduate within an average of four years. Degree Works is a web-based tool designed to assist students and advisors in navigating curriculum requirements, ensuring students are on track for graduation. [We encourage you to visit the College Catalog to fully understand all registration rules!](#)

Transfer Credit & Graduation

Our office reviews and processes all transfer credit. If you have college credit from another institution, advanced placement test scores, or dual enrollment credit that we haven't yet reviewed, please visit our office and request to speak with our Transfer Evaluator for further

assistance. [The College Catalog devotes an entire section to the official transfer credit process.](#)

Principia College graduates students in May, September and January. However, commencement ceremonies take place only once in the academic year, during the May graduation. Learn the [graduation rules](#) early to stay on track!

Enrollment Transitions

We have a dedicated staff member who can help you think through any upcoming changes to your enrollment status. Please visit the Registrar's Office and ask to speak with our Enrollment Transitions specialist - they're eager to support you in your journey here at Principia College!

Academic Integrity & Scholastic Committee

Academic integrity is fundamental to your success at Principia College. The purpose of the Scholastic Committee is to assist in maintaining the academic integrity of Principia College by upholding and enforcing the institution's academic rules published in the College Catalog. [Learn more here.](#)

3. Career Center

We are so excited about the possibilities and opportunities ahead of you! The Career Office is here to help you with every step of your journey with career ideas, internships, and service-learning activities. Check out these free resources. Stop by and see us in School of Government, Room 055 or [visit our webpage for more information.](#)

Careers & Internship Online Resources

- [Handshake](#) helps you find jobs, internships, and company information.
- [Interstride](#) assists you in finding jobs and internships around the world and helps our international students navigate employment visas.
- [Big Interview](#) gives you opportunities to practice interviewing and assess resumes
- [Principia's Career Center website](#)

4. Student Life

The Office of Student Life at Principia College is dedicated to fostering a vibrant, inclusive, and values-centered campus community. Grounded in Principia's commitment to Christian Science, we support students in their academic, personal, and spiritual growth through a wide range of programs, services, and leadership opportunities.

From residence life, student organizations, and campus events to spiritual life and wellbeing resources or programs, our office plays a central role in helping students thrive and engage fully with the Principia experience. We aim to cultivate an environment where students feel inspired to lead lives of purpose, integrity, and service. Visit our offices in the School of Government, Suite 156, email us at Student.Life@Principia.edu, or [visit our webpage](#) for more information.

Residential Houses & Roommates

Principia is a residential college, which means that students live on campus all four years in an immersive, culture-building experience. Students are part of a safe, inclusive atmosphere that is characterized by a sense of community and love. Students live in Houses — not dorms — because the friends made in Principia Houses will feel like family. Each House has cozy living rooms, kitchens stocked with cooking tools, and rec rooms. Each House is also staffed by a professional Residential Counselor, as well as student Residential Assistants for student support and campus onboarding.

Most students will live with one or two roommates and will change rooms and roommates each semester. It is important to be respectful and communicate openly with your roommate. Set expectations early to ensure a peaceful living environment.

Find more information about housing, as well as, housing forms, including housing accommodations forms, house transfer forms, break house forms, and other housing policies [here](#).

Dining Services

Students mainly eat in a community dining room, where they can find a variety of food options that accommodate a range of dietary needs and preferences. Additionally, students can find meals in the campus pub and the bookstore. [Find more information about dining services and meal plans here.](#)

Clubs & Organizations

Get involved on campus from student or house government to clubs and affinity organizations. There's something for everyone. Build a network, make friends, and enhance your leadership skills. [Visit the Clubs & Organizations website here.](#)

Events & Traditions

Keep an eye on the campus calendar for social events, guest speakers, workshops, and community outreach activities. Don't miss out on the school's annual traditions like Homecoming, sporting events, and other special celebrations. [Find the events calendar here.](#)

5. Spiritual Life

[The Spiritual Life Center](#) at Cox Cottage welcomes students of all faith backgrounds to participate in its programs and utilize its resources. For more information or to request a meeting with the Principia College Chaplain, email Roger.Gordon@principia.edu.

Spiritual Life Programs include:

- Weekly Faith in Action Presentations.
- Weekly Christian Science Church Services on Sunday and Wednesday.
- Daily Quiet Time that invites the community to come together in focused prayer.
- Interfaith Spiritual Life Retreats.

6. Health & Wellbeing

The Wholeness Program

The Wholeness Program strengthens the wellbeing of students by supporting their spiritual and social-emotional development, intellectual engagement, and physical vitality. The Wholeness Program offers workshops and talks for students to develop awareness and tools to manage their own needs, enabling them to make informed choices, become effective advocates, and navigate their college experience with more success. Visit the Wholeness Center in the School of Government, Suite 266, or [visit the Wholeness Program website for more information.](#)

Christian Science Nursing and Practitioner Services

Cox Cottage houses the Christian Science Nursing Department and our Christian Science Practitioner's Office for the College campus. It is accessible to college students seeking Christian Science healing during the academic year. [Find more information about these services here.](#)

Medical Health Services

Principia College offers students free 24/7 access to online medical health services through TimelyCare and provides free rides to off-campus medical appointments or pharmacy visits. [Find more information about these services here.](#)

Mental Health and Social-Emotional Services

College can be stressful, but there's always support available. Free on-campus counseling and life-coaching services are available for students through the Wholeness Program. [Find more information about these services here.](#)

Drug and Alcohol Prevention

Principia is committed to maintaining a safe and healthy living and working environments for all students, faculty, and staff. Therefore, **Principia's campuses and programs are expected to be alcohol and drug free.** Principia recognizes that student, faculty, and staff success and wellbeing is enhanced by the maintenance of a "dry campus," and its policies support the prevention of drug and alcohol misuse. Each year, students will be provided important drug

and alcohol awareness and prevention education so they can make informed, safe, and values-based decisions about substance use. [Read the Principia College Drug and Alcohol Prevention Plan Here.](#)

Student Fitness Resources

Students can access several fitness resources through the Athletics department. Policies and availability can be found on the [Athletics website here.](#)

7. Conduct Policies & Guidelines

Academic Integrity

Academic integrity is essential to a character-based Principia College education. Students are expected to refrain from all forms of academic misconduct, which includes plagiarism, self-plagiarism, collusion, and cheating which can result in serious consequences, including expulsion. Always cite sources and do your own work. [View the full academic misconduct policy here.](#)

Principia College Student Code of Conduct

The college expects all students to behave in a respectful, ethical, and responsible manner. This includes respecting campus facilities, peers, and staff. Harassment, discrimination, or violence will not be tolerated. Students are expected to have read and be in compliance with the Student Code of Conduct. [View Principia College's Student Code of Conduct here.](#)

Principia College Title IX Policy

Principia College's Title IX Policy protects its students from discrimination, harassment, and violence on the basis of sex and ensures equal access to the full educational experience.

[Read the Title IX policy here.](#)

[Find additional Title IX information and resources here.](#)

8. Campus Security

Principia College Campus Security is available 24 hours a day, 365 days a year and can be reached at 618-374-5111.

Role and Training of Officers on Campus

The gatehouse officer is responsible for visitor management while the assigned shift officers conduct patrols, walkthroughs and building security sweeps. Campus Security officers are also responsible for maintaining life safety equipment, conducting drills, acting as campus first responders for emergencies, enforcing traffic and parking regulations, responding to disturbances and initiating and operating all emergency notification systems. All officers receive ongoing training and certification in: Ethics, Situational Response, Use of Force, Legal Responsibilities, Patrol Techniques, Crisis Intervention, ID Verification, Dealing with Difficult People, Fire Safety, First Aid, CPR, AED and much more.

Services and Community Resources

To find out more about our campus security and community safety services and resources, please visit our web page at [Campus Security - Principia College](#).

Incident Reporting Forms

From the security web page, you can also access reporting forms such as the Campus Security Incident (crime) report, Hazing Incident report or Missing Person report. The links below will also get you there.

- [Security Incident Report Form](#)
- [Hazing Incident Report Form](#)
- [Missing Person Report Form](#)

9. Financial Information

Tuition & Fees

- Make sure to check your tuition payment deadlines. Late payments can result in penalties or course deregistration.
- Keep track of any scholarships or financial aid you've been awarded and make sure to renew them on time.

Budgeting & Managing Expenses

College life can be expensive, but budgeting can help manage your finances. Consider creating a monthly budget and cutting back on non-essentials. Look for student discounts on textbooks, transportation, and entertainment.

10. Important Dates

[The 2025-2026 Principia College Academic Calendar can be found here.](#)

[The Principia College Events Calendar can be found here.](#)