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## 2022-2023 Penn State Berks Student Handbook

This handbook has been prepared by the Office of Campus Life to provide students with a reference to the information and regulations regarding student life at Penn State Berks. Policies and Rules 2022-2023 and The Pennsylvania State University Bulletin are two additional publications that detail academic policies and rules, students' rights and responsibilities, and academic programs. These publications have been designed for students to become acquainted with University-wide, information as well as the local campus traditions, rules, and activities.

University Policies and Rules is accessible online at <https://police.psu.edu/policies-regulations>.

### Campus Services Directory

#### Building Codes

Beaver Community Center (BCC)

Franco Building (F)

Gaige Building (G)

Ivy House (IVY)

Janssen Conference Center (JCC)

Janssen Office Building (JOB)

Luerssen Building (L)

Peiffer House (PH)

Perkins Student Center (PSC)

Thun Library (T)

Tully's Courtyard (Dining) (PSC)

Williams Cottage (WC)

#### Academic Advising Center (161 F, 610-396-6280)

Academic Advising and Placement Testing

Division of Undergraduate Studies (DUS)

Provisional Students

#### Admissions & Financial Aid (14 PSC)

Admissions, 610-396-6060

Financial Aid, 610-396-6070

#### Athletics and Recreation (BCC Front desk, 610-396-6383)

**(Athletics, 114 BCC: 610-396-6150)**

Athletics (Varsity Sports), Club Sports, Intramurals, and Recreation

#### Bookstore (Wm. G. Hintz Building, 610-396-6100)

Books, Clothing, and Supplies

#### Bursar's Office (125 F, 610-396-6040)

Parking Ticket Payments and Appeals

Tuition Payments

#### Campus Life (19 PSC, 610-396-6076)

Arts & Lecture Series

Campus Activities  
Community Service  
Leadership Opportunities  
Orientation  
Parent Services  
Student Organizations  
Mentorship  
Student Conduct  
Title XI  
Off Campus Housing  
Commuter Services  
Veteran Affairs

**Career Resources and Assistance (10 PSC, 610-396-6019)**

Career Exploration and Planning  
Internship Opportunities  
Nittany Lion Career Network BerksWorks  
Placement  
Student and Alumni Career Services  
Workshops

**Continuing Education (WC, 610-396-6220)**

Adult Learner/Personal Enrichment Classes  
AutoCAD Training  
Computer Security Classes  
Degree Programs for Adult Learners  
Practical Nursing Program  
PE Reviews  
Professional Certificates  
Professional Development Classes for Educators  
Project Management Certificate Program  
SAT Preparation  
Summer Youth Camps  
Supply Chain Management

**Counseling Services (08 PSC, 610-396-6082)**

Confidential Advice  
Free Short-Term Counseling

**Development (6056) and Alumni Relations (JOB, 610-396-6057)**

Alumni Relations  
Donor Relations  
Fundraising

**Disability Services (153 F, 610-396-6410)**

Academic Support  
Adaptive Technology  
Disability Documentation for Academic Adjustments

**Financial Aid Office (14 PSC, 610-396-6070)**

Loans  
College Work-Study  
Emergency Loans  
Grants  
Scholarships

**Health Services (8 PSC, 610-396-6075)**

Campus Nurse Practitioner  
Physician Services  
Student Health Insurance  
Student Health Services  
Counseling Services

**Housing and Food Services (106 PSC)**

**(Housing: 610-396-6353, Food Services: 610-396-6354)**

ID Cards  
LionCash+ and Meal Plans  
Residence Hall Maintenance  
Student Room Assignments

**Information Technology (Thun Library, 610-396-6195, [Bk-helpdesk@psu.edu](mailto:Bk-helpdesk@psu.edu))**

Access Accounts  
Help Desk  
Classroom Technology Services  
Residence Hall Internet Connection  
Technology Workshops  
Wireless Internet Access

**Learning Center (159 F, 610-396-6288)**

Disability Services  
Free Tutoring  
Study Skills

**Maintenance and Operations (ph, 610-396-6260)**

Maintenance of Campus Buildings and Grounds

**Penn State Educational Partnership Program - PEPP (JCC 8, 610-396-6272)**

Off-campus wage/work-study/CI 295 credit/volunteer positions tutoring and mentoring Reading School District middle and high school students with college potential. Jobs open to all majors.

**Police Services (114 L, 610-396-6111, 24-hour pager: 610-856-4822)**

Auto Registration  
 Emergency Medical Services (9-1-1)  
 Lost and Found  
 Safety and Security  
 Student Auxiliary Services

**Registrar (125 F, 610-396-6085)**

Academic Regulations	Final Exam Schedule
Academic Renewal	Grades
Academic Verification	Leave of Absence
Adding or Dropping a Class	Re-enrollment
Auditing a Course	Registration
Change of Address	Reinstatement
Change of Campus Assignment	Satisfactory/Unsatisfactory Option
Change of Major/College	Student Records
Change of Name	Transcript Request Forms
Class Schedule	Withdrawal from the University
Credit by Examination	World Campus
Dean's List	

**Residence Life (102 IVY, 610-396-6290)**

Crisis Intervention  
 Emergency Resources  
 Programs and Activities  
 Residence Hall Council  
 Residence Hall Policies and Rules  
 Resident Student Issues/Information  
 Roommate Mediation  
 Sports Equipment, Games

**Student Affairs (6 PSC, 610-396-6065)**

Athletics	Residence Life
Campus Life	Sexual Harassment/Assault
Discipline/Student Conduct	Student Initiated Fee
General Student Issues	Student Government Association
Nondiscrimination Policy	Support Services
Policies and Procedures Related to: Student Facility Fee	University Policies and Regulations

**Support Services (6 PSC, 610-396-6072)**

ASPIRE

PASSS

LGBTQ+ Support

Multicultural/International Student Services

**Thun Library (T, 610-396-6339)**

Databases (subject specific)

Internet (wireless & mobility access)

IT Help Desk

Library Instruction

Personal Research Assistance

Print and Online Books and Journals

Study Rooms

**Strategic Communications (203 JOB, 610-396-6439)**

Advertising

Marketing

Media Relations

Photography

Public Information

Publications

University Editor

Web Content

**Writing Center (141 F, 610-396-6407)**

Writing Tutoring

## FALL 2022 TERM CALENDAR

REGISTRATION FOR NEW STUDENTS WHO HAVE NOT SCHEDULED CLASSES	AUG. 21
RE-ENROLLMENT PROCESS DEADLINE FOR STUDENTS BELOW 2.0 CUM	JULY 8 (5:00pm)
INTENT TO GRADUATE – ACTIVATION PERIOD	AUG. 15 - SEPT. 6
LEAVE OF ABSENCE DEADLINE	AUG. 19
CLASSES BEGIN	AUG. 22
REGULAR DROP DEADLINE	AUG. 27 (11:59 p.m. ET)
REGULAR ADD DEADLINE	AUG. 28 (11:59 p.m. ET)
LATE DROP BEGINS	AUG. 28
LABOR DAY—NO CLASSES	SEPT. 5
ADVISING MEETINGS – ALL STUDENTS—12:15 – 1:15 pm	OCT. 19
LATE DROP DEADLINE (except part-semester courses)	NOV. 11 (11:59p.m. ET)
THANKSGIVING HOLIDAY – NO CLASSES	NOV. 20-26
CLASSES END	DEC. 9
WITHDRAWAL DEADLINE	DEC. 9 (5:00 p.m. ET)
FINAL EXAM PERIOD	DEC. 12-16
COMMENCEMENT	DEC. 17

## SPRING 2023 TERM CALENDAR

REGISTRATION FOR NEW STUDENTS WHO HAVE NOT SCHEDULED CLASSES	JAN.8
RE-ENROLLMENT PROCESS DEADLINE FOR STUDENTS BELOW 2.0 CUM	NOV. 18 (5:00pm)
INTENT TO GRADUATE – ACTIVATION PERIOD	JAN. 2- JAN. 23
LEAVE OF ABSENCE DEADLINE	JAN. 6
CLASSES BEGIN	JAN. 9
REGULAR DROP DEADLINE	JAN. 14 (11:59 p.m.)
REGULAR ADD DEADLINE	JAN. 15 (11:59 p.m.)
LATE DROP BEGINS	JAN. 15
MARTIN LUTHER KING DAY – NO CLASSES	JAN. 16
ADVISING MEETINGS (12:15 p.m.)	MAR. 22
SPRING BREAK	MAR. 5-11
LATE DROP DEADLINE (except part-semester courses)	APRIL 7 (11:59 p.m. ET)
CLASSES END	APRIL 28
WITHDRAWAL DEADLINE	APRIL 28 (5:00p.m. ET)
FINAL EXAM PERIOD	MAY 1 - 5
COMMENCEMENT	MAY 6



\*\*This calendar is subject to change without notice. In preparing the calendar for an academic year, it is impossible to avoid conflict with some religious holidays. As conflicts arise, efforts are made to make special arrangements for affected students.

## **Campus Map**

<http://berks.psu.edu/Information/map.html>

## **Welcome to Penn State Berks Message from the Chancellor**

We Are ... very excited to welcome all incoming and returning students to Penn State Berks! This is the beginning – or continuation – of an exciting journey for you as you discover new interests and learn more about yourself as an independent young adult.



At Penn State Berks, you will enjoy all the resources of a major research university in a small college setting. You will have an opportunity to work with faculty members who truly care about your academic success. From conducting research, to participating in community service activities, to studying abroad, the sky's the limit at Penn State Berks.

Take the time to get to know the campus and all the services available to students. The Learning Center and Writing Centers are here to help you with any academic challenges you may face. The Thun Library and Information Commons provides a perfect environment for learning. The Career Center will help you to find internships. These are just a few examples of the resources at Penn State Berks.

If you find that you have concerns dealing with the adjustment to college or being on your own for the first time – or anything else – our dedicated Counseling Services Office is here to support you. You will soon find that the faculty and staff at Penn State Berks will become your second family.

I'm very pleased to say that Penn State Berks is a welcoming community for students of all cultures and backgrounds. The college embraces diversity and we are committed to fostering an inclusive campus that celebrates the unique strengths of all cultures. Students, faculty, and staff are hard at work on initiatives that embrace social justice and racial equity for all.

Finally, don't forget to learn about all the co-curricular experiences that can enrich your studies and help you to develop your leadership skills – all while making lifelong friends and memories along the way.

I look forward to meeting you in person this fall!

Best wishes,  
Dr. George Grant, Jr.  
Chancellor, Penn State Berks

## **Message from the Student Government Association**

Hello! We, the Student Government Association (SGA), would like to welcome you to the Penn State Berks community. Your first year as a “Penn Stater” is very important and exciting. You have chosen to take the first steps on an academic journey that is uniquely your own, and we applaud you for that. As you enter this next chapter of your life, think about the ways in which you want to grow and develop as an individual. This is a time to set new goals, try new things, make new connections, and through it all, keep pushing towards the future that you want to create for yourself. There may be times when you feel overwhelmed or lost, but here at Berks, we have an incredible support system of students, staff, and faculty invested in seeing you succeed. The Student Government Association is here to help guide you in your journey and eventually walk alongside you as distinguished Penn State alumni.

The Student Government Association is a student-run organization that conveys the needs and concerns of the student body to Penn State administrators, faculty, staff, and legislators across the Commonwealth of Pennsylvania. The purpose of the Student Government Association is to enrich the quality of life at Penn State Berks. We strive to do that through interactive discussion and spirited representation. It’s our mission to make sure your voices are heard. The Student Government Association’s general assembly meeting is open to all Penn State Berks students and occurs weekly on Wednesdays at 12:15 p.m. We encourage all of you to attend. These meetings are a great way to stay informed and voice your opinion about things that directly affect all of us as members of the Penn State Berks community.

There are an impressive number of opportunities available for you here at Penn State Berks. You have access to a wide variety of registered clubs and organizations, twelve varsity sports teams, highly qualified faculty, and exposure to over five hundred companies seeking out Penn State students at career fairs. We cannot stress enough the importance of being proactive as a first-year student and ensuring that you are on track to accomplish your goals in college and beyond. It’s important to have fun and enjoy your college journey and starting early is the best way to do that. Doing so can help eliminate a lot of stress and can show you a clear path forward. We will be here for you every step of the way as you seek to improve and expand your horizons.

As the semester unfolds, take note of those around you who have come from all corners of the globe to be a part of this community. We are all one Penn State family, and each member of our family makes us richer and stronger. The Student Government Association wishes you the best of luck as you take your first steps towards earning a college degree and making a difference in the world. If you need any assistance or have questions throughout the semester, do not hesitate to reach out to us. We are here to serve you.

Sincerely,

Nicolas Fay

Student Government Association President

## **Local Governance 2022-2023**

### **College Faculty Senate**

The College Faculty Senate serves as the sole legislative body representing Penn State Berks faculty as a whole with legislative jurisdiction on educational philosophy and policy, instructional programs, courses and programs of study, admissions and graduation requirements, scholarships, academic standards for intercollegiate athletics, and academic information systems. It also serves in an advisory and consultative role to the Chancellor of the college and to the University. The College Faculty Senate is composed of the faculty, which meets three times each semester and has six standing committees. There is both student and administrative representation on the senate and on most committees. Meetings of the senate and standing committees are open to all members of the college community.

### **Student Government Association**

The Student Government Association (SGA) represents the student body and is composed of elected officers and representatives from various interest groups of both first-year students and upperclassmen. Its main concerns are in the areas of academic affairs, student services, activities, and physical facilities as they relate to the enhancement of student life.

### **2022 - 2023 Student Government Association Berks SGA Executive Board**

Nicolas Fay, President  
[npf5141@psu.edu](mailto:npf5141@psu.edu)

Safitaj Sindhar, Vice President  
[safitaj@psu.edu](mailto:safitaj@psu.edu)

Bassel Saad, University Faculty Senator  
[bx5763@psu.edu](mailto:bx5763@psu.edu)

Thea Piskorski, Financial Manager  
[tap5640@psu.edu](mailto:tap5640@psu.edu)

### **History of Penn State Berks**

In 1855, the Pennsylvania legislature chartered a new institution known as the Farmers' High School. Four faculty members in Centre County taught the first class of sixty-nine students in February 1859. After passage of the Morrill Land-Grant Act, the state legislature designated the school as the land-grant college of the Commonwealth and renamed it the Agricultural College of Pennsylvania. In 1874, the college changed its name to The Pennsylvania State College and finally, in 1953, to The Pennsylvania State University.

Enrollment at the twenty-four Penn State locations has increased to more than 80,000 students. Graduate centers are located at Great Valley and Harrisburg. Other Penn State campuses, including the College of Medicine at Hershey and the Dickinson School of Law, play a vital role in the University's overall mission.

The University serves the state and nation in three principal ways: through instruction, research, and public service. Instructional services include day and evening offerings for both full- and part-time students.

Penn State Berks has expanded its offerings in fifty-two years from two daytime programs and a few evening courses to six two-year associate degree programs (Agricultural Business; Business Administration; Hotel, Restaurant, and Institutional Management; Information Sciences and Technology; Letters, Arts, and Sciences; and Occupational Therapy) and twenty bachelor's degree programs (Accounting; Applied Psychology; Biochemistry and Molecular Biology; Biology; Business; Childhood and Early Education; Communication Arts and Sciences; Criminal Justice; Electro-Mechanical Engineering Technology; Global Studies; Hospitality Management; Information Sciences and Technology; Kinesiology; Mechanical Engineering; Organizational Leadership; Professional Writing; Science; Rehab and Human Services; Security and Risk Analysis; and Theatre). In addition, the first two years of more than 160 baccalaureate degree programs offered at Penn State and a wide variety of Continuing Education classes are available.

The Wyomissing Trade School began in 1927 with sixteen young men in a small basement classroom of the Textile Machine Works. This small trade school, sponsored and managed by Textile Machine Works, was founded as a training center to provide the company with more highly skilled work force. In 1933, the school was granted a state charter and renamed the Wyomissing Polytechnic Institute (WPI). That same year, Penn State announced that it would give two years college credit to graduates of the WPI program. In 1958, high costs and rapid technological change caused the management of Textile Machine Works to close the WPI. The facilities were offered to Penn State for the establishment of a commonwealth campus. The University Board of Trustees accepted the offer. The new branch, known as the Berks Center, opened July 1, 1958, the fourteenth commonwealth campus in the University's growing system. Penn State University took over the stewardship of all WPI academic records and considers all WPI graduates to be Penn State alumni. The Gaige Technology and Business Innovation Building was added later and dedicated in 2011.

In 1972, the institution moved to a 106-acre site in Spring Township and was renamed Penn State Berks campus. Today the Berks campus covers 258 acres. The first structure completed was the Luerssen Building in 1972, followed by the Perkins Student Center in 1973, and the Thun Library in 1975. The Beaver Community Center, which houses the athletic department, opened in 1979, completely supported by private contributions. An additional twenty-four acres and an estate of six buildings were bequeathed to the campus in 1981 for development of the Janssen Conference Center, which opened in October 1985 to serve the campus and community. The campus expanded during 1987 through the acquisition of an additional 110 acres. In 1990, student housing and an addition to the Perkins Student Center were completed. Other additions to the campus are the Wm. G. Hintz Building (bookstore), Hintz Athletic Fields, the Franco Building, and a greenhouse.

Today, Penn State Berks has approximately 30 buildings, including the Boscov-Lakin Information Commons, a learning and technology center addition to the campus' Thun Library, which was completed in 2001. Facilities in the 16,000-square-foot addition include a multimedia studio, an electronic classroom, technology pods for electronic research and communication, a commuter

lounge, and an instructional design laboratory. Other facilities at Penn State Berks include classrooms, laboratories, a theatre, an art gallery, a computer center, and student activity areas.

In 2001, the campus also completed construction of a 6,000-square-foot addition to the Perkins Student Center. The addition houses a student health suite, a game room surrounded by student office space for clubs and organizations, and a large multipurpose room. That same year, construction of a four-story, 121,400-square-foot residence hall facility was completed, bringing the total number of residential students to 805.

In 2002, construction of a 10,000-square-foot addition to the Franco Building was completed, providing space for classrooms, offices, and academic support services.

The Gaige Technology & Business Innovation Building opened its doors in January 2012 and houses the Business, Information Sciences and Technology, and Engineering departments. The 60,000-square-foot academic building provides a state-of-the-art learning environment, new faculty offices, a cyber café and professional conference spaces.

Most recently, the Beaver Community Center became the Beaver Athletic and Wellness Center after the first phase of its renovation opened on October 4<sup>th</sup> of 2021. Building onto the existing structure, the project modernized and reorganized the interior spaces, and constructed an enclosed walkway connecting it to the Perkins Student Center.

Penn State Berks offers baccalaureate degrees, associate degrees, professional certificates, and an extensive Continuing Education program. More than 2,800 students are enrolled in undergraduate courses and an additional 3,000 students enroll each year in Continuing Education and noncredit courses.

### **Penn State Values**

**INTEGRITY:** We act with integrity and honesty in accordance with the highest academic, professional, and ethical standards.

**RESPECT:** We respect and honor the dignity of each person, embrace civil discourse, and foster a diverse and inclusive community.

**RESPONSIBILITY:** We act responsibly, and we are accountable for our decisions, actions, and their consequences.

**DISCOVERY:** We seek and create new knowledge and understanding, and foster creativity and innovation, for the benefit of our communities, society, and the environment.

**EXCELLENCE:** We strive for excellence in all our endeavors as individuals, an institution, and a leader in higher education.

**COMMUNITY:** We work together for the betterment of our University, the communities we serve, and the world.

## **Academic Services and Information**

Academic Affairs  
307 Gaige, 610-396-6120

The Office of Academic Affairs is responsible for the quality and integrity of all academic programs as well as the development of new academic programs. In addition, it assists students in all matters relating to their academic program and intellectual development. The office is committed to quality teaching and to developing an academic atmosphere that respects each student as a maturing adult ready to take responsibility for his or her own learning and to work effectively with peers and faculty.

In addition to building and maintaining strong academic programs at Penn State Berks, the Office of Academic Affairs is responsible for providing excellent supplementary support services. The staff members in all of our units are professionals dedicated to helping students succeed in their academic life at Penn State Berks.

The purpose of all academic programs and services of the University is to guide each undergraduate student toward achieving a well-balanced liberal and professional education. This objective is realized through individualized advising, formal classroom and laboratory learning experiences, as well as through informal experiences and associations afforded by the academic community. Whenever questions or problems arise, students are advised to call on the appropriate faculty or staff members for assistance. For more information, contact Dr. Todd A. Migliaccio, Associate Dean for Academic Affairs, 307 Gaige, 610-396-6120.

Resolution of Student Classroom Problems - Students having a complaint about an instructor are encouraged to discuss the problem first with the instructor. If this does not resolve the problem, contact the appropriate division head for your course of study. The division heads' contact information can be found on page 47.

Academic, University Scholastic and Service Awards - Specially funded awards are presented to students who demonstrate outstanding scholarship and/or performance in their discipline through generous contributions from Penn State faculty, staff, friends, and alumni. A Penn State Berks Academic Achievement Awards Ceremony and a University Scholastic Awards Ceremony take place toward the end of the spring semester. For more information regarding academic, university scholastic and service awards, please contact Dr. Todd A. Migliaccio, Associate Dean for Academic Affairs, 307 Gaige, 610-396-6120.

**Academic Advising Center**

Monday-Friday 8:00 – 5:00

Location: 160 Franco

Phone: 610-396-6280

Email: [bk-advising-center@lists.psu.edu](mailto:bk-advising-center@lists.psu.edu)

Website: <https://berks.psu.edu/academic-advising-center>

Our academic advisors can assist you with exploring degree programs and co-curricular opportunities, being successful in the classroom, course enrollment, understanding academic policies, completing processes within LionPATH and much more. We can work with you in person on campus or virtually through Zoom. You can schedule an appointment through [Starfish.psu.edu](http://Starfish.psu.edu) or give us a call at 610-396-6280. We also offer drop-in advising daily. If you have an advising-related question or concern, we are happy to help you!

For more information, contact Paula Plageman, Coordinator of Academic Advising, 160 Franco, 610-396-6282 or [pmp5@psu.edu](mailto:pmp5@psu.edu).

**Admissions**

14 Perkins Student Center, 610-396-6060

The Admissions Office offers counsel and support to persons of all ages who are applying to college for the first time or are planning to transfer to Penn State from another collegiate institution. Prospective students and their families can meet with Admissions Counselors, take tours of the campus, and get various Admissions brochures and materials here. The Admissions staff can also waive application fees for students who have not yet applied, can discuss academic opportunities offered at Berks and all of Penn State, and can discuss merit-based scholarship opportunities.

**Career Services**

10 Perkins Student Center, 610-396-6368

The Office of Career Services helps students prepare for and pursue career opportunities and internships. Counseling and testing services are provided to help students understand and select career paths. Information regarding internships, full-time and part-time employment may be found at the Career Services Web site at <http://berks.psu.edu/career-services>.

On campus work-study opportunities may be found in the Financial Aid Office (14 PSC). All career services follow the Penn State University Career Services guidelines.

Career Services also provides alumni career counseling. Alumni can contact Tish Jepsen (10 PSC, 610-396-6019, [paj7@psu.edu](mailto:paj7@psu.edu)).

Internship Services: Many curriculums at Penn State require internships. Internship information and required forms may be obtained from Tish Jepsen (10 PSC, 610-396-6019, [paj7@psu.edu](mailto:paj7@psu.edu)). Students can post their resumes and search for internships on the following website: Nittany Lion

Careers - <http://berks.psu.edu/nittany-lion-career-network>.

For more information, contact Tish Jepsen, Coordinator of Career Services, 10 Perkins Student Center, 610-396-6019, or [paj7@psu.edu](mailto:paj7@psu.edu).

### **Student Disability Resources**

Michelle Peasley, 169 Franco  
Student Disability Resources Coordinator  
Email: [MNS136@psu.edu](mailto:MNS136@psu.edu)  
Phone: [610-396-6410](tel:610-396-6410)

At Penn State, we are committed to providing a welcoming, encouraging, and empowering environment for students with disabilities to ensure equal access, full participation and reasonable accommodations for their academic pursuits.

### **ADA Housing**

For information regarding ADA Housing, please refer to the following website:  
<https://hfs.psu.edu/medical-accommodations>

### **Honors Program**

129 Franco, 610-396-6093

The Honors Program provides qualified students with enriched academic experiences through both honors courses and out-of-classroom experiences. Honors courses and credits fulfill degree requirements in general education and all majors. All honors courses are capped at 20 students.

For more information, contact Dr. Sandy Feinstein, Honors Program Coordinator, 129 Franco, 610-396-6093 or [sxf31@psu.edu](mailto:sxf31@psu.edu).

### **The Learning Center (Tutoring)**

159 Franco, [610-396-6288](tel:610-396-6288)

Free tutoring is available from professional and peer tutors, primarily in the areas of math and science. Peer tutors are available by appointment; faculty math tutors can assist during walk-in hours. Individual and personalized meetings are offered on topics such as time management, reading, note taking, testing, and stress management. Stop by and pick up information on all of the tutoring services or visit our website at <http://berks.psu.edu/learning-center>

For more information, contact Sonia Delaquito, Learning Center Director, at [610-396-6138](tel:610-396-6138) or email at [scd14@psu.edu](mailto:scd14@psu.edu).

### **The Writing Center (Tutoring)**

141 Franco, 610-396-6407



Free in-person and online tutoring is available from peer tutors. Tutors will work with writers on any type of writing at any stage of the writing process. The writing can be for academic purposes such as papers for class, professional situations such as resumes or cover letters, or personal writing such as creative writing or graduate school applications. Make an appointment at [berks.mywconline.com](http://berks.mywconline.com). For more information, contact Holly Ryan, Writing Center Director, at 610-396-6333 or [hlr14@psu.edu](mailto:hlr14@psu.edu).

### **Registrar**

125 Franco, 610-396-6085

Students can make changes in their schedules or inquire about academic records at the Registrar's Office. Initial scheduling of classes and changes are done on LionPATH. The office is open Monday through Friday, 8:00 AM to 5:00 PM.

**Academic Verifications:** An academic verification provides confirmation of enrollment status, dates of attendance, and degree(s) conferred. Verifications may be used to confirm enrollment to insurers and lenders and to confirm degree(s) to employers. Use LionPATH to obtain an academic verification. Penn State's academic verification services are available to all currently enrolled and former students and to parents of currently enrolled students. Penn State has authorized the National Student Clearinghouse to act as its agent for all verification requests from third parties. All insurers, lenders, employers, and others who need to verify enrollment and/or degrees of Penn State students must use the National Student Clearinghouse services.

**Change-of-Campus-Assignment** requests are initiated on LionPATH – Update Campus. Students are expected to complete two full years of academic work at their initial campus. Early change-of-assignments are only approved when students cannot make normal academic progress by remaining at their campus. A change of campus can be “temporary” for one semester or “permanent.” Before using Update Campus for a permanent change of campus, upper-level students must be in the major that they want to complete at the new campus. A change of campus is not needed to enroll in summer classes at other Penn State campuses.

**Units** are based upon a minimum of fifty minutes of class time per week, per unit and two hours of out-of-class student work per week for a 15-week semester. The typical three-unit class meets three times a week for fifty minutes, twice a week for seventy-five minutes, or once a week for 150 minutes. Students are classified as full-time when enrolled in at least 12 units per semester.

**Dean's List:** To be eligible for Dean's List, full-time students must complete 12 or more units per semester with at least a 3.50 semester grade point average. Part-time students must accrue 12 or more units in two or more consecutive semesters (summer sessions may be included) and achieve a combined grade-point average of at least a 3.50. (For part-time students, the Dean's List status is recorded for the semester during which all the criteria are met and once noted, the calculation for future Dean's List recognition begins anew.)

**Academic Requirement Report** indicates classes and grades along with degree requirements for majors and minors are available through LionPATH – Student Center – Other Academic. Students who are in a major use Academic Requirements to obtain a Academic Requirement Report. Students who are in a pre-major status or who want to explore a different major use What If Report to obtain a Academic Requirement Report.

**Drop/Add or Change of Schedule:** Students should use LionPATH when dropping or adding a class. Students should discuss the change with an academic adviser. No fee is charged for dropping or adding courses during the regular drop period. Thereafter, a \$6 drop/add fee per course will be charged unless a section change is the only transaction. NOTE: All section changes must be filed on the Drop/Add form. Check with the staff or consult the Policies and Rules for Students about drop procedures and deadlines. There is no limit to the number of classes that may be dropped during the regular drop period at the beginning of the semester. Classes dropped during this period will not appear on a transcript. The late-drop period ends on the last day on the twelfth week of instruction for full semester courses. For classes that have a different start or end date than the regular semester, please review the drop/add dates in your Lionpath account. There is no limit to the number of classes that can be late dropped however, any late dropped course(s) could affect student aid, be sure to check with student aid before dropping a course. A notation of LD appears on the transcript for classes that are dropped late. Students who wish to drop all their classes must withdraw from the University. You may late add classes up until 80% of the class is over. After that time a faculty Senate petition will be needed to late add a course (this date is usually the same date as the late drop deadline).

**LionPATH and Starfish** are systems to supplement student-adviser relationships and engage students in interactive inquiry for informed educational planning. These systems enable students to directly view their student records on the Internet. These records include current and future class schedules, grades by semester, unofficial transcript, grade computations, placement actions, status of loan checks, and financial aid information. Students may use LionPATH to drop courses. Students must know their digital account and password to use LionPATH. LionPATH is on the Web at [LionPATH.psu.edu](http://LionPATH.psu.edu). For access problems call 814-865-4772.

**Entrance to Major** is for students to apply for formal entrance to their academic major. Students must do this using LionPATH – Update Academics. For many majors, students can enter the major after completing 29.1 credits and/or completing their entrance to major requirements. Other majors have limitations and credit windows in order to declare the major. See your adviser for information.

**Grades** can be accessed by students by using LionPATH as soon as they are submitted by the faculty.

**Leave of Absence** must be filed with the Registrar's Office online forms at:

<https://registrar.psu.edu/student-forms/leave-absence/>

Should a student want to suspend studies for one or more **future** semesters, the leave request form must be submitted by the last working day prior to the first day of classes for the semester the leave will begin. The student will return at the start of the semester specified on the form. If the student wants to cancel the leave of absence, application for re-enrollment must be made. A leave of absence is not required for summer session.

**University Bulletin** is Penn State's resource for academic Information and requirements. It is available at the following link: <https://bulletins.psu.edu>

**Minors** Penn State students may complete the requirements for a minor at any campus that offers the specified courses for the minor. Minors and their requirements are listed at [https://bulletins.psu.edu/programs/#filter=filter\\_24](https://bulletins.psu.edu/programs/#filter=filter_24). Minors consist of usually 18 Units but courses for the minor can overlap with other degree requirements, however 6 credits must not overlap with other degree requirements. Students must use LionPATH – Update Academics to

declare a minor but minors cannot be declared prior to the 3<sup>rd</sup> semester standing. To graduate with a minor, students must be accepted into the minor before the late drop deadline of the graduation semester. Minors must be completed by the time of graduation. Change of assignments will not be approved for the sole purpose of completing courses for a minor.

**Non-degree Status** allows a student to register for credit courses without filing a formal application for admission to Penn State. To enroll as a non-degree student, complete a non-degree enrollment form and then follow the standard registration procedures and pay tuition for those courses. Later, up to 30 units and grades earned may be applied to a degree if they fit into the selected program. Class selection should be discussed with an adviser before registering.

**Partnership with Area Colleges** is available to full-time Penn State Berks students. Full-time students may enroll in one additional course each Fall or Spring semester at Albright College, Alvernia University, Kutztown University, or Reading Area Community College without additional tuition charges while enrolled full-time at Penn State. The following guidelines apply:

1. Penn State students must be enrolled for twelve or more Penn State units during the entire semester in which they are enrolling in a course at another institution. The arrangement only applies to fall and spring semesters.
2. No tuition will be exchanged, but there might be technology or lab fees still associated with the registration.
3. Students can register for one course on a space-available basis. The special cross-registration form must be completed at the registration counter (125 Franco) and signed by the adviser.
4. Students provide their own transportation.
5. Penn State students enrolled at the partner institution will receive library privileges.
6. After the course is completed, students must request that an official transcript be sent to

**Penn State Admissions Office**

**Attention: James McCarty**

**Email:** [jcm5391@psu.edu](mailto:jcm5391@psu.edu) (Most Ideal Option)

**Virtually:** Parchment, e-Scrip, National Transcript Clearinghouse

**Fax:** 610-396-6077

**Mail:**

**Penn State University Park**

Undergraduate Admissions Office

201 Shields Building

University Park, PA 16802-1294

**Penn State Berks**

Penn State Berks Admissions Office

Perkins Student Center Rm. 14

P.O. Box 7009

Reading, PA 19610-6009

**Student Records** are confidential. Please refer to Policies and Rules for Students online for the complete text of the University's policy.

**Transcripts can be ordered via** <https://www.registrar.psu.edu/transcripts/official-transcripts.cfm> and follow the instructions. Official transcripts can only be obtained by using this website or if you are a current student ordering them through you Lionpath account. The transcript is the University's official statement of a student's academic record and is printed on security-sensitive paper and contains the signature of the University Registrar. Official transcripts

list all courses completed, all grades earned, and the semester in which they were received. Notations for distinctions, minors, options, and degrees received are also indicated on transcripts. A \$15.00 fee is charged for paper transcripts and a \$5.00 fee is charged for electronic transcripts. For additional information, contact the University Park Campus Registrar's office at 814-865-6357.

**Withdrawal** from the University must be processed with the online form available at <https://www.registrar.psu.edu/student-forms/withdrawal> by the last day of classes for the semester no later than 5:00pm. Withdrawal refers to ending one's status as a student at Penn State. A student who officially withdraws will receive W's, which do not count against the cumulative grade-point average. Failure to complete classes and process a withdrawal will result in recorded Fs for all courses and may cause difficulty in returning to Penn State or transferring to another institution. Re-enrollment is required to register as a degree student in a future semester. It is in the student's best interest to discuss his or her options with an adviser before deciding to withdraw. The last day of class for the semester is the deadline for withdrawal. Withdrawing from a semester can affect any financial aid eligibility for the future if you plan to re-enroll. A student should talk with the financial aid counselor (6 PSC) if he or she is receiving financial aid.

### **Continuing Education**

Williams Cottage, [610-396-6220](tel:610-396-6220)

The Continuing Education Department (CE) provides a wide range of support and activities for **Adult Learners** interested in credit and noncredit programs. Specific emphasis is placed on **degree programs and certificates** that allow students the opportunity to complete or accelerate a degree or master a new skill.

These include:

**Adult Student Engagement Coordinator** – Provides support and access to resources for adult learners. Contact Kathy Cavanaugh at 610-396-6220 or [BK-AdultStudent@psu.edu](mailto:BK-AdultStudent@psu.edu).

**Accelerated BS in Organizational Leadership**- Provides the skills necessary to analyze data for decision making, communicate ideas, understand group dynamics, motivate and lead employees, and manage projects in an accelerated hybrid 60+ credit degree completion program.

<http://berks.psu.edu/organizationalleadership>

**Accelerated Foundations of Employment Relations and Leadership Certificate**- This 12-credit certificate will provide students with a solid foundation in leadership concepts and employment relations that will enhance leadership and managerial skills. The courses can be applied to the bachelor's degree in Organizational Leadership.

<https://berks.psu.edu/foundations-employment-relations-leadership-certificate>

**Accelerated ERP with SAP® Certificate**- Employers are looking for candidates experienced in using SAP® software to better manage business operations. This 9-credit certificate can provide valuable hands on experience for students, especially those in Business, Accounting or IST.

<http://berks.psu.edu/erp-sap-certificate>

**MBA-Penn State Great Valley offers its AACSB-accredited Master of Business Administration (MBA) program at the Berks campus.** Courses are offered in a blended format, with classes meeting one night a week from 6:00 to 9:00 p.m., either face-to-face or via live video conference. Additional course work is online. This blended model gives professionals flexibility and convenience. <http://berks.psu.edu/mba-program-penn-state-berks>

The Continuing Education department also provides a wide variety of professional development training and noncredit certificate programs including: **18-month Practical Nurse Program, Human Resource Management (SHRM), AutoCAD, SolidWorks, Cybersecurity, Project Management Certificate, Construction Management Certificate, PMP® Exam Preparation and Certified Professional in Supply Management® (CPSM®) Preparation.**

<http://berks.psu.edu/practical-nurse-program>

<http://berks.psu.edu/non-credit-programs>

<http://berks.psu.edu/certificate-programs-adult-learners>

### **Berks LaunchBox**

610-396-6400

The Berks LaunchBox assists early-stage entrepreneurs and startup companies with accessing the tools and resources they need to launch and scale in this region. We specialize in supporting technology-based, medical innovation, and social enterprise startups. The Berks LaunchBox, located in GoggleWorks Center for the Arts in Reading, PA, offers accelerator programs, entrepreneurship workshops, coworking space for startups, a makerspace with equipment for prototyping, and Meetups focused on business development. All events are open to students and community members.

### **Information Technology**

Help Desk, Thun Library, 610-396-6195

[BK-HelpDesk@psu.edu](mailto:BK-HelpDesk@psu.edu), [connecttotech.psu.edu](http://connecttotech.psu.edu)

**IT Help Desk** — The IT Help Desk in the Thun Library is student-run and provides IT support for students. Student IT workers assist fellow students in establishing WiFi connections and connecting to remote printing. They also provide residence hall connectivity help. You can contact the IT Help Desk by stopping by in person, by calling [610-396-6195](tel:610-396-6195) or e-mailing [bk-helpdesk@psu.edu](mailto:bk-helpdesk@psu.edu).

**Account** — A PSU-Account is an assigned user ID and password provided by the University to every student. This account enables students to access their PSU e-mail, LionPath, Canvas, as well as Internet services on student accessible campus computers. To change password and set two-factor authentication, visit [accounts.psu.edu](http://accounts.psu.edu). For additional help, contact the IT Service Desk at University Park, [814-865-4357](tel:814-865-4357).

**Wireless Internet Access** — Campus WiFi is available to students who bring their own laptops, tablets, and phones. Instructions and software to connect to this network are available at [wireless.psu.edu](http://wireless.psu.edu). Students can connect to this service in every building and outside in the Perkins Plaza and the turf field. For assistance please contact the IT Help Desk. Roomgear is the wireless network used in the residence halls for game consoles, TVs, streaming devices, etc.

**Software for your computer** — You can acquire software at a discount or for no cost by visiting [software.psu.edu](https://software.psu.edu). The Microsoft Office365 suite (O365) is free for students. It is available online at [office365.psu.edu](https://office365.psu.edu). There you will also find a link to download the O365 suite. The G-suite is available at [gsuite.psu.edu](https://gsuite.psu.edu)

**Remote Tools** — Connect to computer labs remotely at [weblabs.psu.edu](https://weblabs.psu.edu). Use some of the most popular specialty software through [webapps.psu.edu](https://webapps.psu.edu). Access the on-campus X drive at [webfiles.psu.edu](https://webfiles.psu.edu).

**Cloud Storage** — Access to cloud storage, OneDrive at [office365.psu.edu](https://office365.psu.edu) or Google Drive at [gsuite.psu.edu](https://gsuite.psu.edu).

**PSU Mobile App** — Get all the PSU services in one app for smart phones, [mobile.psu.edu](https://mobile.psu.edu).

**Computers Around Campus** — Each building has student accessible computers. All the computers and the software installed on them are listed at [berkstech.psu.edu](https://berkstech.psu.edu). For late night and weekend access, visit the Thun Library. Library hours are posted at [libraries.psu.edu/berks](https://libraries.psu.edu/berks).

**Technology Training** — Visit [linkedinlearning.psu.edu](https://linkedinlearning.psu.edu) to access thousands of high-quality tutorials that include software, coding, business, and communication tips.

**Classroom Technology Services** — All classrooms have either a podium or instructor's table equipped with a computer connected to a projector. Other equipment is available for loan and may be requested by email to [BK-AV@psu.edu](mailto:BK-AV@psu.edu).

**Learning Management System** — [Canvas.psu.edu](https://Canvas.psu.edu) is used by your professors to post lessons and quizzes and collect assignments.

**Student Information System** — [LionPATH.psu.edu](https://LionPATH.psu.edu) is the place to go for transcripts, financial aid information, tuition bills, and to schedule classes.

**Student Email** — O365's Outlook is used for email. Access it at [Office365.psu.edu](https://Office365.psu.edu)

Visit us at [BerksTech.psu.edu](https://BerksTech.psu.edu). Email us at [BK-ITRequest@psu.edu](mailto:BK-ITRequest@psu.edu). For urgent matters, call us at 610-396-6464.

## Library Services

Thun Library, 610-396-6339

Website, <https://libraries.psu.edu/berks>

The Boscov-Lakin Information Commons at the Thun Library provides a welcoming, comfortable, technology-enriched environment that supports the needs of undergraduate students, faculty, and staff. Features of this state-of-the-art facility include two technology-rich classrooms; a Media Commons suite consisting of a 1-button studio, recording booth, and three video editing rooms; conference room; the Cohen Lounge; a Collaboration Commons; technology pods; a reading lounge; and a Wyomissing Polytechnic Institute exhibit. It also has a Special Collections Room, 10 small

study rooms, and eight group study rooms. Video conferencing, wireless technology, SmartBoards, and wifi are also available in this facility that provides seating for more than 500 people and includes more than 100 computers for its users. The library collection includes approximately 65,000 volumes, print newspapers and journals, a children's book collection, an ethics collection, a career collection, and a media collection of videos, DVDs, and CDs. There are also bestseller book and popular DVD collections. Access to databases in most subject fields and an extensive collection of full-text online journals is also provided.

### **Penn State Educational Partnership Program (PEPP)**

**JCC 8 & [9.610-396-6272](tel:9.610-396-6272)**

PEPP offers Penn State Berks students, from all majors, the opportunity to work with high school students in an after-school program in the Reading School District. Penn State students can work two to four hours each week during program hours depending on their schedules. PEPP begins approximately a month into each semester and finishes before finals week. PEPP facilitates the development of academic and organizational skills of a select group of Reading High School students through structured tutoring to enhance study skills and student self-esteem. A major goal of PEPP is to encourage post-secondary education upon graduation from high school. Students who successfully complete the PEPP Program and have been enrolled in the program for at least two years may qualify for additional PEPP resources when enrolled in a post-secondary institution. Partnership efforts are designed to facilitate academic achievement, successful high school graduation, and participation in postsecondary education. For more information, stop by the PEPP Office in JCC 8 or 9, or contact Guadalupe Kasper or Maureen Carr at [mhc12@psu.edu](mailto:mhc12@psu.edu).

### **Financial Services Information**

#### **Bursar's Office**

125 Franco, 610-396-6040

Payment of Tuition and Fees—Tuition, parking fees, and other campus charges must be paid by the stated deadline or additional charges will be imposed. Students with unpaid fees will not be permitted to register for classes until payment is made. Questions about tuition and fees should be addressed to the Bursar's Office at 125 Franco Building.

The tuition bills will be paperless. You will be sent an e-mail message to your official University e-mail account announcing that the Student Account Statement is available. Statements will then be available to view and pay via LionPath. Payments not paid by the due date will be assessed a 1.5% late fee on the unpaid statement balance.

Tuition payments may be made at the Bursar's office (125 Franco) or on LionPath.

<b>Due Dates</b>	<b>Fall Semester</b>	<b>Spring Semester</b>
<b>1st Payment</b>	<b>August</b>	<b>January</b>
<b>2nd Payment*</b>	<b>September</b>	<b>February</b>
<b>3rd Payment*</b>	<b>October</b>	<b>March</b>

**4th Payment\*****November****April**

For more information on payment options, including the installment plan, please visit:  
[www.bursar.psu.edu/payment-options](http://www.bursar.psu.edu/payment-options)

Late Fees—Late fees will be assessed if payments are not made by the due dates. Questions concerning tuition bills can be directed to the Bursar’s Office at 610-396-6040.

Refunds—For the quickest delivery of a refund, students are encouraged to have their refund electronically deposited into a bank account. For more information please visit:  
[www.bursar.psu.edu/refund-policy#eRefund](http://www.bursar.psu.edu/refund-policy#eRefund).

Also please remember that if you would like the Bursar’s office to speak to parent/guardian regarding your statement or student account you will need to give that person(s) “Authorized Payer” access (find more information at [www.bursar.psu.edu/pay-bill](http://www.bursar.psu.edu/pay-bill)). In some cases, the parent/guardian may also need to have “delegated access” as well. (Find more information on this at [www.lionpathsupport.psu.edu/?s=delegated+access](http://www.lionpathsupport.psu.edu/?s=delegated+access) )

\*Installment plan payment due dates

**Financial Aid**

**14 Perkins Student Center, 610-396-6070, [BerksFinAid@psu.edu](mailto:BerksFinAid@psu.edu)**

Financial aid is available to eligible students through grants, loans, and work-study programs made available by federal and state funds and by gifts to the University for this purpose. Scholarships are granted primarily to students with outstanding achievement records and most require documented financial need. Students encountering financial problems related to college expenses are encouraged to speak with the Financial Aid Office.

**Student Aid Summary: Types of Aid and How to Apply**

All students applying for student aid must complete the Free Application for Federal Student Aid (FAFSA). This includes all federal grant, loan, and work study programs as well as Pennsylvania State Grant funds (available to Pennsylvania residents only). Most University scholarship consideration also requires completion of the FAFSA. Some private lenders may also ask that you submit the FAFSA.

**Deadlines**

For maximum financial aid consideration, the priority date for filing your FAFSA is December 1 for first-year students and April 1 for returning students. The FAFSA must be completed annually using income tax information from the designated tax year. For the 2022-2023 academic year, you will need your 2020 Federal Income Tax return. For the 2023-2024 academic year, you will need your 2021 Federal Income Tax return.

**Loans**

In addition to the Federal Direct Loan(s) (student is the borrower), additional loan options include the Parent PLUS Loan (Parent Loan for Undergraduate Students, where parent is the borrower) and a variety of private/alternative loan options. Specific information and a list of lenders can be found on the Office of Student Aid website - <https://studentaid.psu.edu/types-of-aid/loans/private-alternative/apply>.



### **Federal Work Study**

The Federal Work-Study Program provides financial support through employment for students with a documented need. The jobs are usually on campus as lab assistants, library aides, tutors, activity workers, etc. To be considered for work-study you must complete the FAFSA. Due to limited funding, not all students who are eligible will receive this award. If you are awarded work-study, it will appear on your award summary under your LionPATH. If you are not granted Federal Work-Study, there are still opportunities for jobs on campus.

### **Campus Scholarships**

Scholarships funded by Penn State come from many sources: the Undergraduate Admissions Office, the Office of Student Aid (OSA), the college the student's major falls under, and from the campus. Scholarships offered through the Office of Student Aid are based on academic merit, and must have a demonstrated financial need component; generally no additional application is required. Awards made by the student's department or college have varying criteria and may require a separate scholarship application. Information about scholarship offerings can be found here: <https://studentaid.psu.edu/types-of-aid/scholarships>. Returning students are encouraged to complete the Berks Campus Scholarship Application which is available online March 1 (email reminder with link will be sent to student's PSU email) and due by midnight May 1 for consideration of all campus based scholarships.

### **IMPORTANT NOTICE:**

The Office of Student Aid is required by federal regulation to monitor student progress toward completion of degree and certificate programs at the undergraduate, graduate, and professional degree levels. The academic progress standard has three types of monitoring for students to remain eligible for federal student aid: 1) Minimum cumulative Grade Point Average; 2) Time to degree limits; and 3) Pace (completion rate of attempted courses). This is different from University criteria determining satisfactory scholarship necessary to maintain degree-seeking status. Federal academic progress affects eligibility for Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work Study, Federal Stafford Loans (subsidized and unsubsidized), Federal Parent Loan for Undergraduate Students (PLUS), some alternative loans, some outside (private) scholarships and University aid programs. Eligibility for state grants (including Pennsylvania State Grants, PHEAA) are subject to different academic progress measures. The specific measurements for academic progress are detailed on the Office of Student Aid website, <https://studentaid.psu.edu/eligibility/satisfactory-academic-progress>.

### **Delegated Access**

As of September 14, 2020, any individual who contacts the Office of Student Aid on your behalf will need to have Delegated Access. This includes any parent, stepparent, or legal guardian who may contact our office, regardless of whether their information was provided on your FAFSA. Delegated Access is different than Authorized Payer Access to your billing information. Be sure to grant Delegated Access to parents and guardians so that those individuals can have access to the following: class schedule, enrollment verification, financial aid, grades, holds, to do list. If you are unsure of how to grant Delegated Access, you can view a step-by-step tutorial on [https://tutorials.lionpath.psu.edu/public/S\\_SetDelegatedAccess/](https://tutorials.lionpath.psu.edu/public/S_SetDelegatedAccess/). If someone without Delegated access contacts our office on your behalf after September 14, 2020, we will not be able to discuss details of your account with that individual. Please reach out to the Office of Student Aid if you have any questions. You can also view the information here: <https://studentaid.psu.edu/aid-notification/next-steps/next-steps-for-first-time-students> and go to check mark number 3. That check list gives you a lot of good information to go over for first year students as well.

## **Student Services Information**

### **Student Affairs**

6 Perkins Student Center, 610-396-6065

The Office of Student Affairs provides a variety of developmental services, programs, and activities to students that augment their academic experience and enhance the quality of their lives while enrolled at Penn State Berks. The Office of Student Affairs is committed to excellence and an integration of curricular, co-curricular, and extra-curricular activities. As a Division, we establish inclusive partnerships, programs, facilities and services, build leadership, enrich academic and career goals, and enhance the quality of life for all students.

The Division of Student Affairs is the primary student services provider for Penn State Berks varied student population. Student Affairs represents student support services, diversity and international programs, athletics, club sports, campus housing, campus life, student activities, off-campus housing, veteran support services, clubs and organizations, mentoring, health and counseling services, and other programs and activities designed to enable and enhance learning and personal development.

The Student Affairs Office characterizes its purpose by:

- Advocating on behalf of student needs and interests
- Acting as steward in meeting health, safety, and welfare needs of students
- Attracting and retaining students who are an appropriate match to the college's various academic programs and expectations
- Developing a campus environment in which all students can participate and become part of a community of learning
- Providing an educationally-centered residential experience for students
- Developing and encouraging student participation in volunteer service initiatives
- Orienting students to the collegiate environment by offering appropriate support services to help students with career choices, financial access to college, personal issues, and living in a diverse community of learners
- Developing and offering learning experiences for students that complement the academic program, including symposia; lectures; performing arts; life skill development; and recreational, athletic, social, and leadership development opportunities
- Supporting student organizations and their membership and leadership
- Systematically assessing the effectiveness of services and programs for students

Questions regarding college life at Penn State Berks may be directed to the Student Affairs Office Monday—Friday from 8:00 a.m.—5:00 p.m.

**The Student Initiated Fee (SIF)** was established to improve the co-curricular opportunities and activities for students, assist in providing specialized services and programs for diverse student populations on a student need basis, and to enrich the campus environment and encourage

involvement in campus activities. Any member of the college community may request SIF support. All requests are reviewed by a committee, the majority being students. All financial records, awards and minutes of the SIF Committee are available to any member of the student body. To request information or learn more about the SIF, please stop by the Office of Student Affairs (PSC 6), or the SGA Office (PSC 9D).

### **Athletics and Recreation**

Beaver Athletics and Wellness Center

The Beaver Athletics and Wellness Center is home to athletics (varsity sports), club sports, intramurals, and recreation.

**Athletics (Varsity Sports)**—Penn State Berks sponsors twelve varsity sport programs: Baseball, Men’s Basketball, Women’s Basketball, Men’s Cross Country, Women’s Cross Country, Men’s Golf, Men’s Soccer, Women’s Soccer, Softball, Men’s Tennis, Women’s Tennis, and Women’s Volleyball. Men’s and Women’s Cross Country, Men’s and Women’s Soccer, and Women’s Volleyball practice and compete primarily during the fall season. Men’s and Women’s Basketball practice and compete primarily during the winter season. Baseball, Men’s Golf, Softball, and Men’s and Women’s Tennis practice and compete primarily during the spring season. Penn State Berks conducts National Collegiate Athletic Association (NCAA) Division III varsity sport programs and is a member of the United East Conference (UEC).

**Club Sports**—Penn State Berks offers club sports for students interested in activities not available as varsity sport programs. Club sports vary according to student interest but typically include men’s bowling, women’s equestrian, men’s ice hockey, men’s lacrosse, men’s rugby, men’s volleyball, cheerleading, and a dance team.

**Intramurals**—Penn State Berks offers intramurals in a variety of activities, which may include badminton, basketball, beach volleyball, dodgeball, flag football, frisbee golf, golf, horseshoes, indoor soccer, pool, softball, table tennis, volleyball, and wiffleball.

**Recreation**—The Beaver Athletics and Wellness Center is available for recreational use when classes and athletic events are not in progress.

### **2022 Penn State Football – University Park**

Date	Opponent / Event	Location	Time / Result
09/01/22	at Purdue	West Lafayette, IN	TBA
09/10/22	vs. Ohio	University Park, PA	TBA
09/17/22	at Auburn	Auburn, AL	TBA
09/24/22	vs. Central Michigan	University Park, PA	TBA
10/01/22	vs. Northwestern	University Park, PA	TBA
10/15/22	at Michigan	Ann Arbor, MI	TBA
10/22/22	vs. Minnesota	University Park, PA	TBA
10/29/22	vs. Ohio State	Columbus, OH	TBA
11/5/22	at Indiana	Bloomington, IN	TBA

11/12/22	vs. Maryland	University Park, PA	TBA
11/19/22	at Rutgers	Piscataway, NJ	TBA
11/26/22	vs. Michigan State	University Park, PA	TBA

**All-University Day** is a University sponsored event at University Park with support of Commonwealth Council of Student Governments. The football game and other activities guarantee a fun-filled day. Tickets for this game are available through the Berks Student Government Association and can be purchased in the Office of Campus Life, located in 19 Perkins Student Center.

### **The Penn State Bookstore**

Wm. G. Hintz Building, 610-396-6100

psu.bncollege.com

The Penn State Bookstore offers students all their Penn State paraphernalia! Bookstore Hours: (Hours are subject to change.)



Monday—Thursday, 9:00 a.m.–5:00 p.m. Friday, 9:00 a.m.–4:00 p.m.

Watch for postings of extended bookstore hours at the beginning of each semester as well as openings for special events. The bookstore sells and rents new and used textbooks, supplies, imprinted clothing and gift items, stationery supplies, class rings, and snacks. The bookstore accepts cash, LionCash+, MasterCard, Visa, American Express, Discover, Applepay, and Googlepay.

**Buy Back Policies**—The bookstore offers a buy back program for used textbooks. Bring current edition books in good, resale condition with covers, pages, and binding intact, without excessive highlighting or notes. The bookstore pays fifty percent of the selling price when ordered by professors for next term. They pay national market value when not ordered by professors, when the bookstore is overstocked, and when there is national demand for the book. The best time to sell used books is during finals week. Please remember to bring your student ID.

### **Textbook Refund Policy**

- Full refund, if returned within the first week of class, in your original form of payment with a receipt.
- With a proof of schedule change, a full refund will be given in your original form of payment with a receipt during the first thirty days of classes.
- No refunds given on textbooks without a receipt.
- No refunds given on custom course materials, outlines, or study guides.
- Textbooks must be in original condition.

All medical and specialty reference book refunds are given in your original form of payment with a receipt within three days of purchase.

All other merchandise will receive a full refund in your original form of payment with a receipt.

**Merchandise Refund Policy**—All merchandise, other than textbooks, may be refunded any time with a valid receipt. Without a receipt, a merchandise credit will be issued at the current selling

price. Cash back on merchandise credits will not exceed \$10. Refunds will be given in original form of payment. Exceptions: Custom course materials, outlines, and study guides.

### **Campus Life**

**19 Perkins Student Center, 610-396-6076**

The Office of Campus Life strives to complement academic learning and to enhance students' overall Penn State experience by offering opportunities for all students (adult, commuter, resident) to experience social, cultural, intellectual, recreational, community service, and leadership programs. Check <http://berks.psu.edu/student-life> for more information.

**Arts and Lecture Series** events are offered free of charge to Penn State students, faculty, and staff. These programs are sponsored and funded by the Student Initiated Fee and Campus Life budget. Most performances are held in the Perkins Student Center Auditorium. For more information, visit <http://berks.psu.edu/arts-and-lecture-series>.

**Bulletin Boards** are located throughout campus. Students should make a practice of checking the bulletin boards daily for information regarding activities and procedures important to campus, academic, and student services. **Posting of information on the campus bulletin boards must be approved through the Office of Campus Life.**

**The Campus Activities Board (C.A.B.)** is a student-run organization dedicated to the coordination and promotion of campus programs and events. Each semester, C.A.B. brings to campus a variety of comedians, musicians, performing artists, game shows, off-campus movies, bus trips, and much more. For more information, contact Campus Life, visit C.A.B.'s web site at <https://sites.psu.edu/berkscab> or attend the next C.A.B. meeting. C.A.B. meets Mondays at 9:00 PM in 003 PSC.

**Channel 5 (BK Television)** is a closed circuit television channel that provides daily information regarding campus activities, events, and important notices. Please check TV monitors located in the lobbies of all academic buildings, the Beaver Athletic and Wellness Center, and the Perkins Student Center. Monitors are also located in residence hall common areas. Student clubs and organizations who wish to include information on the channel should send a 16:9 powerpoint file to Angela DiJiacomo at [amc5300@psu.edu](mailto:amc5300@psu.edu).

**Community Service** opportunities for students are offered through various local agencies, class projects, student organizations, and the Office of Campus Life. Students can volunteer with several organizations in the local area. The Campus Life staff is dedicated to bringing a variety of community service opportunities to the students at Penn State Berks. For more information, contact Campus Life.

**Leadership Opportunities** exist through the Student Government Association, student organizations, various mentor programs and more. Additionally, opportunities exist for students to serve as Orientation Leaders, who assist with the programming and implementation of the

Orientation programs. The Assistant Director of Community Development in the Office of Campus Life also coordinates the First Year Mentor program, in which students are trained in various aspects of the college transition process and serve as Teaching Assistants for the First-Year Seminar courses.

**Orientation Programs** at Penn State Berks provide an opportunity to aid new students in a successful transition to the intellectual, cultural, and social climate of the College and prepare students for a multitude of educational opportunities and challenges. Events are sponsored by the Student Affairs Office, the Campus Activities Board, and the Student Government Association, and are scheduled prior to the start of the fall and spring semesters. Students are strongly advised to attend these programs. Visit <http://berks.psu.edu/StudentLife/orientation.htm> for information on New Student Orientation and Welcome Weekend.

**Parents & Family Services** recognizes parents' and families' investment in student success. Parent Services strives to communicate information relevant to the success of students and discussion sessions are offered during fall and spring Orientation programs and Family & Homecoming Weekend, which takes place during the fall semester. For more information, contact Campus Life.

**Recognized Student Organizations** are under the oversight of the University, which has the authority to investigate the operations and finances of organizations engaged in activities (professional, social, academic, performance, community service, etc.). Until officially recognized, no student organization is permitted to use University facilities or to function as a University student organization. For information concerning the procedures that govern student organizations, or to find out how to start a new club, consult the *Student Organization Handbook*, available in Campus Life.

American Society of Mechanical Engineers  
 Artificial Intelligence Club  
 Berks Benefitting THON  
 Berks Ski and Board  
 Berks Technology Club  
 Berks Theatre Society Club  
 Berks Trap and Skeet  
 Black student Union  
 Blue and White Society  
 Campus Activities Board  
 Caring Conversations  
 Christian Student Fellowship  
 Combat Robotics  
 Entrepreneurship and Innovation Club  
 Honors Club  
 Hotel Restaurant Society  
 Kinesiology Club

Latinos United For Change  
 Media Production Club  
 Mens lacrosse  
 Men's Rugby  
 Muslim Students Association  
 Penn State Berks Bowling Club  
 Penn State Berks Chess Club  
 Penn State Berks Equestrian Club  
 Penn State Berks Lion Ambassadors  
 Penn State Berks Men's Ice Hockey  
 Penn State Berks SAE Baja Team  
 Penn State Dance Team  
 PSU Cheerleading  
 Rainbow Alliance  
 Society of Women Engineers  
 Step Team  
 The Pavement Project

Women's Lacrosse Club  
World Affairs Council Club

Yoga & Meditation Society

If you'd like to start a new club or have additional questions or concerns, contact Angela DiJiacomo at [amc5300@psu.edu](mailto:amc5300@psu.edu) or visit Perkins Room 19.

### **Counseling Services**

Health Services Suite  
8 Perkins Student Center, 610-396-6082  
[berks.psu.edu/counseling-services](http://berks.psu.edu/counseling-services)

Though college transitions and adjustments can be exciting, stimulating, and challenging, they can also feel stressful and overwhelming. Counseling Services provides short-term counseling that is confidential and free of charge to all Penn State Berks students. These services promote the mental health of students, improve the quality of their lives, and aid in their academic success. Students are encouraged to schedule an appointment when experiencing any issues that interfere with academic performance or other aspects of life, including depression, anxiety, relationship difficulties, family issues, self-esteem/identity, eating disorders, and substance abuse. Services are provided Monday through Friday, with some evening availability. For more specific information, or to set up an appointment, please contact Counseling Services or stop by the office.

### **The Freyberger Gallery**

1 Perkins Student Center, 610-396-6140

The Freyberger Gallery offers a variety of integrated art programming and multimedia exhibitions for students, faculty, staff, and the surrounding communities with a focus on social justice, STEAM (Science, Technology, Engineering, Art, and Math), fair labor practices for artists, and an expanded understanding of what constitutes as contemporary art. With a commitment to the arts in academia, the gallery seeks participation and collaboration with artists, researchers, educators, and students on interdisciplinary exchange. Acting as a conduit for transformative experiences and open dialogue across fields of study, the gallery invites internationally, nationally, and regionally recognized artists to engage with our community through exhibitions, workshops, artist talks, and other ancillary programming that are free and open to the public. Our work made possible through the Ruth M. Freyberger Endowment. For more information about upcoming event and ways to get involved, check our website <http://berks.psu.edu/freyberger-gallery>.

### **Health Services**

8 Perkins Student Center, 610-396-6075

The staff of Student Health Services is committed to delivering high quality care in an atmosphere of confidentiality. Our staff is comprised of experienced, caring health care professionals specializing in health promotion, preventative care, and acute care for the Penn State Berks community. We are dedicated to providing care in an atmosphere that accepts and supports the diversity of all individuals. We recognize the many needs of college students who live on and off campus. This allows us to offer services to address the health care concerns that our students face. Our goal is to assist students when ill and to help students develop wellness behaviors that will help them through their college career and beyond. We invite students to meet with us to discuss their health concerns and ask questions.

**Hours:** During the fall and spring semesters, the Student Health Services office is open:  
Monday – Friday: 8:00 AM – 5:00 PM

The office is closed on University holidays and follows the official campus closure/delay schedule for weather related events. There are no patient care services in June and July and limited hours during May and early August. We are available to address your needs during the above times, either in person or by phone 610-396-6075. When the Health and Wellness Center is closed, Police Services is available for emergency response on campus.

**Location:** Student Health Services is conveniently located on the first floor of the Perkins Student Center.

### **Costs of Visits and Services**

Student Health Services charges students a discounted rate for medical care and additional services (lab testing, medication, supplies). The discounted rate is low compared to private medical services. The actual cost of your visit will be determined by your clinician's or nurse's actual assessment and treatment. Please contact the Student Health Services office to find out the cost of a particular service.

### **Fees and Payment Methods**

All charges are your responsibility. At the time of service, you can choose to have the charge billed to your Penn State student account or pay with cash or check. There is a "no show/no call" fee of \$10 if appointments are not cancelled 24 hours in advance. Fees for "no show/no call" are applied to your student account.

### **Health Insurance**

Student Health Services does not have contracts with any insurance companies, and it does not direct bill insurance companies.

We regret any inconvenience this may cause for students and parents. Because Student Health Services treats students from all over the United States and the world, there would need to be contracts with hundreds of insurance companies. The costs of dealing with so many insurance



providers and processing many insurance claims would drive up the current discounted rate for our health care services.

**Health and Accident Insurance**—Penn State does not provide health insurance, but it is highly recommended for students to have medical coverage for care received outside of Student Health Services. Before coming to campus, please check with your health insurance to determine the extent and/or limitation of benefits. Your primary care provider may need to approve treatment outside your service area. It is the responsibility of the student to know about any insurance limitations/requirements prior to service. Student Health Services is not responsible for any fees for health care services not covered by the student's insurance. Information and online enrollment for student health insurance is available at <http://studentaffairs.psu.edu/health/services/insurance/>. The Student Health Insurance Office can be reached at 814-865-7467. This is a voluntary plan. Any student wishing individual insurance protection against personal injury while attending the University should arrange personally for whatever insurance seems advisable.

**Emergencies** In the event of an emergency where minutes count, dial 911 for emergency medical service response. There are 2 major medical centers and a walk-in convenient care center within a few miles of campus:

**Penn State Health, St. Joseph**

2500 Bernville Road, Reading, PA 19605

Main Phone Number: 610-378-2000

In an emergency, dial 9-1-1

Directions from campus: Turn right onto US 222 North. Take the PA-183 exit toward Reading Airport. Turn right at the traffic light (onto PA-183). The Medical Center is located approximately ½ mile on the right.

**Tower Health Medical Center**

300 South Sixth Ave, West Reading, PA 19611

Main Phone Number: 484-628-8000

In an emergency, dial 9-1-1

Directions from campus: Turn left onto US 222 South. Follow 222 South and merge left onto US 422 East. Stay on US 422 East (approx. 1.95 mi.) and take the Penn Avenue/West Reading exit. Turn left onto 5th Avenue. Continue on 5th Avenue, hospital is on the right, turn right onto Museum Rd., follow signs to Emergency (N-Building).

**Patient First (8am to 10pm 365 days a year)**

2600 Paper Mill Rd.

Wyomissing, PA 19610

Phone Number: 484-220-0051

Directions from campus: Turn left onto Broadcasting Rd. Continue past the Broadcasting Square Shopping Center (Wawa, Target, Weis) and turn left at the light onto Paper Mill Road. The building is on the corner and has a green roof.

### **Housing and Food Services**

106 Perkins Student Center, 610-396-6353

Monday-Friday 8:00 a.m.-5:00 p.m.

[www.hfs.psu.edu/Berks](http://www.hfs.psu.edu/Berks)

Housing & Food Services is responsible for the operation and administration of on-campus housing, food services, catering, Special Delivery program, the id+ card, mail service for residential students, and vending services on campus. They partner with the office of Residence Life to provide a safe, supportive and comfortable living and learning environment for residential students.

### ***Your Penn State ID+ Card***



This is the official University identification card. It provides easy access to Penn State resources and packs a wealth of innovative technologies into one powerful and convenient card! Students can use their id+ card for: photo identification; library services; entrance to campus buildings, fitness facilities, and labs; admittance to University events; campus meal and commuter meal plan spending; **LionCash+** spending; and a whole lot more. Your photo id+ card provides added security over non-photo debit or credit cards. Your money is secure if you report your card lost or stolen. Plus, your funds are immediately available when you receive a replacement id+ card. **Lost cards should be reported immediately at: [www.idcard.psu.edu](http://www.idcard.psu.edu). A replacement fee is charged for lost or stolen id+ cards.**

### ***Dining on Campus***

Campus dining is an integral part of the campus life experience. We have a passion for food and focus our attention on convenience, flexibility and variety in the foods we serve. We are committed to serving the diverse dining needs of the University community. In addition to saving time and money, being on a meal plan offers a sense of belonging and community for our students.

Menu Item Cards display allergen information for menu items and are prominently displayed in dining commons across campus. Ten allergens including dairy, egg, fish, shellfish, peanuts, tree nuts, coconut, soy, wheat/gluten and sesame are represented by individual icons on Menu Item Cards if present within a menu item. Our online menu displays ingredients and allergens in dishes served at our dining halls. Search for today's menu features, allergens, nutritional and ingredient information at [menu.hfs.psu.edu](http://menu.hfs.psu.edu).

Campus Dining recognizes that students and guests may be allergic to foods outside of these common allergens. Customers with allergies or intolerances to any food are encouraged to contact [foodallergies@psu.edu](mailto:foodallergies@psu.edu) for additional support and resources.

All Campus Dining locations are cashless and accept Campus Meal Plan, Commuter Meal Plan, Lioncash+ and all major credit cards.

## Meal Plans

**Campus Meal Plan:** This plan is required for students living on-campus. Dining dollars can be used at all Campus Dining locations. It offers three levels, with varying dining dollars available to purchase meals. Levels can be adjusted during the semester until the last day of the semester. Any dining dollars remaining at the end of spring semester are forfeited and will not be refunded. This plan is also available to students living off campus. Off campus students considering this option should plan to eat a minimum of 12-15 meals per week on campus.

**Commuter Meal Plan:** This can be purchased at [www.eLiving.psu.edu](http://www.eLiving.psu.edu) and can be charged directly to your bursar account. After selecting a plan and becoming a registered student (all fees have been paid), the funds will be deposited into your account. The plan provides a 10 percent discount on Food Service prepared items at all Campus Dining locations. Any funds remaining at the end of spring semester are forfeited and will not be refunded. Three levels are available: \$250, \$500, or \$1,000



**LionCash+:** This is an online, prepaid flexible account that makes purchases safe and easy at all Campus Dining locations and any off campus participating merchant. It includes a 10 percent discount on Food Service prepared items at on-campus locations. Active accounts remain open and carry forward from semester to semester and from year to year.

## Dining Location



**Tully's** is a full-scale food court and offers an extensive menu including grill specialties, fresh pasta, soups, sandwiches, and pizza. You can also choose from hearty entrées, made to order salad, daily specials, and delicious desserts at Tully's. Convenient grab 'n go items are also available.

<i>Monday – Thursday</i>	<i>7:30 a.m.–10:00 p.m.</i>
<i>Friday</i>	<i>7:30 a.m.–8:00 p.m.</i>
<i>Saturday</i>	<i>10:30 a.m.–8:00 p.m.</i>
<i>Sunday</i>	<i>10:30 a.m.–10:00 p.m.</i>

Monday – 8:30 a.m.–4:00 p.m.  
Thursday

Friday 8:30 a.m.–1:00 p.m.

Saturday & Sunday Closed

*Cyber Café*, located in the Gaige building, is a great place to pick up a quick snack or a refreshing beverage when you are studying in the library or in between classes.



The menu is full of great Starbucks® coffee and tea, cookies, muffins, bagels,

Penn State Creamery ice cream and other favorites. The *Cyber Café* provides a great atmosphere where students can relax, unwind, and surf the Internet in comfort.



*Creekside Market* is our new convenience store that opened in Fall 2021. Included in the Beaver Community Center Expansion, Creekside offers an expanded selection of convenience food and drink options along with a wide variety of household and

toiletory items. Freshly baked items from Penn State Bakery are also featured daily, along with a variety of Penn State Creamery products.

Monday – Friday 11:00 a.m-8:00 p.m.

Saturday & Sunday 2:00 p.m.-8:00 p.m.

## Mobile Ordering

*Penn State Eats*, the online food and drink app is now available through the Penn State Go app or online at [pennstateeats.psu.edu](http://pennstateeats.psu.edu). Mobile ordering allows students, faculty, staff, and guests the option to order food from their mobile devices or web browser, providing them with a cashless and contactless food service experience. Single sign-on through the app allows users fast and easy setup and continuous use without always having to sign in each time. Your order history allows users to easily reorder their favorite items without having to input all the details each time.



## Vending

Vending machines are conveniently located in Luerksen, Franco, Cohen Lounge, and Gaige building. Vending is also available in various locations in our residence halls. Most machines accept cash, LionCash+ and credit card.

## University Police

112 Luerksen, Telephone 610-396-6111

University Police at Penn State Berks provides around-the-clock police and safety services. All members of the department are fully commissioned as police officers under state law. They have the same authority and arrest powers as municipal police officers in the Commonwealth. University Police manages vehicle registration, issues parking permits, provides on-campus safety education

programs such as StaySAFE, attendance at Special Events, and educational programs concerning alcohol and drug related issues. Police personnel utilize a Community Policing/Problem Solving policing philosophy.

### **Contact Information and Office Hours**

Dial 911 for all Emergencies

University Police at Penn State Berks' direct telephone number is 610-396-6111.

And/or you may contact the Berks County Communication Center at 610-655-4911.

#### **Office hours are as follows:**

Monday—Thursday 9:00 a.m.–noon, 12:30 p.m.–4:30 p.m.

Friday 9:00 a.m.–noon, 12:30 p.m.–4:30 p.m.

### **Parking Regulations Regarding Gring's Mill Park**

This is not a University parking facility. Gring's Mill Park is Berks County property. The use of the Gring's Mill parking lot is restricted to recreational use only. Students using Gring's Mill for campus parking are subject to state fines and costs for towing. These regulations are strictly enforced by the Berks County Park Rangers.

**Lost and Found** is handled through University Police at 610-396-6111.

### **Parking/Traffic Regulations on Campus**

University regulations and the Motor Vehicle Code of the Commonwealth of Pennsylvania are enforced and in effect at all times. Commuter and residential students may only park in their respectively assigned lots. See the campus map at <http://berks.psu.edu/campus-map>. Registered students are never considered visitors and will be ticketed if parked in a designated "Visitors" area. University regulations require that any vehicle driven to campus must be registered. Permits must be renewed each academic year. There is no additional registration fee; however, unregistered vehicles are subject to a fine. Permits are transferable and can be used on any vehicle the student may be driving. Students may register more than one vehicle; however, only one permit will be issued. Parking permits must be clearly and appropriately displayed at all times. The speed limit on all University roads is 15 m.p.h. All vehicle accidents on campus must be reported immediately to University Police at 610-396-6111 (or 610-655-4911 after 5:00 p.m. or on weekends). Operating or parking vehicles on grass areas or walkways designed for pedestrian use is not permitted. Unless specifically lined for parking, the area should be considered a "Fire Lane" or "No Parking Zone." The University reserves the right to tow any illegally parked vehicle at the owner's expense. Only vehicles bearing official handicapped or disabled veteran license plates, or a handicapped placard, may park in designated handicapped spaces. University medical permits are not authorization to use handicapped spaces. University "Parking/Traffic Violation" fines are only payable at the Bursar's Office, 125 Franco Building. Failure to respond to a University "Parking/Traffic Violation" within ten days could result in a state citation being filed with the District Magistrate. All tickets issued from the Motor Vehicle Code of the Commonwealth of Pennsylvania will be filed with the

local District Magistrate. At that time, state fines and costs will be applicable. Any resulting hearings will be held in District Court before the local Magistrate.

**Medical permits** are approved through Health Services, 8 PSC, Monday—Friday, from 8:00 a.m.—5:00 p.m. Questions regarding “Medical Permit” parking can be addressed to Health Services or University Police personnel.

### **Residence Life**

102 Ivy House, 610-396-6290

Residence Life strives to provide a safe, comfortable, secure, and nurturing on-campus living-learning environment for residential students. It fosters a sense of community, civic responsibility, and an appreciation of diversity while being conducive to students’ personal growth and academic pursuits. The professional staff, student resident assistant staff and student residence life front desk staff help residential students with their many adjustments to college life by providing individual support, social and educational programming, and other initiatives designed to enhance the community environment. Specific information related to policies for residence hall students is outlined in your Housing Contract’s Terms and Conditions, which can be found on eLiving.

### **The Aspiring Scholars Program, a Comprehensive Studies Program**

Alexa Hodge

6 Perkins Student Center, 610-396-6074

The Aspiring Scholars Program is a Comprehensive Studies Program that offers support to first-year student participants as they navigate their college career. Students eligible for The Aspiring Scholars Program must be Pennsylvania residents, traditional first year students, begin college in the Fall semester of any given academic year, demonstrate financial need, and show academic promise. Eligible students must be identified by the Penn State Berks Admissions Office to be considered for the program.

The Aspiring Scholars Program familiarizes students with campus and community resources. The goal of the program is to educate, challenge, and empower students to achieve success not only as students but as individuals. First-year students participate in a summer bridge program where they learn about and practice using essential college skills, processes, and resources. During the academic year, The Aspiring Scholars Program participants benefit from program specific courses, mentoring, academic advising and monitoring, as well as study halls. Academic success and achievement are encouraged through induction in Chi Alpha Epsilon (XAE) a national honor society. Induction is contingent on a student’s ability to maintain a cumulative grade point average of 3.0 (or higher) for two consecutive semesters. Interpersonal success is supported through the inclusion of The Aspiring Scholars Program Mentors, who provide peer guidance and support throughout the summer bridge program and first year. While an emphasis is placed on first-year students, all The Aspiring Scholars Program students receive support throughout their entire Penn State Berks career.

### **Pathway to Success: Summer Start (PaSSS)**

Alexa Hodge

6 Perkins Student Center, 610-396-6074

The Pathway to Success: Summer Start (PaSSS) program is an opportunity for invited first-year students to get a head start on their Penn State education in an innovative learning atmosphere. The program awards all selected participants a scholarship for enrollment in 2 summer classes during a student's first summer at Berks (before starting their first year of college). In addition to the two courses, students participate in a math academy as well as community building activities. As a result of the PaSSS program, students can seamlessly adjust to the academic rigors of the university while building connections with others and becoming more familiar with the Berks campus. Actively engaged participants are then eligible for on-campus employment during their first year at Berks--this is known as a student's engagement funding. Students must work with the program coordinator to apply for and secure campus employment.

Program participants who successfully complete their first summer and academic year continue to earn scholarship support and engagement funding in subsequent summers while enrolled at the Penn State Berks campus. To earn the scholarship, students must enroll in at least 6 credits in subsequent summer(s). To determine scholarship eligibility, students should connect with the program coordinator and financial aid office **prior** to scheduling summer courses. The best time for doing so is prior to course registration opening (typically mid-March). Program participants who take full advantage of the PaSSS program may position themselves to graduate early--reducing their overall college debt. Learn more about PaSSS: <https://berks.psu.edu/pathway-success-summer-start>

### **Diversity and International Programs**

Sharon Pitterson-Ogaldez

6C Perkins Student Center, 610-396-6080

The Intercultural Office is the chief resource for diversity education, inclusion and facilitation of cross-cultural understanding and celebration among all members of the campus community. The Coordinator for Diversity and International Programs provides diversity workshops and support for faculty, staff, and students.

Provided services include support for academic and/or personal concerns, transition to college orientations, advocacy for multicultural/international/LGBTQIA+ students, religious support and services guide, training on various diversity topics, cultural events for the campus community, and field trips for students. Get involved by becoming a(n): Campus Inclusion Advocate student, Berks Diversity Committee member, Intercultural Mentor, Office Assistant.

### **Reporting Bias/Acts of Intolerance**

1. If there is physical personal harm or property damage report to police first 610-396-6111
2. Committed by students/student organizations – 610-396-6080 or [sup373@psu.edu](mailto:sup373@psu.edu)
3. Committed by employees/ non-PSU affiliate - 610-396-6080 or [sup373@psu.edu](mailto:sup373@psu.edu)
4. Anonymous reports - Ethics and Compliance Hotline at 1-800-560-1637.

Please contact Sharon Pitterson-Ogaldez for services and any questions at 610-396-6080 or [sup373@psu.edu](mailto:sup373@psu.edu).

### **Commuter Students**

Commuter students represent approximately two-thirds of the Berks student body. Office of Campus Life works with commuter students by providing information and programs to assist with off-campus housing, sharing information about commuter student needs, assisting with orientation activities and advocating for the unique needs of commuters.

Off-Campus Housing resources are offered by Support Services, and feature a list of local housing options, tips for renters, and a voluntary roommate matching service. All Berks off-campus housing resources are available online at [www.bk.psu.edu/StudentLife/offcampushousing.htm](http://www.bk.psu.edu/StudentLife/offcampushousing.htm). Listed accommodations are not rated by the University, and no official approval is accorded the landlord. Information regarding on-campus housing at any Penn State location is available at the Housing and Food Services Office, 106 PSC, 610-396-6353.

### **Veteran Affairs**

6 Perkins Student Center, 610-396-6072

Veteran Affairs assists veterans and their dependents with transition and support while enrolled at Penn State Berks. A student who is a veteran, reservist, member of the National Guard, or son or daughter of a disabled veteran may be eligible for educational benefits from the Veterans Administration. The certification process for benefits is administered through the Office of Student Aid, also located in room 14 of the Perkins Student Center. Students interested in benefits must submit a certified copy of their DD-214 or Notice of Basic Eligibility and complete the appropriate VA forms before benefits will be granted. It is also the veteran's responsibility to promptly report any change in their credit load during the course of their semester.

Veterans should contact both the Veterans Affairs Counselor and the Office of Student Aid when deciding to enroll in order to help ensure the transition to Berks will be facilitated in the appropriate manner. It is also an excellent practice to inform the Veterans Counselor if there is any way Berks can be of assistance while enrolled. Veterans will also be notified of special programs and events that may be of particular interest to them.

### **University Regulations**

This guide serves as a reference concerning many regulations, policies, and rules that pertain to all students. Information includes confidentiality of student records, nondiscrimination policy, a statement on sexual harassment, Student Affairs policies, and academic policies. Individuals and student organizations are encouraged to review and familiarize themselves with all materials on the Office of Student Accountability and Conflict Response website (<https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code-conduct>) and should contact Sandra Reichel ([sjr3@psu.edu](mailto:sjr3@psu.edu)), the Conduct designee, for assistance with these policies and rules. Additional information regarding policies and rules can be found in the Community Guide published by Residence Life.



### **Academic Integrity**

The academic dishonesty policy offers the following definition and expectations: 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. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity; respect other students' dignity, rights, and property; and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. For more information on academic integrity visit <http://berks.psu.edu/about-academic-integrity>.

### **Acts of Intolerance**

Acts of Intolerance will not be allowed at Penn State Berks. For matters related to racism, homophobia, religious, and other acts of intolerance; please contact Ms. Sharon Pitterson-Ogaldez, in Perkins Student Center 6 or at 610-396-6080, Dr. George Grant Jr., Chancellor, in the Janssen Office Building or at 610-396-6010.

### **Alcohol and Drugs**

The use of alcohol and drugs on University property or at University-sponsored activities (held on or off campus) are prohibited for all students, including those who are older than twenty-one. All state and federal laws regarding the use of drugs are enforced at Penn State Berks. The University reserves the right to report student discipline information to the parent(s) or legal guardian(s) of students. Federal legislation authorizes Penn State to disclose records of disciplinary violations concerning violations of state, federal, or local law governing the use or possession of alcohol or controlled substances that involve students who are under the age of twenty-one regardless of whether the student is a dependent. The University may also report general discipline information of dependent students. For more information on guardian disclosure, visit <https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/conduct-information-parents-families>

### **Conduct of Students**

Conduct of students enrolled at Penn State Berks obliges proper and appropriate conduct both in and out of the classroom. University rules and procedures, including the disciplinary system, are intended to further the educational purpose of the University and to aid in the development of the individual student. Rules and procedures apply to the conduct of each student during their time of enrollment, at any University location and elsewhere. It is the responsibility of students visiting other University locations to be cognizant of the rules and regulations that are pertinent to the campus. Members of the University community who believe that a conduct violation may have occurred, can file a report at [https://cm.maxient.com/reportingform.php?PennState&layout\\_id=0](https://cm.maxient.com/reportingform.php?PennState&layout_id=0) or contact the Penn State Berks Conduct Designee, Sandra Reichel at [sjr3@psu.edu](mailto:sjr3@psu.edu) or 610-396-6067.

### **Computer and Software Misuse**

Use of computer facilities, electronically-stored data, and software will comply with federal laws, Commonwealth of Pennsylvania laws, and rules and regulations of the University (Student Guide to General University Policies and Rules). Misuse of computers, computer facilities and software are violations of the law and may be charged as such. Members of the University community may also be subject to University action.

### **Confidentiality of Student Records**

In accordance with both federal law and University policy, the University does not release student record information without prior written consent. The one exception to this is that the University will release the following “directory information” items without prior student consent:

- Address (local, home, and electronic mail)
- Class/semester standing
- Date(s) of attendance
- Date(s) of graduation
- Degrees/awards received and where received
- Enrollment status (full-time, part-time, not enrolled)
- Major
- Most recent educational institution attended
- Name
- Student activities
- Telephone number
- Weight and height (athletic teams)

All students may request that directory information not be released publicly. This is an important student privilege that results in the following: student name/address is excluded from future printed telephone directories and other similar printed material. Requests filed within ten days after the start of registration for fall semester will prevent public information from appearing in printed directories and other annual publications. Requests filed after the first ten days of the fall semester shall be effective only with respect to the release of information prepared after the receipt of the request. Student name and address will be removed from the Penn State Web directory. Enrollment and degree-awarded inquiries from third parties, including potential employers, will neither receive a confirmation of enrollment nor graduation. To accomplish this, the student must complete and sign the “Request to Withhold Directory Information” form available in the Registrar’s office (125 F).

### **Copyright Laws**

Copyright laws protect material that is copyrighted, meaning the right to make copies is restricted. Violating this law carries very serious penalties, including significant fines for each copy. Making copies of any copyrighted material without the right to do so is against both state and federal law and University policy. If you copy more than \$1,000 worth of material, there are criminal penalties that include substantial fines of up to \$250,000 and up to ten years of prison time for flagrant cases of infringement.

What happens at Penn State if you are caught? By statute, the University must immediately block your network access when we receive notification that a particular computer has been involved in a violation of the law. You may also be taken to court by the copyright holder or charged in the federal courts with a crime. Falsely certifying either that you have the right to material or have removed it can result in federal perjury charges as well as copyright infringement. Student offenders are referred to the Office of Student Accountability and Conflict Response and employees to the Office of Human Resources. A student can be expelled, and an employee terminated under University Policy. View additional information at: <https://libraries.psu.edu/ad20-policy-summary>.

### **Damage to University Property**

Damages to residence hall property should be reported to Residence Life at 610-396-6290, or Housing and Food Services by calling 610-396-6353 or online at [https://www.absecom.psu.edu/HFS\\_MAINTENANCE\\_REQUESTS/USER\\_PAGES/SELECT\\_REQUEST\\_TYPE\\_WIN.cfm](https://www.absecom.psu.edu/HFS_MAINTENANCE_REQUESTS/USER_PAGES/SELECT_REQUEST_TYPE_WIN.cfm). Damages to all other areas should be reported immediately to Maintenance and Operations at 610-396-6260. Students are expected to give proper care to buildings, furniture, and instructional equipment and to follow directions for the use of instructional equipment. If a student damages furniture or equipment through neglect or carelessness, or if assigned laboratory equipment is damaged because of failure to follow the instructor's directions, the cost of repair or replacement will be charged against the student's general deposit. If a student damages furniture, instructional equipment, or other University property inside or outside a building, the student should report the damage immediately. Failure to do so may result in disciplinary action.

### **Fire Procedures**

Fire procedures should be followed if anyone suspects a fire by sounding the fire alarm and dialing 911. When an alarm sounds, everyone must evacuate the building immediately by the nearest exit. No one is to re-enter a building or shut off the alarm until approval is received from an administrative staff member or Police Services. No one else is authorized to determine the cause of the alarm. Unannounced fire drills will be conducted throughout the year.

**Off-Campus Policy applies to all students. While the University has a primary duty to supervise behavior on its premises, there are many circumstances where the off-campus behavior of students affects a Substantial University Interest and may warrant disciplinary review. Student conduct committed off-campus which affects a Substantial University Interest is conduct which:**

- Constitutes a criminal offense as defined by the Pennsylvania Crimes Code, including repeat violations of any local, state, or federal law committed in the municipality where the University is located;
- Indicates that the student may present a danger or threat to the health or safety of him/herself or others;
- Significantly infringes upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder;
- Is detrimental to the educational interests of the University

Penn State students are responsible for abiding by the University's policies and rules as well as conducting themselves in accordance with the law. More information concerning off-campus policies can be found at <https://studentaffairs.psu.edu/safety-conduct/student-conduct/students-and-organizations/campus-conduct-policy>.

### **Retaliation**

No individual who makes or advises the University that he or she intends to make a **Good Faith Report** of suspected **Wrongful Conduct** to the University or an **Appropriate Authority**, participates in an investigation, hearing, or inquiry by the University or an **Appropriate Authority** or participates in a court proceeding involving suspected **Wrongful Conduct** at the University shall be subject to **Retaliation** from any member of the University faculty, staff, or student body. Upon receiving a report of Retaliation, the University will investigate and resolve the matter. Protection from **Retaliation** for persons reporting under this policy is also provided by Pennsylvania's Whistleblower Law, 43 P.S. Section 1421 et seq. (See Policy AD-67)

### **Safety Regulations**

Safety regulations state that all fire corridors and stairwell doors be kept closed at all times to prevent smoke, fire, and toxic gases from entering and spreading to other areas of the building. Tampering with the fire bells and fire alarms is prohibited. Elevators may not be used in case of fire or during a drill. All exits, corridors, and stairwells must be kept free from storage and obstructions.

### **Sexual Harassment**

Sexual harassment is any form of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which annoys, threatens, or alarms a person or group. For more information or assistance, contact Sandra Reichel, 19 PSC, 610-396-6067. Students can also file a report at <https://titleix.psu.edu/>

### **Skateboards, Scooters, In-line Skates/Roller Skates, Bicycles, and Similar Devices**

Regulations for roller blades, skates, scooters, sleds, or similar devices prohibit use within buildings or upon roadways, parking lots, or sidewalks used only for pedestrian traffic. These devices are allowed upon other walkways as long as pedestrians are granted the right-of-way. Violations will be subject to state and University regulations. No acrobatics of any kind are permitted. Use of skateboards, long boards and motorized scooters on campus is prohibited. For students with disabilities, exemptions are available for electric personal assistive mobility devices. For more information, visit <https://policy.psu.edu/policies/sy16>

### **Smoking Policy**

Smoking policy prohibits smoking on all university property.

### **Student Identification Cards**

Student ID cards are issued to all new students during their first semester at the University. It is the student's responsibility to have a photograph taken upon arrival. The card, bearing the student's name, photograph, and student number, should be carried for proper identification. The University is not responsible for expenses resulting from the loss, theft, or misuse of the card. If the card is lost

or stolen, students should immediately inform Housing and Food Services. Lost or stolen cards will be replaced for an established fee in Housing and Food Services, 106 PSC.

### **Title IX Violations**

Penn State offers resources to support any student, faculty, or staff member who has been affected by an incident of sexual or gender-based harassment or misconduct. You do not have to file a formal report or press criminal charges to receive assistance. Title IX violations include: Dating Violence, Domestic Violence, Retaliation, Sexual Harassment, and Sexual Assault, and Stalking. Members of the University community who believe that a Title IX violation may have occurred, can discuss their concerns and/or file a complaint with the Penn State Berks Title IX Resource Person, Sandra Reichel 19, Perkins Student Center, 610-396-6067. More information can be found at <http://titleix.psu.edu/>.

### **University Records**

University records are classified as any material submitted to the University or received from the University, e.g., ID cards, Bursar's receipts, or parking stickers. Students who attempt to falsify University records are subject to disciplinary action.

### **Visitors**

Parents, spouses, and friends of students are always welcome at Penn State Berks Residence Hall visitors must be escorted at all times by a residential student.

### **Weapons Regulations**

Weapons regulations state that possession or use of firearms (pistols, rifles, shotguns, ammunition, etc.) and other dangerous weapons (hand billy, dirk knife, switch blade, etc.) are prohibited on all University property, except by authorized law enforcement officers and other persons specifically authorized by the University. Policy SY12 additionally indicates any explosives, paintball guns, paintball markers, and fireworks are similarly prohibited on University property. . For more information, visit <https://policy.psu.edu/policies/sy12>.

## **Students' Bill of Rights**

We, the students of Penn State Berks, in order to promote diversity, ensure equal access, secure the safety and freedom from fear regardless of age, ancestry, color, disability, national origin, race, religious creed, gender identity, sexual orientation, or veteran status, do establish and reaffirm this Students' Bill of Rights.

### **Right I**

Every University student has the right to express his or her own individual diversity, not limited to, but including: age, ancestry, color, disability, national origin, race, religious creed, gender identity, sexual orientation, or veteran status.

### **Right II**

The educational and social environment of the University shall be comfortable and inviting to all students and free of any acts of prejudice, both inside and outside the classroom.

### **Right III**

Academic equality is guaranteed to all students regardless of age, ancestry, color, disability, national origin, race, religious creed, gender identity, sexual orientation, or veteran status. No student should be expected to represent the views, thoughts, and opinions of the group.

### **Right IV**

Students shall have the freedom from any type of abuse, be it verbal, physical, or written in any form due to his or her individual diversity.

### **Right V**

Conflicts shall be handled by the campus Diversity Committee immediately and in an expedient manner as not to deprive the student of an environment conducive to learning. Students have the right to get a conflict resolved and to not have it interfere with their learning experience.

### **Right VI**

Every student has the right to designated safe-havens at Penn State Berks where help can be found, free from intolerance, and where he or she does not have to fear discrimination and can freely express his or her individual diversity.

### **Right VII**

Ongoing improvements will continue in Penn State's opposition to intolerance and continued evaluation of course material and programming to promote the diversity of all students both in the classroom and all programs at the University.

If at any time you feel that one of your rights has been violated, please alert the SGA, a member of the Diversity Committee, or the Director of Student Affairs (6 PSC) for appropriate action. This is taken from the Penn State Berks Student Government Senate Constitution.

## Emergency Information

FOR EMERGENCY POLICE, MEDICAL SERVICES, OR FIRE ASSISTANCE, DIAL 9-1-1

### Police Services

610-396-6111-Office-general information or speak to an officer for key service, jump start etc.

610-396-6911 Non-emergency calls to report a crime either in progress or not.

9-1-1 Emergency

### Emergency Plans at Penn State Berks

First responders at Penn State Berks include police officers within Penn State University Police and Public Safety. . University Police includes highly trained, certified, and armed law enforcement professionals who provide coverage twenty-four hours a day, seven days a week. University Police has municipal standing with mutual assistance agreements in place with other area agencies. The unit is supported in its response by local fire departments, EMS, and the University Department of Environmental Health & Safety.

Penn State Berks also has an Emergency Planning Team that meets regularly to review and refine response plans. Plans exist for a variety of specific contingencies such as fire, blizzard, flooding, pandemic disease, active shooters, and civil unrest. The campus has an “Emergency Response & Recovery Plan” for unanticipated events, which defines the institutional response and individual responsibilities. This plan is aligned with the FEMA “National Incident Management System” or NIMS.

Individuals are encouraged to develop their own personal emergency plan. Useful information is available at the University Emergency Management Web page: [emergency.psu.edu](http://emergency.psu.edu)

### PSUTXT Service

The University has implemented a text messaging service for immediate and critical information such as emergencies and campus weather closings called PSUTXT. The service can be activated by going to [psualert.psu.edu](http://psualert.psu.edu). The service is free and provides for text messages to be sent to your cell phone and/or email. All are encouraged to subscribe.

### Weather Emergency

Announcements of school closing will be made over the local radio stations either the evening before or the morning of the emergency. Faculty or staff may not advise students whether or not to drive to campus for classes. Students traveling rural roads must make personal judgments about conditions. After an absence, students should promptly see their instructors for make-up assignments. The Penn State Berks weather emergency number is 610-396-6375. In the event of a weather emergency, adhere to the following delayed class schedule:

#### MWF classes

Note: Regular class starting time is listed in parentheses

(8:00 a.m.) 9:30—10:20 a.m.

(9:05 a.m.) 10:30—11:20 a.m.

(10:10 a.m.) 11:30 a.m.—12:20 p.m.

(11:15 a.m.) 12:30—1:20 p.m.

#### TR classes

Note: Regular class starting time is listed in parentheses

(8:00 a.m.) 9:30—10:20 a.m.  
 (9:05 a.m.) 10:30—11:20 a.m.  
 (10:35 a.m.) 11:30 a.m.—12:20 p.m.  
 (12:05 p.m.) 12:30—1:20 p.m.

(No delay for afternoon classes)

## **Faculty & Staff Directory**

### UNIVERSITY ADMINISTRATION

President	Neeli Bendapudi
Executive Vice President and Provost	Nicholas P. Jones
Office of the Board of Trustees and Associate Secretary	Shannon S. Harvey, Director
Director of Intercollegiate Athletics	Patrick Kraft
Interim Vice President for Human Resources	Jennifer Wilkes
Vice Provost for Faculty Affairs	Kathleen Bieschke
Vice President for Government and Community Relations	Zachery P. Moore
Vice President and General Counsel	Stephen S. Dunham
Senior Vice President for Finance and Business/Treasurer	Sara Thorndike
Vice President for Commonwealth Campuses	Kelly Austin
Chief Executive Officer, Penn State Health	Stephen M. Massini
Vice President for Development and Alumni Relations	O. Richard Bundy III
Vice President for Strategic Communications	Lawrence H. Lokman
Vice President and Dean for Undergraduate Education	Yvonne Gaudelius
Vice President for Administration/Secretary	Frank T. Guadagnino
Vice President for Research	Lora G. Weiss
Vice President for Student Affairs	Damon Sims
Vice President for Outreach	Vacant
Vice Provost for Educational Equity	Marcus A. Whitehurst

### PENN STATE BERKS ADMINISTRATION

Chancellor	Dr. George Grant Jr., 109 JOB
Associate Dean for Academic Affairs	Dr. Todd Migliaccio, 307B G
Director of Housing & Food Services	Linda MacDuff, 106A PSC
Registrar	Elyce Kaplan, 128 F
Interim Chief Operating Officer, Business Services	Mark Dawson, 103 PH
Director of Development and Alumni Relations	Dr. David Delozier, 210 JOB
Chairperson of Faculty Senate	Dr. Jessica Shocker, 240 G
Interim Director of Continuing Education and Outreach	Erica Kunkel, WC
Director of Information Technology & Client Services Manager	Lisa M. Glass, 114B L
Financial Officer	Lisa M. Mikula, 130 F
Head Librarian	John D. Shank, 103 T
Director of Student Affairs	TBA
Director of Enrollment Management	Erica Pulaski, 14 PSC



Director of Strategic Communications  
Human Resources Strategic Partner

Lisa R. Baldi, 101 JOB  
Valerie Henne-Hallman, 203 PH

### **ASSOCIATE DEGREE PROGRAM COORDINATORS**

Business Administration (2BABK)	Dr. Sudip Ghosh, 324G
Information Sciences & Technology (2ISBK)	Ms. Tricia Clark, 211G
Letters, Arts & Sciences (2LABK)	Dr. Thomas Lynn, 117F
Occupational Therapy (2OTBK)	Mr. David Kresse, 115 L

### **BACCALAUREATE DEGREE PROGRAM COORDINATORS**

Accounting (ACCBK)	Mr. Michael Simon, 335G
Applied Psychology (APSYC)	Dr. Erin Johnson, 153F
Biochemistry & Molecular Biology (BMBBK)	Dr. Justin DiAngelo, 212 L
Biology (BIOBK)	Dr. Maureen Dunbar, 101H
Business (BSBBK)	Dr. Sudip Ghosh 324 G
Communication, Arts & Sciences (CASBK)	Dr. Jill Burk, 148 F
Criminal Justice (CJABK/CJSBK)	Dr. Jennifer Murphy, 148 F
Cybersecurity Analytics & Operations (CAO)	Ms. Tricia Clark, 211 G
Electro-Mechanical Engineering Technology (EMET)	Dr. Marietta Scanlon, 219 G
Elementary & Early Childhood Education (CEAD)	Dr. Jayne Leh, 237 G
Global Studies (GLBST)	Ms. Zohra Melaouah-Shaffer, 316 G
Hospitality Management (HHBK)	Ms. Jennifer Wakemen, 334G
Information Sciences & Technology (ISSBK)	Ms. Tricia Clark, 211 G
Kinesiology (KINBK)	Dr. Benjamin Infantolino, 120 P
Mechanical Engineering (MEBK)	Dr. Rungun Nathan, 223 G
Organizational Leadership (OLBS)	Ms. Catherine Catanach, 142 F
Professional Writing (PWRIT)	Dr. Christian Weisser, 131 F
Rehabilitation & Human Services (RHSBK)	Dr. Erin Johnson, 153F
Science (SCIBK)	Dr. Ivan Shibley, 101GL
Security & Risk Analysis (SRABK)	Ms. Tricia Clark, 211 G
Theater (THABK)	Mr. James Brown, 143 F
Writing & Digital Media (PWRIT)	Dr. Christian Weisser, 131 F

### **COLLEGE CONTACT & REFERRAL REPRESENTATIVES**

Agricultural Sciences (AG)	Dr. David Sanford, 212F L
Arts & Architecture (AA)	Mr. James Brown, 143 F
Business [Smeal] (BA)	Mr. Mitch Zimmer, 333 G
Communications (COMM)	Ms. Tara Beecham, 152 F
Division of Undergraduate Studies (DUS)	Dr. Paula Plageman, 168 F
Earth & Mineral Sciences (EMSC)	Dr. Lorena Tribe, 201D L
Education (ED)	Dr. Jayne Leh, 237 G

Engineering (ENGR)	Dr. Amir Barakati, 239 G
Health & Human Development (HHD)	TBD
Information Sciences & Technology (INFST)	Dr. Mahdi Nasereddin, 215 G
Liberal Arts (LA)	Dr. Eric Lindsey, 116 F
Nursing (NRCOM)	TBD
BCC Science [Eberly] (SCIEN)	Dr. David Aurentz, 101F L
World Campus	Dr. Paula Plageman, 168 F

### **FACULTY STAFF DIRECTORY**

Visit <http://www.bk.psu.edu/Information/directory.htm> for the full list of Penn state Berks faculty and staff contact information.

To search by name, visit the Penn State Berks homepage at [berks.psu.edu](http://berks.psu.edu) and type the first and last name of the faculty or staff member in the search box. Click “Campus Directory” and then the search symbol.

### **The Student Code of Conduct:**

The Code of Conduct (Code) describes behaviors that are inconsistent with the essential [values of the University community](#) (integrity, respect, responsibility, discovery, excellence and community) and that are inconsistent with [Penn State’s Statement on Diversity, Equity, and Inclusion](#). Any student or student organization found to have committed, to have attempted to commit, or to have assisted in the prohibited behavior(s) listed in the Code may be subject to the conduct sanctions. A student or student organization engages in an attempt when, with intent to commit a specific violation of the Code, they perform any act that constitutes a substantial step toward the commission of that violation.

Acts of Bias are antithetical to the values of the University and harmful to the community. The University will hold students accountable for violations of the Code that are motivated by bias, and sanctions will be elevated for those violations. The University will offer voluntary restorative justice practices to address Acts of Bias that do not rise to the level of a violation or are protected by the First Amendment. For more information on the Code of Conduct at Berks, contact Sandra Reichel at 610-396-6067 or [sjr3@psu.edu](mailto:sjr3@psu.edu).

### **A. Jurisdiction**

1. The Code shall apply to conduct that occurs on University premises; at University sponsored activities; at functions, activities, or events hosted by recognized student organizations, on or off campus; through University-supported virtual platforms; and other off-campus conduct that warrants a Substantial University Interest.
2. Residence Life: At the direction of the Senior Director of the Office of Student Conduct and in coordination with the Senior Director of Residence Life, minor to moderate level incidents that occur in or around the residence halls that involve students living in on-campus housing will typically be managed by Residence Life staff. Incidents involving

repeated behaviors or more severe allegations of violations and all incidents involving allegations of major violations will typically be managed by the Office of Student Conduct.

3. Off-Campus Misconduct: While the University has a primary duty regarding behavior on its premises, there are many circumstances that the off-campus behavior of students or student organizations is of Substantial University Interest and warrants conduct action.
4. The Pennsylvania State University expects students and organizations to conduct themselves in accordance with the law. Student behavior off the premises of the campus that may have violated any local, state, or federal law, or yields a complaint from others alleging violations of the law or the Code will be reviewed by the University. Upon receipt of a complaint alleging off-campus student misconduct, the Senior Director or their designee will review the allegation(s) to determine the appropriate course of action by the University.
5. Any student's or student organization's off-campus behavior that affects a Substantial University Interest and violates the Code is subject to conduct action following standard University procedures.
6. Prohibited conduct that affects a "Substantial University Interest" is behavior that
  - Constitutes a violation of local, state or federal law;
  - Indicates that the student or student organization may present a danger or threat to the physical or mental health or safety of themselves or others; or
  - Is detrimental to the educational interests or climate of the University or its students.

## **B. The Code of Conduct**

**ABUSE/ENDANGERMENT:** Physically harming or threatening to harm any person, intentionally or recklessly causing harm to any person or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others.

**HARASSMENT:** Harassment means behavior consisting of physical or verbal conduct that is sufficiently severe, persistent, or pervasive so as to substantially interfere and creates a hostile environment with an individual's employment, education or access to University programs, activities or opportunities and would detrimentally affect a reasonable person under the same circumstances. Harassment also includes physical or verbal conduct that is sufficiently severe and pervasive that it creates a hostile environment that is detrimental to the educational interests or climate of an individual(s). Harassment may include, but is not limited to, verbal or physical attacks, stalking, graphic or written statements, electronic exploitation, threats, or slurs. Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs, and the status of the individuals involved. Additionally, behaviors include engaging in a course of conduct or subjecting a person or group of persons to unwanted physical contact or threat of such. (See policy [AD91](#))

**SEXUAL HARASSMENT AND MISCONDUCT:** Sexual harassment occurs when a student engages in unwelcome conduct of a sexual or gender-based nature that is sufficiently severe, persistent, or pervasive so as to substantially interfere with an individual's employment, education, or access to University programs, activities and opportunities, and such conduct would detrimentally affect a

reasonable person under the same circumstances. It also occurs when a student who has power or authority over another engages in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance. Sexual harassment may include, but is not limited to, sexual advances, requests for sexual favors, sexual exploitation, stalking, dating violence, and domestic violence. Sexual Harassment and Misconduct rises to the level of "Title IX Sexual Harassment" if it is determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the University's Education Programs or Activities. (See policies [AD85](#) and [AD91](#))

Sexual misconduct refers to attempted or completed unwanted or non-consensual sexual contact or activity, including, but not limited to the following: rape, sexual assault, sexual battery, forcible sodomy, sexual penetration with an inanimate object, sexual intercourse (vaginal or anal penetration) without consent, sexual touching and fondling, the touching of an unwilling person's intimate parts (defined as genitalia, groin, breasts, anus, or buttock, or clothing covering those intimate parts), forcing an unwilling person to touch another's intimate parts, sexual exploitation, and sexual coercion.

**DISCRIMINATORY HARASSMENT:** Discriminatory harassment occurs when a student engages in unwelcome conduct of a discriminatory nature that is sufficiently severe, persistent, or pervasive so as to substantially interfere and creates a hostile environment with an individual's employment, education, or access to University programs, activities and opportunities, and such conduct would detrimentally affect a reasonable person under the same circumstances. Discriminatory harassment also includes physical or verbal conduct that is sufficiently severe and pervasive that it creates a hostile environment that is detrimental to the educational interests or climate of an individual(s). Discriminatory describes conduct of any nature that denies an individual the opportunity to participate in or benefit from a University program or activity, or otherwise adversely affects a term or condition of an individual's employment, education, or living environment, because of the individual's age, race, color, ancestry, national origin, sex, sexual orientation, gender, perceived gender, gender identity, physical or mental disability, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, marital or family status, pregnancy, pregnancy-related conditions, genetic information or political ideas. (Also see policy [AD91](#))

**WEAPONS, EXPLOSIVES AND OTHER DANGEROUS ITEMS:** Possessing, storing, carrying, or using any weapon, ammunition, explosive, or dangerous chemical or gas is prohibited on all University property except by authorized law enforcement officers and other persons specifically authorized by the University. Possessing, carrying, or using any fireworks on University property, except for those persons authorized by University and local governments to discharge such fireworks as part of a public display. Paintball guns and paintball markers may only be used on the property of the University in connection with authorized University activities and only at approved locations. (Also see policies [SY08](#) and [SY12](#))

**FIRE SAFETY VIOLATIONS:** Tampering with fire or other safety equipment or setting unauthorized fires. Exhibiting behaviors that risk health and safety of self or others during a fire related incident. Burning candles, incense or other items in the Residence Halls or other University facilities, whether attended or unattended. (Also see policies [SY10](#), [SY28](#), and [SY30](#))

**ALCOHOL AND/OR DRUGS:** Illegally possessing, using, distributing, manufacturing, selling, or being under the influence of alcohol or other drugs. Supplying alcohol to persons under 21, even by those under 21. Excessive consumption of alcohol occurs when a person is intoxicated to the degree that the person may endanger self, other persons, or property, or annoy persons in the vicinity. Using, possessing, or distributing beverages containing alcohol in any way that does not comply with the laws of the Commonwealth of Pennsylvania and/or University Regulations. (Also see policies [AD18](#), [AD33](#))

**FALSE INFORMATION:** Intentionally providing false or inaccurate information or records to University or local authorities. Providing a false report of an emergency, University policy and/or Code violation. Knowingly providing false statements or testimony during an investigation or University proceeding. Falsely presenting oneself as an official of the University or a local authority. (Also see policy [AD67](#))

**THEFT AND POSSESSION OF STOLEN PROPERTY:** The taking, or possession of, items belonging to another individual or entity. The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**DISRUPTION OF OPERATIONS:** Obstruction or disruption of classes, research projects, conduct processes and/or investigations (University or police), University governance proceedings, or other activities or programs of the University; or obstructing access to University facilities, property, or programs. An action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the University or infringes on the rights of others to freely participate in its programs and services. (Also see policy [AD57](#))

**VIOLATIONS OF 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 The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Violations of Academic Integrity include, but are not limited to, copying, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without

informing the instructor, and tampering with the academic work of other students. (Also see [Faculty Senate Policy 49-20](#) and [G-9 Procedures](#)). Special Procedures are used to address violations of academic integrity (see Section VII).

**FAILURE TO COMPLY:** Failing to comply with reasonable directives from University or other officials when directed to do so. This includes, but is not limited to failure to provide identification, to report to an administrative office, to complete sanctions assigned as part of the conduct process or, when reasonable cause exists, failure to leave University-controlled premises (both physical and virtual) or dangerous situations when directed to do so by properly authorized persons, including police and/or University faculty and staff.

**FORGERY/ALTERATION:** Making, possessing and/or knowingly using or submitting any falsified official record or University document; altering or forging any University or official document or record, including identification, meal or access cards. This includes but is not limited to forging documents (signing another's name and/or ID number), manufacturing IDs or tickets, altering parking permits, and misuse of forms (e.g., medical forms/letters, letterhead stationery, University forms). This category includes both physical and electronic documents and records.

**UNAUTHORIZED ENTRY OR USE:** Unauthorized entry into or use of property or University facilities, including private residences, businesses, offices, residence halls, classrooms, computers, computer networks, virtual University learning spaces and other restricted facilities. Unauthorized entry or use is considered any use or attempt to use without permission to do so (e.g., an unsecured door is not necessarily permission to enter said space). (Also see policy [AD95](#))

**DISORDERLY CONDUCT:** Engaging in disorderly, disruptive, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; creating a physically hazardous condition or a condition that requires restoration or clean-up; inciting or participating in a riot or group disruption; failing to leave the scene of a riot or group disruption when instructed by officials; or disruption of programs, classroom activities or functions, and processes of the University.

**VIOLATIONS OF UNIVERSITY REGULATIONS:** Violating written University policies or regulations contained in any official publications, administrative announcements, contracts (e.g., residence hall contracts or leases) and/or postings, including University websites.

**VIOLATION OF LAW:** When it is established that a student or student organization has violated federal, state, or local law and the violation of law affects a Substantial University Interest.

**RETALIATION:** Taking adverse action against any individual on the basis of a good faith report made by such individual, or based on said individual's participation in an investigation, hearing, or inquiry by the University or an appropriate authority, or the individual's participation in a court proceeding relating to suspected wrongful conduct. (Also see policies [AD67](#), [AD85](#) and [AD91](#))

**HAZING OF A PERSON:** Hazing is when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

- Violate Federal, State, or Municipal law or University policy or procedure;
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
- Endure brutality of a sexual nature;
- Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing shall not include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

Hazing also includes when a person commits a violation of hazing that results in serious bodily injury or death to the minor or student; and

1. the person acts with reckless indifference to the health and safety of the minor or students; or
2. the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student. (Also see policy [AD-98](#))

### **C. Code of Conduct and Violations of Law**

University conduct proceedings may occur in situations in which the alleged behaviors potentially violated both criminal law and the Code of Conduct (that is, if both possible violations result from the same factual situation), regardless of pending civil or criminal litigation in court, criminal arrest or prosecution. Procedures under the Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Senior Director or designee. Determinations made or sanctions assigned under this Code shall not be subject to change because criminal charges arising out of the same facts were dismissed, reduced or resolved in favor of or against the Respondent. For more information, visit

<https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code-conduct>

**THE ALMA MATER****The Penn State Alma Mater  
by Fred Lewis Pattee**

For the glory of old State,  
For her founders strong and great,  
For the future that we wait,  
Raise the song, raise the song.

Sing our love and loyalty,  
Sing our hopes that, bright and free,  
Rest, O Mother dear, with thee,  
All with thee, all with thee.

When we stood at childhood's gate,  
Shapeless in the hands of fate,  
Thou didst mold us, dear old State,  
Dear old State, dear old State.

May no act of ours bring shame  
To one heart that loves thy name,  
May our lives but swell thy fame,  
Dear old State, dear old State.