Parents/Guardians/ Supporters of Penn State Wilkes-Barre students,

This is a challenging as well as an exciting time for you and your student. She/he is truly starting on the path to adulthood and independence. At our campus, we are deeply committed to creating a supportive, stimulating environment for our undergraduates.

This guide is a resource intended to help you assist your student in navigating this “brave new world” of higher education. We value parents/guardians/student supporters as our partners in this experience. If I or our staff can help you think through concerns that surface through this first (or any subsequent) year, please feel free to contact us: 570.675.9225, e mail kfh2@psu.edu.

Thank you for entrusting your student’s education to us. We will be sending your student an invitation for him/her to join us for the second phase of orientation, scheduled for Friday August 22nd. Classes begin Monday August 25th.

Penn State Proud,

Kathie Flanagan-Herstek

Kathie Flanagan-Herstek
Director, Student Programs and Services
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A Message from the Vice Presidents for Student Affairs and Undergraduate Education

Dear Parents & Family Members—

A student’s success depends on many things. It depends on deep commitment and a clear sense of purpose, a desire to take responsibility and make good choices, an openness to learn from mistakes and embrace new challenges. In the most fundamental ways, a student’s success depends on the student. It comes from within.

But a student’s success also depends on the support and encouragement of others. It depends on University programs and services designed and implemented with student success in mind. It depends on the prodding and love of parents and family members. It depends on you and us and so many others, and it requires our collective willingness, in just the right moment, to simply let go.

We want all Penn State students to have the opportunity to succeed. We want them to experience the excitement of discovery in their academic and personal pursuits, to learn, to grow, to find their life’s path and purpose, to take responsibility for themselves and others. And we want them to do so safely and securely; challenged by the experience, but nurtured through it, too.

We cannot achieve that ambition without your direct involvement and contribution. Please participate in as many Parents Program activities and opportunities as time allows. Let us know what we can do for you. Tell us about your experience at Penn State. Help us be the very best we can.

With all of us working together, Penn State will remain among the finest universities in the land. Together, our students—all of them—will have every good chance to succeed. They and we should expect nothing less.

Sincerely,

Rob Pangborn
Vice President and Dean for Undergraduate Education

Damon Sims
Vice President for Student Affairs
The First Year at Penn State

Now that your student has made the decision to attend Penn State, you may be wondering what you can do to enhance their success, and you may be concerned about the transition ahead for both you and your student.

The following pages provide the University’s First-Year Learning Outcomes that serve as the foundation for our orientation and transition programming. This section also introduces New Student Orientation, which serves as a first step in your student’s Penn State journey. In addition, we provide an overview of the first year of college and outline Penn State’s vision for the roles that the student, University, and parents should play to assist with a successful transition to Penn State.

New Student Orientation

orientation.psu.edu

New Student Orientation will help your student develop educational goals, become familiar with campus resources, and schedule courses to put his or her academic plan into action. During their visit, students will have the opportunity to meet with campus personnel and discuss their academic and co-curricular goals. Please visit http://wb.psu.edu/Academics/Advising/NSO.htm to learn more about New Student Orientation at your student’s Penn State campus.

Penn State First-Year Learning Outcomes and Competencies

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

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

- Understand and meet academic expectations; engage in active learning and use effective time management to balance academic work with extra-curricular activities.

- Learn about the value of higher education to both society and to individuals; appreciate the value of the general education curriculum and the worth of lifelong learning and scholarship.

- Be familiar with student services and academic resources on campus; actively use those resources and interact with staff.

- Engage with faculty in and outside of the classroom.

- Interact effectively with peers in social settings, and through educationally purposeful student activities.

- Refine short-term and long-term academic goals; learn about career management; establish more specific career goals.

- Achieve a higher competency in writing, note-taking, active reading, critical thinking and quantitative reasoning to be able to master college-level work.

- Expand knowledge of human diversity and cultural competence; effectively interact with others.

- Engage in activities leading to improved personal health and fitness; learn about making responsible decisions in a college environment.

- Be a positive and contributing member of the Penn State community; engage in community service activities; develop an understanding of sustainability and how to incorporate sustainable behaviors in daily activities.

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

Your student’s first year of college may be emotional for you and your student. Parents who understand the cycle and rhythm of the academic year can help their student negotiate critical transition points. The following are some of the typical opportunities and adjustment issues that may be part of your student’s first year experience.

The First Weeks – Navigating a New World
Students are experiencing college life for the first time. They are excited to explore both academic and co-curricular opportunities and are trying to make connections with other students, staff and faculty. Almost everything is a new experience. Students may be:

- Excited and apprehensive
- Exploring new freedoms
- Learning to manage new responsibilities
- Feeling homesick and lonely
- Trying to find their place socially
- Anxious about new academic challenges

Mid-Semester – Reality Check
Classes are in full swing. Early assignments and exams have been returned and students may be surprised (either pleasantly or unpleasantly) by their grades. Students start to realize that friends from the first few weeks may or may not turn out to be lifelong soul mates. If your student lives on or near campus, the roommate honeymoon may end. Students may be:

- Feeling more or less confident about their academic abilities and choices
- Making adjustments to their study habits and time management skills
- Asking themselves whether they fit in socially
- Seeking out additional opportunities to become involved on campus
- Dealing with consequences of poor decision making
- Meeting with their academic adviser to select courses for next semester
- Excited or apprehensive about heading home during break

End of First Semester – Information and Stress Overload
Students are sorting out how to approach their first final exam period as the first semester winds down.

The realization that academic work in college is much harder than high school has set in for many. For those who have procrastinated or stumbled in the early months, the pressure is now a reality. Students who have joined various student organizations may have end-of-semester social commitments. Students may be:

- Feeling more confident about the lay of the land and the friends they have made first semester
- Anxious about adequately preparing for final exams
- Finding it more difficult to get along with their roommate
- Overwhelmed by the number of commitments they have in the coming weeks
- Excited or apprehensive about heading home for break

Second Semester – A New Beginning
While a new semester is a fresh start it is heavily influenced by the experience students had their first semester and during break. If your students lived on or near campus, they may enjoy being home and reconnecting with their families and friends, which may make it harder to return, while others experience challenges at home that make them excited about heading back to campus or their apartment. First semester grades and confidence in the friendships they established last term also influence their excitement or apprehension about the start of the new semester. During second semester students may be:

- Feeling a renewed interest in opportunities to make connections
- Getting more involved and even taking leadership roles in co-curricular activities
- Working to find a balance between academic and social commitments
- Thinking about living arrangements and roommates for their second year
- Contemplating their academic interests, strengths, and choice of major
- Meeting with their academic adviser to select appropriate courses to meet their goals
- Exploring internship and employment opportunities for winter or summer break

Partnering with Penn State

We recognize and appreciate the important role that you have played in the life of your student prior to arriving at Penn State. We want this role to continue by cultivating an effective partnership during your student’s college career.

The following information begins to address your changing role as a support provider. We hope you will take this information to heart and partner with us. We truly believe that well-informed parents and family members can help us connect students with the resources available to them and, in the end, help to ensure your student is successful.

The Role of the Student

At Penn State, we expect our students to become increasingly responsible for their own actions including their academic and social decisions, and we expect them to abide by community standards. We want students to explore the educational opportunities available to them, select a major in which they will succeed and enjoy, and put forth their best efforts in the classroom at all times. We also want students to take advantage of the tremendous array of opportunities outside of class by choosing meaningful ways to become active citizens in the campus and broader community.

Penn State’s Role

Penn State aims to be the most student-centered research university in the country. To this end, faculty and administrators strive to support our students by providing them with the necessary resources to be successful both in and out of the classroom.

Supporting Your Student

Many incoming college students see their family members as trusted coaches and sources of support in life, which is not likely to change when they begin their Penn State career. While your student is beginning a new chapter, we hope you will not underestimate the important role you will continue to play in their lives. Students need you to support their growth, development, and independence, and to be a stable force in their ever-changing world.

Stay Connected

Whether your student is living away or commuting from home, support your student by staying connected. For those with students living away, this may be via phone, e-mail, and even ‘snail’ mail. Expect that your student will not respond to all of your contacts, but know that they appreciate hearing from you. Be sure to visit, but not too often. For those with students living at home, continue to have conversations about how they are adjusting to college. Recognize that they are going through a transition and that some of the expectations at home may need to adjust as they become more engaged on campus.

Check In

Give your student the opportunity to share feelings and ideas with you. Your student is experiencing new viewpoints and perspectives that may challenge prior belief systems. Allow them to explore ideas without being judgmental. Understand that changes in viewpoints, behavior, dress, eating and sleeping habits, and relationships with family members are all to be expected. However, if you suspect that some of these changes may be signs of bigger academic or social problems, trust your instincts. Your student may need you to refer them to the appropriate resources described in this Guide for help.

Be Knowledgeable about Campus Resources

Utilize this Parents & Families Guide. The resources outlined here are designed specifically to provide helpful information about the University. Helping your student to navigate by referring them the appropriate resources is one of the best ways for you to coach your college student during this transition to adulthood. By acting as a referral source, you can demonstrate that you are interested in your student’s life at the University, and at the same time, you empower your student to solve their own problems.

Continue to Have Difficult Conversations

While you may not have the same access to your student’s daily life, you still have influence on your student’s behavior. In college, your student, especially those living away from home, will have to make their own decisions about what time to get up in the morning, when to study, when to exercise, which organizations to participate in, whether or not to eat healthily, whether or not to drink alcohol, and whether or not to engage in romantic relationships. Although you cannot force your student to behave as you would want them to, parents can share their values and beliefs on these topics. Create an atmosphere of open communication, and your student will not only appreciate that you respect them as an adult, but will also be more likely to turn to you for guidance.

Do Not Tell Your Student “These Are the Best Years of Your Life”

The first year of college can be full of indecision, insecurities, disappointments, and, most of all, mistakes. It’s also full of discovery, inspiration, good times, and exciting people. It may take a while for your student to realize that their idealistic images of what college is all about may be wrong. The reality is that there are times in college when your student might be scared, confused, and overwhelmed, which is normal and to be expected. Parents can help by understanding the highs and lows of college life and by providing the support and encouragement to help their student understand this as well.

Expect Change

Your student will change, and so will you. College and the experiences associated with it can effect changes in social, vocational, and personal behavior and choices. It’s natural, inevitable, and it can be inspiring. It is also challenging. You can’t stop change; you may never understand it, but you can accept it, which is to you and your student’s advantage. Remember that your student will be basically the same person who you sent away to school.

Trust Your Student

College is a time for students to discover who they are. Finding oneself is a difficult enough process without feeling that the people whose opinions you respect most are second-guessing your own uncertainties. Trust your student and trust the job you have done in getting them to this point in life.

New Student Arrival Checklist

Stay Connected
- Create a new Friends of Penn State (FPS) Account in eLion
- Discuss getting online access for Tuition bills, Hope/Lifetime Tax Credit, academic verification, etc. with your student
- Subscribe to your student’s respective Commonwealth Campus Newswire at www.newswires.psu.edu

Healthcare
- Students must submit their health history information and documentation of immunization online studentaffairs.psu.edu/health/myUHS (students will receive a letter with instructions)
- Students should copy and pack insurance and prescription cards. Students without health insurance can purchase it through Penn State. https://www.aetnastudenthealth.com/students/student-connection.aspx?GroupID=846513
- Students should have information about their current and maintenance prescription medications.

Remind Your Student to Complete the Following Online Modules
- Penn State SAFE (Student Alcohol Feedback and Education) (edge.psu.edu/firstyear) A version for family members can be viewed at edge.psu.edu/firstyear/parents.shtml
- Penn State AWARE (Sexual Assault Awareness Module) (edge.psu.edu/firstyear)
- Know the Code quiz edge.psu.edu
- Cash Course cashcourse.org/psu

Pay Tuition Bill
- Fall semester due August 1, 2014
- Spring semester due December 5, 2014

Prepare for Arrival Day
- Students should consider purchasing or renting textbooks
- Students should set security questions associated with their Penn State Access Account at www.work.psu.edu/password

General Topics for Discussion
- Encourage your student to get involved on campus
- Discuss campus safety and decisions regarding alcohol use and policies
- Review class schedule and discuss time management and study skills
- Learn more about student programs and services available to assist your student
- Provide reminder of life skills (including doing laundry, managing bank account, eating well)
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<th>Department</th>
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<td><a href="http://wb.psu.edu/Academics/">http://wb.psu.edu/Academics/</a></td>
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<td>Bookstore</td>
<td><a href="http://psuwb.bncollege.com">http://psuwb.bncollege.com</a></td>
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<td>Bursar</td>
<td><a href="http://wb.psu.edu/StudentServices/32003">http://wb.psu.edu/StudentServices/32003</a></td>
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<td>Information Technology</td>
<td><a href="http://wb.psu.edu/StudentServices/IT/cs.htm">http://wb.psu.edu/StudentServices/IT/cs.htm</a></td>
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<td>Learning Center</td>
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<td>Nesbitt Library</td>
<td><a href="http://www.libraries.psu.edu/psul/wilkesbarre.html">http://www.libraries.psu.edu/psul/wilkesbarre.html</a></td>
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### Key Dates: Academic Calendar 2014-2015

#### FALL SEMESTER 2014

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<tr>
<td>Fall Semester Tuition Due</td>
<td>August 1</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>August 25</td>
</tr>
<tr>
<td>Drop Period¹</td>
<td>August 25 – September 3</td>
</tr>
<tr>
<td>Add Period²</td>
<td>August 25 – September 4 at 8:00 a.m.</td>
</tr>
<tr>
<td>Labor Day – No Classes</td>
<td>September 1</td>
</tr>
<tr>
<td>Spring Semester Tuition Bill Arrives (to student’s email account)</td>
<td>Mid-November</td>
</tr>
<tr>
<td>Late Drop Ends¹</td>
<td>November 14</td>
</tr>
<tr>
<td>Thanksgiving Holiday – No Classes</td>
<td>November 23 - 29</td>
</tr>
<tr>
<td>Spring Tuition Due</td>
<td>December 5</td>
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<tr>
<td>Withdrawal Deadline</td>
<td>December 12</td>
</tr>
<tr>
<td>Classes End</td>
<td>December 12</td>
</tr>
<tr>
<td>Study Days</td>
<td>December 13 - 14</td>
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<tr>
<td>Final Exams</td>
<td>December 15 - 19</td>
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#### SPRING SEMESTER 2015

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<tr>
<td>Classes Begin</td>
<td>January 12</td>
</tr>
<tr>
<td>Drop Period¹</td>
<td>January 12 – 21</td>
</tr>
<tr>
<td>Add Period²</td>
<td>January 12 – 22 at 8:00 am</td>
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<tr>
<td>Martin Luther King Day – No Classes</td>
<td>January 19</td>
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<tr>
<td>Spring Break – No Classes</td>
<td>March 8 – 14</td>
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<td>Late Drop Ends¹</td>
<td>April 10</td>
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<td>Withdrawal Deadline</td>
<td>May 1</td>
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<td>Classes End</td>
<td>May 1</td>
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<td>May 2 – 3</td>
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<tr>
<td>Final Exams</td>
<td>May 4 - 8</td>
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¹These dates apply to full semester courses.
Office of the University Registrar
registrars.psu.edu

The Office of the University Registrar has responsibility for student academic records and related processes, including: registration, academic transcripts, confidentiality of student records, grade reporting, graduation and diplomas, enrollment verification, scheduling of classrooms and final exams, and degree audits. It’s likely that your student, at some point in his or her Penn State experience, will have contact with this office. Our goal is to provide students with accurate and complete information in a quick and efficient manner.

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

In addition, Penn State is committed to maintaining the privacy and confidentiality of the student’s Social Security number. The Social Security number is requested at the time of application to the University, but is used in a very limited and controlled manner. The primary student identification number used to conduct University business is the Penn State ID number (known as PSU ID), which is assigned at the time of first affiliation with Penn State. Penn State’s policy governing the use of Social Security number and PSU ID is outlined in policy AD-19. gurup.ssu.edu/policies/AD19.html.

Formal student disciplinary records are centrally maintained in the Office of Student Conduct at the University Park campus. A student disciplinary record may be shared with faculty and administrative staff of the student’s college, and other authorized employees of the University who have a legitimate educational interest as defined by the University. Accessibility to student disciplinary records follows the University Policy on Confidentiality of Student Records.

The University may also exercise its right to share a student’s disciplinary record with others outside the University in special circumstances or as it deems advisable or appropriate, such as in accordance with the University Parental Notification Policy (studentaffairs.psu.edu/conduct/policies/ alcohol.shtml#parentalnote).

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

The primary rights of students under FERPA are:
- The right to have some control over the disclosure of information from their education records
- The right to inspect and review their education records, and
- The right to request the amendment of inaccurate or otherwise inappropriate education records.

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How can students use eLion?
Students use eLion to access the information and services needed to initiate and complete academic programs. Specifically, students are able to review financial aid awards, register for courses, find adviser assignments, pay semester bills, check grades, drop and add courses, update address information, and more.

How can parents use eLion?
Parents can grant access to portions of their academic record to parents and others who need to view this information. Once access is given, parents/others can use eLion to:
- access and pay tuition bills
- view financial aid summaries
- see their student’s class schedule and grades
- obtain a verification of student enrollment
- request a Parent PLUS loan
- view tax credit information

How do parents get started on eLion?
To get started on eLion, parents/others must have an active Penn State User ID—either a Friends of Penn State (FPS) account (parents/others) or a Penn State Access account (for employees). In addition, their student must authorize them to view portions of the academic record.

Step 1 - If a parent/other does not have an active Penn State User ID, they can obtain a “Friends of Penn State” account. Go to elion.psu.edu and select “Parent/Other.” Click on “Create an Account” and follow the instructions to create a Friends of Penn State (FPS) account.

Step 2 - Provide your student with your Penn State User ID—either a Friends of Penn State (FPS) account (parents/others) or a Penn State Access account (for employees).

Step 3 - Student logs into eLion and selects “Personal Profile” to grant his or her parent/other access to specific student information as detailed above.

Where can parents get eLion help?
- General eLion Information and Frequently Asked Questions: https://elion.psu.edu/general/about
- Parent Login/Friends of Penn State Accounts: http://studentid.psu.edu/tutorials/get-friends-of-penn-state-account
  https://elion.psu.edu/ParentInstructions.html
- Financial Aid Information: http://studentid.psu.edu/apply/student-aid-summary-guides/
  http://studentid.psu.edu/tutorials/how-apply-parent-plus-loan
- Tuition bill: http://www.bursar.psu.edu/screencast_transcripts.cfm

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eLion
eLion (elion.psu.edu) is Penn State’s web-based interactive system, where students, faculty, advisers, parents, and others go for access to academic and financial records and services.
Parent Rights Under FERPA

When the student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer from the parent to the student. This means that you may not obtain your student’s education records (including grades) without the written consent of your student. However, parents may, with the student’s permission, access their student’s grades and other portions of their student’s education record online through eLion. See “How do parents get started on eLion?” in the eLion section (page 3) for instructions on establishing parent access to eLion.

How does a student request that directory information be withheld?

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

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

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

How does a student remove a request to withhold directory information?

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

Academic Verification

Insurance companies, financial lenders or employers may require proof that a student was or is currently enrolled at Penn State. An academic verification provides proof of enrollment, graduation, student status, and other related information.

Currently enrolled students may use the “Academic Verification” application in eLion (elion.psu.edu) to request an academic verification. The student may print an unofficial copy and mail it to the requesting agency. Or the student may request an official verification, containing the University Registrar’s signature on security paper, to be mailed to the specified address via first class U.S. mail on the next business day.

This same function is also available to parents through the eLion Parent/Other menu. However, parents must first be granted access by their student (see “How do parents get started on eLion?” in the eLion section on page 9 for instructions on establishing parent access to eLion).

Because of the volume of requests received, the Office of the University Registrar is unable to complete agency-supplied verification forms. Rather, the official University academic verification statement can be attached to the original agency-supplied form.
Office of the Bursar

bursar.psu.edu

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

Deposit Information

Your student’s first contact with the Office of the Bursar is when he or she accepts an offer to attend Penn State. In addition to the $130 enrollment fee, all degree-seeking students must have a $100 general deposit on their account. If your student will be residing in University housing, there will also be a $100 housing deposit. The two deposits are similar to security deposits and do not offset student account balances or tuition charges. The housing deposit is transferred to your student’s account when he or she leaves University housing, and the general deposit is transferred to your student’s account when he or she graduates or leaves Penn State. These deposits will be used to cover any last-minute charges, and the unused balance will be returned to your student.

Access for Parents/Others to Financial Information Through eLion

To get started on eLion, parents/others must have an active Penn State User ID – either a Friends of Penn State (FPS) account (parents/others) or a Penn State Access account (for employees). In addition, their student must authorize them to view financial information.

Step 1 – Parents/others who do not have an active Penn State User ID can obtain a “Friends of Penn State” account. Go to eLion.psu.edu and select “Parent/Other.” Click on “Create an Account” and follow the instructions to create a Friends of Penn State (FPS) account.

Step 2 – Provide your student with your Penn State User ID – either a Friends of Penn State (FPS) account (parents/others) or a Penn State Access account (for employees).

Step 3 – Student logs into eLion and selects “Personal Profile” to grant his or her parent/other access to specific student information such as Bursar Tuition Bills and Taxes—1098T.

When will my student receive a tuition bill?

Approximately six weeks prior to the start of classes, bills will be prepared for students who have a class schedule and an active Penn State Access Account (sps.its.psu.edu). Students will receive notification via their Penn State e-mail account of their tuition bill and how to view/pay or complete registration on eLion. Paper bills are not mailed.

The Office of the Bursar, as well as other Penn State departments, will communicate important information to students through their Penn State e-mail account. Students will need to check their Penn State e-mail account on a regular basis.

Bills are prepared in mid-July for fall semester, mid-November for spring semester, and mid-April for summer sessions. Residence hall charges are included on the bill, if applicable. Billing will vary based on when scheduling occurs. More billing information is available at www.bursar.psu.edu/paybill.cfm.

STUDENT Checklist

☐ Obtain PSU ID card and full eLion access
☐ Sign up for Rapid Refund
☐ Grant online access for parents/other individuals (optional)

PARENT/OTHER Checklist

☐ Create a Friends of Penn State (FPS) Account
☐ Provide your student with Penn State User ID
☐ Have your student grant you access to information such as Bursar Tuition Bills and Taxes—1098T

Completing Registration

The Penn State registration process consists of two steps. First, your student registers for specific courses. Second, your student completes his or her registration upon payment of tuition and fees or confirmation of registration electronically (when all charges will be covered by financial aid). In all cases, action is required to complete registration.

How can students pay the tuition bill?

The eCheck option is a fast and convenient method to pay the tuition bill directly from a personal checking account drawn on a U.S. Bank. There is no charge to pay by eCheck. Credit card payments (Visa, MasterCard, Discover, or American Express) are accepted via eLion. A 2.5% Convenience Fee will be charged for credit card payments. Credit card payments can only be accepted online via eLion.

If students want to mail a check, a payment stub may be printed from eLion and mailed with the payment to Penn State. The payment must be postmarked by the due date on the student’s bill to avoid a $50 late fee. Please allow five to seven business days for processing after the payment is received.

Are payment plans available?

Penn State offers a deferred payment plan, which allows students to pay over a period of three months with payments of one-third of the semester charges. Fall semester payment due dates are in August, October, and November. Spring semester due dates are in December, February, and March. A $45 non-refundable fee covers all administrative costs.

Enrolling in the deferred payment plan is easy. When your student views the tuition bill, he or she will be given the option to complete registration using the deferment plan. The tuition bill will list billable costs (tuition, fees, room and meals, if applicable) and the most current known available financial aid. The first one-third of billable costs is payable by the due date of the tuition bill. The payment may be made through eLion by eCheck or credit card (Visa, MasterCard, Discover, or American Express) or by mailing a check with the payment stub to the Bursar’s office. The $45 deferred payment fee must be included each semester with the initial payment, as well as payment for any unpaid prior balance. For more information, please go to www.bursar.psu.edu/payplans.cfm.

Tuition Management Systems, a national payment plan provider, also administers an interest-free plan for Penn State. This is a ten-month, pre-payment plan that runs from April through January. Fall semester payments are due April through August; spring semester payments are due September through January. For more information or to enroll, visit https://psu.afford.com/ or call toll free 1-888-722-4867. The annual plan covers both fall and spring semesters.
What if a student has additional student aid?
The Estimated Financial Aid section on a student’s tuition bill reflects the most current known available financial aid. Students with additional scholarships, grants, or loans that are not reflected on the bill should refer to the “Contact Us” section on www.bursar.psu.edu/question.cfm (the Bursar’s web site) to notify us about additional aid not showing on the bill.

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

Student Financial Services
Attn: Outside Scholarships
109 Shields Building
University Park, PA 16802

For additional information, please visit www.sfs.psu.edu.

Rapid Refund
For the quickest delivery of a refund, students are encouraged to sign up for RAPID REFUND to electronically deposit the funds into a bank account. Students should log into eLion, select “Financial,” and then “Refund Information.” Students can also choose to have their refund mailed to a permanent or local address. Refunds that are delivered via mail will be delayed. For those students who do not indicate a refund preference, refunds will be mailed to the permanent address at a later date. For additional information, please visit www.bursar.psu.edu/refund.cfm.

Office of Student Aid
studentaid.psu.edu

Applying for Aid
If you and your student have not yet completed the Free Application for Federal Student Aid (FAFSA) on the Web, do so as soon as possible so your student can be considered for financial aid, including grants, scholarships, loans, and work-study. The FAFSA is the only application required to apply for financial aid at Penn State. If you have not yet completed it or need to submit corrections, you can do so online at www.fafsa.ed.gov.

Students need to complete the 2014-15 FAFSA in order to be considered for aid for fall 2014, spring 2015, and summer 2015.

Student Aid Notification
Students who submit the FAFSA will receive an email notification from our office with information on how they can access the types of aid they may be eligible to receive. To learn more about this process, please visit: http://studentaid.psu.edu/resources/tutorials/how-to-get-financial-aid-notification.

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

- Complete the FAFSA at www.fafsa.ed.gov;
- Sign a Direct Loan Master Promissory Note (MPN) at www.StudentLoans.gov;
- Complete Entrance Counseling at www.StudentLoans.gov;
- If your student is eligible for the Federal Direct Stafford Loan, it will appear on both the “Student Aid Summary” and as a credit on the tuition bill on eLion.

Federal Direct Parent PLUS Loan
The financial aid listed on the “Student Aid Summary” may not cover all educational costs. As a parent, you may apply for a Federal Direct Parent PLUS Loan. This is a federal loan available only to parents of dependent undergraduate students. For specific information about this loan, please visit: http://studentaid.psu.edu/types-of-aid/loans/about-parent-PLUS.

The PLUS loan will appear as a credit on the tuition bill after you have completed the following steps:

- Create a Friends of Penn State (FPS) account (see page 9)
- Submit the “PLUS Request Form” on eLion in mid-July, after you receive the fall tuition bill;
- You have been approved for the loan. After you submit the “PLUS Request Form”, Direct Loans will notify you of the results of your credit check within 7 to 10 days;
- Sign the PLUS Loan Master Promissory Note (MPN) at www.StudentLoans.gov
Please follow the detailed instructions for the PLUS loan application process at: [http://studentaid.psu.edu/tutorials/how-apply-parent-plus-loan](http://studentaid.psu.edu/tutorials/how-apply-parent-plus-loan)

For assistance with calculating how much to borrow, please visit: [http://studentaid.psu.edu/tutorials/parent-plus-how-much-to-borrow](http://studentaid.psu.edu/tutorials/parent-plus-how-much-to-borrow)

**Private Alternative Loans**
If the PLUS loan is not an option for you, your student can seek additional funding from private alternative loans. You can find more information about this type of loan at: [http://studentaid.psu.edu/types-of-aid/loans/private-alternative](http://studentaid.psu.edu/types-of-aid/loans/private-alternative)

**Scholarships**
All students who are offered admission and submit the Free Application for Federal Student Aid (FAFSA) to Penn State are considered for scholarships awarded by the Office of Student Aid. If your student was awarded a scholarship from the Office of Student Aid, it will be listed on the “Student Aid Summary” on eLion.

Some academic colleges, campuses, and administrative units require separate applications. To learn more about scholarship opportunities, please visit: [http://studentaid.psu.edu/types-of-aid/scholarships](http://studentaid.psu.edu/types-of-aid/scholarships)

**Work-Study**
All students who submit the Free Application for Federal Student Aid (FAFSA) to Penn State are considered for work-study. If your student was awarded work-study, it will be listed on the “Student Aid Summary” on eLion.

**Know the Rights and Responsibilities of a Financial Aid Recipient**
As a financial aid recipient, it is crucial that your student is well informed about his or her rights and responsibilities. Be sure your student carefully reviews this important information on our website and understands Penn State’s Satisfactory Academic Progress Standard and what is required of students to remain eligible for student aid: [http://studentaid.psu.edu/eligibility/federal-student-aid-satisfactory-academic-progress-standard](http://studentaid.psu.edu/eligibility/federal-student-aid-satisfactory-academic-progress-standard)

**Verification**
The Office of Student Aid is required by the federal government to confirm the accuracy of the information submitted on the FAFSA—a process known as verification. If students are selected for verification by Penn State, they will be notified by the Office of Student Aid requesting the specific information needed and the due date. Please respond promptly to any requests from the Office of Student Aid for verification documents to avoid a delay in the processing of student aid. Please do not submit any documents unless you or your student receives a request. To learn more information about verification, please visit: [http://studentaid.psu.edu/aid-the-bill/about-verification](http://studentaid.psu.edu/aid-the-bill/about-verification)

**Confirm Student Registration on the Tuition Bill**
After students schedule their classes for the fall semester, they receive a tuition bill email notification from the Office of the Bursar. At Penn State, students must confirm registration every semester. When the bill is covered in full by financial aid, registration must be confirmed in order for the students to be enrolled officially at the University. An incomplete registration may result in a loss of student aid.

**Check Penn State E-mail Frequently**
The Office of Student Aid communicates with students through their Penn State email account, which they can access via WebMail (webmail.psu.edu). They will also be able to access their student aid information on eLion. Be sure to ask your student to share any pertinent student aid information with you or grant you access to his or her Student Aid Summary on eLion.
**Academic Overview and Resources**

The beauty of the Penn State system of Commonwealth campuses is choice. Each campus offers both four-year programs and the first two years of majors that can be completed at other Penn State campuses. Students have opportunities to explore and determine which campus and major best meet their needs.

Students may choose to remain at their starting campus, complete their degree at another Penn State Commonwealth campus, or transition to University Park. Factors that impact this decision may include the size of the campus, location, involvement opportunities, and housing options. Working with academic advisers, faculty, and staff, students can create a transition plan that works seamlessly.

**The Penn State Degree**

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

**General Education Requirements**

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

<table>
<thead>
<tr>
<th>Skills</th>
<th>Credits</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing and Speaking</td>
<td>9</td>
<td>Communicate clearly in both writing and speaking</td>
</tr>
<tr>
<td>Quantification</td>
<td>6</td>
<td>Develop proficiency in working with numbers and logic</td>
</tr>
</tbody>
</table>

**Total:** 15

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Credits</th>
<th>Objective</th>
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</thead>
<tbody>
<tr>
<td>Natural Sciences</td>
<td>9</td>
<td>Understand how scientists reason, draw conclusions, and think critically</td>
</tr>
<tr>
<td>Arts</td>
<td>6</td>
<td>Understand and appreciate creative works and their contributions to society</td>
</tr>
<tr>
<td>Humanities</td>
<td>6</td>
<td>Develop an understanding of human values and perspectives</td>
</tr>
<tr>
<td>Social and Behavioral Sciences</td>
<td>6</td>
<td>Understand and predict human behavior</td>
</tr>
<tr>
<td>Health and Physical Activity</td>
<td>3</td>
<td>Gain exposure to knowledge, attitudes, and skills needed to live healthfully</td>
</tr>
</tbody>
</table>

**Total:** 30

**Major Requirements**

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

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

**Declaring a Major and Upper Division Campus Choice**

The student’s major choice often plays the most prominent role in determining the upper division campus. “Upper division” refers to the junior and senior years. Most students will choose their major in the spring of the sophomore year. Academic advisers and staff at each campus guide students in exploring majors based on the student’s goals and then plan the final two years at a campus where that major can be completed.

Students first become eligible to declare a major upon completion of at least 27.1 credits (typically at the end of two semesters) and achieving a minimum cumulative grade point average of 2.00. While many majors can be started and completed at the original campus, others require the student to transition to another Commonwealth campus or to University Park. Therefore, the student’s major decision drives the upper division campus choice.

At the time a student has successfully completed 43.1 credits (typically at the end of the third semester) the student is eligible for a change of campus for the junior year as determined by the major choice. Students will be notified by email when to both declare their major and initiate the change of campus. Students should consult regularly with an academic adviser to ensure the change of campus process takes place at the appropriate time for the selected major.

**Enrollment Controlled Majors**

A few majors have more applicants than can be accommodated because of space, faculty, or other resource limitations and are under administrative enrollment control. Students can apply for these majors only during their “pool” semester. Students admitted in summer or fall 2014 or spring 2015 are in the 2016 entrance-to-major pool and will declare administrative enrollment controlled majors during January-February 2016.

The following majors are under administrative enrollment control for students in the spring 2016 entrance-to-major pool:

- **Smeal College of Business:**
  - Accounting
  - Finance
  - Management
  - Management Information Systems
  - Marketing
  - Risk Management
  - Supply Chain & Information Systems

- **College of Communications:**
  - Advertising/Public Relations
• College of Earth and Mineral Sciences
  - Petroleum and Natural Gas Engineering

• College of Engineering:
  - Aerospace Engineering
  - Architectural Engineering
  - Bioengineering
  - Chemical Engineering
  - Civil Engineering
  - Computer Engineering
  - Computer Science
  - Industrial Engineering
  - Mechanical Engineering
  - Nuclear Engineering

To be guaranteed entrance to these majors, students must be enrolled in the college offering the major or in the Division of Undergraduate Studies, complete the required courses by the end of the pool semester, have the minimum CGPA required for the intended major in the semester preceding the pool semester, and confirm their choice of major during the pool window in spring 2016. Other requirements may apply. Students are strongly encouraged to work closely with an academic adviser and to review the specific entrance criteria for intended majors at dus.psu.edu/students/etm/requirements.html.

Division of Undergraduate Studies

The Division of Undergraduate Studies (DUS) enrolls and advises students who are exploring majors in multiple academic colleges. Students choosing from more than one possible major may start in the division and, after exploring and selecting a major/college and meeting eligibility requirements, move into an academic college within their first two years.

Academic Advising at Penn State

Penn State students receive academic advising from professional and/or faculty advisers. Students can find their assigned adviser’s contact information on eLion (see page 9).

Academic advising at Penn State is student initiated. Students are encouraged to initiate contact with their assigned adviser at least once a semester and as often as needed to successfully plan and manage their goals. Students are encouraged to seek a partnership with their assigned adviser to help them be intentional about the educational opportunities available at Penn State.

Academic advisers are prepared to:
• Help students identify and achieve their academic goals
• Promote intellectual discovery
• Encourage students to take advantage of both in-and out-of-class educational opportunities
• Encourage students to become self-directed learners and decision makers

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

Academic Integrity

It is the expectation of the University that students pursue their academics in an honest and ethical manner. Penn State takes violations of academic integrity very seriously. Please refer to page 20 for more information.

Contacting Instructors

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

Transferring Credit to Penn State

A student who does advanced work in a secondary school may earn credit through the Advanced Placement (AP) or International Baccalaureate (IB) exams, which are based on college-level study, depending on the grade earned on the exam and the level of the exam taken. Penn State students may transfer credits to Penn State from courses taken at another institution in order to meet degree requirements. When awarded, all transfer credits are recorded on the student’s transcript, but no grade is recorded, and the student’s grade point average is not affected. Students should discuss with the college adviser the applicability of transfer course credit toward their intended degree. Additionally, because there is a lower- and upper-division tuition differential, students should contact the Office of the Bursar for help in determining the potential impact of transfer credits on their tuition.

<table>
<thead>
<tr>
<th>Quality of Performance</th>
<th>Grade</th>
<th>Grade-Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent:</td>
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<tr>
<td>Exceptional Achievement</td>
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<tr>
<td></td>
<td>A+</td>
<td>3.33</td>
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<tr>
<td>Good:</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>Extensive Achievement</td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td></td>
<td>C+</td>
<td>2.33</td>
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<tr>
<td>Satisfactory:</td>
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<tr>
<td>Acceptable achievement</td>
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<td>Poor:</td>
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<tr>
<td>Minimal Achievement</td>
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<tr>
<td>Failure:</td>
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<tr>
<td>Inadequate achievement</td>
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</tr>
<tr>
<td>Academic dishonesty</td>
<td>XF</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Items to Know:

SGPA = Cumulative Grade-Point Average
Dean’s list = 3.50 SGPA
Minimum acceptable = 2.00 CGPA

Minimum competitive CGPA at application:
Undergraduate internships 3.00
Medical school 3.50
Law school 3.33
Learning Center

All students are welcome to use the Learning Center, located in room 102, Murphy Student Center. At the Learning Center students can get tutoring assistance in writing, math, and most other subjects. Students can also work on group projects, use the computers, study alone or with classmates, and get tips on how to prepare for exams.

All Learning Center services are offered free of charge to Penn State students. Students may drop in or make an appointment. Contact Lorna Chin at LornaChin@psu.edu or 570-675-9285 for more information.

Personal Counseling

Personal Counseling provides short-term individual counseling, crisis intervention, and prevention and consultation services for the campus student community. Referrals for longer-term therapy, or for psychiatric consultation, can be made; http://wb.psu.edu/StudentServices/32966.htm.

Counseling services can help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State. Some of the more common concerns include difficulty or conflicts with friends, roommates, or family members; stress, depression and/or anxiety; sexual identity; lack of motivation or difficulty relaxing, concentrating or studying; eating disorders; sexual assault and sexual abuse recovery; and uncertainties about personal values and beliefs. We are also available to assist students in making difficult decisions, resolving relationship issues, dealing with academic pressures, and other personal concerns.

Appointments can be arranged by contacting either our Director of Student Affairs, Kathie Flanagan-Herstek (570-675-9225 or kfh2@psu.edu) or the Student Programs & Services staff assistant, Michelle Yapel (570-675-9279 or myaple@psu.edu). Confidentiality is strictly respected.

Disabilities Services

Students with disabilities are encouraged to meet with our Disabilities Contact Liaison as soon as possible. We will help students apply for disabilities services which include reasonable and appropriate accommodations and support. We are fully committed to helping all students achieve their academic goals.

Please contact Student Affairs or 570-675-9225, or 570-675-9279 to leave a confidential message. For more information, go to the Office for Disability Services website http://equity.psu.edu/ods.

Food Bank

Penn State WB Student Affairs provides students with a food bank that is available to every student at no charge. Students may come and get food from the food bank during normal working hours of 8am to 5pm.

This food bank is supported by faculty, staff and community supporters of Penn State WB who give donations of non-perishable food items, monetary donations and gift card donations from area grocery stores.

The food bank is housed in the Student Affairs office in 101 Hayfield House. Please feel free to contact Michelle Yaple at mly11@psu.edu or 570-675-9279 if you have questions.

Safety and Security

The Office of Safety & Security exists to provide an atmosphere free from fear for personal safety, property loss, or accident on campus. The Department of Safety & Security maintains a cooperative relationship with the Lehman Township Police and the Pennsylvania State Police. Criminal incidents are investigated by campus officers. Assistance in investigations may be requested from the Pennsylvania State Police or the Lehman Township Police for serious criminal incidents.

Lost and Found office, student ID photos and parking passes are coordinated by this office. Security also provides an escort service for students who wish to be walked to their cars or to other buildings on campus (570) 406-4126.

Athletics

Penn State Wilkes-Barre is a member of Penn State University Athletic Conference (PSUAC) and competes for National Championships as a member of the United States Collegiate Athletic Association (USCAA). The USCAA also provides student-athletes with the opportunity for academic and athletic All-American honors.

Intercollegiate Athletic Sports

Baseball
Basketball (m/w)
Cross Country (m/w)
Golf (co-ed)
Soccer (co-ed)
Volleyball (w)

Intramural Sports

Flag Football
3 on 3 Basketball
Indoor Soccer
Wiffleball
Various Other Options

For more information, please contact the Athletic Department at (570) 675-9262

Health Services

Penn State Wilkes-Barre Health Services provides medical care (illness and minor injuries) to students. If a student requires further treatment, a consulting physician would be contacted. Students can use their own insurance or if uninsured a nominal fee is charged.

Penn State students are eligible to purchase a student health insurance plan through Aetna Student Health Insurance. This plan is offered online at https://www.aetnastudenthealth.com/students/student-connection.aspx?GroupID=846513.

Students should complete the online Healthy History Form and submit Immunizations through myUHS at http://www.sa.psu.edu/uh/. We are pleased to offer students health promotion programs that are designed to increase personal awareness and assist students in choosing behaviors and environments that promote health and reduce risk. Such programs contribute to a healthy learning environment.

The health office is located in the ARB(Gym) room 119. Nurse’s hours are Monday through Friday 8 to 4:30pm during academic year.

Student Support Services

Student Support Services (SSS), a TRIO federal grant program, aims to increase college retention, persistence rates, graduation rates, and career options for first-generation college students, those from low-income families, the physically challenged, and students with learning disabilities.

The SSS program has several major components: academic support in terms of tutoring in math and writing skills, personal counseling, career counseling, academic advising, and out of class learning and social activities. SSS is committed to assisting students in making a successful transition from high school to college life, as well as when transferring from our Penn State Wilkes-Barre Campus to University Park or other Penn State locations. The Student Support Services program collaborates with other academic units and student organizations to fulfill its mission.

SSS is located in The John R. Murphy Student Services Center in Room 109

Honor Society

Penn State Wilkes-Barre Honors provides a means for motivated students to enrich their general education and to deepen their specialized preparation for employment or graduate study. Penn State Wilkes-Barre Honors is a rigorous, yet rewarding, experience that combines in-class achievement with out-of-class achievement – academic success with personal success. If students qualify, they may also pursue a special honors degree as Schreyer Scholars in the Schreyer Honors College at University Park. In addition to succeeding and performing in the classroom, honors students participate in a variety of cultural and personal enrichment activities, such as volunteering, fund-raising, supporting diversity programs, and experiencing different cultures and economies. Some past events include trips to Toronto, Montreal, Williamsburg, Washington DC, and New York City, just to name a few.

LionCash+

LionCash+ makes your Penn State id+ card even more convenient. It’s an online, prepaid flexible account that makes on- and off-campus purchases safe and easy. No cash? No problem. Just swipe and go.

LionCash+ is accepted at more than 300 on- and off-campus locations, statewide. Whether you’re purchasing books for the semester, grabbing a bite to eat, making photocopies, or buying a football jersey, LionCash+ lets you do it all with your id+ card.

LionCash+ locations vary from campus to campus. View the list of participating merchants at each campus: http://www.idcard.psu.edu/IDCard/LionCash/Merchants
Student Activities

Being a student at Penn State Wilkes-Barre is more than just taking classes. It also includes getting involved in co-curricular learning opportunities. As part of your top-notch education, consider participating in a student club or organization, join an intramural team or attend a varsity sporting event. Stop by the Student Commons to see a comedian, or attend an evening Campus Activities Board program. It will not only give you the opportunity to meet new people and form life-long friendships, but you will enhance your Penn State experience by learning how to be a team player, sharpening your communication skills, developing networking skills, and just having fun!

The Student Activities Office is dedicated to providing diverse, entertaining, and educational programs and activities for the students, staff, and faculty at Penn State Wilkes-Barre. Cultural and performing arts events, day and evening programming, and student club and organization activities provide numerous opportunities for students to get involved and to learn outside the traditional classroom setting.

Leadership Opportunities

Intercollegiate Leadership

Each academic year, six to eight students from the area’s local colleges/ universities are chosen to participate in this program sponsored by Leadership Wilkes-Barre. Their goal is to strengthen and enhance leadership skills in our future leaders while developing open lines of communication between the area’s local colleges/universities.

Regional Leadership Conference

During the fall and spring semesters, eight to twelve students from Penn State Wilkes-Barre, Hazleton, Worthington Scranton, Lehigh Valley and Schuylkill are chosen to participate in the NEPA Regional Leadership Conferences. The programs goals are to increase communication, networking, and leadership skills between the five NE campuses.

Penn State University-Wide Summer Leadership Conference

Prior to the fall semester, eight students from each of the Commonwealth campuses and University Park gather for an intensive leadership preparation, team-building and skill-development conference held at one of the Commonwealth campuses.

Welcome Week, Open House, and Event Leaders

Students are called upon to represent Penn State Wilkes-Barre at a variety of events throughout the academic year. These include but are not limited to New Student Orientation, Open House, Community Events, and more.

Clubs & Organizations

The Student Government Association (SGA): The SGA serves as an advisory body to all chartered student organizations and clubs. SGA provides a forum for the exchange of ideas among members of the student body. Meetings are held every Wednesday at noon.

4 Seasons Club: Love the great outdoors? Skiing, Snow-boarding, Horse Back Riding, Hiking, Camping, White Water Rafting...We are the club for you!

Blue and White Society: We are the student members of the Penn State Alumni Association! We provide opportunities to network with Alumni, hold the Annual Blue and White Ball and more!

Business Club: New York City...here we come! Join us for our Etiquette dinner, professional speakers, and our annual trip to the Big Apple!

Campus Activity Board: Work with the Activities Coordinator to coordinate upcoming events, from Movie Nights to Mardi Gras, 50’s Parties to Spring Fling Week Events!

The Collegian/Revolt: Got News? Journalism Major? Become a reporter and write for the campus paper!

Engineering Club: We make things move!!! Join us for our Balloon-Launch, Senior-Project Presentations, and more!

Fitness Club: Get healthy with weekly Fitness Routines developed by fellow students, participate in 5K Run/Walks, and get fit!

Global Citizens’ Society: We promote diversity as a whole. We seek to increase the awareness of the various cultural, religious, socioeconomic, and other groups on campus. We strive to make the experience of every student as informative, pleasant, and comfortable as possible.

Haunted Forest: Nothing better than chasing classmates through the woods with chain saws...all to support Children With Cancer at the Hershey Medical Center!

Health Club: Have a healthy college experience! Work with our Campus Health Services to host monthly Health Promotions and the end of the year Health Fair!

ISTSA: We are the Information Sciences and Technology Student Association. LAN and WAN Parties, info and training sessions...see us!

Lambda Sigma: We are the National Honor Society of Surveying Majors!

Lazy Artist’s Society/Radio Club: Got Talent? Open Mic events, DJ’ing in the Student Commons, Car Shows, and more...we certainly aren’t Lazy!

Lion Ambassadors: We are the official Student Representatives and Tour Guides of PSW-B! Join Us and learn to walk backwards!

Mountain Lion Varsity Club: Through our fundraising efforts, we support our athletic teams with new equipment, team travel, and game day support!

NIT-LI ARTS: We look to develop and encourage the artistic life of Penn State Wilkes-Barre and create outlets for students’ artistic talents.

PSU EDU: Education majors: we provide a means for students to get involved and make a difference in this world through films such as BULLY, discussion groups, and community speakers.

Students For Justice: Criminal Minds-CSI...We support our major by bringing to light criminal justice issues, while also seeking to advance the concept of “justice” through community activities and campus projects.

Surveying Society: GEOCACHE Anyone? Lime Green Vests? We provide opportunities for our members to hear guest speakers, participate in field trips, and attend state and national professional conferences.

THON: FTK...FOR THE KIDS! The largest student-run philanthropy in the world! Help us help them! Check us out at www.THON.org
Career Services

Career Services at Penn State Wilkes-Barre offers a variety of services, events, and programs to students on our campus. With our brand new Struthers Family Career Services Center, dedicated on October 31, 2013, we house our Career Services Coordinator, administrative assistant, and PSU Eastern Region Job and Internship Developer. The Center is also equipped with four interviewing rooms; technology for video conferencing; a career information center housing our library materials and computer lab; and a conference room for our student leaders, faculty and staff, and community partners to hold meetings by reservation. By having this new career services initiative on campus, we are able to enhance the awareness of the importance of intertwining one’s career decision-making with choosing a major of study.

Our general business hours are 8:00am-4:30pm, Monday through Friday. We are open year-round and encourage students to make an appointment to ensure that someone will be in the office to assist them at their time of need. Upon graduation, students are able to continue seeking advice and assistance through Career Services at all Penn State campuses as alumni.

Here are some of the topics we can help your student with:
- Career Decision-Making Strategies
- Career Transitions
- Choosing a Major
- Graduate School Exploration
- Informational Interviews
- Internship and Job Search Strategies
- Mock Interviews/Interview Preparation
- Navigating a Career Fair
- Networking Strategies
- Resume and Cover Letter Writing Critiques

Here are some of the programs and events we have initiated:
- Alumni Career Speaker Series
- Career Ambassador Program
- Employer Information Sessions
- Lean In: A Women’s Career Development Initiative
- Mentor Program
- Mock Interviews
- Networking Dinner
- On-Campus Interviewing
- PSU Eastern Region Career Conference & Expo

We also work to develop students’ soft skills (communication, etiquette, conflict-resolution, problem-solving, etc.), by providing workshops, events, and programs geared towards enhancing these necessary world-of-work skills.

In addition to career advising, we teach students how to be confident, life-long job seekers. This includes providing assistance in developing a resume/cover letter, researching employers, preparing for interviews, and narrowing down options that best meet students’ interests, values, and skills.

Career Services staff members work closely with academic departments to ensure our students are benefiting from our services from year one and on. We organize speakers on field-related topics to come into the classroom as well as visit classrooms to provide information on the importance of enhancing one’s resume through getting involved on-campus and in the community, and by networking.

Internship and Job Searching

When students are ready to start looking for internships or full-time employment, we partner with University Park and other Penn State campuses to provide career fairs and events such as networking dinners, information sessions, and on-campus interviewing that allow our students face-to-face interaction with employers. In October 2013, 3 campuses, including Wilkes-Barre, in the Eastern Region launched a yearly career conference and exploration exposition. This allows students of any semester classification to experience a professional development conference and mingle with employers to explore future career options. Additionally, students can utilize our online career services manager system called the “Nittany Lion Career Network”. This system allows employers from all over the world to post opportunities specifically geared towards Penn State students and alumni. Students can search for jobs and upload their resumes into an online resume book for registered employers to browse. The Wilkes-Barre campus also provides access to internships and part-time job opportunities via our Webpage at www.wb.psu.edu/careers.

How to Support Your Student

As a parent or guardian, it is important to realize the majority of students entering college do not know what they want to study. Many students change their major at least once throughout the course of their undergraduate education. Parents and family members can act as a sounding board for their students and recognize that the transition from high school to college can be daunting. Gentle reminders about resources offered to students on our campus may be all they need to get them moving in the right direction. It can be extremely stressful to a student who is unsure about what they want to “be when they grow up.” And, it is important to encourage them to understand their options and speak with a career services staff person to help them narrow down their choices. Our resources are vast and connections to the community strengthen opportunities for students to pursue job shadow opportunities or informational interviews.

Questions

If your student has any questions or would like to make an appointment, please have them contact Jill Lairg, Coordinator, at jlahig@psu.edu or by telephone at 570-675-9124. We are located across from the Student Commons and next to the Athletics and Recreation Building in the Struthers Family Career Services Center. We look forward to assisting your student in their career development.
Student Rights and Responsibilities

Student Conduct
Student Conduct is responsible for interpreting, enforcing and promoting the Code of Conduct. Student Conduct is dedicated to supporting students through a disciplinary process that is educational, equitable, expeditious, and just. Student Conduct not only meets with students accused of violating the Code of Conduct, but also works with victims to help them hold students accountable for their conduct. Recognizing the need to be proactive in educating students, it is recommended that incoming students learn more about the Code of Conduct and what is expected of them as members of the Penn State Community.

Penn State, as an institution of learning and a community with a special purpose, accepts its obligation to provide an environment that protects and promotes its educational mission and guarantees its orderly and effective operation for your student.

Code of Conduct
The Code of Conduct outlines 17 behaviors that students need to avoid as they are inconsistent with the essential values of Penn State. Student Conduct is responsible for interpreting and enforcing the Code of Conduct, ultimately determining whether or not a student has violated that code.

Sexual Harassment and Sexual Assault

Sexual Harassment and Sexual Assault
Penn State is committed to providing an environment free from discrimination and harassment on the basis of sex. Resources are available to members of the University community to provide a prompt and effective response when incidents of sexual harassment, including sexual misconduct, sexual assault, sexual violence, domestic violence, dating violence, and stalking, occur. For more information, we encourage you to view the University’s SHARE (Sexual Harassment and Assault Reporting and Education) website at www.psu.edu/share. You may also view the relevant University policy, Policy AD-85, at guru.psu.edu/policies/AD85.html.

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

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

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

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

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

The University takes violations of Academic Integrity seriously. When an act of academic dishonesty is believed to have occurred, the process begins with a conversation between the faculty member and the accused student and follows the procedures outlined by the Faculty Senate.
What Every Parent Needs to Know about High-Risk Drinking* Among College Students

As you are aware, college is a time for career exploration, academic challenge, and personal growth. Like many incoming first-year students, this may be the first time a student has lived away from home, and the first time he or she will be expected to make independent choices on a daily basis. Unfortunately, recent headlines highlight the dangerous nature of some of these decisions, specifically regarding alcohol and substance abuse. Alcohol abuse can lead to academic, social, and health-related problems.

Parents Can Make a Difference

Penn State invests considerable energy and resources in our efforts to better understand, treat, and diminish the negative impact that dangerous drinking can have on students and on their potential for success. As part of our ongoing efforts to address dangerous drinking, Penn State requires all incoming students to complete an alcohol education program prior to their arrival on campus. The program, Penn State SAFE, is an interactive, online program that provides information about alcohol, the alcohol laws in Pennsylvania, and Penn State’s alcohol and other drug policies.

While resources within Penn State are substantial, the impact a parent can have on their student is much more significant. Therefore, a parent’s role in helping a college student to make wise choices regarding drinking can have a remarkable impact on a students’ well-being and on the health and well-being of our entire campus community. Research has shown that first-year students whose parents talked with them frankly about the dangers of high-risk drinking* exhibit significantly more responsible drinking behaviors than other first-year students.

Before talking with your student, familiarize yourself with how alcohol affects the body and brain of young people. Take some time to evaluate your own attitudes, values, and beliefs about alcohol and drinking. Establish open communication to make it easy for your student to talk honestly with you. Demonstrate to your student that you care about their success in college, both academically and socially. Be clear about your expectations for your students’ alcohol use during college and compliance with campus policies and state laws.

- Talk with your student about:
  - Penn State’s alcohol policy
  - Pennsylvania’s alcohol laws
  - How violations of the Student Code of Conduct and the law can affect one’s future
- Understand Penn State’s parental notification policy
- Make sure your student completes Penn State SAFE, the on-line alcohol program.

Encourage conversations by asking nonjudgmental and open-ended questions. This allows your student the opportunity to express how they think and feel about college pressures, being away from home, and facing new situations. Below are some conversation starters for discussing issues your student may face when they arrive on campus.

*High-risk drinking is defined as having four or more drinks in a row for women and five or more in a row for men at least once over a two-week period.


CONVERSATION STARTERS
- How will you decide whether or not to drink while attending Penn State?
- If a roommate drinks excessively and the partying affects your sleep and studying, what will you do?
- What will you do if a friend you are with passes out because of excessive drinking?
- How will you handle it if you are asked to “babysit” someone who is very drunk?

STAY CONNECTED AFTER YOUR STUDENT LEAVES FOR COLLEGE
- Stay involved with your student’s life at Penn State
- Call your student frequently during the first six weeks of college
- Learn about your student’s roommates and their new friends
- Encourage your student to get involved in activities and organizations on campus

THE SOBERING FACTS (national)
- 31% of college students meet the criteria for a diagnosis of alcohol abuse.
- 6% meet the criteria for a diagnosis of alcohol dependence.
- 1,825 college students between the age of 18 and 24 die annually from alcohol-related injuries.
- 599,000 experience a non-fatal, unintentional injury under the influence.
- 97,000 students annually are victims of alcohol-related sexual assault or date rape.

Penn State SAFE and Penn State AWARE are interactive, online programs incoming students are required to complete. Penn State SAFE provides information about alcohol, the alcohol laws in Pennsylvania, and Penn State’s alcohol and other drug policy. Penn State AWARE provides information about sexual assault, the sexual violence laws in Pennsylvania, and Penn State’s resources for victims of sexual violence.

Students should complete Part 1 of Penn State SAFE and all of Penn State AWARE by:
- August 25, 2014 (fall students)
- January 12, 2015 (winter students)

Visit edge.psu.edu/firstyear for details.
Alcohol Laws in Pennsylvania

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

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

<table>
<thead>
<tr>
<th>Penalty</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine</td>
<td>0–$500</td>
<td>0–$1000</td>
<td>0–$1000</td>
</tr>
<tr>
<td>Jail</td>
<td>0–90 days</td>
<td>0–90 days</td>
<td>0–90 days</td>
</tr>
<tr>
<td>License Suspension</td>
<td>90 days</td>
<td>1 year</td>
<td>2 years</td>
</tr>
</tbody>
</table>

By law, Police are required to notify parents or guardians of all underage drinking violations.

Carrying False I.D.
It is illegal for anyone under 21 to possess an identification card falsely identifying that person by name, age, date of birth, or photograph as being 21 or older or obtain or attempt to obtain liquor, malt, or brewed beverage by using the identification card of another or by using an identification card that has not been lawfully issued to or in the name of the person who possesses the card.

<table>
<thead>
<tr>
<th>Penalty</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine</td>
<td>0–$300</td>
<td>0–$500</td>
<td>0–$500</td>
</tr>
<tr>
<td>Jail</td>
<td>0–90 days</td>
<td>0–1 year</td>
<td>0–1 year</td>
</tr>
<tr>
<td>License Suspension</td>
<td>90 days</td>
<td>1 year</td>
<td>2 years</td>
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</table>

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

<table>
<thead>
<tr>
<th>Penalty</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine</td>
<td>0–$500</td>
<td>0–$1000</td>
<td>0–$1000</td>
</tr>
<tr>
<td>Jail</td>
<td>0–90 days</td>
<td>0–90 days</td>
<td>0–90 days</td>
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</tbody>
</table>

Driving Under the Influence (DUI)
It is illegal for anyone under 21 to drive a vehicle with a blood alcohol content of .02 or higher, and it is illegal for those 21 or older to drive with a blood alcohol content of .08 or higher. A first-time offense individual, under certain circumstances, may qualify for an Accelerated Rehabilitative Disposition (ARD) program.

<table>
<thead>
<tr>
<th>Penalty*</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>Subsequent Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fine</td>
<td>$500 - $5,000</td>
<td>$750 – $5,000</td>
<td>$1,500 - $10,000</td>
</tr>
<tr>
<td>Jail</td>
<td>48 hours – 6 months</td>
<td>30 days – 6 months</td>
<td>90 days – 5 years</td>
</tr>
<tr>
<td>License Suspension</td>
<td>1 year</td>
<td>1 year</td>
<td>1.5 years</td>
</tr>
<tr>
<td>Other</td>
<td>Alcohol High-way Safety School</td>
<td>1 year Ignition Interlock License</td>
<td>1 year Ignition Interlock License</td>
</tr>
<tr>
<td>Court Reporting Network File</td>
<td>Alcohol High-way Safety School</td>
<td>Court Reporting Network File</td>
<td></td>
</tr>
</tbody>
</table>

*Depending on your Blood Alcohol level you may be charged under additional subsections of the DUI statute.

Note: If a student is from a state other than PA and the home state is part of the national compact on DUI enforcement (46 states are), the student must fulfill these penalties in PA and his/her license from the home state will be suspended, if applicable.

Furnishing Alcohol to Minors
It is illegal to knowingly sell or furnish, or purchase with the intent to sell or furnish, any liquor, malt or brewed beverage to a person who is less than 21 years of age. You can be convicted of furnishing alcohol even if you are under age 21. The fine for first offense is at least $1,000 and second or more is $2,500. Jail is up to one year for all.
Notes:
Parents/Guardians/Supporters of Penn State Wilkes-Barre students,

This is a challenging as well as an exciting time for you and your student. She/he is truly starting on the path to adulthood and independence. At our campus, we are deeply committed to creating a supportive, stimulating environment for our undergraduates. This guide is a resource intended to help you assist your student in navigating this "brave new world" of higher education. We value parents/guardians/student supporters as our partners in this experience. If I or our staff can help you think through concerns that surface through this first (or any subsequent) year, please feel free to contact us: 570.675.9225, email kF2@psu.edu.

Thank you for entrusting your student's education to us. We will be sending your student an invitation to join us for the second phase of orientation, scheduled for Friday, August 22nd. Classes begin Monday, August 25th.

Penn State Proud,
Kathie Flanagan-Herstek

Kathie Flanagan-Herstek
Director, Student Programs and Services

[Campus Map image]