Adult Learner Handbook 2012-2013
A Message from the Coordinator

Welcome to Penn State’s University Park Campus!

There is truly something here for everyone and you are an essential part of what makes Penn State great.

Navigating Penn State will be challenging. The work will be both intellectually stimulating and demanding; after all, we are a teaching, research, and public service university. Some classes are large and others are small. Always ask questions and seek answers. Be encouraged and stay motivated.

It is my hope that this Adult Learner Handbook serves you beyond your first week of classes and that you find it a valuable “go-to” reference guide on your academic journey. Whether you take a combination of classes online via the World Campus, attend classes evenings or weekends through Continuing Ed, or sit in the classroom at University Park, we promise to make your undergraduate experience a memorable one.

Plan to do something new every month. Diversity adds value. Let your imagination, ingenuity, and thirst for exploration be your guide. Although you will have numerous responsibilities juggling your academics, managing your families, work, and community service, I strongly encourage you to try something new during your college experience. Join the adult learner and student veteran organization or one of 600 other clubs, attend a Distinguished Speaker Series lecture, take advantage of the many theatrical or musical performances, compete at any level, take up a hobby, or something you’ve never done before...after all this is a new adventure! Tour the nuclear plant, take advantage of education abroad, attend homecoming, take photos at the Lion Shrine, climb Mt. Nittany, take a tour and so much more—it’s all waiting just for you!

Opportunity is the key to your success and it lies not only in books but in your whole life experience.


Penn State and You… Making Life Better.

Leslie A. Laing
Coordinator Adult Learner Programs

The Penn State Principles

The Pennsylvania State University is a community dedicated to personal and academic excellence. The Penn State Principles were developed to embody the values that we hope our students, faculty, staff, administration, and alumni possess. At the same time, the University is strongly committed to freedom of expression. Consequently, these Principles do not constitute University policy and are not intended to interfere in any way with an individual’s academic or personal freedoms. We hope, however, that individuals will voluntarily endorse these common principles, thereby contributing to the traditions and scholarly heritage left by those who preceded them, and will thus leave Penn State a better place for those who follow.

I will respect the dignity of all individuals within the Penn State community.

The University is committed to creating and maintaining an educational environment that respects the right of all individuals to participate fully in the community. Actions motivated by hate, prejudice, or intolerance violate this principle. I will not engage in any behaviors that compromise or demean the dignity of individuals or groups, including intimidation, stalking, harassment, discrimination, taunting, ridiculing, insulting, or acts of violence. I will demonstrate respect for others by striving to learn from differences between people, ideas, and opinions and by avoiding behaviors that inhibit the ability of other community members to feel safe or welcome as they pursue their academic goals.

I will practice academic integrity.

Academic integrity is a basic guiding principle for all academic activity at Penn State University, allowing the pursuit of scholarly activity in an open, honest, and responsible manner. In accordance with the University Code of Conduct, I will practice integrity in regard to all academic assignments. I will not engage in or tolerate acts of falsification, misrepresentation or deception because such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

I will demonstrate social and personal responsibility.

The University is a community that promotes learning; any behaviors that are inconsistent with that goal are unacceptable. Irresponsible behaviors, including alcohol or drug abuse and the use of violence against people or property, undermine the educational climate by threatening the physical and mental health of members of the community. I will exercise personal responsibility for my actions and I will make sure that my actions do not interfere with the academic and social environment of the University. I will maintain a high standard of behavior by adhering to the Code of Conduct and respecting the rights of others.

I will be responsible for my own academic progress and agree to comply with all University policies.

The University allows students to identify and achieve their academic goals by providing the information needed to plan the chosen program of study and the necessary educational opportunities, but students assume full responsibility for course scheduling, program planning, and the successful completion of graduation requirements. I will be responsible for seeking the academic and career information needed to meet my educational goals by becoming knowledgeable about the relevant policies, procedures, and rules of the University and academic program, by consulting and meeting with my adviser, and by successfully completing all of the requirements for graduation.
Penn State First-Year Learning Outcomes and Competencies

The First-Year Learning Outcomes and Competencies were developed to improve students’ success by increasing academic and social integration into the University. These outcomes and competencies are now being used as the basis for examining the first-year experience at Penn State.

In addition to achieving Penn State’s General Education Learning Outcomes (edge.psu.edu/gened.shtml), at the end of the first year of academic study, the student will:

• Understand and meet academic expectations; engage in active learning and use effective time management to balance academic work with extra-curricular activities.
• Learn about the value of higher education to both society and to individuals; appreciate the value of the general education curriculum and the worth of lifelong learning and scholarship.
• Be familiar with student services and academic resources on campus; actively use those resources and interact with staff.
• Engage with faculty in and outside of the classroom.
• Interact effectively with peers in social settings, and through educationally purposeful student activities.
• Refine short-term and long-term academic goals; learn about career educationally purposeful student activities.
• Effectively interact with others.
• Be a positive and contributing member of the Penn State community; engage in community service activities; develop an understanding of sustainability and how to incorporate sustainable behaviors in daily activities.

Approved by: The Pennsylvania State University First Year Experience Committee, April 2005.

New Student Arrival Checklist

Stay Connected

☐ Obtain PSU ID card and access account (www.idcard.psu.edu/thecard/); activate your access account.
☐ Become our fan on Facebook - www.facebook.com/pennstate
☐ Follow PSU on Twitter @pennstatepsuofficial
☐ Learn about Email at (http://webmachine.css.psu.edu/webmail); check your account via WebMail (webmail.psu.edu)
☐ Sign up for Rapid Refund on elion at https://elion.psu.edu
☐ Complete registration by paying tuition and fees on elion https://elion.psu.edu. Get access on-line for bills/tuition, Bursar account, and academic verification.
☐ Sign up for PSUTXT for emergency information at www.live.psu.edu/psutxt
☐ Subscribe to the Parents and Families Newswire, Health Newswire, and Student Newswire - www.newswires.psu.edu
☐ Learn about ANGEL (http://www.worldcampus.psu.edu/angel-tutorials.shtml)

Healthcare

☐ Submit your health history information and documentation of immunization (if born after 1956) at studentaffairs.psu.edu/health/myUHS (students will receive a letter with instructions)
☐ If you live on campus you must submit your meningococcal (meningitis) vaccine certificate online at studentaffairs.psu.edu/health/myUHS
☐ Copy and pack your insurance and prescription cards. Students without health insurance can purchase it through Penn State (see page 30).
☐ Consider your current and maintenance prescription medications. Prescription refills are available at UHS.

Complete the Following Online Modules

☐ Penn State SAFE (Student Alcohol Feedback and Education) (page 37, edge.psu.edu/firstyear)
☐ Penn State AWARE (Sexual Assault Awareness Module) (page 37, edge.psu.edu/firstyear)
☐ Know the Code quiz edge.psu.edu
☐ Cash Course cachcourse.org/psu

Prepare for Move-In Day:

Residential and off-campus Students

☐ View room assignments and roommate information (mid-June for summer session and late July for fall semester) www.eliving.psu.edu
☐ Contact your new roommate to make introductions and discuss what to bring.
☐ Read about what to pack at these University websites www.welcomeweek.psu.edu/WelcomeWeek/Up/ What-to-Pack.cfm and at www.tfs.psu.edu/housing/firstyear
☐ Map out the location of your classes www.campusmaps.psu.edu
☐ Consider purchasing or renting textbooks (can be ordered online, bundled, and picked up) through the Penn State Bookstore at www.psu.bkstore.com
☐ Register computers, laptops or netbooks (at least three days before arrival) www.recom.psu.edu
☐ Set security questions associated with your Penn State Access Account at www.work.psu.edu/password
☐ Review move-in procedures; print out parking information www.welcome.psu.edu/WelcomeWeek/Up/Maps-and-Directions.cfm

Transportation

☐ Register your vehicle, motorcycle, bicycle and learn where to park - http://www.transportation.psu.edu/
☐ Obtain CATA bus schedule and pass www.transportation.psu.edu/bus

Orientation Activities

☐ Participate in Welcome Week activities and get involved in out-of-class programs - www.welcomeweek.psu.edu
☐ Check academic college orientation date/ time/place at the Preface On-Line - http://www.psu.edu/ouic/uport/orientation.html
☐ Review your class schedule on elion (https://elion.psu.edu/) and time management and study skills - http://pennstatelearning.psu.edu
☐ Learn more about student programs and services available to students - http://studentaffairs.psu.edu
Family and Friend Matters

Adult students often enter the college environment anxious and uncertain about their ability to succeed and compete successfully with more traditional students. Current research tells us that adult students are typically more successful than younger students because of their maturity and the experience that they bring to the classroom. Adults are likely to exhibit high levels of motivation, more specific occupational goals, and an uncompromising desire to get the most education possible for the money.

However, transitioning does not happen overnight. It takes time. We encourage you to participate in Welcome Week adult-focused events (campus tours, meeting fellow students, community service opportunities), attend the involve fair, talk with people sitting next to you in classes and to take advantage of the course instructor’s office hours. Introduce yourself.

Academic expectations should be realistic. As a general rule, plan to spend two hours outside the classroom for each credit hour that you are enrolled in. For example, you should plan on spending approximately six hours per week preparing for class, responding to assignments, reading material, etc., for each three-credit class you have. It may take a couple of semesters as well as different types of class formats to determine how much time you will need for each class. To prepare for your college experience become familiar with Webmail and Microsoft Office software, including Word, Access, Excel and Powerpoint.

College can cause a rollercoaster of emotions. One minute you may feel like the only person who does not feel at home at Penn State and the next minute you never want the experience to end. Find a mentor. Visit the Adult Learners Program and Services Office (http://www.sa.psu.edu/caps/assisting_students_parents.shtml), a website created by CAPS to assist family members to help students cope with important emotional health matters. Watch for free seminars offered by CAPS.

Have family conferences regarding finances. It is important to discuss financial expectations with family so that you all understand how much money will be available. Additionally, be sure to talk about responsible credit card usage. Credit card companies view students to be a good risk and will often send students credit card applications. As credit card debt has serious consequences, it is important to be aware of annual fees, interest rates, and effects on the family budget.

Get involved.

Students who are involved in out-of-class activities make friends more quickly and feel a greater sense of satisfaction with their college experience than those who do not. Engaging in co-curricular activities also presents you with opportunities to enhance your leadership skills, decision-making ability, time management skills, and ability to work in teams.

Get to know others.

Interacting with at least one faculty or staff member outside of class makes you feel more comfortable in your new environment and more acclimated to college.

Consider academic responsibilities to be a full-time job. Developing sound time management and study skills may be challenging for you in your new role as a student. College course work tends to require you to engage in more self-directed study outside of the classroom and complete a higher volume of work. Research suggests that students that commit to a 30 to 40 hour academic week (hours in class + hours studying = 30–40 hours) tend to achieve more academic success than peers who do not put forth appropriate study time.

TIPS FOR SUCCESS AS A STUDENT

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The Registrar: Ways to Enroll

Office of the University Registrar
112 Shields Building
814-865-6357
www.registrar.psu.edu
registrar@psu.edu

The Office of the University Registrar has University-wide responsibility for student academic records and related processes, including: registration, academic transcripts, confidentiality of student records, grade reporting, graduation and diplomas, enrollment verification, scheduling of classrooms and final exams, and degree audits. Their goal is to provide you with accurate and complete information in a quick and efficient manner.

Academic Renewal: ([www.registrar.psu.edu/re_enrollment/academic_renewal.cfm](http://www.registrar.psu.edu/re_enrollment/academic_renewal.cfm))

Academic renewal provides an opportunity for former Penn State students having a 2.0 GPA to resume their academic career after a four year minimum break in coursework without being penalized by their past academic record.

Non-degree student: ([www.psu.edu/dus/handbook/dstatus.html#nondegree_reg](http://www.psu.edu/dus/handbook/dstatus.html#nondegree_reg))

Any person having received a high school diploma or its equivalency be permitted to register, on a space available basis, as a nondegree regular student. The Penn State World Campus is “Penn State | Online.” The World Campus was created for adult learners who may need a more flexible way to access a Penn State education. The mission is to deliver Penn State degrees, certificates, and courses in convenient distance learning formats, and our organizational structure enables us to do just that. You can take a combination of in-class, online and weekend courses to fulfill your degree requirements.

Re-enrollment: ([www.registrar.psu.edu/re_enrollment/re_enrollment.cfm](http://www.registrar.psu.edu/re_enrollment/re_enrollment.cfm))

Re-enrollment allows a former degree candidate to resume degree candidacy.

Continuing Education ([http://ceup.psu.edu/](http://ceup.psu.edu/))

Using Penn State’s network of Continuing Education at University Park, campuses, and colleges, we design Continuing and Professional Education programs to provide adult learners with high-quality materials and support. Use this site as your guide to get started.

The Penn State Degree & Academic Colleges

The Penn State Degree

The Penn State undergraduate degree is designed to help students develop a breadth of skills as well as depth of knowledge in a content area. Breadth is structured around General Education, and depth is acquired through the major.

General Education Requirements

General Education represents the foundation of a Penn State education and is designed to help students develop a breadth of skills and knowledge. For additional information: [www.bulletins.psu.edu/bulletin/bluebook/general_education.cfm](http://www.bulletins.psu.edu/bulletin/bluebook/general_education.cfm)

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<thead>
<tr>
<th>SKILLS</th>
<th>CREDITS</th>
<th>OBJECTIVE</th>
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<tbody>
<tr>
<td>Writing and Speaking</td>
<td>9</td>
<td>Communicate clearly in both writing and speaking</td>
</tr>
<tr>
<td>Quantification</td>
<td>6</td>
<td>Develop proficiency in working with numbers and logic</td>
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<tr>
<td>TOTAL</td>
<td>15</td>
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<tr>
<th>KNOWLEDGE</th>
<th>CREDITS</th>
<th>OBJECTIVE</th>
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<tr>
<td>Natural Sciences</td>
<td>9</td>
<td>Understand how scientists reason, draw conclusions, and think critically</td>
</tr>
<tr>
<td>Arts</td>
<td>6</td>
<td>Understand and appreciate creative works and their contributions to society</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td>Develop an understanding of human values and perspectives</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>6</td>
<td>Understand and predict human behavior</td>
</tr>
<tr>
<td>Health and Physical Activity</td>
<td>3</td>
<td>Exposure to knowledge, attitudes, and skills needed to live healthfully</td>
</tr>
<tr>
<td>TOTAL</td>
<td>30</td>
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Major Requirements

Major requirements differ for each major and in each academic college. Generally, major requirements include prescribed courses (courses all students in the major take), additional courses (courses students choose from a limited list), and supporting courses (courses students choose with help from an academic advisor to fit individual interests and goals).

Other Requirements

Depending on the college and major, a degree program may also include world/foreign language proficiency, internship experience, human diversity courses, and electives.

Career Services

Adult learners bring life and work experiences to their collegiate career. We encourage you to use the resources in Career Services to help you explore majors and career options through assessment tools that examine your values, interests, and abilities along with the other services provided including career counseling, workshops, help in searching for internships and co-ops, career fairs, job postings, and on-campus interviewing.

Academic Colleges

Penn State grants degrees in majors housed within academic colleges. University Park campus is home to eleven of Penn State’s seventeen academic colleges. You should consider both the overall perspective of the academic college as well as the particular major when making decisions about academic direction. All first-year students are enrolled in an academic college or in the Division of Undergraduate Studies.

Students graduate from majors housed in one of the following academic colleges:

- College of Agricultural Sciences applies life sciences and business principles to managing the environment and its resources.
- College of Arts and Architecture refines students’ creative talents and commitment to performance, design, and the visual arts.
- College of Business focuses on gathering, analyzing, and processing information for decision making in the business world.
- College of Communications focuses on mass media’s functions, responsibilities, changes, and impact on society.
- College of Earth and Mineral Sciences focuses on the earth, the environment, and energy resources through study of the earth sciences.
- College of Engineering applies the mathematical and physical science principles to solving technical and societal problems.
- College of Health and Human Development seeks to improve health and well-being through study of science, business, and social and psychological sciences.
- College of Information Sciences and Technology applies technology and teamwork principles to solving problems.
- College of the Liberal Arts develops knowledge in the social sciences, humanities, and languages and builds critical thinking, complex reasoning, communication, and writing skills.
- Eberly College of Science develops knowledge in the mathematical, physical, and life sciences as well as skills in scientific research.

KEY: Course Requirements

- Math 140*
- Math 110**
- Chem 110*
- World/Foreign Language*

* Majors that require Math 140 and Chem 110 have a strong focus on applying scientific principles using calculus and other scientific disciplines.
** Majors that require Math 110 focus on analytical problem solving, often in a business setting.

Majors that require world/foreign language proficiency have either an intercultural focus or a liberal arts foundation indicative of breadth of knowledge.
Declaring a Major

There are more than 160 majors offered at the University Park campus. Most students will declare a major in their second year.

Most majors at Penn State require a minimum cumulative grade-point average (CGPA) of 2.00 and completion of at least 27.1 credits (third-semester standing) for entrance. Some majors have additional requirements for entrance, such as stronger academic records, completion of specific courses, or demonstration of special talent.

A few majors have more applicants than can be accommodated because of limitations of space, faculty, or other resources and are under administrative enrollment control. Students can apply for these majors only during their “pool” semester. Students admitted in summer or fall 2012 or spring 2013 are in the 2014 entrance-to-major pool and will declare administrative enrollment controlled majors during January-February 2014.

The following majors are under administrative enrollment control for students in the spring 2014 entrance-to-major pool:

- Smeal College of Business:
  - Accounting/Public Relations
  - Finance
  - Management
  - Management Information Systems
  - Marketing
  - Risk Management
  - Supply Chain & Information Systems
- College of Communications:
  - Advertising/Public Relations
- College of Engineering:
  - Aerospace Engineering
  - Architectural Engineering
  - Bioengineering
  - Chemical Engineering
  - Civil Engineering
  - Industrial Engineering
  - Mechanical Engineering

To be guaranteed entrance to these majors, students must be enrolled in the college offering the major or in the Division of Undergraduate Studies, complete the required courses by the end of the pool semester, and confirm their choice of major during the pool window in spring 2014. Other requirements may apply. Students are strongly encouraged to work closely with an academic adviser and to review the specific entrance criteria for spring 2014 at dus.psu.edu/adminenr.htm.

Declaring a Minor

http://www.psu.edu/dus/handbook/minors2.html

A minor is an academic program that supplements a major. Minors require a minimum of 18 credits and typically no more than 21 credits with at least 6 but ordinarily not more than half of the credits at the 400 level. A minor program may consist of course work in a single area or from several disciplines.

Academic Advising

As a Penn State student you receive academic advising from professional and/or faculty advisers. You can find your assigned adviser’s contact information on eLion and should make an advising appointment at least once a semester.

The basic objectives of academic advising are to help you identify and achieve your academic goals; promote intellectual discovery; encourage you to take advantage of both in- and out-of-class educational opportunities; and become self-directed learners and decision makers.

For additional information: advising.psu.edu/advisotps.htm.

Academic Integrity

It’s the expectation of the University that students pursure their academics in an honest and ethical manner. Penn State takes violations of academic integrity very seriously. Please refer to page 24 for more information.

Contacting Instructors

College instructors are available during their office hours or by appointment. Office hours are typically listed on the course syllabus (an outline of the course content, expectations, and grading basis). You are expected to contact instructors if you have questions or concerns about course content, policies, or academic performance.

Course Schedule

The semester course schedule is available on eLion, as are instructions for scheduling your courses days, evenings or weekends.

Credit by Other Means

Transfer Credit

http://www.outreach.psu.edu/adult-learners/134.htm or
http://www.psu.edu/dus/handbook/transfercredit.html

You may transfer credits to Penn State from courses taken at another institution in order to meet degree requirements. (See the Transfer Course Evaluation Guide at https://www.admissions.psu.edu/my_admissions/faq/)

When awarded, all transfer credit is recorded on your transcript, but no grade is recorded, and your grade-point average is not affected. You should discuss with the college adviser the usability of transfer course credit toward your intended degree.

College Level Examination Program (CLEP)

http://admissions.psu.edu/academics/credit/clep

or to take a CLEP exam, go to http://ceup.psu.edu/clep

The College Level Examination Program® (CLEP) gives you the opportunity to receive college credit for what you already know, by earning qualifying scores on any of thirty-three examinations that can be scheduled and taken at the Outreach Building at University Park or at a number of Penn State campuses throughout the state.

Credit by Portfolio Assessment

http://www.psu.edu/dus/handbook/portfoliocredit.html

A currently enrolled student who can document college-level learning acquired in a non-collegiate setting (such as work or volunteer experience, a training program in a hobby) may be able to petition for undergraduate credit through portfolio assessment.

Military transcripts

http://admissions.psu.edu/academics/credit/military/

A veteran or member of the active armed services or the selected reserves may be eligible for credit for educational experiences in the armed forces.

Glossary of Academic Terms

advising.psu.edu/glossary

Grades/Credits

Penn State class grades are ranked on a 4.0 scale.

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<thead>
<tr>
<th>QUALITY OF PERFORMANCE</th>
<th>GRADE</th>
<th>GRADE-POINT EQUIVALENT</th>
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<tbody>
<tr>
<td>Excellent: Exceptional achievement</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>Good: Excessive achievement</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>Satisfactory: Acceptable achievement</td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>Poor: Minimal achievement</td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>Failure: Inadequate achievement</td>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Items to Know:

- Dean’s List = 3.50 GPA (Semester Grade Point Average)
- Minimum acceptable = 2.00 CGPA (Cumulative Grade Point Average)
- Academic Warning = < 2.0 GPA, grade point deficiencies awarded
- Academic drop = no longer allowed to enroll in courses as degree or provisional due to the number of deficiencies received as compared to number of credits attempted

- Typically, you need a 3.00 cumulative GPA (CGPA) to be competitive for undergraduate internships.
- To be competitive when applying to medical school, students should have a 3.50 CGPA or higher. For med school information visit: http://www.science.psu.edu/premed/faq.html
- To be competitive when applying to law school, students should have a 3.33 CGPA or higher. For law school information visit: http://www.law.psu.edu/apply/prepare/3.33.html
- For additional information about med school, physical therapy school, vet school, and law school: http://dus.psu.edu/students/majors.html
Penn State Learning
220 Boucke Building
7 Sparks Building
102 Wagner Building
814-865-1841
www.pennstatelearning.psu.edu

Learning is sustained when students accept responsibility for themselves and for their role as active partners in communities of excellence. Penn State Learning encourages active learning and scholarly applications in and out of the classroom. Penn State Learning offers convenient hours in several learning labs across campus, as well as late-night writing tutors in Watterson.

At Penn State Learning you can:
- Drop in to see a math, writing or foreign language tutor
- Join an existing study group or create one of your own
- Make an appointment to get feedback on the draft of a paper
- Interact with an online tutor in World Campus math, statistics, economics and writing courses
- Reserve a study space for six with a large-screen PC and whiteboard
- Apply to tutor subjects in which you excel

Office of Veterans Programs
325 Boucke Building
814-863-0465
www.equity.psu.edu/veterans

The Office of Veterans Programs at the University Park campus is organized as a comprehensive, direct service unit for veterans and Department of Veterans Affairs (DVA) benefits recipients. The office is staffed by five full-time professionals and approximately 20 student veterans who work part-time under the provisions of DVA work/study. The staff and students coordinate services in three major areas: Outreach, Certification and General Counseling.

University Libraries
Pattee Library and Paterno Library
plus additional locations at University Park (5) and statewide (22)
814-865-6368
www.libraries.psu.edu

The University Libraries offer a base for a wide array of intellectual, social, and cultural endeavors through collections and services that help you navigate the world of information and assist you in your chosen field. Librarians and staff offer superior expertise and provide help with instructional programs, online guides, course reserves, digital projects, disabilities services, equipment, and more. Students have access to more than 5.8 million books, 102,000 serials, 579 databases, 203,000 e-books, and more. A new Knowledge Commons in Pattee Library offers multimedia production space, presentation practice rooms, high-tech classrooms and group study rooms. A fall open house in September offers students a fun and festive way to learn about collections and services. (see www.libraries.psu.edu/openhouse)

Stay and Study spaces for commuter students (http://www.libraries.psu.edu/pul/th/adult_learners.html), research assistance and laptop loans are also available. Study carrels can be reserved on a semesterly basis at http://www.libraries.psu.edu/pul/secure/forms/lendingforms/carrelapplication.html.

University Office of Global Programs
410 Boucke Building
814-865-7681
www.global.psu.edu

The University Office of Global Programs (UOGP) provides oversight for all of Penn State’s international engagements and supports U.S. and international students’ transformation to becoming global citizens. UOGP offers:
- Over 180 quality education abroad programs where students take classes that meet major, minor, and general education requirements. UOGP has distributed over $300,000 in scholarship funds in recent years. The average grant approximately $1,000 to each participant.
- Advising and immigration services for more than 5,000 international students on campus, including a comprehensive new international student orientation and a variety of programs providing a welcoming environment at Penn State.
- Development and maintenance of partnerships and engagement with institutions of higher education around the world, to include Global Engagement Networks that foster intra-institutional collaboration in particular regions or focusing on issues critical to international understanding and global sustainability.
- Applying for and inclusion of international components in coursework and intercultural and global opportunities integrating U.S. and international students in an increasingly important effort to prepare them for today’s rapidly globalizing society.

Child Care Resources
Office of Human Resources
120 S. Burrowes St.
814-865-9346
Selecting a provider: http://ohr.psu.edu/work-life/your-family/child-care-resources

Child Care Subsidy Program for Student Parents
James M. Elliott Building
1-800-746-6759
subsidy@psu.edu
http://ohr.psu.edu/child-care-subsidy/

The University provides a childcare information package that includes childcare around the State College area. Childcare packets can be picked up at Work/Life Programs, Office of Human Resources. If you meet the requirements, you can also apply for a child care subsidy by contacting the Office of Human Resources Work/Life Programs at 1-800-746-6759 or visit www.ohr.psu.edu/WorkLife/ChildSub.cfm.

Penn State’s Computer Store
1st Floor HUB (next to ID+) 814-865-2100 or 800-251-9281 www.computerstore.psu.edu

Penn State students have access to discounted hardware, software, and accessories through Penn State’s Computer Store. Titles, such as Microsoft Office and Adobe Creative Suite, are available at prices lower than what is offered at retail outlets. Additionally, you can save money on desktop and laptop computers, printers, hard drives, and MP3 players. Penn State’s Computer Store has a team of non-commissioned sales consultants who are available to discuss technology needs.

Academic Support Services
Office for Disability Services
116 Boucke Building
814-863-1807
www.equity.psu.edu/ods

The Office for Disability Services (ODS) is committed to creating a welcoming and inclusive community for all learners at Penn State. The specialized staff, in collaboration with the wider University community, facilitates equal access and equal opportunity for students with disabilities so they can fully participate in all University-sponsored programs, events, and activities. Common requests for reasonable accommodations and services may include, but are limited to: extended time for tests, use of assistive or adaptive technology, sign language interpreting, Computer Aided Real-Time (CART) captioning, and accessible instructional materials.

Students requiring accommodations are encouraged to contact ODS as soon as possible. An intake appointment is necessary for all students to determine their individual needs. Determining reasonable accommodations is done on a case-by-case basis to address the individual needs of the student.
Parents should be advised or appropriate, such as in accordance with the University policy AD-19.html. In addition, Penn State is committed to maintaining the privacy and confidentiality of your Social Security number. The Social Security number is requested at the time of application to the University, but is used in a very limited and controlled manner. The primary student identification number used to conduct University business is the Pennsylvania State ID number (known as PSU ID), which is assigned at the time of first affiliation with Penn State, Penn State’s policy governing the use of Social Security number and PSU ID is outlined in policy AD-19. (guru.psu.edu/policies/AD19.html) Formal student disciplinary records are centrally maintained in the Office of Student Conduct at the University Park campus. A student disciplinary record may be shared with faculty and administrative staff of your college, and other authorized employees of the University who have a legitimate educational interest as defined by the University. Accessibility to student disciplinary records follows the University Policy on Confidentiality of Student Records. The University may also exercise its right to share your disciplinary record with others outside the University in special circumstances or as it deems advisable or appropriate, such as in accordance with the University Parental Notification Policy. (students@fair.psu.edu/conduct/policies/parents.shtml)

Student Educational Records
The Federal Family Educational Rights and Privacy Act of 1974—FERPA (also known as the Buckley Amendment)—is the federal law that protects the privacy of student education records and identifies the rights of students and their families with respect to student education records kept by institutions. University offices use education records to facilitate the development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities connected with individual students. As part of the requirements of FERPA, the University has a Policy on Confidentiality of Student Records, policy AD-11. (guru.psu.edu/policies/AD11.html)

In addition, Penn State is committed to maintaining the privacy and confidentiality of your Social Security number. The Social Security number is requested at the time of application to the University, but is used in a very limited and controlled manner. The primary student identification number used to conduct University business is the Pennsylvania State ID number (known as PSU ID), which is assigned at the time of first affiliation with Penn State, Penn State’s policy governing the use of Social Security number and PSU ID is outlined in policy AD-19. (guru.psu.edu/policies/AD19.html) Formal student disciplinary records are centrally maintained in the Office of Student Conduct at the University Park campus. A student disciplinary record may be shared with faculty and administrative staff of your college, and other authorized employees of the University who have a legitimate educational interest as defined by the University. Accessibility to student disciplinary records follows the University Policy on Confidentiality of Student Records. The University may also exercise its right to share your disciplinary record with others outside the University in special circumstances or as it deems advisable or appropriate, such as in accordance with the University Parental Notification Policy. (students@fair.psu.edu/conduct/policies/parents.shtml)

Access to Student Information
elion Information
At the First-Year Testing, Counseling and Advising Program (FTCAP), you will receive your ID+ card and computer access. FTCAP will also introduce you to elion (www.elion.psu.edu), Penn State’s web-based interactive system. The elion system provides you access to the information and services needed to initiate and complete academic programs, review financial aid awards, view transactions on your student account and view/pay your tuition bills each semester. In addition, you may access your semester grades using elion or use it to submit a request to have your grades mailed to you at your permanent address. You also schedule courses for the upcoming semester on elion.

Family Educational Rights and Privacy Act (FERPA)
When a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. This means that parents may not obtain any of your education records without your written consent. Because your grades are part of the education record, they are protected under FERPA and, therefore, may not be released to parents.

Under FERPA, institutions must not release educational records—except under certain circumstances—without written consent from you. This regulation does not apply to information that the University has identified as directory information (e.g., name, address, phone number, major) unless you have blocked disclosure of such information (see “How Does a Student Request that Directory Information be Withheld?” below). Your primary rights under FERPA are:

- The right to inspect and review your education records
- The right to request the amendment of inaccurate or otherwise inappropriate education records
- The right to have some control over the disclosure of information from education records
- You can grant rights to parents and others under FERPA.

FERPA does provide an exception for parents of dependent students. After providing proof of dependency, parents may have access to their student’s academic record. To prove that the student is a “dependent,” a copy of the parent’s most recent tax form containing the student’s name must be submitted.

How do I request that directory information be withheld?
Under FERPA, an institution is permitted to release directory information (e.g., name, address, phone number, major) without written consent from you. However, you have the right to prevent this release. You must complete and sign the Request to Withhold Directory Information form (form on the Registrar’s website www.registrar.psu.edu under “Student Forms”) to keep directory information confidential. The signed form must be taken in person or mailed along with a copy of photo identification, to any campus Registrar’s office. If an e-mail address is provided, notification will be sent to you when the directory hold is removed.

How do I remove a request to withhold directory information?
If you later wish to remove the directory hold, you must complete and sign the Request to Release Directory Information form found on the Registrar’s website www.registrar.psu.edu under “Student Forms”. The signed form may be taken in person or mailed along with a copy of photo identification, to any campus Registrar’s office. If an e-mail address is provided, notification will be sent to you when the directory hold is removed.

Academic Verification
The Federal Family Educational Rights and Privacy Act of 1974—FERPA (also known as the Buckley Amendment) is the federal law that protects the privacy of student education records and identifies the rights of students and their families with respect to student education records kept by institutions. University offices use education records to facilitate the development of students. Faculty and staff members may also keep informal records relating to their functional responsibilities connected with individual students. As part of the requirements of FERPA, the University has a Policy on Confidentiality of Student Records, policy AD-11. (guru.psu.edu/policies/AD11.html)

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It is important to note that withholding directory information has the following consequences:

- Your name/address is excluded from the Penn State online directory and printed telephone directory.
- Your name will not appear in the commencement program;
- Verification of enrollment, graduation, or degrees awarded will not be provided to third parties, including potential employers; and
- No information about you will be released to any person on the telephone or via e-mail.

How do I remove a request to withhold directory information?
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Access for Parents/Other Individuals (spouses, family members) to Financial Information

You have the option to grant Parent/Guardian/Other access to specific student information via eLion (elion.psu.edu). Granting access will allow the Office of the Bursar to discuss financial information with those authorized individuals.

Step 1 - Parent/other obtains a Penn State User ID through a “Families of Penn State” account if they do not have a current Penn State Access Account. Go to elion and select “Parent/Other” Click on “Create an Account” and follow the instructions to obtain your Penn State User ID.

Step 2 - Parent/other must provide you with the Penn State User ID that was created in Step 1.

Step 3 - You can grant your parent/other access to specific student information such as Bursar Tuition Bills, Hope/Lifetime Tax Credit, class schedule and grades (see eLion for complete list).

When will I receive a tuition bill?

Approximately six weeks prior to the start of classes, bills will be prepared for students who have a class schedule and an active Penn State Access Account (see access.it.psu.edu/accounts/signations.html). You will receive notification via your Penn State email account that your tuition bill is available to view/pay or to confirm registration on eLion. Paper bills are not mailed.

The Office of the Bursar, as well as other Penn State departments, will communicate important information through your Penn State email account. You will need to check your Penn State email account on a regular basis.

Bills are prepared in mid-July for fall semester, mid-November for spring semester, and mid-April for summer sessions. Residence hall charges are included on the bill. If applicable, Bills are prepared on a weekly basis through the first ten days of the semester for students scheduling later. More billing information is available at www.bursar.psu.edu/paybill.cfm.

Completing Registration

The registration process consists of two steps. First, register for specific courses. Second, complete your registration by paying tuition and fees or confirming registration electronically (when all charges will be covered by financial aid). In all cases, action is required to complete registration.

How can students pay the tuition bill?

The eCheck option is a fast and convenient method to pay the tuition bill directly from a personal checking account without extra fees. Credit card payments (MasterCard, Discover, or American Express) are accepted via eLion. A 2.5% Convenience Fee will be charged for credit card payments made over the web. Credit card payments cannot be accepted via mail, phone, or in person.

If you want to mail a check, a remittance stub may be printed from elion and mailed with the payment. Your payment must be postmarked by the due date to avoid a $50 Late Fee. Please allow five to seven business days for processing after the payment is received.

Do you offer any payment plans?

Penn State offers a deferred payment plan, which allows you to pay over a period of 12 months with payments of one-third of the semester charges. Fall semester payment due dates are in August, October, and November. Spring semester due dates are in December, February, and March. A $45 deferred payment fee must be included each semester with the initial payment, as well as payment for any unpaid prior balance. For more information, please go to www.bursar.psu.edu/payplans.cfm.

Tuition Management Systems, a national payment plan provider, also administers an interest-free plan for Penn State. This is a ten-month, pre-payment plan that runs from September through June. Fall semester payments are due August through October; spring semester payments are due September through January. For more information or to enroll, visit www.tmspsu.com or call 1-888-722-4867. The annual plan covers both fall and spring semesters.

What if I have additional student aid?

The Estimated Financial Aid section on your tuition bill reflects the most current known available financial aid. Students with additional scholarships, grants, or loans that are not reflected on the bill should refer to the “Contact Us” section on the Bursar’s Web site (www.bursar.psu.edu/question.cfm) to notify us about additional aid not showing on the bill. This would include notifying our office of payment from a College Savings Plan.

Refunds of Excess Financial Aid

For the quickest delivery of a refund, sign up for RAPID REFUND by using eLion. Select “Students” then enter your User ID and Access Account password. Next, from the menu on the left side of the screen, select “Refund Information.” Refunds can be electronically deposited into a bank account by clicking on the “Sign up for Rapid Refund” button and entering your bank account information. You can also choose to have your refund mailed to a home or local address. If you do not indicate a refund preference, refunds will be mailed to the home address at a later time.

Outside Scholarship Information

Many students will receive scholarships from various organizations, agencies and foundations as they graduate from high school. In order for your student’s tuition bill to reflect these outside awards, it is important to send any award letters and/or scholarship checks as early as possible to:

The Pennsylvania State University
Outside Scholarships
109 Shields Building
University Park, PA 16802

For additional information, please visit www.studentloans.psu.edu/scholar.cfm

Electronic 1098-Ts

Based on recent federal tax legislation, some families may be eligible for tax credit for tuition and related expenses paid for college. More information about this tax credit can be found at www.bursar.psu.edu/taxcredit.cfm. You have an option to receive an official electronic form 1098-T via e-lion rather than wait for a paper copy to be mailed. This online delivery will provide access to the form up to 2 weeks earlier. You are encouraged to sign-up for this online delivery. Log into elion and select “Hope/Lifetime Tax Credit” and click “Sign Up for Electronic Form 1098-T.”

Rapid Refund

For the quickest delivery of a refund, students should sign up for RAPID REFUND by using eLion (elion.psu.edu) and select “Students.” Then enter the User ID and Access Account password. Next, from the left-hand menu select “Refund Information.” Student refunds can be electronically deposited into a bank account by clicking on the “Sign up for Rapid Refund” button and entering your bank account information. Students can also choose to have their refund mailed to a permanent or local address. Refunds that are delivered via mail will be delayed. For those students who do not indicate a refund preference, refunds will be mailed to the permanent address at a later date. For additional information, please visit www.bursar.psu.edu/refund.cfm.

Money Matters

Office of the Bursar
103 Shields Building
814-865-6528
www.bursar.psu.edu

The Office of the Bursar is responsible for the maintenance of student accounts pertaining to acceptance fees, tuition billing, charges, payments, financial aid disbursements, and refunds of excess funds, when available.

Deposit Information

Your first contact with the Office of the Bursar is when you accept an offer to attend Penn State. In addition to the $100 enrollment fee, all degree-seeking students must have a $100 general deposit on their account. If you will be residing in University housing, there will also be a $100 housing deposit. The two deposits are similar to security deposits and do not offset student account balances or tuition charges. The housing deposit is transferred to you account when you leave University housing, and the general deposit is transferred to your account when you graduate or leave Penn State. These deposits will be used to cover any last-minute charges, and the unused balance will be returned to you.

Tuition Due Dates

Please Note: Bills will be prepared for students who have a class schedule and have an active Penn State Access Account.

- Summer 2012: Bill due dates will vary
- Fall 2012: August 3, 2012
- Spring 2013: November 30, 2012

After being left off in 2001, Carol Holt enrolled in Penn State’s letters, arts, and sciences associate degree program, gained momentum and rolled her credits over to a bachelor of science degree program in security and risk analysis in the College of Information Sciences and Technology.

“Going to college was a big step,” says Carol, a single mother of a teenage son. “Just take it one step at a time, and enjoy the journey.”

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Applying for Aid

To be considered for financial aid, including grants, scholarships, loans, and work-study, you must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov preferably by February 15 (new students) or April 15 (returning students). The FAFSA is the only application required to apply for financial aid at Penn State.

Student Aid Notification

Students who complete the FAFSA will receive an email notification from the Office of Student Aid with information about the types of aid they are eligible to receive. To learn more about this process, please visit: studentaid.psu.edu/resources/tutorials/how-to-get-financial-aid-notification.

Federal Direct Stafford Loan

To receive the Federal Direct Stafford Loan, you must take the following steps:

- Complete the FAFSA at www.fafsa.gov
- Sign a Direct Loan Master Promissory Note (MPN) at www.studentloans.gov
- Complete Entrance Counseling at www.studentloans.gov
- Complete the FAFSA at www.fafsa.gov
- If you are eligible for the Federal Direct Stafford Loan, it will appear on both the "Student Aid Summary" and as a credit on the tuition bill on elion.

Private Alternative Loans

Because the financial aid sources listed on the "Student Aid Summary" may not be sufficient to meet your total cost of attendance at Penn State, you may want to apply for a private alternative loan.

A private alternative loan is a non-federal education loan, through a private lender, typically in the student’s name and requiring a co-signor. Approval and interest rates are based on the creditworthiness of the borrower and co-signor. Each alternative lender has different eligibility requirements, loan rates, terms, and conditions. Exhaust federal student aid options first. Federal student loans generally have more favorable terms and conditions than private loans. For more information about private alternative student loans, please visit www.psu.edu/studentaid/aidprog/loans.shtml.

Is there adult-specific student aid available?

Yes, there is adult-specific student aid available. Be aware that application deadlines vary.

Adult Learner Opportunity Fund

The Adult Learner Opportunity Fund provides financial support for non-traditional aged students pursuing their undergraduate degree at University Park. This fund is currently in the campaign phase. Go to http://studentaid.psu.edu/adults/giveto.shtml for more information.

Continuing Education Scholarships

http://ccop.psu.edu/apply-scholarships

The Fund for Adult Continuing Education Support (FACES) is supported by Continuing Education employees and former and current students who are dedicated to helping adult learners in Continuing Education programs succeed through supplemental financial support for books, to offset tuition, or for other emergency needs.

The Fischer Family Scholarship

is for currently enrolled Continuing Education (CE) or World Campus (WC) online students who have a cumulative grade point average (GPA) of 3.0 or higher, are Penn State students who are admitted to any Graduate or Undergraduate program at Penn State University Park, and who meet the eligibility requirements for the program.

The Osher Foundation Re-entry Scholarship is for adult students who return to college after a five year gap in enrollment.

For additional information including how to apply, as well as several other outside scholarship opportunities, visit www.outreach.psu.edu/adult-learners/F108.htm.

Office of Student Aid for World Campus & Continuing Education has a group of staff dedicated to the adult learners and student veterans attending Penn State online and at University Park locations. Stop by 240 Outreach Building, email studentaid@outreach.psu.edu or call 1-800-352-3592 or 814-867-4244.

Outside Scholarship Information

Many students receive scholarships from various organizations and foundations. For your tuition bill to reflect these outside awards, it is important to send any award letters and/or scholarship checks as early as possible. For additional information, please visit http://www.studentloans.psu.edu/schol.cfm.

Penn State Employees

Educational privileges are available to regular full-time faculty and staff members, their spouse, and their unmarried children. The grant-in-aid is for 75% of the tuition charge and applies to Penn State resident instruction and continuing education credit courses. See http://ohr.psu.edu/benefits/additional-benefits. Penn State employees are not eligible to apply for some university resources (see policy HR 36) as they are recipients of the 75% tuition grant.

Veterans Tuition Assistance

Office of Veteran Programs:

http://www.equity.psu.edu/veterans/outreach.asp

GI Benefits:

http://gibill.va.gov/apply-for-benefits/application/

Military Grant-In-Aid Program (World Campus students only):

http://www.worldcampus.psu.edu/military-tuition-assistance.shtml

Know the Rights and Responsibilities of a Financial Aid Recipient

As a financial aid recipient, it is crucial that you are well informed about your rights and responsibilities. So that you understand Penn State’s Satisfactory Academic Progress standards and what is required of students to remain eligible for student aid, carefully review this information on the Office of Student Aid web site at (http://www.psu.edu/studentaid/neddtknow/rights.shtml). Dropping and adding classes and withdrawing from the university will affect your current and future aid. Be sure to keep your local and permanent addresses as well as any name changes current with the Office of the Registrar (http://www.registrar.psu.edu/).

Documentation for Verification

The Office of Student Aid is required by the federal government to confirm the accuracy of the information submitted on the FAFSA—a process known as verification. If you are selected for verification by Penn State, you will receive a letter directly from the Office of Student Aid requesting the specific information needed and the due date. Please respond promptly to any requests from the Office of Student Aid for verification documents to avoid a delay in the processing of student aid. Please do not submit any documents unless you receive a request.

Confirmin Student Registration on the Tuition Bill

After you schedule your classes for the fall semester, you will receive a tuition bill email notification from the Office of the Bursar in mid-July. At Penn State, students must confirm registration every semester. When the bill is covered in full by financial aid, registration must still be confirmed in order for the students to be officially enrolled at the University. An incomplete registration may result in a loss of student aid.

Check Penn State Email Frequently

The Office of Student Aid communicates with students through their Penn State email accounts. You can check your Penn State e-mail account via Webmail (https://webmail.psu.edu). Check your “junk” file, too. You will also be able to access your student aid information online elion.

If you forward your Penn State e-mail to a non-Penn State e-mail account (which is not recommended), make sure you update spam filters to recognize e-mail from Penn State and the U.S. Department of Education. Some account providers automatically flag perceived junk or bulk mail and divert it to trash or spam mail folders, which may cause you to miss important student aid alerts and time-sensitive information.
Student Affairs

Student Affairs (studentaffairs.psu.edu) provides programs and services to promote the intellectual and personal development of students throughout their college career. These offerings challenge and support Penn State students as they become active and responsible members of their communities. A wide range of programs are provided including direct services for students seeking counseling, health care, career assistance, student activities, legal advice, conflict resolution, leadership development, religious or spiritual opportunities, and residence life services.

Adult Learner Programs
210 Boucke Building
814-863-7378
studentaffairs.psu.edu/als

Adult Learner Programs provides advocacy, programming and resources for non-traditional aged students and student veterans seeking their undergraduate degree. Students returning to higher education, or beginning college after working or raising a family or serving in the military are encouraged to contact our office upon arrival. Information and referrals about admission, child care, financial aid, housing, registration, University policies or procedures, as well as referral to the appropriate University or Community resource are available. A series of adult learner programs including budgeting, financial aid, time management, e-portfolio building, career services, education abroad and technology workshops are offered to support personal and career goals throughout the year. A resource room, lounge, and study space are also available to meet the unique needs of this population.

Career Services
Bank of America Career Services Building
814-865-2377
studentaffairs.psu.edu/career

Penn State students are encouraged to be active in career planning throughout their entire college career. Career Services offers resources that can help students in all aspects of career development, including the exploration of academic majors and career options, gaining experience, as well as skill development in resume writing, interview strategies, and job and internship searches. Career counseling can help students to identify skills, interests, and values as they relate to the world of work, and develop confidence in pursuing career-related goals. Additionally, Career Services provides educational workshops, career assessments, a print and online resource library; and coordinates career fairs, job and internship postings, and on-campus interviewing.

Center for Ethics and Religious Affairs
Pasquerilla Spiritual Center - Eisenhower Chapel
814-865-6348
studentaffairs.psu.edu/spiritual

The Center for Ethics and Religious Affairs (CERA) provides a venue and programs for the ethical, spiritual, and character development of the University community. Penn State supports the principle of religious freedom and believes that religious practices, spiritual inquiry, and holistic development have a place within University life; however, Penn State endorses no particular religion or religious group. The Center hosts a culturally diverse, multi-faith community in which success is realized only through trust, mutual respect, and the struggle that genuine interaction sometimes requires. A complete list of religious and spiritual organizations and activities are available on the CERA website.

Counseling and Psychological Services
501 Student Health Center
814-863-0395
studentaffairs.psu.edu/counseling

The Center for Counseling and Psychological Services (CAPS) provides initial consultations, short-term individual counseling, group therapy, crisis intervention, psychiatric evaluations (related to medication), and referrals for private therapy for students as well as prevention and consultation services for the University community. Caps strives to help students resolve personal issues that may interfere with their academic progress, social development, and satisfaction at Penn State. Concerns for college students include homework, depression and anxiety, addiction, lack of motivation, relationship problems, eating disorders, sexual assault, and uncertainties about personal values and beliefs.

CAPS professional staff includes psychologists, psychiatric providers, clinical social workers, trauma survivor and addiction counselors, and graduate-level trainees. Services are confidential and basic counseling services are free for full-time students. For emergencies after hours and weekend crisis situations, mental health professionals are available by calling the 24-hour four-hour emergency Centre County CAN HELP line at 1-800-643-5432.

LGBTQ Student Resource Center
101 Boucke Building
814-863-1248
studentaffairs.psu.edu/lgbt

The Lesbian, Gay, Bisexual, Transgender, Ally (LGBT) Student Resource Center provides education, information, and advocacy services to create and maintain an open, safe, and inclusive environment for students, faculty, and staff who are lesbian, gay, bisexual, or transgender. The LGBTQ Student Resource Center offers several resources, including safe space, an LGBT Mentorship Program, extensive library, LGBTQ lecture series, leadership development activities, information for parents of LGBTQ students, and much more.

Off-Campus Living
234 HUB-Robeson Center
814-865-2346
studentaffairs.psu.edu/offcampus

Off-Campus Living provides information regarding resources and information for living off-campus. Students seeking an off-campus residence are encouraged to visit the Off-Campus Living Office for information regarding lease agreements, tips for apartment searching, security checks, communicating with landlords, and other important resources for being an informed renter. Landlords will require lease signing with a co-signer, unless renters show evidence of full-time employment. The Off-Campus Living website provides a listing of local rental properties as well as a list of students seeking roommates/roommates. Additionally, Off-Campus Living sponsors educational workshops for students living in the residence halls to be considered in choosing off-campus, as well as fall and spring housing fairs, that invite exhibitors from local rental properties and the town and gown communities. Those students selecting to live on campus will find information from the Residence Life section.

Residence Life at White Course, Nittany Apartments and Eastview Terrace, Weston Community Center
814-865-6025 phone
814-865-6030 fax
www.hsfs.psu.edu/housing/graduates/whitecourse

Residence Life is committed to providing a safe, comfortable, and secure learning environment that is conducive to students’ academic pursuits and personal growth while fostering a sense of community, civic responsibility, and appreciation of diversity. All University Park degree-seeking first-year students are required to live in the University residence halls unless you are (1) 21 years old or older, (2) a veteran, or (3) living with an adult relative in your primary residence. Adult learners can choose to live in any residence hall; however, White Course apartments have a majority of graduate students. Full-time live-in professionals, Residence Life Coordinators, are available 24/7 to provide support and respond to crisis situations. Those students selecting to live off-campus will find information in the Off-Campus Living section.
Student and Family Services
120 Boucke Building
Main Office Line: 814-863-4926
Student and Family Crisis Line: 814-863-2020
studentaffairs.psu.edu/familyservices

The Office of Student and Family Services leads response efforts related to campus, student, and family emergencies including coordinating support efforts for students who may need personal and academic accommodations due to unforeseen personal or family crisis and/or tragedy. Staff also provides on-going, personal contact with students, family members, and friends in an effort to provide information and assistance with administrative processes and support services at the University.

Student and Family Services work with the student and their academic college when the student is required to take an emergency related class absence or temporary withdrawal and acts as a first responder and main contact with police and other emergency health agencies, manages the student and family crisis line, and oversees the student emergency funds program.

Student Conduct
120 Boucke Building
814-863-0342
studentaffairs.psu.edu/conduct

The Office of Student Conduct is dedicated to supporting students by maintaining a system that is just, equitable, effective, educational, and expeditious; a system that promotes student growth through individual responsibility; and a system in which the success of its educational endeavors is characterized by increased civility. Student Conduct encourages the expression of diverse views and opinions, validates healthy life choices, and supports the concept of community respect. Programs and services help students become responsible and contributing citizens within Penn State and the local communities. Incoming students should visit our website and click on the “know the code” icon to learn more about what is expected of them as members of the Penn State Community. Student Conduct also provides a number of workshops during the course of the year on a variety of topics, including the Code of Conduct, decision making, and academic integrity. See page 24 for more information about the Office of Student Conduct.

Student Legal Services
120 Boucke Building
814-867-4388
studentaffairs.psu.edu/legalservices

The Office of Student Legal Services provides legal advice, counsel, representation, and referral services to University Park students. The basic services of the office are free; though students are assessed standard fees for filing court documents or other, personal legal expenses. The office provides students with programs about legal issues and online resources with information about legal rights and obligations. The office advises students about a range of legal concerns including landlord-tenant disputes, consumer problems, return of deposits, alcohol offenses, traffic violations, unemployment claims, small claims actions, name changes, collections, contract actions, and power of attorney. The office also assists students with lease analysis, sublease drafting, eviction defense, resolving bad checks, driver’s license suspension, insurance claims, and property damage. Students will generally not be represented at legal proceedings which take place outside of the Centre County region. The office also does not provide legal representation to students in conflict with the University or involving another student. Students must visit the website and fill out an Intake Form to request services.

University Health Services
Student Health Center
814-865-6556
studentaffairs.psu.edu/health

University Health Services (UHS) specializes in outpatient student health at Penn State’s University Park campus. Services include evaluation and treatment of medically urgent problems, ongoing health concerns, and preventive health care. Experienced and caring professionals provide health education and outreach activities. On-site support services make UHS a one-stop health care facility for most common student health needs.

Union and Student Activities
HUB-Robeson Center
814-863-9755
studentaffairs.psu.edu/hub

Union and Student Activities is committed to providing all students with opportunities to become engaged in high-quality co-curricular experiences. Through various centers, boards, committees, student organizations, student employment and staff, Union and Student Activities provides a variety of cultural, educational, social, and recreational programs for all Penn State students. Most notably, Union and Student Activities offers a wide array of programs and services, such as recognizing and registering more than 900 student organizations offering experiences designed to help students develop their leadership potential, student employment opportunities, and planning programs that engage students in community service activities. Students are encouraged to participate in organizations within Student Activities. Other involvement opportunities include touring one of the art galleries, visiting the Penn State Bookstore, dining in one of the HUB Dining eateries, or just sitting in a comfortable chair to study or relax. Union and Student Activities strives to provide an environment that fosters respect, values all individuals, appreciates diversity, and celebrates the contributions of all its members.

The following three offices, Fraternity and Sorority Life, New Student Programs, and Student Activities, are units within Union and Student Activities.

Fraternity and Sorority Life
215 HUB-Robeson Center
814-865-0465
studentaffairs.psu.edu/hub/greeks

With more than 85 Greek-letter organizations at Penn State, membership in a social or service fraternity or sorority offers the opportunity for students to develop leadership skills, serve the University and broader community, and build lifelong friendships. Goals of Fraternity and Sorority Life include: strengthening the scholarship of members, promoting brotherhood and sisterhood, developing leadership, working with the residents of State College through community service, supporting philanthropic efforts, building character and integrity, affirming personal and organizational responsibility, and supporting the mission and goals of the University. The University’s Policies on Alcohol and Anti-Hazing express expectations for behavior concerning issues that have been problematic for some fraternity and sorority chapters, both nationally and at Penn State. Students may join fraternities and sororities during the fall semester of the student’s first year. The new member education process for chapters under the Panhellemic Council and the Interfraternity Council varies from six to twelve weeks. Chapters under the Multicultural Greek Council and the National Pan-Hellenic Council conduct recruitment or intake through interest meetings that occur on a rolling basis. Parents should visit the Office of Fraternity and Sorority Life website to review the Parent’s Guide to Fraternity and Sorority Life manual.

New Student Programs
125 HUB-Robeson Center
814-865-4178
studentaffairs.psu.edu/newstudents

New Student Programs coordinates programs and services for students enrolling at University Park for the first time with a goal of easing students’ transitions to the University. This includes first-year students, transfer students, and change-of-campus students. New Student Programs coordinates Welcome Week, New Student Convocation, Summer Welcome, and Winter Welcome.

Student Activities
209 HUB-Robeson Center
814-865-4624
studentaffairs.psu.edu/hub/studentactivities

Student Activities is committed to the co-curricular learning, development, and engagement of students by providing involvement opportunities and resources, advising individual students and student organizations, promoting active and responsible citizenship, and developing collaborative community partnerships. Students can enhance their leadership skills; participate in a service program; attend a Student Programming Association (SPA) concert, lecture, LateNight, or other event; take a class through the Center for Arts & Crafts; join a student organization by attending the Involvement Fairs or going to www.clbs.psu.edu; or participate in one of the several student organizations advised by the office such as Homecoming, Students Engaging Students, SPA, Fresh START, the Martin Luther King Commemoration Committee, and others.

THON
HUB-Robeson Center

The Panhellenic Council conducts the Thon to raise money for the Children’s Oncology Group. Support for the Thon comes from a diverse group of students, including those in student organizations advised by the office such as Homecoming, Students Engaging Students, SPA, Fresh START, the Martin Luther King Commemoration Committee, and others.

Photo: Penn State LIVE
Student Rights and Responsibilities

Student Conduct
120 Boucke Building
814-863-0342
studentaffairs.psu.edu/conduct

The Office of Student Conduct is responsible for interpreting, enforcing and promoting the Code of Conduct. Student Conduct is dedicated to supporting students through a disciplinary process that is educational, equitable, expeditious, and just. Student Conduct not only meets with students accused of violating the Code of Conduct, but also works with victims to help them hold students accountable for their conduct. Recognizing the need to be proactive in educating students, it is recommended that incoming students visit our website and click on the “know the code” icon to learn more about what is expected of them as members of the Penn State Community. The Office of Student Conduct also provides a number of workshops during the course of the year on a variety of topics, including the Code of Conduct, decision making, and academic integrity.

Penn State, as an institution of learning and a community with a special purpose, accepts its obligation to provide an environment that protects the essential values of Penn State, which are:

• Personal and academic integrity,
• Respect for the dignity of all persons and a willingness to learn from the differences in people, ideas, and opinions,
• Respect for the rights, property, and safety of others, and
• Concern for others and their feelings and their need for conditions that support an environment where they can work, grow, and succeed at Penn State.

Student Conduct encourages the expression of diverse views and opinions, validates healthy life choices, and supports the concept of community respect. Through programs and services, students become responsible and contributing citizens within Penn State and the local communities.

In addition to the Code of Conduct and the University’s discipline process, students are also held accountable to local, state, and federal laws through traditional criminal procedures. Any off-campus student behavior that violates the Code of Conduct is subject to disciplinary action following standard University procedures.

Academic Integrity
One of the essential values at Penn State is Academic Integrity. Academic integrity is the pursuit of scholarly activity in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity at Penn State, and all members of the University community are expected to act in accordance with this principle. Academic dishonesty includes, but is not limited to, cheating, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examination materials, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students.

The University takes violations of Academic Integrity seriously. When an act of academic dishonesty is believed to have occurred, the process begins with a conversation between the faculty member and the accused student and follows the procedures outlined by the Faculty Senate.

-managing disciplinary proceedings, mentoring students, developing leadership skills, and fostering peer education.

The Code of Conduct fosters a University culture that is self-disciplined, where civility is embraced, and the norms and foundational beliefs validate the essential values of Penn State, which are:

• Personal and academic integrity,
• Respect for the dignity of all persons and a willingness to learn from the differences in people, ideas, and opinions,
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-Frequently Asked Questions

Housing and Residence Life
201 Johnston Commons
Housing: 814-863-5700
Assignment Office: 814-865-7501
www.hfs.psu.edu/housing
Residence Life: 814-863-1710
http://studentaffairs.psu.edu/reslife/

What does the Pennsylvania meningococcal law mean to me?
By law, all students who live on campus in Pennsylvania must comply with the College and University Student Vaccination Act. To comply with the Meningococcal Vaccination Certification, you must submit acknowledgement of this requirement online through University Health Services at www.studentaffairs.psu.edu/health/entrancerequirements after attending the First-Year Testing, Counseling and Advising Program (FTCAP) and activating your Penn State Access Account. If you do not complete the online acknowledgement prior to arrival, you will need to complete an acknowledgement form upon check-in. The acknowledgement only needs to be submitted once.

Are there job opportunities on campus?
More than 2,000 student workers on campus in a variety of positions. Students can work between ten and twenty hours a week with a flexible schedule that works around class schedules. Benefits include an attractive starting salary, merit increases, on-the-job training, and advancement opportunities. For information on housing and food service positions, call 814-865-6389.

Contact the Office of Student Aid for work study. (http://www.psu.edu/studentaid/aidprog/workstudy.shtml) and wage payroll job information. (http://www.psu.edu/studentaid/aidprog/wage.shtml)

Is there housing specifically for adults?
White Course Apartments provides a unique environment for full-time graduates – singles, couples, and families. A supportive staff and an excellent location to help make graduate life easier and more comfortable. Special activities and programs help residents get to know one another – and form friendships that will last a lifetime.

One-, two-, and three-bedroom apartments and townhouses make up family housing at White Course Apartments. Singles apartments feature 75 four-bedroom units with common areas for 300 residents.

Is housing available on campus for four years?
On-campus housing is not guaranteed after the first year. Students interested in living on campus must participate in the eLiving Housing Contract process by submitting a request for a Housing Contract during the established timeline. Randomly chosen students will receive an offer for a regular or supplemental Housing Contract. Sometimes, the demand for on-campus housing exceeds the amount of space available. In that case, not every student who submits a request will receive an offer; they will automatically be added to the Waitlist. For additional information about the process, visit www.eLiving.psu.edu. Some students choose to live off-campus beginning their second year.

Does the University insure student personal belongings?
The University does not carry insurance on student personal property. Before coming to campus, check to see if your family homeowner’s insurance policy covers you in residence halls. If you are not covered, please consider purchasing renter’s insurance.

What is Residential Computing Services (ResCom) and how does it help me?
ResCom (www.rescom.psu.edu) is the computer technical support service that Penn State Housing offers, free of charge, to students residing in the residence halls at University Park, excluding White Course apartments.

ResCom operates help desks located in the commons area. Help desks are open during evening hours 7 days per week, allowing students to make an appointment for in-room, one-on-one service as needed. Technicians are available to assist you with technical issues you may encounter using your computer or internet connection, including virus and spyware removal, software installation, and troubleshooting hardware issues. ResCom acts as the liaison between you and other departments to explain and resolve issues you may encounter from those departments.

Do I need a computer? If so, what kind should I bring?
Although Penn State does not require you to have a computer, it is highly recommended that you bring one to campus. The University provides computer labs with workstations using all three major operating systems, as well as many expensive and necessary programs you need access to while achieving your degree from the University. It is recommended that you check with your academic college for computer recommendations or specifications. Any computer with a built-in wired Ethernet networking connection will work in the residence halls. Wireless is not available in your room at University Park campus but is available elsewhere around campus.

Where can I find wireless access areas?
Several buildings on campus and all Housing Commons Buildings and special living option floors in residence halls offer wireless Internet connectivity. There is no wireless access in most student rooms. For more information on how to connect to the IFS provided wireless networks and a map of all their locations, visit www.ifs.psu.edu/wireless.

How do I get my computer connected to the Internet in my residence hall room?
Visit the ResCom website for detailed step-by-step instructions on how to connect to the residence hall network. Follow the “Getting Connected to the Internet.” To avoid delays in connecting, you must register your computer’s “wired only” Ethernet adapter address at least one business day before arrival on campus. A live Penn State Access Account User ID and password will be required to register (you will know your Access Account is active once you can login to the Web Access screen on the ResCom website).
Is there security in the residence halls?

There is security in the residence halls. The computerized card-access system that utilizes your ID+ card. Only residents of the building can gain access by swiping their cards through the card reader on each building. The system is operational twenty-four hours a day. Each week, install all critical updates from www.update.microsoft.com. Some require a reboot before installing more. Other updates may be optional.

How can I work out?

There are four fitness facilities that offer weight lifting and cardiovascular training: White Bldg. Fitness Center, IM Fitness Center, Rec Hall Fitness Center, and the Milton S. Eisenhower Fitness Loft. Each of these facilities are equipped with state-of-the-art equipment including: barbells, dumbbells, plate loaded machines, selectorized weight lifting equipment, stair climbers, rowing machines, and treadmills. Go to www athleticism.psu.edu/pssustrength/index_rec.asp for information on types of equipment, hours, and membership fees.

Where is the residence hall access, Campus Meal Plan and LionCash+ account access, and fitness membership access (if applicable)?

If the card is found prior to a replacement ID+ card being issued, it may be reactivated online within 7 days of being deactivated or at the ID+ Office. For ID+s not recovered, a new ID+ card may be obtained at the ID+ Office at the current replacement fee. The system is operational twenty-four hours a day. Each week, install all critical updates from www.update.microsoft.com. Some require a reboot before installing more. Other updates may be optional.

What should I do if I lose my ID+ card?

If your ID+ card has been lost or stolen, you should immediately deactivate it online at www.idonline.psu.edu, in person at your area Housing common desk, or at the ID+ Office. Reactivating the card will suspend residence hall access, Campus Meal Plan and LionCash+ account access, and fitness membership access (if applicable). If the card is found prior to a replacement ID+ card being issued, it may be reactivated online within 7 days of being deactivated or at the ID+ Office. For ID+s not recovered, a new ID+ card may be obtained at the ID+ Office at the current replacement fee. After hours, students may obtain a temporary replacement ID at their area Housing common desk for a nominal fee until they can visit the ID+ Office. New or replacement ID+s will be active immediately for residence hall access, Campus Meal Plan and LionCash+ account access, and fitness membership access.

Can I use my ID+ card to access my bank accounts?

Through an exclusive banking partnership with PNC Bank, you may link your PNC checking account to the ID+ card so that it can be used as an ATM card. With 12 ATMs and a Customer Service Center on campus, PNC makes banking easy for Penn State students. PNC’s Virtual Wallet® Student Banking eNewsletter makes it easy for you to manage your money. You will have free access to your account at more than 6,400 PNC Bank ATMs, online and text message banking, and account alerts that help you keep track of your checking balance. For more information, visit the Campus Service Center inside the ID+ Office, 103 HUB-Robeson, call 814-231-1615, or visit www.pnc.com/psu.

Are there resources available in the event of a financial emergency?

Yes. Contact the Office for Adult Learner Programs at http://studentaffairs.psu.edu/adults.
What is the PSU jargon?

**ANGEL** - This is the course management system (CMS) available for use by instructors, students, and staff. The help and Information Guide is the most current resource for help news, and information about ANGEL.

**ABHS** - Association of Residence Hall Students, the student representative body of all students living on-campus.

**BUC** - The Bryce Jordan Center. This entertainment facility hosts many concerts at discounted student rates and is also home to Penn State Men’s & Women’s Basketball.

**CATA** - Centre Area Transit Authority. This is the bus system that operates throughout State College and campus. CATA operates the campus links and loops.

**CCSG** - Council of Commonwealth Student Governments. This is the student body government of all students living at or coming from a Commonwealth Campus.

**East, West, Pollock, South, North, Eastview, Nittany and White Course** - Refers to the respective residential areas.

**elion** - This website is used to keep track of student academic records, manage transcripts, schedule classes, pay bills, review financial aid award, and other important student services.

**HUB** - Hetzel Union Building. A popular area for students to relax, the HUB features several eateries, Wi-Fi internet access, study areas, student activities, the Penn State Bookstore, galleries, and many student services.

**JoePA** - Short for Joseph Vincent Paterno the Hall of Fame legendary Coach of the Penn State Nittany Lion Football Team.

**Loop** - Refers to the CATA Bus routes that run in a consistent loop around campus and the downtown community. There are two loops, Blue and White and both are free of charge.

**Link** - Refers to the CATA Bus route that runs in a consistent link between west campus and east campus. There are two types of links, Red and Green. The Green Link travels to central campus while the Red Link runs to the far west side of campus. Both links are free of charge.

**Nat** - McCoy Natatorium. The McCoy Natatorium is located near the Bank of America Career Services Building and East Halls. “The Nat” features a fitness loft, a 6-lane 25-yard competition pool, a 6-lane 25-yard instructional pool, a diving well and an Olympic size outdoor pool.

**OCSU** - Off-Campus Student Union. This is the student representative body of all students who live off-campus.

**Rec Hall** - Recreation Hall. This newly renovated facility is the home of many athletic and sporting events on campus. This facility features weight training facilities, cardio machines, and personal trainers.

**PRCC aka Robeson Center** - Paul Robeson Cultural Center. The Robeson Center functions as a forum for the cultural enrichment, educational development, and social advancement of all students. The Robeson Center features an art gallery, cultural library, and organizes several events on campus to celebrate diversity.

**SPA** - Student Programming Association. SPA exists to serve the student body by providing diverse activities, programming assistance and resources, which enhance a student’s overall co-curricular experience.

**THON** - The largest student-run philanthropy in the world, the Penn State IFC/Panhellic Dance Marathon (THON) is a year-round fundraising event benefiting The Four Diamonds Fund, Conquering Childhood Cancer, at the Penn State Children’s Hospital in Hershey, PA. The year culminates in a 46-hour dance marathon held every February.

**UPUA** - University Park Undergraduate Association, the student body government for the University Park Campus.

**University Health Services**

**Student Health Center**

**Bigler Road**

**814-865-6556**

**http://studentaffairs.psu.edu/health**

**About University Health Services**

The staff of University Health Services (UHS) wants to help every student make the most of the Penn State experience. Staying healthy is an important part of a successful college education. UHS is here to provide resources and education that can help. If you do get sick, our experienced and caring professionals provide a wide range of high-quality health services. Good health will enhance your quality of life and academic success. College students face many societal and peer pressures. Choices surrounding some of these pressures have long-term consequences for their health. Alcohol, tobacco, and other drugs, HIV and other sexually transmitted infections, stress, and eating disorders are just a few of the topics addressed through programs at University Health Services. Please call UHS when you are sick or need health advice; University Health Services is a very valuable resource.

**UHS Phone Numbers (814 Area Code)**

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Ambulance</td>
<td>911</td>
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<tr>
<td>Advice Nurse</td>
<td>863-4463</td>
</tr>
<tr>
<td>Appointments</td>
<td>863-0774</td>
</tr>
<tr>
<td>UHS Director</td>
<td>865-6555</td>
</tr>
<tr>
<td>Financial Services</td>
<td>805-3465</td>
</tr>
<tr>
<td>Health Education</td>
<td>863-0461</td>
</tr>
<tr>
<td>Information Desk</td>
<td>865-6556</td>
</tr>
<tr>
<td>Laboratory</td>
<td>865-6212</td>
</tr>
<tr>
<td>Medical Records</td>
<td>865-1975</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>865-9321</td>
</tr>
<tr>
<td>Student Insurance</td>
<td>865-7467</td>
</tr>
<tr>
<td>X-Ray</td>
<td>865-6212</td>
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<tr>
<td>Counseling and Psychological Services (CAPS)</td>
<td>863-0395</td>
</tr>
</tbody>
</table>

**General questions can be e-mailed to uhsinfo@psu.edu**

**Access to Services**

You can access services—including appointment scheduling, billing and secure messaging with clinicians—through the UHS website.

**Accreditation**

University Health Services is accredited by the Accreditation Association for Ambulatory Health Care, Inc. (AAAHC). Please visit the AAAHC website at www.AAAHC.org for additional information on the accreditation process.

**Advice Nurse**

You can speak with an experienced telephone advice nurse twenty-four hours a day, seven days a week. You should call UHS during regular office hours for routine or minor health concerns; after-hours calls should be reserved for urgent medical problems. The advice nurse will help you determine whether emergency care is needed.

**Allergy Clinic**

Allergy injections are available by appointment through Clinical Services at University Health Services.
Family Health Line
UHS offers an electronic newsletter, the Family Health Line, to help parents and families stay informed. Subscribe online at studentaffairs.psu.edu/health/contact/healthline. Students, parents and families can also stay up-to-date with Facebook (Penn State University) and Twitter (HealthY Penn State).

Hours
The UHS clinic is open: Monday, Tuesday, Thursday, and Friday, 8:00 a.m. to 5:00 p.m. and Wednesday, 9:00 a.m. to 5:00 p.m. During fall and spring semesters, UHS is open most Saturdays 11:00 a.m. to 3:00 p.m. The telephone advice line is available 24/7 at (814) 863-4463; ambulance service is available by dialing 911.

Immunizations/Health History Records
New students will receive a letter with instructions on accessing a secure website near the start of their first semester. In addition to recording mandatory immunization and health history information, UHS also recommends that students receive two doses of the varicella (chicken pox) vaccine and a Tdap booster prior to arriving at Penn State. A flu shot is also recommended for students each fall.

Insurance
Health insurance is strongly recommended for all students. The Penn State Student Accident and Sickness Insurance Plan (http://studentaffairs.psu.edu/health/services/insurance/accidentSickness.shtml) is available to undergraduate and graduate students who have no health insurance coverage, who need supplemental insurance because their current plan does not provide adequate coverage while they are at Penn State, or who are international students and must comply with Penn State’s Mandatory Health Insurance Requirement.

University Health Services contracts only with the Penn State Student Health Insurance policies and some prescription plans. You should find out if your insurance company will reimburse for your care at UHS. If care at UHS is not covered, it is strongly recommended that you purchase student health insurance through Penn State. The Penn State Student Health Plan pays for most services at UHS. However, because UHS treats students from all over the United States and the world, UHS would need to have contracts with hundreds of insurance companies. The cost of dealing with so many insurance providers and processing thousands of claims every year would drive up the current discounted rate for all our services.

Nurturing Clinic
By appointment only. See http://studentaffairs.psu.edu/health/wellness/nurturingClinic.shtml

Pharmacy
The on-site pharmacy will fill written, original prescriptions from a UHS clinician or from your hometown clinician. You may either bring written prescriptions to the UHS pharmacy or ask the prescribing clinician to fax them to 814-863-5371. UHS does not accept prescriptions by phone from clinicians or pharmacies. Prescription services and over-the-counter medications and health products are available at the UHS pharmacy at a special rate to Penn State students. Once UHS receives a written prescription, you can refill prescriptions online or by calling our automated refill system. The UHS Pharmacy does accept some prescription cards. See our website for a list.

Public Drunkenness
It is illegal to appear in any public place manifestly under the influence of alcohol . . . to the degree that you may endanger yourself or other persons or property, or annoy others in your vicinity.

Alcohol Laws in Pennsylvania
This is a general summary of several alcohol laws in Pennsylvania. For more details about each law and for information about additional alcohol laws, visit www.lib.state.pa.us.

Underage Drinking
Underage drinking is illegal. It is also illegal for anyone under 21 years of age to attempt to purchase, consume, possess, or knowingly and intentionally transport any liquor, malt or brewed beverage. Penalties may include:

<table>
<thead>
<tr>
<th>Penalty*</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offense</th>
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<tbody>
<tr>
<td>Fine</td>
<td>$0–$500</td>
<td>$0–$500</td>
<td>$0–$500</td>
</tr>
<tr>
<td>License Suspension</td>
<td>90 days 1 year 2 years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jail</td>
<td>0–90 days</td>
<td>0–90 days</td>
<td>0–90 days</td>
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*Depending on your Blood Alcohol level you may be charged under additional subsections of the DUI statute.

Driving Under the Influence (DUI)
It is illegal for anyone under 21 to drive a vehicle with a blood alcohol content of .08% or higher. First-time offense individual, under certain circumstances, may qualify for an Accelerated Rehabilitative Disposition (ARD) program.

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<tr>
<td>Fine</td>
<td>$500–$5,000</td>
<td>$750–$5,000</td>
<td>$1,500–$10,000</td>
</tr>
<tr>
<td>Jail</td>
<td>48 hours</td>
<td>6 months</td>
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</tr>
<tr>
<td>License Suspension</td>
<td>1 year 1 year 1 year</td>
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<td></td>
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<tr>
<td>Other:</td>
<td>Alcohol</td>
<td></td>
<td>Court Reporting</td>
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<td></td>
<td>Highway</td>
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<td>Network File</td>
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State College, PA Ordinances
Open Container Ordinance
It is illegal to have an open container of alcohol in any public parking lot or public parking garage, public street, sidewalk, public alley, or public park in State College. Penalties may include a $50 fine plus court costs. Violations result in fines of $100 to $600 plus costs or 90 days in prison if fines and costs are not paid.

Penn State’s Alcohol Policy in the Residence Halls
Possession and use of alcoholic beverages is prohibited for individuals under 21 and their guests. If students under 21 are in possession, have consumed, or are in the presence of alcohol, the students will be referred to the Office of Residence Life or the Office of Student Conduct. Additionally, University Police may be involved and the student may be cited for underage possession and/or consumption of alcoholic beverages. All students involved with possible alcohol violations are required to meet with a University official. If a student is found to have violated the University Code of Conduct, educational or other sanctions may be imposed.

The Student Rights and Responsibility Section provides additional insight into the Code of Conduct.
Penn State University Police

Law Enforcement on Campus

University Police staff members are responsible for the protection of students, faculty, staff and guests of The Pennsylvania State University. The staff is also charged with the protection of life, property and maintenance of order on the University Park campus as well as the enforcement of all Pennsylvania laws and University regulations.

University Police officers have full law enforcement authority and criminal investigative responsibility for the campus. University Police Officers are commissioned under the Administrative Code of 1929 and the Municipal Police Officers Education and Training law (Act 120 of 1974) and have the authority to carry firearms and empowered to make arrests.

The department consists of 51 armed, sworn Police Service Officers and supervisory staff, nine Assistant Police Service Officers, six Police Dispatchers, and two Property Protection Guards. These employees provide protection and service twenty-four hours a day, 365 days a year. Mobile escorts may also be provided to augment the walking service, when appropriate. The Security Escort Service operates out of the Auxiliary Police, which is a uniformed student division within the University Police. Uniformed student employees who carry police radios, will walk Penn State students, employees, and visitors from one on-campus location to another, and to within reasonable walking distance off campus. Escorts are available from dusk to dawn 365 days a year. Mobile Escorts will be sent at the discretion of the Security Escort Dispatcher and are free of charge.

Reasons for sending a mobile escort may include, but are not limited to, personal safety concerns, and reasons specific to visitors. Escort services are limited to a one-mile radius of central campus.

PSUTXT

PSUTXT is an emergency notification text messaging service that allows Penn State to send messages to your cell phone in the event of a campus emergency, such as weather-related school closings, delays, and other news alerts. Your subscription is free for this service, but your phone plan may charge for receiving text messages. To register, go to live.psu.edu/psutxt and follow the instructions on the bottom of the page under the PSUTXT Messaging Alerts’ headline. To verify that you have subscribed, you will receive a text message at the cell phone number you provided. Then, follow the instructions you receive in order to validate your subscription. You can also subscribe to receive these messages via e-mail using the same website referenced above.

Emergency Planning and Procedures

The University has developed plans to address emergencies that could impact operations. These include plans for power outages, inclement weather, acts of terrorism or aggression, and infectious diseases through coordination with local agencies and organizations. As an ongoing process, these plans are updated to address necessary provisions for students, faculty and staff.

Behavioral Threat Management

In order to extend our efforts on emergency preparedness and prevention, Penn State University has established a Behavioral Threat Management Team. The objective of the Behavioral Threat Management Team (BTMT) is to put in place a structured process for evaluating potentially threatening situations that occur at the University. The team is comprised of multidisciplinary members from around the University community. If you would like further information about the BTMT please visit their website at BTMT.psu.edu.

Crime Statistics

Criminal statistics are reported to the Pennsylvania State Police for annual publication in Crime in Pennsylvania, the Uniform Crime Report of the Commonwealth. The statistics are also available in the U.S. Department of Justice Publication, Crime in the United States, which is available at all public libraries and most law enforcement agencies within the United States. Crime Statistics are also available by writing to University Police, The Pennsylvania State University, 30 Eisenhower Parking Deck, University Park, PA 16802-2116 or can be accessed on the internet at www.police.psu.edu.

The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to campus security authorities. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the subcategories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations. The number of offenses documented. The report complies with 20 U.S. Code Section 1092(f).

<table>
<thead>
<tr>
<th>Year</th>
<th>Murder/Manslaughter</th>
<th>Negligent Murder</th>
<th>Sex Offenses: Forcible</th>
<th>Sex Offenses: Nonforcible</th>
<th>Robbery</th>
<th>Aggravated Assault</th>
<th>Burglary</th>
<th>Motor Vehicle Theft</th>
<th>Arson</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>2008</td>
<td>0</td>
<td>0</td>
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<td>0</td>
<td>4</td>
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Crime Statistics 2008-2010

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<tr>
<th>CRIMINAL OFFENSES</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
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<td><strong>Property</strong></td>
<td><strong>Campus</strong></td>
<td><strong>Campus</strong></td>
<td><strong>Campus</strong></td>
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<td><strong>Residence Halls</strong></td>
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<tr>
<td><strong>Public</strong></td>
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<td>0</td>
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<tr>
<td><strong>Total</strong></td>
<td>0</td>
<td>0</td>
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</tbody>
</table>

*includes only those referrals issued by PSU Police for persons not arrested*
Student Employment

Are there job opportunities on campus?

More than 1,000 students work on campus with Food Services, Penn State Bakery, Bryce Jordan Center, Housing, Residence Life, and Hospitality Services. Students can work between ten and twenty hours a week with a flexible schedule that works around class schedules. Benefits include an attractive starting salary, merit increases, on-the-job training, and advancement opportunities.

Facility operating hours can be accessed by contacting 814-865-3488. Student work opportunities exist within the recreation programs. Work-study positions and wage payroll positions are available. Questions can be directed to the various buildings below, or on our website.

Intramural Sports

Room 2, IM Building
814-865-5401
www.athletics.psu.edu/recsports
Intramural Sports offers students twenty-five activities to participate in and enjoy. Activities include team sports, dual sports and individual sports. The cost is minimal and play occurs in Residence Hall, Fraternity, Women’s, Open and Co Rec Divisions. Winners are awarded a Champion T-shirt and a “Woodie” block.

Club Sports

143 White Building
814-867-2087
www.athletics.psu.edu/recreation
Club Sports provides students opportunities to continue to follow their passion of playing their favorite sport. Currently there are 78 clubs and student membership involves dues, sometimes “trying” out and providing your own equipment.

Adventures in Recreation

140 White Building
814-863-2895
adventurerec@athletics.psu.edu
Adventure Rec is an outdoor recreation program which promotes activities in the out of doors. Trips, workshops, mapping material and equipment are some of the things available in this program.

Intramural Sports

www.athletics.psu.edu/rec
Penn State University is a member of the Big Ten Conference. Twenty-nine varsity sports are offered in both men’s and women’s sports. The sports are governed by the NCAA. The teams are highly competitive both within the Big Ten and on the national level. Competition is both home and away and our sport venues are some of the best fields and arenas in the country. Numerous National Championships have been won by the Nittany Lions and students can count on seeing fast, exciting, quality games and the majority of games are free to students who show their valid PSU ID card. Encourage your students to become Nittany Lions today!

Intercollegiate Athletics

www.gopsports.com
Penn State Athletics is the official athletic site of the Big Ten Conference. Twenty-nine varsity sports are offered in both men’s and women’s sports. The sports are governed by the NCAA. The teams are highly competitive both within the Big Ten and on the national level. Competition is both home and away and our sport venues are some of the best fields and arenas in the country. Numerous National Championships have been won by the Nittany Lions and students can count on seeing fast, exciting, quality games and the majority of games are free to students who show their valid PSU ID card. Encourage your students to become Nittany Lions today!

Student Recreation

www.athletics.psu.edu/rec/
Recreational Sports provides Penn State students opportunities to participate in their favorite recreation activities while promoting healthy lifestyles and developing student leadership opportunities. Student Recreation is an important out-of-classroom experience which enables students to remain active, to pursue learning a new activity, playing on a team, winning a championship, having a job and enjoying campus life.

On campus there are three recreation buildings, two swimming pools, two golf courses, tennis courts, an ice arena and an off-campus outdoor area. Visit our website for information about these facilities.

There are four fitness areas on campus located in the IM Building, Rec Hall, McCoy Natatorium and White Building. To access these areas, a student must purchase a Fitness Pass at www.fitnessmembership.psu.edu. Passes may be purchased by the semester or for the academic year.

Transportation Services

University Parking Office
Eisenhower Parking Deck
814-865-1436
http://www.transportation.psu.edu/

There are many different ways you can get to and around the Penn State campus. You can bicycle, drive, take the Campus Shuttle, ride the CAT Bus. And where do you park your vehicles? There are so many options—and so many schedules, maps, and rules to understand.

Frequently Asked Questions

Where are the offices of the University Police Department located? University Police is located in the Eisenhower Parking Deck.

Should students call 911 or 3-1111 in an emergency? By calling 911 or 3-1111 students can summon police, fire and/or EMS assistance to the location.

What if students have a question about safety on campus? Can they call anyone? University Police is open twenty-four hours a day, 365 days a year. At all times, there is a supervisor on duty. University Police can be reached at 814-863-1111 (emergency) and 814-863-1864 (business).

What resources are available through University Police for victims of crime? University Police has a Victim Resource Officer who specializes in assisting victims of crime with finding the programs and services that are available here at Penn State. Contact the Victim Resource Officer, Detective Stephanie Brooks at 814-863-1907.

"A large component of being a Penn Stater is not only looking yourself accountable, but holding others around you accountable. Penn State’s Alma Mater states, ‘May no act of ours bring shame’. It’s a motto by which every student must abide. When students graduate from Penn State they go on to serve society in varying ways, but this principle lives on in the hearts of every Nittany Lion.”

- Carolyn Higgins, 2012

This publication is available in alternative media upon request. The Pennsylvania State University is committed to the policy that all persons shall have equal access to programs, facilities, admissions and employment without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. It is the policy of the University to maintain an academic and work environment free of discrimination, including harassment. The Pennsylvania State University prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against faculty, staff or students will result in consideration for The Pennsylvania State University Direct All Inquiries regarding the nondiscrimination policy to the Affirmative Action Director, The Pennsylvania State University, 118 Bailey Building, University Park, PA 16802-5901; Tel 814-865-4700/V, 814-863-1150/TTY.
University Resources

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<tr>
<th>Resources</th>
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<th>PHONE</th>
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<tr>
<td>Penn State Operator</td>
<td><a href="http://www.pennstateoperator.com">www.pennstateoperator.com</a></td>
<td>814-865-4700</td>
</tr>
<tr>
<td>Parents Program</td>
<td><a href="http://www.parents.psu.edu">www.parents.psu.edu</a></td>
<td>814-863-1313</td>
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<tr>
<td>Financial Information</td>
<td><a href="http://www.finance.psu.edu">www.finance.psu.edu</a></td>
<td>814-865-6528</td>
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<td>Student Aid</td>
<td>studentaid.psu.edu</td>
<td>814-865-6505</td>
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<td>Disability Services</td>
<td><a href="http://www.equity.psu.edu/ods">www.equity.psu.edu/ods</a></td>
<td>814-863-1807</td>
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<td>Division of Undergraduate Studies</td>
<td>dous.psu.edu</td>
<td>814-865-7576</td>
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<td>Global Programs</td>
<td><a href="http://www.global.psu.edu">www.global.psu.edu</a></td>
<td>814-865-7811</td>
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<td>Multicultural Resource Center</td>
<td><a href="http://www.equity.psu.edu/mrc">www.equity.psu.edu/mrc</a></td>
<td>814-865-3773</td>
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<tr>
<td>Penn State Learning</td>
<td><a href="http://www.pennstatelearning.psu.edu">www.pennstatelearning.psu.edu</a></td>
<td>814-865-1841</td>
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<tr>
<td>Registrar</td>
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<td>814-863-6537</td>
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<tr>
<td>Technology Services</td>
<td><a href="http://www.its.psu.edu/students">www.its.psu.edu/students</a></td>
<td>814-863-1035 or 814-863-2494</td>
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<td>University Libraries</td>
<td><a href="http://www.libs.psu.edu">www.libs.psu.edu</a></td>
<td>814-865-6368</td>
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<tr>
<td>Veterans Programs</td>
<td><a href="http://www.equity.psu.edu/veterans">www.equity.psu.edu/veterans</a></td>
<td>814-863-0465</td>
</tr>
</tbody>
</table>

Health & Safety

- 24 Hour Crisis: CAN HELP Line 800-643-5432 (24 hrs)
- Counseling & Psychological Services (CAPS) studentaffairs.psu.edu/counseling 814-863-0395
- Emergencies: Ambulance, Fire, and Police 911 or 3-1111
- Police Services (Non-Emergency) www.police.psu.edu 814-865-1864
- Security Escort Service www.police.psu.edu/escort 814-863-9255 (WALK)
- University Health Services studentaffairs.psu.edu/health 814-865-6516
- Student Conduct studentaffairs.psu.edu/conduct 814-863-0342
- Student Legal Services studentaffairs.psu.edu/legalservices 814-867-4388

Campus Life

- Adult Learner Programs studentaffairs.psu.edu/adults 814-863-7378
- Career Services studentaffairs.psu.edu/career 814-865-2377
- Center for Ethics & Religious Affairs studentaffairs.psu.edu/spiritual 814-865-6548
- Center for Women Students studentaffairs.psu.edu/womenscenter 814-863-2027
- Fraternity & Sorority Life studentaffairs.psu.edu/hub/greeks 814-863-8965
- Housing & Food Services www.lifes.psu.edu 814-863-5700
- LGBTQ Student Resource Center studentaffairs.psu.edu/lgbtq 814-863-1248
- New Student Programs studentaffairs.psu.edu/newstudents 814-865-4178
- Off-Campus Living studentaffairs.psu.edu/offcampus 814-865-2346
- Panhellenic Cultural Center studentaffairs.psu.edu/cultural 814-863-1779
- Residence Life studentaffairs.psu.edu/reslife 814-863-1710
- Student Activities studentaffairs.psu.edu/hub/studentactivities 814-863-4624
- Student Clubs and Organizations www.clubs.psu.edu 814-863-4624
- Student and Family Services studentaffairs.psu.edu/familieservices 814-863-6426 (Office) 814-865-2020 (Crisis Line)
- Student Conduct studentaffairs.psu.edu/conduct 814-863-0342
- Student Legal Services studentaffairs.psu.edu/legalservices 814-867-4388
- Union and Student Activities studentaffairs.psu.edu/hub 814-863-9755

Entertainment & Recreation

- Athletic Ticket Office www.gopsusports.com/tickets 814-863-1000 or Toll Free 800-648-8269
- Bryce Jordan Center www.bjc.psu.edu 814-863-5500
- Center for the Performing Arts www.cpa.psu.edu 814-863-0255 or Toll Free 800-278-7849
- Events Calendar www.events.psu.edu 814-863-0222
- Parents & Family Weekend www.parents.psu.edu 814-863-1313
- Student Fitness Pass www.fitnessmember.psu.edu 814-865-3488

Transportation & Lodging

- Parents Program www.parents.psu.edu/transportation/state 814-863-1313
- Parking Office www.transportation.psu.edu 814-865-1436
- Student Car Rental www.vacationrental.psu.edu 814-863-1400 or Toll Free 800-358-5466

Other Resources

- Computer Store www.computerstore.psu.edu 814-865-2100 or Toll Free 800-251-9281
- Hintz Family Alumni Center www.alumni.psu.edu 814-865-6516 or 800-548-5466
- IT Office www.it.psu.edu 814-863-5700
- Penn State Bookstore www.psu.bookstore.com 814-863-2005
- Penn State Parents Fund www.pennstateparentsfund.org 814-863-6600