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**2016-2017 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. Polices and Rules 2015-2016 and The Pennsylvania State University Bullet in 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 2015-2016 is accessible online at <http://studentaffairs.psu.edu/reslife/policies_rules.shtml>

**Campus Services Directory**

**Building Codes**

Beaver Community Center (BCC)

Franco Building (F)

Gaige Building (G)

Ivy House (IVY) Thun Library (T)

Janssen Conference Center (JCC)

Janssen Office Building (JOB)

Luerssen Building (L)

Peiffer House (PH)

Perkins Student Center (PSC)

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

**Athletics and Recreation (BCC Front desk, 610-396-6373)**

**(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

**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 (10 PSC, 610-396-6082)**

Confidential Advice

Free Short-Term Counseling

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

Alumni Relations

Donor Relations

Fundraising

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

Academic Support

Adaptive Technology

Disability Documentation for Academic Adjustments

**Financial Aid Office (6 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

**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)

Access Accounts

Help Desk

Classroom Technology Services

Residence Hall Internet Connection

Technology Workshops

Wireless Internet Access

**Learning Center (161 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 (238 l, 610-396-6270)**

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

Academic Renewal

Academic Verification

Adding or Dropping a Class

Auditing a Course

Change of Address

Change of Campus Assignment

Change of Major/College

Change of Name

Class Schedule

Credit by Examination

Dean’s List

Final Exam Schedule

Grades

Leave of Absence

Re-enrollment

Registration

Reinstatement

Satisfactory/Unsatisfactory Option

Student Records

Transcript Request Forms

Withdrawal from the University

World Campus

**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 (14 PSC, 610-396-6065)**

Admissions and Financial Aid

Athletics

Campus Life

Discipline/Student Conduct

General Student Issues

Nondiscrimination Policy

Policies and Procedures Related to: Student Facility Fee

Residence Life

Sexual Harassment/Assault

Student Activity Fee

Student Government Association

Support Services

University Policies and Regulations

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

ASPIRE/Personal Counseling

Commuter Services

Health Services/Physical Disabilities

Lesbian, Gay, Bisexual, Transgender Support

Multicultural/International Student Services

Off-Campus Housing

Veterans Affairs/Benefits

**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

**University Relations (204 JOB, 610-396-6053)**

Advertising

Marketing

Media Relations

Photography

Public Information

Publications

University Editor

Web Content

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

Writing Tutoring

**Academic Calendar**

This calendar is subject to change without notice.

See the Schedule of Classes for important academic deadlines throughout the semester.

## FALL 2016 SEMESTER CALENDAR

REGISTRATION FOR NEW STUDENTS WHO HAVE NOT SCHEDULED CLASSES AUG. 18

INTENT TO GRADUATE – ACTIVATION PERIOD AUG. 15-SEPT. 6

LEAVE OF ABSENCE DEADLINE AUG. 19

CLASSES BEGIN AUG. 22

# REGULAR DROP DEADLINE AUG. 27

REGULAR ADD DEADLINE--------------------------------------------------------------------- -----------AUG. 28 (8 AM)

LATE DROP BEGINS AUG. 28

ADVISING MEETINGS FOR STUDENTS NEW TO BERKS---------------------------------------------------SEPT. 2

# LABOR DAY—NO CLASSES--------------------------------------------------------------------------------- SEPT. 5

ADVISING MEETINGS – ALL STUDENTS—12:15 – 1:15 pm SEPT. 28

LATE DROP DEADLINE (except part-semester courses) NOV.11 THANKSGIVING HOLIDAY – NO CLASSES NOV. 21-26

CLASSES END DEC. 9

WITHDRAWAL DEADLINE DEC. 9

FINAL EXAM PERIOD DEC. 12-16

COMMENCEMENT (7:30 p.m.) DEC. 16

## SPRING 2017 SEMESTER CALENDAR

REGISTRATION FOR NEW STUDENTS WHO HAVE NOT SCHEDULED CLASSES JAN. 5

INTENT TO GRADUATE – ACTIVATION PERIOD Jan. 2- JAN. 23

LEAVE OF ABSENCE DEADLINE JAN. 6

CLASSES BEGIN JAN. 9

MARTIN LUTHER KING DAY – NO CLASSES JAN. 16

REGULAR DROP DEADLINE JAN. 14

REGULAR ADD DEADLINE JAN. 15 (8 AM)

LATE DROP BEGINS JAN. 15

SPRING BREAK (No Classes) MARCH 5-11

ADVISING MEETINGS (1:00 p.m.) TBA

LATE DROP DEADLINE (except part-semester courses) APRIL 7

CLASSES END APRIL 28

WITHDRAWAL DEADLINE APRIL 28

FINAL EXAM PERIOD May 1 - 5

COMMENCEMENT (10:00 a.m. and 2:00 p.m.) MAY 6

**Campus Map**

[**http://berks.psu.edu/Information/map.htm**](http://berks.psu.edu/Information/map.htm)

**Welcome to Penn State Berks**

**Message from the Chancellor of Penn State Berks**

I’m delighted to welcome you to your new campus home! I also know that you will find Penn State Berks to be an academically challenging and rewarding learning community. You will also have multiple opportunities to engage in co-curricular experiences that can enrich your studies and hone your leadership skills.

As one of the most beautiful Penn State campuses, Penn State Berks provides an ideal setting for all that a college can offer. We offer all the advantages of a smaller college environment where you will know and be known personally by your professors, as well as being part of a world-class research university. You will have the opportunity to be mentored by our outstanding faculty who are dedicated to both teaching and their ongoing scholarship, as well as service to the larger community.

Of course, the decision to become deeply engaged in the Penn State Berks college community is up to you, the student. Our outstanding faculty and staff are committed to you being successful and will do all possible to make that happen, but ultimately it’s up to you. I encourage each of you to make that decision and to join thousands of Berks’ alumni, as well as our dedicated faculty, staff, and students, in proudly proclaiming, “We are . . . Penn State Berks!”

Best wishes for a rewarding and successful career at Penn State Berks! Sincerely,

Keith Hillkirk

**Message from the Student Government Association**

As we embark on a new year the Student Government Association welcomes all new students whether domestic, international, adult learner, recent high school graduate, transfer, or veteran to Penn State Berks. Penn State Berks offers endless amounts of opportunities both inside and outside the classroom. College is a new beginning for most; being able to control one’s destiny moving forward as you gear up to pursue your future career. Now that you’re a Penn Stater you have access to endless networking opportunities. “Bleeding Blue and White” is not just a saying, you will soon notice being a part of Penn State is being part of a new family. This family is not only here at Berks, but with approximately 645,000 living Alumni one is sure to run into another Penn Stater outside of the Penn State Community.

Among other aspects, the Berks campus provides comfortable residence halls, small classroom sizes, a diverse environment, ongoing community connections, and it holds numerous events that can be seen on our Campus Activities Board calendar. Penn State Berks has the big school name with smaller campus atmosphere, allowing students to effectively communicate with each professor, advisor, or staff member on a more personal level.

The Student Government Association (SGA), is a STUDENT-run organization by the students for the students. We communicate the needs and concerns of the student body to the faculty, administration, and staff for the purpose of enriching the quality of student life at the Berks Campus. Furthermore, the PSU Berks SGA shall purpose itself to at no time discriminate against any person as in agreement with University policy and shall set about accomplishing its purpose in accordance with a commitment to diversity and unity. SGA meets on Wednesdays at 12:30 p.m. in the Luerssen 20. Anyone is welcome to attend the meetings. Membership is open to any interested student. Every meeting has an open forum in which any issue can be discussed.

Moving forward, college is your chance to define who you are. I look forward to meeting with all of you and wish you the best in all your future endeavors.

For the Glory,

Joseph T. Chletsos

President of Student Government Association

**Local Governance 2016-2017**

**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 and activities, and physical facilities as they relate to the enhancement of student life.

**2016-2017 Student Government Association**

**Berks SGA Executive Board**

Joseph Chletsos, President

jtc5323@psu.edu

Patrick McCarty, Vice President

psm5145@psu.edu

Raymond E. Jones III, Faculty Senate Representative

rej5092@psu.edu

**History of Penn State Berks**

In 1855, the Pennsylvania legislature chartered a new institution known as the Farmers’ High School. The first class of sixty-nine students was taught by four faculty members in Centre County 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 manpower. 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 a total of 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.

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 provides assistance to 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. Paul D. Esqueda, Senior Associate Dean for Academic Affairs, 307 Gaige, 610-396-6120 or pue1@psu.edu.

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 28.

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 Deb Moller, 307 Gaige, 610-396-6120 or dlm60@psu.edu.

Academic Advising Center

160 Franco, 610-396-6280

The Academic Advising Center offers academic advising, information, and referral services to Division of Undergraduate Studies (DUS) students as well as to anyone who requests assistance, including students enrolled elsewhere in the University, prospective students, faculty, and staff. Academic advisers are available by appointment or on a walk-in basis. Academic advisers help students evaluate their educational plans, answer questions about exploring major fields, and provide general information about academic policies and procedures.

The Division of Undergraduate Studies (DUS) is a unit of enrollment for students who want to explore the University’s academic opportunities before deciding on a field of study or for students in transition from one college or major to another. Students who have been enrolled at the University and change their academic goals may enroll in DUS to explore new fields of study. After their plans crystallize and program requirements are met, students may then transfer into their new college or major. Students may only be enrolled in DUS for up to two semesters beyond their first year at Penn State. Therefore, entering first-year students may stay in DUS for as long as two years. Since DUS does not grant degrees, when students complete their DUS enrollment, they must enter a college or major.

Faculty Advisers are full-time faculty assigned to students enrolled in one of the University’s colleges or schools that grants a degree program. Faculty advisers provide academic advising, information, and referral services. Faculty advisers are available either by scheduled office hours or by appointment. Students wishing to change their faculty adviser assignment may do so by visiting the Academic Advising Center.

For more information, contact Paula Plageman, Coordinator of Academic Advising, 160 Franco, 610-396-6282 or pmp5@psu.edu.

Faculty Advisers are full-time faculty assigned to students enrolled in one of the University’s colleges or schools that grants a degree program. Faculty advisers provide academic advising, information, and referral services. Faculty advisers are available either by scheduled office hours or by appointment. Students wishing to change their faculty adviser assignment may do so by visiting the Academic Advising Center.

For more information, contact Paula Plageman, Coordinator of Academic Advising, 160 Franco, 610-396-6282 or pmp5@psu.edu.

Career Services

10 Perkins Student Center, 610-396-6019

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/StudentServices/CareerServices/careers.htm>. On campus work-study opportunities may be found in the Financial Aid Office (6 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).

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). Students can post their resumes and search for internships on the following website: Nittany Lion Career Network - <http://berks.psu.edu/StudentServices/CareerServices/NittanyLionRecruiting.htm>

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

Disability Services

*Academic Adjustments*

169 Franco, 610-396-6410

Michelle Peasley, mns136@psu.edu

The Office for Disability Services (ODS) is the designated office that provides reasonable accommodations and services to students with disabilities who are enrolled at PSU Berks.  ODS requests and maintains disability-related documents; certifies eligibility for services; determines and develops plans for reasonable accommodations such as academic adjustments, auxiliary aids, and/or services as mandated under Title II of the Americans with Disabilities Act, Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973. If you had an IEP or 504 plan in high school, please consider contacting Michelle Peasley as soon as possible to learn more about the support available through ODS. If you would like more information about services and eligibility, please e-mail Michelle at mns136@psu.edu or call 610-396-6410.

ADA Housing

For information regarding ADA Housing, please complete and submit the Housing Accommodations Request Form. The Housing Accommodations Request Form can be found at the following website: <http://www.hfs.psu.edu/Berks/HousingContracts/medical-accommodations.cfm> Completed forms should be faxed to 814-863-5928.

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.

The Learning Center (Tutoring)

161 Franco, 610-396-6288

Free tutoring is available from professional and peer tutors. Study skills workshops 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 berks.psu. edu/StudentServices/LRC/lrc.htm. For more information, contact Sonia Delaquito, Learning Center Director, at 610-396-6138 or email at scd14@psu.edu.

The Writing Center (Tutoring)

141 Franco, 610-396-6407

Free 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. Stop by and pick up information or visit our website at <http://berks.psu.edu/StudentServices/writingcenter.htm>. For more information, contact Holly Ryan, Writing Center Director, at 610-396-6333 or 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 is done on LionPATH. The office has both day and evening hours to assist students.

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 forms must be submitted by students who wish to change campuses from Penn State Berks prior to the completion of their fourth semester. The form is available in 125 F and must be signed by an adviser. Students are expected to complete two full years of academic work at their initial campus. Students with fewer than forty-four units by the end of their third semester who have indicated an intent to pursue a University Park major or who want to change to another non-University Park campus must complete a change of assignment form available in 125 F. Early change-of-assignments to University Park are only approved when students cannot make normal academic progress by remaining at their campus. Students who are in majors to be completed at University Park and want to remain at the campus beyond fourth-semester standing must obtain the approval of the University Park college where their major is located prior to scheduling courses.

Units are based upon a minimum of fifty minutes of class time per week, per unit. 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 carrying 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.)

Degree Audits, indicating classes and grades along with degree requirements for majors and minors are available through LionPATH.

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. A form to make the changes is also available in 125 F. Students must present the completed form to the Registrar’s Office within the appropriate deadline dates. No fee is charged for dropping or adding courses during the regular drop period. Thereafter, a $6 drop/add fee will be charged unless a section change is the only transaction. NOTE: All section changes must be filed on the Drop/Add form, but without charges. 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 class that may be dropped during the regular drop period at the beginning of the semester. Class 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. There is no limit to the number of classes that can be late dropped. A notation of WN (no grade) appears on the transcript for class that are dropped late. Students who wish to drop all of their classes must withdraw from the University.

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 or withdraw from the University. Students must know their digital account and password in order to use LionPATH. LionPATH is on the Web at **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.

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 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. Adult students should contact the Admissions Office for special arrangements. A leave of absence is not required for summer session.

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 [**http://bulletins.psu.edu/bulletins/bluebook/minors.cfm**](http://bulletins.psu.edu/bulletins/bluebook/minors.cfm). Minors consist of 18 Units but courses for the minor can overlap with other degree requirements. Students must use LionPATH to declare a minor but minors cannot be declared prior to the 5th semester standing. To graduate with a minor, students must be accepted into the minor before the late drop deadline of the graduation semester. 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, the 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.

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 advisor.

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 the Penn State Admissions Office, Shields Building, University Park, PA 16802 to have the units transferred to Penn State.

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 <http://www.registrar.psu.edu/transcripts/transcripts.cfm> and follow the instructions. Official transcripts can only be obtained by using this website. 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 $10 fee is charged. For additional information, contact the University Park Campus Registrar’s office at 814-865-6357.

Withdrawal from the University must be processed on an official form available in 125 F or through LionPATH. Withdrawal refers to ending one’s status as a student at Penn State. A student who officially withdraws will receive Ws, 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.

World Campus is a flexible learning environment designed to help students fit learning into their work schedule and family responsibilities through online learning materials that allow students to study at home and at times most convenient to them interacting online with Penn State faculty. Penn State faculty and professional staff review all details of course content and methodology to ensure the highest standards of instructional quality. College-credit courses are available to anyone with a high school diploma. More than 170 credit courses may be completed to fulfill various associate and baccalaureate degree requirements. Visit the Web site [**http://www.worldcampus.psu.edu/**](http://www.worldcampus.psu.edu/)or call 1-800-252-3592.

Continuing Education

*Williams Cottage, 610-396-6220*

The Continuing Education Department (CE) provides a wide range of support and activities for **Adult Learners\*** interested in credit and not for credit programs. Specific emphasis is placed on **degree programs and certificates** that allow students the opportunity to complete or accelerate a degree.

These include:

* **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 60+ credit degree completion program. <http://www.bk.psu.edu/Academics/Degrees/baccolead.htm>

* **Accelerated BS in Business**- Complete 60+ business credits toward the bachelor's degree in Business in a 20-month accelerated program. For students starting Fall 2015, classes are held on Tuesday evening and Saturday morning.

<http://www.bk.psu.edu/CE/accelerated-BS-Business-Degree.htm>

* **Accelerated BS in Rehabilitation and Human Services**- A degree completion program for students interested in improving the quality of life for persons impacted by disabilities.

<http://www.bk.psu.edu/Academics/Degrees/36712.htm>

* **Accelerated BS in Nursing Degree for Registered Nurses**- For registered nurses who have either an associate degree or a diploma in nursing. Penn State awards 33 nursing credits based on the RN license. <http://www.bk.psu.edu/CE/registered-nurse-bs-degree-completion.htm>
* **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://www.sgps.psu.edu/Berks-MBA/default.ashx>

Accelerated classes are typically 7-weeks and are held in special classrooms that include the latest interactive video conferencing technology, allowing students to experience real-time classroom collaboration with instructors and peers-- in the same classroom and at other campus locations.  Because these courses are accelerated, online course work is included to complement the classroom experience.

The Continuing Education department also provides a wide variety of **professional development training** and **noncredit certificate** programs including an **18-month Practical Nurse Program, Human Resource Management (SHRM), AutoCAD, Project Management and Professional Engineering Exam Review and Supply Chain management Certificate (Certified Professional in Supply Management® (CPSM®) from the Institute of Supply Management® (ISM®).**

<http://www.bk.psu.edu/CE/licensed-practical-nurse-lpn-program.htm>

<http://www.bk.psu.edu/CE/noncredit.htm>

http://www.bk.psu.edu/CE/certificates.htm

Information Technology

Help Desk, Thun Library, 610-396-6195, BK-HelpDesk@psu.edu

 **Computers Around Campus** — Each building has student accessible computers. All of the computers listed below unless stated otherwise are Windows-based with Microsoft Office Pro 2016 plus software needed for class use.

* Beaver Community Center – Lobby (2)
* Bowman Hall – Lounge (4)
* Franco Building – Lobby (2), Learning Center (7) and Writing Center (3 Windows, 1 MAC)
* Gaige Building – Classroom 204 (30), Classroom 205 (30) and Classroom 249 (24), Hallways (4)
* Ivy House – Lounge in a study room (2)
* Luerssen Building – Classroom 120 (24), Classroom 210 (24), Hallways (4)
* Perkins Student Center – Lobby (2), MPR (4), Game Room Lounge (3)
* Thun Library – Circulation Desk Area (30), Classroom 137 (30) and Classroom 138 (24 MAC)

For late night and weekend access, visit the Thun Library. Library hours are posted at <http://www.libraries.psu.edu/psul/berks/hours.html>

 **Help Desk** — The Help Desk in the Thun Library is student-run and provides for students in need of technical assistance. The Help Desk will connect student devices to WiFi and wireless printing. They also provide residence hall connectivity help and loan laptops for use in the Library. Call 610-396-6195 or
e-mail **bk-helpdesk@psu.edu**.

 **Access Account** — A PSU Access Account is an assigned user ID and password provided by the University to every student registered for at least one credit of class. An Access Account enables students to access their PSU e-mail, LionPath, Canvas, as well as Internet services on student accessible campus computers and residence halls. To receive an access account, please bring a valid PSU ID card to the Thun Library Help Desk.

 **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 is available at <http://wireless.psu.edu> Students can connect to this service in the Thun Library, Franco, Gaige, Perkins Student Center, Luerssen, Beaver Community Center, Residence Halls and outside in the Perkins Plaza and the turf field. For assistance please contact the Help Desk.

**Residence Hall Internet Connection** — In addition to the wireless network, wired Residence hall Internet connections are available. This connection is activated by completing an online form that is located at [http://www.rescom.psu.edu](http://www.rescom.psu.edu/). For information on this service, please contact the Help Desk.

Print Allocation — The University allots 110 printed pages to each student per semester. The Berks campus allots an additional 140 pages for a total of 250 pages per semester. Each black and white print, whether single or double-sided, counts as a single page. Color prints, single or double-sided, count as three pages. Please visit <http://clc.its.psu.edu/printing> for details.

Technology Workshops—Workshops on various technology topics are offered to students, faculty, and staff at no charge. Please visit <http://bk.psu.edu/IT> for details and registration.

**Classroom Technology Services** — All classrooms have either a podium or instructor’s table equipped with a computer and DVD player connected to a projector. Other equipment is available for loan and may be requested by using Internet Explorer as a browser and complete an AV request at <http://bk.psu.edu/IT>.

Library Services

Thun Library, 610-396-6339

The Thun Library and the Boscov-Lakin Information Commons provides a wide variety of resources and services for students including a Media Commons that allows students to borrow equipment to create podcasts and videos. The welcoming staff are available to help students learn how to find articles, books, and much more through LionSearch. Research Coaches provide instruction to help students begin their research for class assignments and direction for finding materials that will aid students in their scholarly research needed for coursework. Thun Library has many DVDs, videos, and CDs available to be checked out and students can borrow materials from any other Penn State Library. Course reserves for classes are available at the main desk. Check out our website http://www.libraries.psu.edu/psul/berks.html to take a virtual tour to see the spaces we have available for group or individual study in our beautiful library.

Penn State Educational Partnership Program (PEPP)

JCC 8 & 9, 610-396-6270

PEPP offers Penn State Berks students, from all majors, the opportunity to work with middle and/or high school students in an after-school program in the Reading School District. The program runs for two hours each Tuesday, Wednesday, and Thursday in the middle schools and each Tuesday and Thursday in the intermediate and high school. Penn State students can work two to six hours per week depending on their schedules. PEPP begins approximately a month into each semester and finishes before finals week. PEPP helps develop the academic and organizational skills of a select group of Reading School District students through structured tutoring to develop better study skills and increase 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 have their application fee waived when applying to any Penn State campus, and they qualify for PEPP scholarships. The partnership began operation with the PEPP Academy, aimed at middle school students. Shortly thereafter PEPP Institute was implemented targeting the high school grades as a natural continuation of Partnership efforts 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 610-396-6270.

**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 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 can be made at the Bursar’s office (125 F) or on LionPath.

|  |  |  |
| --- | --- | --- |
| Due Dates | Fall Semester | Spring Semester |
| 1st Payment | August  | December |
| 2nd Payment\* | September | January |
| 3rd Payment\* | October | February  |

\*Payments due on installment plan is used ($45 non-refundable fee).

**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.

**Refunds**—For the quickest delivery of a refund, students are encouraged to have their refund electronically deposited into a bank account. See the Bursar’s Office for more information.

Financial Aid

6 Perkins Student Center, 610-396-6070

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. Emergency loans are available for students who experience short-term financial difficulties. Students encountering financial problems related to college expenses are encouraged to talk with the Financial Aid Coordinator in 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). Student loans and University scholarship consideration also require completion

of the FAFSA.

Type Of Assistance What you need to do

Federal Pell Grant Complete FAFSA

Federal SEOG Grant Complete FAFSA

Federal Perkins Loan Complete FAFSA

Federal Work-Study Program Complete FAFSA

University Scholarships Complete FAFSA

PHEAA/State Grant Complete FAFSA. Out-of-state students are encouraged to apply for state funding through their home states.

Federal Direct Stafford Loan Complete FAFSA, Federal Direct Stafford Loan Mastery Promissory Note, and Loan Entrance Counseling

Federal Direct PLUS Loan Complete FAFSA and Federal Direct PLUS Loan application/Mastery Promissory Note.

Berks Campus Scholarships Complete FAFSA; upperclassmen also need to complete the campus scholarship application.

All forms can be obtained online through the Office of Student Aid Website at www.studentaid.psu.edu. For more information, refer to the financial aid section of Policies and Rules.

**Deadlines**—The recommended filing deadline for Penn State financial aid is February 15 of each year for first-year students and April 1 for upperclassmen. The FAFSA must be completed annually using the previous year’s income tax information. For more information and assistance with forms contact Financial Aid.

**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) Degree status; 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.

**Academic progress** affects eligibility for Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work Study, Federal Perkins Loan, Federal Stafford Loans, Federal Parent Loan for Undergraduate Students (PLUS), Federal Graduate PLUS Loan for graduate and professional degree students, Teacher Education Assistance for College and Higher Education Grant Program (TEACH), some alternative loans, some outside (private) scholarships and University aid programs. Eligibility for state grants (including Pennsylvania State Grants) are subject to different academic progress measures.

The specific measurements for academic progress are detailed on the Office of Student Aid website, <http://studentaid.psu.edu/>

**Loans**

Terri Edwards Memorial Loan Fund provides financial assistance to strong academic undergraduate students attending Penn State Berks who have a documented need for funds in order to obtain their college education. Only long-term loans will be made from this fund and shall not exceed $1,000 per calendar year or a maximum of $4,000 per recipient. This loan is only available at Penn State Berks.

**Bernreuter Emergency Loan Fund** makes loans available to students to meet a financial crisis of short duration. Two criteria determine the emergency nature of the loan: (1) the emergency was not foreseeable, and (2) the immediacy of the need prevents the student from securing the monies through other means. Any student seeking an emergency loan should discuss his or her need with the Financial Aid Office.

**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. Students must complete the Free Application for Federal Student Aid (FAFSA). For information, contact Financial Aid.

**Scholarships**

Scholarships funded by Penn State come from three sources: the Financial Aid Office, the college or department of the student’s major field of study, and from the campus. Scholarships offered through the Office of Student Aid are based on academic merit and most have a demonstrated financial need component; generally no additional application is required. Awards made by the individual’s department or college have varying criteria and may require a separate scholarship application. Information about scholarship offerings can be found on the department/college Web site.

**Student Services Information**

Student Affairs

14 Perkins Student Center, 610-396-6065

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 Activity Fee (SAF)** 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 SAF support. All requests are reviewed by a committee, the majority being students. All financial records, awards and minutes of the SAF Committee are available to any member of the student body. To request information or learn more about the SAF, please stop by the Office of Student Affairs (PSC 14), or the SGA Office (PSC 9D).

Admissions

14 Perkins Student Center, 610-396-6060

The Admissions Office offers counsel and advice to persons of all ages who are applying to college for the first time or planning to transfer to Penn State from another collegiate institution. Application forms and other admissions materials may be obtained here. The Admissions staff can discuss the best fit between interests of an applicant and Penn State programs. In addition to providing these services, Admissions Counselors are available to assist provisional and non-degree students who wish to become degree candidates.

Athletics and Recreation

114 Beaver Community Center, 610-396-6150

Athletics and Recreation Reception Desk, 610-396-6383

The Beaver Community Center (BCC), comprised of a gym, a weight and workout room, a studio, locker rooms, and athletics and recreation offices, is home to athletics (varsity sports), club sports, intramurals, and recreation, as well as classes. For more information about the BCC, please visit the Athletics and Recreation website at <http://psuberksathletics.com/>.

**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 North Eastern Athletic Conference (NEAC).

**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 and women’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 BCC gym and weight and workout room are available for recreational use when classes

**2016 Penn State Football – University Park**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Opponent / Event | Location | Time / Result |
|  |
| 09/03/16 | vs. Kent State | University Park, Pa. | TBA |
| 09/10/16 | at Pittsburgh | Pittsburgh, Pa. | TBA |
| 09/17/16 | vs. Temple | University Park, Pa. | TBA |
| 09/24/16 | at Michigan  | Ann Arbor, MI | TBA |
| 10/01/16 | vs. Minnesota  | University Park, Pa. | TBA |
| 10/08/16 | vs. Maryland  | University Park, Pa. | 12:00 p.m. ET |
| 10/22/16 | vs. Ohio State  | University Park, Pa. | 8:00 p.m. ET |
| 10/29/16 | at Purdue  | West Lafayette, Ind. | TBA |
| 11/05/16 | vs. Iowa  | University Park, Pa. | 7:30 p.m. ET |
| 11/12/16 | at Indiana  | Bloomington, Ind. | TBA |
| 11/19/16 | at Rutgers | Piscataway, N.J. | 8:00 p.m. ET |
| 11/26/16 | vs. Michigan State  | University Park, Pa. | TBA |
| 12/03/16 | Big Ten Championship Game  | Lucas Oil Stadium; Indianapolis, Ind. | 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 Campus Life Office, located in 19 Perkins Student Center.

Bookstore

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

psuberks.bncollege.com

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

Monday—Thursday, 8:30 a.m.–6:00 p.m. Friday, 8:30 a.m.–5:00 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+, checks (with one form of photo ID), MasterCard, Visa, American Express, and Discover cards. Checks may be used for the amount of purchase only. If a check is returned due to insufficient funds, a fee of $10 will be charged to redeposit the check.

**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, study guides, magazines, and prepaid phone cards.

**Campus Life**

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

The Campus Life Office 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/StudentLife/studentlife.htm>. 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 Affairs Office, the Beaver Guest Speaker Endowment, and the Student Activity Fee. Most performances are held in the Perkins Student Center Auditorium. To receive an Arts and Lecture Series brochure, please contact Campus Life. For more information, visit <http://berks.psu.edu/StudentLife/Activities/30071.htm>.

 **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 Campus Life Office.**

 **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 **facebook.com/BerksCAB**, or attend the next C.A.B. meeting. C.A.B. meets Mondays during the common hour in 3 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 Community Center, and the Perkins Student Center. Monitors are also located in residence hall common areas.

 **Community Service** opportunities for students are offered through various local agencies, class projects, student organizations, and the Campus Life Office. Students can volunteer with a number of organization 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 Director 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**](http://berks.psu.edu/StudentLife/orientation.htm)

for information on New Student Orientation, Welcome Week, and our Pre-Orientation Outdoor Program Adventures (Hiking, Canoeing the Delaware River and Service Learning).

 **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*.*

 Accounting Club

 Agriculture & Environmental Club

 Aikido

 Brotherhood and Sisterhood of Scholarship, Cultural Awareness and Community Service

 Berks Cares

 Berks Chemical Society

 Berks Rugby

 Black Student Union

 Biology/Biochemistry Club

 Blue & White Society

 CARP Club

 Campus Activities Board

 Chamber Choir

 Cheerleading

 Christian Student Fellowship (CSF)

 Criminal Justice Club

 DECA Club

 Entrepreneurship Club

 Equestrian Club

 Honors Club

 Hotel and Restaurant Society

 Ice Hockey

 International Club

 Kinesiology Club

 Latino Unity Club

 Lion Ambassadors

 Men's Lacrosse

 Muslim Student Association (MSA)

 Outdoors Club

 Penn State Berks

 Bowling Club

 Penn State Berks Dance Team

 Penn State Berks

 Pre-Medical Society

 PRSSA

 Psychology Club

 Rainbow Alliance

 Residence Hall Council

 SAE Baja

 SGA

 Ski & Board

 Step Team

 Society of Women Engineers

 THON

 Student Veteran Coalition (SVC)

 Volleyball

 World Affairs Club

If you’d like to start a new club or have additional questions or concerns, contact Campus Life.

Counseling Services

10 Perkins Student Center, 610-396-6082

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, eating disorders, and substance abuse. Services are provided on campus Monday through Friday, with some evening availability. For more specific information, or to set up an appointment, please contact Counseling Services.

The Freyberger Gallery

*1 Perkins Student Center, 610-396-6140*

The Freyberger Gallery offers a variety of integrated art programming and exhibitions for all students, faculty, staff, and the surrounding communities. Nationally established visual artists provide exhibitions and informal “Meet-the-Artist” gallery talks at most opening receptions in the gallery, with at least three exhibitions per semester. Regularly scheduled art workshops provide the college community the opportunity to work with an artist first hand to create a unique piece of art work for themselves or as part of a collaborative project for the campus. Workshops have included experiences in clay, photography, painting, mosaics, and sculpture. Other workshops have included dance master classes, poetry workshops, musical experience, and performance arts. For more information on exhibitions and schedules, check our website [**http://bk.psu.edu/Information/Community/freyberger.htm**](http://bk.psu.edu/Information/Community/freyberger.htm). To schedule a group tour, please contact Marilyn Fox at mjf14@psu.edu or 610-396-6140.

**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 through Friday:  8am to 12pm & 1pm to 5pm

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.

**Reading Hospital and Medical Center**

6th Avenue and Spruce Street, 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 and food service, catering, Special Delivery, the id+ card, mail service for residential students, and vending services on campus. They partner with the office Residence Life to provide a safe, supportive and comfortable living and learning environment for residential students.

 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. It's safer than carrying cash and 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/). **There is a fee for replacement cards.**

**Meal Plans**

***Campus Meal Plan****:* This plan isrequired for students living on-campus. It offers six levels, with varying dining dollars available to purchase meals. Levels can be adjusted during the semester until seven days before the end 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.

This is an online, prepaid flexible account that makes purchases safe and easy at both on campus and off campus location. 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. You can even request a refund when you graduate or leave Penn State.

**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 includes a 10 percent discount on Food Service prepared items at on-campus locations. Two levels are available: Level One: $500 Level Two: $1000



Tully’s is a full-scale food court and offers an extensive menu including grilled specialties, fresh pasta, soups and subs, and a pizza station. You can also choose from hearty entrées, a large salad bar, daily specials, and delicious desserts at Tully’s. Convenient grab 'n go items are also available.

Monday–Thursday 7:30 a.m.–11:00 p.m.

Friday 7:30 a.m.–6:30 p.m.

Saturday 11:00 a.m.–6:30 p.m.

Sunday 11:00 a.m.–11:00 p.m.

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, and other favorites. The Cyber Café provides a great atmosphere where students can relax, unwind, and surf the Internet in comfort.

Monday–Thursday 7:30 a.m.–7:00 p.m.

Friday 7:30 a.m.–3:00 p.m.

Saturday & Sunday Closed

Vending machines are conveniently located in Luerssen, Franco, Cohen Lounge, and Gaige. Vending is also available in various locations in our residence halls. Most machines accept Lion Cash.

Multicultural/International/LGBTQ+A Affairs

13 Perkins Student Center, 610-396-6080

A coordinator is available to assist and support students, especially multicultural, international and LGBTQ+A students, with academic and social aspects of college life. The multicultural/ international/LGBTQ+A coordinator also provides diversity-oriented events and educational programming for faculty, staff, and students. Various services include support in academic/personal and adjustment concerns to college, advocate for multicultural/international/LGBTQ+A students, support group for trans students, “We Are . . .” an early orientation program, international student orientation, religious services guide, training on diversity, programs and field trips to enhance understanding of diversity, multicultural/international/LGBTQ+A clubs, and various issues of concern to students. Please contact Karen Kihurani for services and any questions at 610-396-6080 or kek5@psu.edu.

Police Services

112 Luerssen, 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 R.A.D.S. (Rape Aggression Defense System), and a self-defense course for women. 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.

If there is no answer, you may contact them via pager, 24-hours a day, at 610-856-4822.

And/or you may contact 610-655-4911 and inform the

Office hours are as follows:

Monday—Thursday 9:00 a.m.–noon, 12:30 p.m.–9:00 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 on pages v-vi. 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 Police Services personnel.

**Student Auxiliary Services (610-396-6406)**

To enhance student safety, University Police at Penn State Berks offers a Student Auxiliary Patrol escort service Monday through Thursday from 7:00 p.m.—12:00 a.m. Call to arrange for an escort to your

vehicle or any location on campus.

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 and student Resident Assistant 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 the Residential Community Guide which is provided in each student room at check in.

Student Support Services

6 Perkins Student Center, (610) 396-6072

Student Support Services works with a number of student groups including commuters, ASPIRE, multicultural, international, and veterans.

**ASPIRE, an Educational Opportunity Program**

ASPIRE is an Educational Opportunity Program that supports students as they navigate their college career. ASPIRE participants must be Pennsylvania residents, have high financial need, and have demonstrated that they would benefit from academic support services. This ASPIRE program holistic supports students through their academic and personal challenges. Although an emphasis is placed on the first-year, all ASPIRE students will receive support services throughout their entire Penn State Berks career. First-year students participate in a summer bridge program called, Lion’s Path, where they receive instruction in English, Math, Public Speaking and College skills. First-year students are also assigned a ASPIRE Mentor, who provides peer guidance and support throughout their first year. ASPIRE also offers study skills courses, academic tutoring, academic counseling and monitoring, and provides a supported study hall session three times a week in a computer lab. Academic success and achievement are encouraged through honor roll appreciations and possible induction into a national honors society, Chi Alpha Epsilon (XAE). For further information on this program, Aubrey Edwards are12@psu.edu 610-396-6074.

**Commuter Students**

Commuter students represent approximately two-thirds of the Berks student body. Student

Support Services works with commuter students by providing information and programs to assist with off-campus housing, offering commuter lockers, 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) 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 6 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 their 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**

The Student Guide to General University Policies and Rules is published by the University as a reference concerning system-wide information, regulations, policies, and rules that pertain to all students and faculty. Information includes confidentiality of student records, nondiscrimination policy, a statement on sexual harassment, Student Affairs policies, and academic policies. Copies are available online at <http://studentaffairs.psu.edu/conduct/codeofconduct/> . All students are responsible for the information contained in the Student Handbook 2016-2017 and the Student Guide to General University Policies and Rules. Students should contact the Office of Student Affairs (14 PSC) 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 [berks.psu.edu/Academics/](%5C%5C%5C%5Cbk-nas%5C%5Cgroups%5C%5CCampusLife%5C%5CGeneral%20Publications%5C%5CHandbook%5C%5C16-17%5C%5Cberks.psu.edu%5C%5CAcademics%5C%5C)

[integrity.htm](%5C%5C%5C%5Cbk-nas%5C%5Cgroups%5C%5CCampusLife%5C%5CGeneral%20Publications%5C%5CHandbook%5C%5C16-17%5C%5Cberks.psu.edu%5C%5CAcademics%5C%5C).

**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 Dr. R. Keith Hillkirk, Chancellor, in the Janssen Office Building or at 610-396-6010 or Teri Sabatelli, 14 PSC or at 610-396-6061.

**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 under circumstances described

in the Student Guide to General University Policies and Rules. For additional information, visit

<http://studentaffairs.psu.edu/conduct/docs/PoliciesRules.docx>.

**Conduct of Students**

Conduct of students enrolled at Penn State Berks obliges proper and appropriate conduct both

in and out of the classroom. Students are expected to conduct themselves in a manner to be

a credit to themselves and to the University. Facilitating growth toward a mature and well-

balanced personality in each undergraduate student is accomplished in part through formal classroom and laboratory instruction and in part through other experiences and associations afforded by the University. 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 the time of enrollment, at a University location and elsewhere. Please refer to the Student Guide to General University Policies and Rules section on the disciplinary system of the University.

**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 Conduct and employees to the Office of Human Resources. A student can be expelled and an employee terminated under University Policy. View additional information at: <http://guru.psu.edu/policies/Ad20.html>

**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 <http://berkscampusliving.psu.edu/maintenance-request-form>. All other damages 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.

**Notice of Discipline Actions**

Notice of discipline actions will take place on the University campus where an infraction occurred, regardless of where the concerned student or students may be attending class in the University system in accordance with University policy. It is the responsibility of students visiting other University locations to be cognizant of the rules and regulations that are pertinent to the campus. Issues related to discipline should be directed to the Office of Student Affairs, 14 PSC.

**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 polices and rules as well as conducting themselves in accordance with the law. More information concerning off-campus policies can be found at studentaffairs.psu.edu/conduct/policies/offcampus.shtml.

**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.  Any individual who believes that he or she may have been subject to prohibited **Retaliation** should notify one of the key contacts identified in the link above.  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. Concerns and information are available by contacting Teri Sabatelli, 14 PSC, 610-396-6061 or Saundra Reichel, 19 PSC, 610-396-6067.

**Skateboards, Scooters, In-line Skates/Roller Skates, 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 and motorized scooters on campus is prohibited.

**Smoking Policy**

Smoking policy prohibits smoking in all University buildings. Ashtray receptacles are provided outside the main entrances of all buildings and identify the appropriate smoking area. No person is permitted to smoke within 25 feet of any academic building entrance.

**Student Identification Cards**

Student ID cards are issued to all new students during their first semester at the University. Itis the student’s responsibility to have a photograph taken upon arrival. The card, bearing thestudent’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 thecard. If the card is lost or stolen, students should immediately inform Housing and FoodServices. Lost or stolen cards will be replaced for an established fee in Housing and FoodServices, 106 PSC.

**Title IX Violations**
Title IX violations include: Dating Violence, Domestic Violence, Retaliation, Sexual Harassment, and Sexual Misconduct, and Stalking. Members of the University community who believe that a Title IX violation may have occurred, should discuss their concerns and/or file a complaint with the Penn State Berks Title IX Resource Person, Saundra Reichel 19, Perkins Student Center, 610-396-6076. More information can be found at <http://www.psu.edu/dept/title-ix/>

**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.

**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, 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, 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, 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 Senior Director of Student Affairs (14 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**

The office phone number is 610-396-6111. If there is no answer, you may contact Police Services via pager, twenty-four hours a day, at 610-856-4822. After the tone, please enter the phone number where you may be reached followed by the # sign.

**Emergency Plans at Penn State Berks**

Penn State Berks first responders are the campus police. Our force includes highly trained, certified, and armed law enforcement professionals who provide coverage twenty-four hours a day, seven days a week. Our police force has municipal standing with mutual assistance agreements in place with other area agencies. They are supported in their 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, 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

**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. 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.

(9:00 a.m.) 10:30—11:20 a.m.

(10:00 a.m.) 11:30 a.m.—12:20 p.m.

(11:00 a.m.) 12:30–1:20 p.m.

 (12:00 p.m.) 1:30–2:20 p.m.

(No delay for MWF afternoon classes)

**TR classes**

*Note: Regular class starting time is listed in parentheses*

(8:00 a.m.) 9:30—10:30 a.m.

(9:25 a.m.) 10:40—11:40 a.m.

(10:50 a.m.) 11:50 a.m.—12:50 p.m.

(12:15 p.m.) 1:00—2:00 p.m.

(1:40 p.m.) 2:10—3:10 p.m.

 (3:05 p.m.) 3:20—4:20 p.m.

(4:30 p.m.) 4:30—5:30 p.m.

**Faculty & Staff Directory**

UNIVERSITY ADMINISTRATION

President Eric J. Barron

Executive Vice President and Provost Nicholas P. Jones

Office of the Board of Trustees and Associate Secretary Janine S. Andrews, Director

Director of Intercollegiate Athletics Anne (Sandy) Barbour,

Vice President for Human Resources Susan M. Basso

Vice Provost for Academic Affairs Blannie E. Bowen

Vice President for Government and Community Relations Michael J. DiRaimo

Vice President and General Counsel Stephen S. Dunham

Senior Vice President for Finance and Business/Treasurer David J. Gray

Vice President for Commonwealth Campuses Madlyn L. Hanes

Chief Executive Officer, Penn State Milton S. Hershey Medical Center;

Senior Vice President for Health Affairs, Penn State University;

and Dean, Penn State College of Medicine A. Craig Hillemeier

Senior Vice President for Development and Alumni Relations Rodney P. Kirsch

Vice President for Strategic Communications Lawrence H. Lokman

Vice President and Dean for Undergraduate Education Robert N. Pangborn

Vice President for Administration/Secretary Thomas G. Poole

Vice President for Research Neil A. Sharkey

Vice President for Student Affairs Damon Sims

Vice President for Outreach and Vice Provost for Online Education Craig D. Weidemann

Vice Provost for Educational Equity Marcus A. Whitehurst

PENN STATE BERKS ADMINISTRATION

Chancellor Dr. R. Keith Hillkirk, 109 JOB

Senior Associate Dean for Academic Affairs Dr. Paul D. Esqueda, 307B G

Director of Housing & Food Services Kathy Ashby, 106A PSC

Registrar Dr. David S. Bender, 128 F Chief Operating Officer, Business Services Kim R. Berry, CASP, 103 PH

Director of Development and Alumni Relations David Delozier, 210 JOB

Chairperson of Faculty Senate Dr. Michael R. Bartolacci, 217 G

Director of Continuing Education and Outreach Walt Fullam, WC

Acting Director of Information Technology Lisa M. Glass, 110A L

Financial Officer Dennis L. Mays, 130 F

Librarian John D. Shank, 103 T

Director of Student Affairs and Enrollment Management Teresa (Teri) Sabatelli, 14A PSC

Director of University Relations Lisa R. Baldi, 101 JOB

**Associate Degree Program Coordinators**

Business Administration (2BABL) Mr. John Guiseppe, 321 G

Hotel, Restaurant & Institutional Management (2HRIM Ms. Jennifer Wakemen, 334 G

Information Sciences & Technology (2ISBL) Ms. Tricia Clark, 211 G

Letters, Arts & Sciences (2LABL) Dr. Thomas Lynn, 117 F

Occupational Therapy (2OTBL) Mr. David Kresse, 231 G

**Baccalaureate Degree Program Coordinators**

Accounting (ACCBL) Dr. Michael Simon, 335 G

Applied Psychology (APSYC) Dr. Erin Johnson, 148 F

Biochemistry & Molecular Biology (BMBBL) Dr. Maureen Dunbar, 101H L

Biology (BIOBL) Dr. Maureen Dunbar, 101H L

Business (BSBBL) Mr. John Guiseppe, 321 G

Childhood & Early Adolescent Education (CEAED) Ms. Tracy Blunt, 242 G

Advising Issues Dr. David Bender, 128 F

Communication, Arts & Sciences (CASBL) Dr. Kesha Morant Williams, 149 F

Criminal Justice (CJABL/CJSBL) Dr. Jennifer Murphy, 129 F

Electro-Mechanical Engineering Technology (EMET) Mr. Terry Speicher, 232 G

Global Studies (GLBST) Ms. Zohra Guissé, 316 G

Hospitality Management (HHBL) Ms. Jennifer Wakemen, 334 G

Information Sciences & Technology (ISSBL) Ms. Tricia Clark, 211 G

Kinesiology (KINBL) Dr. Benjamin Infantolino, 114A BCC

Mechanical Engineering (ME BL) Dr. Rungun Nathan, 223 G

Organizational Leadership (OL BS) Dr. Weaver Santaniello 116 F

Professional Writing (PWRIT) Dr. Christian Weisser, 138 F

Rehabilitation & Human Services (RHSBL) Dr. David Bender, 128 F

Science (SCIBL) Dr. Ivan Shibley, 101G L

Security & Risk Analysis (SRABL) Ms. Tricia Clark, 211 G

Theater (THABL) Mr. James Brown, 143 F

**college contact & referral representatives**

Agricultural Sciences (AG) Dr. David Sanford, 212F L

Arts & Architecture (A & A) Mr. James Brown, 143 F

Business [Smeal] (B A) Mr. Mitch Zimmer, 333 G

Capital [Penn State Harrisburg] (CA\_\_\_) Dr. Martha Aynardi, 152 F

Communications (COMM) Ms. Keysha Whitaker, 144 F

Division of Undergraduate Studies (D U S) Dr. Paula Plageman, 168 F

Earth & Mineral Sciences (EM SC) Dr. Lorena Tribe, 201D L

Education (ED) Dr. David Bender, 128 F

Engineering (ENGR) Ms. Jenifer Shannon, 224 G

Health & Human Development (H H D) Ms. Valerie Cholet, 143 F

Information Sciences & Technology (INFST) Ms. Tricia Clark, 211 G

Liberal Arts (L A) Dr. Eric Lindsey, 115 F

Nursing (NRCOM) Dr. Holly Ryan, 140 F

Science [Eberly] (SCIEN) Dr. William Zachowicz, 101J L

World Campus Ms. Dara McCue, 166 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 bk.psu.edu and type the first and last name of the faulty or staff member in the search box. Click “Penn State People” and then the arrow symbol to search.

**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.