A Message from the Director of Student Affairs

Dear Parents & Family Members—

Your student is about to begin one of the most exciting and challenging adventures imaginable. “The Penn State Experience” involves growing outside the classroom as well as learning within the academic setting. Here at Penn State New Kensington, there are endless opportunities to become involved, including clubs and organizations, cultural programs, athletics, and volunteering. However, new experiences and challenges can sometimes lead to questions and uncertainty—for you as well as your student!

At Penn State New Kensington, someone is always there to turn to for help. The Student Affairs staff wants to help your student make the transition to college life as easily as possible. This brochure can help you prepare your student for the exciting challenges that lie ahead, and it can serve as a handy reference guide for you at home.

A listing of Campus Services provided by Penn State New Kensington is included, as well as a directory of important phone numbers for your convenience.

Sincerely,

Theresa Bonk
Director of Student Affairs
ThePennStatePrinciples

ThePennsylvaniaStateUniversityisacommunitydedicatedtopersonalandacademicexcellence.ThePennStatePrinciplesweredevelopedto
embodythevaluesthatwehopoureastudents,faculty,staff,administration,andalumnipossess.Atsametime,theadministrationisstrongly
committedtofreedomofexpression.Consequently,thesepriciplesdonotinstituteprovincialpolicyandarenotintendedtointerfereinany
waywithanindividual’sacademicorpersonalfreedoms.Whopever,thatindividualswillvoluntarilyendorsethesecommonprinciples,
therebycontributeing to the traditions and scholarly heritage left by those who preceded them, and will thus leave Penn State a better place for
those who follow.

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

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

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

I will be responsible for my own academic progress and
agree to comply with all University policies.
The University allows students to identify and achieve their academic goals by providing the information needed to plan the chosen program of
study and the necessary educational opportunities, but students assume final responsibility for course scheduling, program planning, and the
successful completion of graduation requirements. I will be responsible for seeking the academic and career information needed to meet my
educational goals by becoming knowledgeable about the relevant policies, procedures, and rules of the University and academic program, by
consulting and meeting with my adviser, and by successfully completing all of the requirements for graduation.
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 orientation.psu.edu 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. The Parents Program is here to support you in your efforts to guide your student throughout their Penn State career. To start, we offer the following points of guidance:

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.
- Students should consider their plans for 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
- Spring 2014 semester due December 6, 2013
- Fall 2014 semester due August 1, 2014

Prepare for Arrival Day
- Students living on campus should contact their new roommate to make introductions and discuss what to bring
- 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)

Stay Connected On-line

Email: After your student obtains a Penn State Access Account, University offices or departments will communicate important information to the student’s Penn State e-mail address (. . @psu.edu). Students can check their Penn State e-mail account via WebMail (webmail.psu.edu).

PSUTXT: Remind your student to sign up online for PSUTXT emergency information at http://psutxt.psu.edu

Facebook: Become a Fan facebook.com/pennstatenewkensingston facebook.com/PSNKAdmissions facebook.com/PSNKStudentLife

Twitter: Follow us @penn_state @psnkadmissions @psnkstudentlife

YouTube: Watch us! youtube.com/pennstatenewken

Instagram: instagram.com/psnkadmissions#

Google+: Penn State New Kensington

Orientation Questions: nkorientation@psu.edu
# University Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Affairs</strong></td>
<td>Dr. Andrea Adolph, Director,</td>
<td>724-334-6030</td>
</tr>
<tr>
<td><strong>Admissions</strong></td>
<td>Patty Brady, Director of Enrollment Management</td>
<td>724-334-6058</td>
</tr>
<tr>
<td><strong>Advising</strong></td>
<td>Sean Bridgen, Advising Program Coordinator</td>
<td>724-334-6096</td>
</tr>
<tr>
<td><strong>Athletics</strong></td>
<td>Dave Murray, Athletic Director</td>
<td>724-334-6750</td>
</tr>
<tr>
<td><strong>Bookstore</strong></td>
<td>Jennifer Coffini, Manager</td>
<td>724-334-6170</td>
</tr>
<tr>
<td><strong>Business Services</strong></td>
<td>Jason Bush, Director</td>
<td>724-334-6025</td>
</tr>
<tr>
<td><strong>Café 780 and the Junction</strong></td>
<td>Mike Tokarek, Chef &amp; Resident Director</td>
<td>724-334-6175</td>
</tr>
<tr>
<td><strong>Career Services</strong></td>
<td>Jim Shields, Coordinator</td>
<td>724-334-6065</td>
</tr>
<tr>
<td><strong>Child Care Assistance</strong></td>
<td>Angie Fisher, Staff Assistant</td>
<td>724-334-6062</td>
</tr>
<tr>
<td><strong>Computer Center Help Desk</strong></td>
<td>Kevin Churik, Coordinator</td>
<td>724-334-6091</td>
</tr>
<tr>
<td><strong>Continuing Education</strong></td>
<td>Nancy Miller, Area Representative</td>
<td>724-334-6014</td>
</tr>
<tr>
<td><strong>Counseling Services</strong></td>
<td>Julie McCune, Counselor</td>
<td>724-334-6744</td>
</tr>
<tr>
<td><strong>Disability Services</strong></td>
<td>Elaine Zarichnak, Nurse</td>
<td>724-334-6066</td>
</tr>
<tr>
<td></td>
<td>Laurie Durzo, Learning Support Coordinator</td>
<td>724-334-6098</td>
</tr>
<tr>
<td><strong>Financial Assistance/Student Aid</strong></td>
<td>Jennifer Marino, Coordinator</td>
<td>724-334-6046</td>
</tr>
<tr>
<td><strong>Health Services</strong></td>
<td>Elaine Zarichnak, Nurse</td>
<td>724-334-6066</td>
</tr>
<tr>
<td><strong>Academic &amp; Career Success Center</strong></td>
<td>Laurie Durzo, Learning Support Coordinator</td>
<td>724-334-6098</td>
</tr>
<tr>
<td><strong>Library</strong></td>
<td>Jennifer Gilley, Head Librarian</td>
<td>724-334-6076</td>
</tr>
<tr>
<td><strong>Off-Campus Housing</strong></td>
<td>Angie Fisher, Staff Assistant</td>
<td>724-334-6062</td>
</tr>
<tr>
<td><strong>Registration</strong></td>
<td>Mary Dubbink, Registrar</td>
<td>724-334-6041</td>
</tr>
<tr>
<td><strong>Public Safety</strong></td>
<td>Wesley Sheets, Public Safety Manager</td>
<td>724-334-6013</td>
</tr>
<tr>
<td><strong>Campus Security</strong></td>
<td></td>
<td>724-334-6120</td>
</tr>
<tr>
<td><strong>Local Law Enforcement</strong></td>
<td>Pennsylvania State Police</td>
<td>724-339-4664</td>
</tr>
<tr>
<td></td>
<td>Upper Burrell Police</td>
<td>724-335-0664</td>
</tr>
<tr>
<td><strong>Student Activities</strong></td>
<td>Lauren Blum, Coordinator</td>
<td>724-334-6063</td>
</tr>
<tr>
<td><strong>Student Affairs</strong></td>
<td>Theresa Bonk, Director</td>
<td>724-334-6062</td>
</tr>
<tr>
<td><strong>New Kensington Campus</strong></td>
<td></td>
<td>1-888-968-PAWS (7297)</td>
</tr>
</tbody>
</table>
## Key Dates: 2014-2015 Academic Year

### SPRING SEMESTER 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>January 13</td>
</tr>
<tr>
<td>Drop Period(^1)</td>
<td>January 13 – 22</td>
</tr>
<tr>
<td>Add Period(^1)</td>
<td>January 13 – 23 at 8:00 am</td>
</tr>
<tr>
<td>Martin Luther King Day – No Classes</td>
<td>January 20</td>
</tr>
<tr>
<td>Spring Break – No Classes</td>
<td>March 9 – 15</td>
</tr>
<tr>
<td>Late Drop Ends(^1)</td>
<td>April 11</td>
</tr>
<tr>
<td>Withdrawal Deadline</td>
<td>May 2</td>
</tr>
<tr>
<td>Classes End</td>
<td>May 2</td>
</tr>
<tr>
<td>Study Days</td>
<td>May 3 – 4</td>
</tr>
<tr>
<td>Final Exams</td>
<td>May 5 - 9</td>
</tr>
</tbody>
</table>

### FALL SEMESTER 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester Tuition Due</td>
<td>August 1</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>August 265</td>
</tr>
<tr>
<td>Drop Period(^1)</td>
<td>August 25 – September 3</td>
</tr>
<tr>
<td>Add Period(^1)</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 Ends(^1)</td>
<td>November 15</td>
</tr>
<tr>
<td>Thanksgiving Holiday – No Classes</td>
<td>November 23 - 29</td>
</tr>
<tr>
<td>Spring Tuition Due</td>
<td>December 6</td>
</tr>
<tr>
<td>Withdrawal Deadline</td>
<td>December 13</td>
</tr>
<tr>
<td>Classes End</td>
<td>December 12</td>
</tr>
<tr>
<td>Study Days</td>
<td>December 13 – 14</td>
</tr>
<tr>
<td>Final Exams</td>
<td>December 15—19</td>
</tr>
<tr>
<td>Commencement</td>
<td>December 20</td>
</tr>
</tbody>
</table>

\(^1\)These dates apply to full semester courses. *Schedule is subject to change
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.

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?

Students 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 their 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.html

- Parent Login/Friends of Penn State Accounts
  http://studentaid.psu.edu/tutorials/get-friends-of-penn-state-account
  https://elion.psu.edu/ParentInstructions.html

- Financial Aid Information
  http://studentaid.psu.edu/apply/student-aid-summary-guides/
  http://studentaid.psu.edu/tutorials/how-apply-parent-plus-loan

Office of the University Registrar

registrar.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. guru.psu.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. guru.psu.edu/policies/AD19.html.

Formal student disciplinary records are centrally maintained in the Office of Student Conduct at the University Park campus. A student disciplinary record may be shared with faculty and administrative staff of 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.
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 on-line through eLion. See “How do parents get started on eLion?” in the eLion section (page 9) 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 $100 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 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 (ait.its.psu.edu). Students will receive notification via their Penn State e-mail account when their tuition bill is available to view/pay or to confirm registration on eLion. Paper bills are not mailed.

The Office of the Bursar, as well as other Penn State departments, will communicate important information 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
☐ Sign up for electronic delivery of Form 1098-T
☐ 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 (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 (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 1-888-210-5765. 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:
The Pennsylvania State University
Outside Scholarships
109 Shields Building
University Park, PA 16802
For additional information, please visit www.studentloans.psu.edu/schol.cfm.

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.

Electronic Form 1098-T
Based on recent federal tax legislation, some families may be eligible to claim a tax credit for tuition and related expenses. You can obtain more information about this tax credit at www.bursar.psu.edu/taxcredit.cfm. Students have an option to receive an official electronic Form 1098-T via eLion rather than wait for a paper copy to be mailed. Online delivery will provide access to the form up to 2 weeks earlier. You are encouraged to sign-up for this online delivery. Students should log into eLion and select “Financial” and then “Taxes-1098T.”

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.gov.

Students need to complete the 2013-14 FAFSA in order to be considered for aid for fall 2013, spring 2014, and summer 2014.

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.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

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

Fall 2013: August 2, 2013
Spring 2014: December 6, 2013
Please follow the detailed instructions for the PLUS loan application process at:  
http://studentaid.psu.edu/tutorials/how-apply-parent-plus-loan

If you need assistance with calculating how much you need to borrow, please visit:  
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

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

Employment
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.

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.

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

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:  
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: www.bulletins.psu.edu/bulletins/bluebook/general_education.cfm

<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>
<tr>
<td>Total</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Credits</th>
<th>Objective</th>
</tr>
</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>Exposure to knowledge, attitudes, and skills needed to live healthfully</td>
</tr>
<tr>
<td>Total</td>
<td>30</td>
<td></td>
</tr>
</tbody>
</table>

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 a 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 limitations of space, faculty, or other resources and are under administrative enrollment control. Students can apply for these majors only during their “pool” semester. Students admitted in fall 2013 or spring 2014 are in the 2015 entrance-to-major pool and will declare administrative enrollment controlled majors during January-February 2015.

The following majors are under administrative enrollment control for students in the spring 2015 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
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 2015. 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, and
- 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.

<table>
<thead>
<tr>
<th>Quality of Performance</th>
<th>Grade</th>
<th>Grade-Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent: Exceptional Achievement</td>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td></td>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td></td>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>Good: Extensive Achievement</td>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td></td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>Satisfactory: Acceptable achievement</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>Poor: Minimal Achievement</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>Failure: Inadequate achievement</td>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Items to Know:
SGPA = Semester Grade-Point Average
CGPA = Cumulative Grade-Point Average
Dean’s list = 3.50 SGPA
Minimum acceptable = 2.00 CGPA

Minimal competitive CGPA at application:
Undergraduate internships 3.00
Medical school 3.50
Law school 3.33
Academic and Career Success Center

The Learning Center
The Learning Center is an academic affairs support service available free-of-charge to Penn State New Kensington students. The Learning Center offers:

- tutorial services
- special topic workshops
- study groups
- writing support
- math support
- support for learning disabilities
- academic resource materials

Services are available Monday-Friday, 8:00 a.m.-5:00 p.m. The Center is located on the lower level of the Student Union building, beside the Bookstore, below the cafeteria.

Academic Advising
Penn State students are assigned an adviser within their chosen academic college. Students who are undecided about academic college and/or major are encouraged to consult with the Division of Undergraduate Studies (DUS) coordinator for advising needs. If you are uncertain who your adviser is, please consult the campus advisers page or the eLion system.

Career Services
Career Services is located in the campus’ Academic and Career Success Center, found on the lower level of the Student Union building. The Office of Career Services is all about your success in college and beyond; they offer resources including:

- resume writing assistance
- job postings
- career fairs and events
- job and internship searches
- e-Portfolio
- workshops and presentations

The career services center encourages you to make the most of your time at Penn State:

- Visit Career Services to explore your own process of decision-making, engage in self-assessment activities, and identify the action steps necessary to define and achieve your goals.
- Meet with your academic adviser to learn about majors, academic options, course content, and requirements.
- Establish a relationship with faculty to learn about opportunities to gain experience in and outside of the classroom.
- Increase your exposure to career fields of interest through job shadowing, internship, volunteer, or work experiences during academic and summer breaks.

Disability Services
Students with disabilities should contact the campus Office of Disability Services liaisons to discuss the University’s process for receiving reasonable accommodations. The liaisons on campus include:

- Elaine Zarichnak, Campus Nurse, Health Services
  724-334-6066, emz3@psu.edu
- Laurie Durzo, Director, Learning Center
  724-334-6098, lbk10@psu.edu
- During the summer months, contact Theresa Bonk, Director of Student Affairs, at tab19@psu.edu.
Academic Resources

Blissell Library
The Blissell Library has a variety of resources including books, audiobooks, CDs, DVDs, laptops to sign out, and places to study. The library is also home to the computer center, which is an open lab that includes thirty student workstations and four multimedia workstations.

Computer Center
Penn State New Kensington ITS (NK ITS) provides students, faculty, and staff with the information technology resources that are needed to support the academic mission of the University. We provide a wide variety of services, with the primary focus in the following areas:

- Accounts (Access accounts and photo ID cards)
- Helpdesk support for students, faculty, and staff
- Computers (faculty, staff, and academic computer classrooms)
- Server infrastructure
- Network infrastructure (wired and wireless networks)
- Media Services (audio/visual equipment)
- Telephony
- Technology/Security education

Our helpdesk and open computer lab is located in the basement of the Blissell Library and Computer Center building. In addition to the open computer lab, we have various computer labs available for faculty, staff, and student use when classes are not in session.

Registrar’s Office
The registrar’s office provides several types of academic services to students. These services include: Publishing the Schedule of Classes and the Final Examination Schedule, processing registrations and drop/add transactions for credit, providing copies of unofficial transcripts and assisting students in obtaining official transcripts, and providing printouts of your degree audit, a recent grade report, or your current schedule.

Bookstore
PSNK Bookstore is the place to go for textbooks, technical supplies, school supplies, and Penn State gift items.

The bookstore is located on the ground floor beside the Academic and Career Success Center. Hours of operation (Fall and Spring semesters):

- Monday 8:00 a.m. — 7:30 p.m.
- Tuesday 8:00 a.m. — 4:30 p.m.
- Wednesday 8:30 a.m. — 4:30 p.m.
- Thursday 8:30 a.m. — 4:30 p.m.
- Friday 8:00 a.m. — 3:00 p.m.
- Saturday & Sunday Closed
- Stop by during the summer from 8:30 a.m. to 4:00 p.m., Monday through Thursday.
Office of Student Life

What Can We do for You?
The student life office is here for you, the students! We will help enrich your experience at Penn State New Kensington in a variety of ways including:

- Encouraging you to join a club or organization, or start a new one we may not have on campus.
- Providing cultural and diversity programs on campus to enhance knowledge and appreciation for diversity.
- Working with the Student Government Association to advocate for student needs and wants on campus and across the university.
- Coordinating service projects for students to learn and grow while helping the community.
- Planning and implementing student activities including: movie nights, performing artists and bands, novelty acts, late night programs, regional activities, educational speakers, and health education programs.

How Do You Find Out What’s Going On?

- Student Life Wall—this is the chalkboard wall outside the student life office that will have all event information for you to see what’s planned
- PSNK Student Life Facebook Page
- Campus bulletin boards & wall posters
- Visiting the Student Life Office or the Student Government Office n Café 780 and talking to the friendly staff and students

Clubs & Organizations
Clubs and organizations help students get involved, meet new people, gain leadership skills, and have fun. Students can choose to participate in a variety of clubs and organizations, or they can explore the option of creating their own clubs in order to get others on campus interested in new activities.

Potential Clubs & Organizations:

- Adult Learner Society
- BET (Biomedical Engineering) Club
- Business Club
- Campus Activities Board (CAB)
- Drama Club
- Education Club
- Engineering Club
- GIG (Group Investigating God) Club
- IST (Information, Sciences, & Technology) Club
- Lion Ambassadors
- Martial Arts and Self Defense Club
- Multi-cultural Club
- Nittany Pride Newspaper
- Outdoor and Adventure Club
- Phi Theta Kappa Honor Society
- Psi Chi Psychology Honor Society
- Psychological Association
- Science Club
- Soccer Club
- Student Government Association
- Tau Alpha Pi Engineering Honor Society
- THON
- X-Ray (Radiological) Club
Leadership Opportunities
Students who are interested in developing their leadership skills have the opportunity to apply for or participate in numerous student leadership organizations including: Campus Activities Board, Lion Ambassadors, Orientation Leaders and Student Government, as well as attend leadership conferences.

Intramurals, Recreation & Club Sports
These may include various activities such as basketball, deck hockey, dodge ball, ice hokey, racquetball, roller hockey, soccer, touch football, volleyball, Zumba, and Tuesday night’s Get Rec’d. Recreation facilities are open to all students at PSNK and include the basketball/volleyball court, aerobics equipment, weight room, playing fields, racquetball court, and nature trail.

Intercollegiate Athletics
There are seven varsity sports at Penn State New Kensington:

- Men’s basketball
- Men’s soccer
- Men’s wrestling
- Women’s softball
- Women’s volleyball
- Co-ed golf
- Co-ed cheerleading

These teams compete in the intercollegiate Penn State University Athletic Conference (PSUAC) and the United States Collegiate Athletic Association (USCAA).

New Student Orientation
Orientation is a three-day process. Day One includes a First Year advising program. On Day Two, staff, students, and faculty lead small group exercises designed to increase interpersonal skills and prepare students for their academic career. Day Three includes academic convocation, college meetings, and the Pride Olympics. All orientation events are mandatory.

Fall 2014 Welcome Activities

Sunday Shopping Trip, August 24
Clothes, shoes, apartment furnishings, and more! Sign up for our "back to school" shopping trip to the Tanger Outlets in Washington, PA.

Information & Hydration, August 25 & 26
Stop by the theatre lobby to meet members of the Campus Activities Board and receive a free gift! Orientation leaders will be standing by to answer your questions!

T-Shirt Monday, August 25
Take a break in the study lounge and create a PSNK t-shirt to wear around campus this year.

Taco Tuesday, August 26
Visit the taco bar in Cafe 780 and meet the Student Life staff and your fellow PSNK students!

Root Beer Blast/Balloon Artist, August 27
The Student Government Association wants you to treat yourself to a root beer float! Make your way to Cafe 780 to meet these students and get a piece of balloon art made especially for you!

Thirsty Thursday, August 28
Stop by the Junction at 2:00 p.m. The 100 students to stop will get a free smoothie and information on upcoming events at PSNK!

Back to School Bash, September 3
Enjoy food at the Campus Picnic, listen to the DJ, and try out the crazy inflatables! Stop by club rush to discover our campus clubs & activities!
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 16 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.

All members of the University community, including students, share the obligation to respect the fundamental rights of others as citizens, the rights of others based upon the nature of the educational process, the rights of the institution, and the rights of individuals to fair and equitable procedures regarding violations of University regulations. The goal is to support the University’s educational mission by promoting a safe, orderly, and positive University climate through enforcing behavioral standards, managing disciplinary proceedings, mentoring students, developing leadership skills, and fostering peer education.

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

- Personal and academic integrity,
- Respect for the dignity of all persons and a willingness to learn from the differences in people, ideas, and opinions,
- 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 (see page 23 for details).

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.

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.

*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.

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>at least 90 days</td>
<td>at least 1 year</td>
<td>at least 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>$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 Highway Safety School</td>
<td>1 year Ignition Interlock License</td>
<td>1 year Ignition Interlock License</td>
</tr>
<tr>
<td></td>
<td>Court Reporting Network File</td>
<td>Alcohol Highway Safety School</td>
<td>Court Reporting Network File</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.

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>
</tr>
</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.
Penn State’s Alcohol and Illegal Substances Policy in the Residence Halls

1. The possession or use of alcoholic beverages is prohibited in all Penn State on-campus undergraduate residence hall buildings.

2. It is a violation of state law and University policy for a student under 21 years of age to attempt to purchase, consume, possess, or transport alcoholic beverages. It is unlawful to sell, furnish, and give alcoholic beverages or to permit alcoholic beverages to be sold, furnished or given to any minor.

3. It is against residence hall policy for there to be any tailgating activities in the residential quad areas or residence hall parking lots where alcoholic beverages are being served on any football game/event weekend including all home football games, Football Eve, Fourth Fest, and the spring Blue and White Weekend. Students tailgating with alcoholic beverages in these defined areas will be confronted and will likely be charged with “open containers in an unauthorized area.”

4. Residents will be held responsible for activities that occur in their rooms, and will be referred to the Office of Residence Life, the Office of Student Conduct, and/or University Police if guests are violating the on-campus alcohol policies listed above.

5. Failure to comply with the direction of or to present identification to a University Official acting in the performance of their duties is a violation of the Code of Conduct and will result in a referral to the Office of Residence Life or the Office of Student Conduct.

6. It is against the Code of Conduct to supply false information, such as name, age, etc. to University Officials who are acting in the performance of their duties.

Illegal Substances (Drugs)

1. It is a violation of state and university policy to illegally possess, use, distribute, manufacture, sell or be under the influence of other drugs. Students who violate this policy will be referred to the Office of Residence Life, the Office of Student Conduct, and/or University Police.

2. It is against residence hall policy for a student to be in a residential area (room, common area, common building, building entryway, or quad area immediately adjacent to the residence halls) and in the presence of an illegal substance. Students who are in the presence of an illegal substance in these areas will be referred to the Office of Residence Life, the Office of Student Conduct and/or University Police.

Students can view the complete residence hall policy about alcohol in the terms and conditions of the housing contract by logging in to www.eliving.psu.edu.

The Student Rights and Responsibility Section provides additional insight into the Student Code of Conduct.

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 26, 2013 (fall students)
- January 6, 2014 (winter students)

Visit edge.psu.edu/firstyear for details.

Health Services

Penn State New Kensington Health Services provides educational programs and medical services to students that are designed to improve their health. Health Services staff work collaboratively to identify and advocate for student needs to provide appropriate high quality, cost effective responses.

Some of the services provided include treatment of minor injuries, treatment of illnesses and referral as necessary, emergency response, counseling, disability services, health and wellness programs, athletic physicals, and resources for health education.

Located in the Athletics Center, the Health Services clinic is open to all students registered for the current semester. Faculty and staff are also eligible for emergency care and screenings.

Hours of Operation (August through June):
Monday - Friday, 8:00 a.m. - 5:00 p.m.

For more information, visit nk.psu.edu/StudentServices/HealthServices/healthsvc.htm
Food Services

There are two different on-campus locations for food service at Penn State New Kensington.

Café 780
Located in the Student Union Building on the Upper Level, Café 780 is open Monday-Friday, 10:00 a.m. to 7:00 p.m. Café 780 features several food stations to help feed your hunger:

- **Prime House** - hand-tossed pizzas, subs, fresh-baked breadsticks, soft pretzels
- **Wrap station** - made-to-order wraps and panini's
- **Joe’s Contemporary American Kitchen** - flame-broiled hamburgers, homemade soups, salads
- **Fresh portable fare** such as sandwiches, salads, and parfaits, are popular items.

The Junction
Located in the main lobby by the front entrance, the Junction is open Monday-Friday, 7:30 a.m. to 1:00 p.m. The Junction features:

- **Beverages** -- gourmet coffees, espressos, lattes, cappuccinos, and made-to-order fruit smoothies
- **Baked goods and pastries** made fresh every morning
- **Fresh portable fare**, such as sandwiches, salads and parfaits

LionCash
Visit an on-campus dining location and swipe your id+ card to pay. You will save 10% on your dining purchases! Add funds instantly to your id+ account online by using a Visa, MasterCard credit or debit card.
Housing Services

Nittany Highlands Apartments

The Nittany Highlands Apartments are just across the street and provide apartment-style living and a residence hall-like experience.

Nittany Highlands Apartments' residents also enjoy the on-site:

- Campus Shuttle stop located in the parking lot
- Free parking
- Coin-operated laundry facilities
- Vending machines

To rent an apartment, visit the Nittany Highlands Apartments website or contact: Eric Fulmer, Property Manager Arbors Management, Inc. 412-254-8723

Off-campus Housing

Due to our close proximity to Pittsburgh, our students have plenty of housing options to choose from. However, students choosing to live off campus should plan to have access to a car. The Office of Student Affairs can provide resources to locate available off-campus housing options.

Please note -- although the Division of Student Affairs facilitates the sharing of information regarding living units, off-campus dwellings have not been inspected by Penn State New Kensington, and the University does not take responsibility for the facilities listed.

Change-of-Campus

Students transitioning to another Penn State campus can find more information about the on and off campus housing options at:

- hfs.psu.edu/housing/
- eliving.psu.edu

If you have any questions, please do not hesitate to contact Angie Fisher in the Office of Student Affairs at 724-334-6062 or via e-mail at arc1@psu.edu.

Campus Shuttle

The campus shuttle provides a free service to Penn State New Kensington students. By presenting their student ID cards, students can board the shuttle from the campus’ front parking lot or the Nittany Highlands Apartments and ride to various area destinations.

The campus shuttle will run from 4:00 - 11:00 p.m. on Fridays, from 3:00 - 11:00 p.m. on Saturdays and from noon - 6:00 p.m. on Sundays.

The shuttle will make stops at the following destinations:

- Giant Eagle on Tarentum Bridge Road
- Pittsburgh Mills Mall
- Waterworks Mall
- Pittsburgh Bus Terminal
- Oakland
- Waterfront
- Monroeville Mall.

For pick-up times and further destination information, please refer to the shuttle schedule. For more information, visit the Office of Student Affairs or call 724-334-6062.

Visit Pittsburgh!

Campus Trips:

- Stop by the Office of Student Life to find out what exiting new events and activities are planned as part of the Penn State in Pittsburgh initiative. Trips to sports events, theatres, city-center and more!

Transportation:

- Campus Shuttle
- The Pittsburgh International Airport SuperShuttle Service: 1-800-BLUE-VAN
- Byers Taxi Service, Vandergrift, PA 724-567-5664

Visit the Office of Student Affairs for a full list of transportation agencies and local attractions.