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Dear Parents and Families:

Welcome. This is an exciting and emotional time for parents as you prepare your students for their new venture – college. Some students will be living at home, and some will be living away from home for the first time. No matter which living arrangement your student has chosen, know that the college’s resources are available to all students.

The New Student Orientation Team has designed sessions just for parents and families with the purpose of allowing you, the students’ non-college support system, the opportunity to learn about the many resources available to your student. Please be sure to ask questions and learn all that we have to offer.

We are excited to have your student with us for their educational career. We take that responsibility very seriously and look forward to seeing them grow and succeed.

Best Regards,

Omid Ansary, Ph.D.
Senior Associate Dean of Academic Affairs

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Welcome to PENN STATE HARRISBURG!

Greetings, Parents and Family Members, Welcome to Penn State Harrisburg! Your student’s college experience will be among the most formative and challenging years of their life. It is a period of self-discovery, assuming new responsibilities for decision making, and a time for taking charge of one’s life.

As we, the offices of Academic Advising and Student Affairs, partner with your student during their transitional journey, our over-arching goal is to create opportunities for success by providing high impact, student-centered services and programs. Our staff is devoted to working with other support and academic units within the college as the students persist through the threshold of college life. In doing so, we have developed an integrated learning experience that helps students reach their educational, professional and personal aspirations.

We realize that there is another very important factor that fuels the student’s success – you, their parents and families. Long before college, parents and families have invested in their student’s educational success, both in and outside of the classroom. To this end, we ask you to join us as partners as we aim to maximize opportunities for our students to be successful. As parents and family members of a Penn State Harrisburg student, you play a vital role in their experiences.

We look forward to partnering with you as we embrace every opportunity to foster the success of our students here at Penn State Harrisburg.

New Student Orientation Committee
The First Year at Penn State Harrisburg

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

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 the 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 Harrisburg.

New Student Orientation (NSO)

Thank you for attending Penn State Harrisburg’s New Student Orientation (NSO). This program will help your student develop educational goals, become familiar with campus resources, schedule their courses, and learn to put their 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. Parents and families will learn about the resources available to their students and gain an understanding of both academic and student life at Penn State Harrisburg.

Penn State Values

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

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

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

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

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

community
discovery
responsibility
integrity
Penn State
Values

excellence
respect
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.

The First College Year

Your student’s first year of college may be emotional for both you and your student. Families 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 stick around. If your student lives on or near campus, the roommate honeymoon may end. Students may be:

- Making adjustments to study habits and time management skills
- Asking themselves whether they fit in socially
- Seeking additional opportunities to get involved on campus
- Dealing with consequences of poor decision making
- Meeting 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 struggled in the early months, the pressure is now a reality. Students who have joined student organizations may have end-of-semester 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 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 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


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 Harrisburg. We want this role to continue by cultivating an effective partnership during your student’s college career even as your role changes to that of a coach or adviser. Well-informed family members can help us connect students with the resources available to them and, in the end, help to ensure your student is successful.

Your Student’s Responsibilities

At Penn State Harrisburg, we expect our students to:

- Become increasingly responsible for their own actions including their academic and social decisions;
- Abide by code of conduct;
- Explore the educational opportunities available, select a major in which they will succeed and enjoy and put forth their best efforts in the classroom at all times; and
- 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;
- Have faculty, staff and administrators that strive to support our students by providing them with the necessary resources to be successful both in and out of the classroom; and
- Take an active role in meeting this goal through general outreach and communication to our parents and family members.

Supportive Family Involvement

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.

1. Support Student Autonomy

Young adulthood is a time when your relationship changes from an adult-to-child relationship to an adult-to-adult relationship. Does this mean that your student doesn’t need you? Absolutely not. Support your student’s autonomy by actively redefining your relationship, relinquishing unnecessary control, and encouraging responsibility and problem solving.

2. Stay Connected

Expect that your student will not respond to all of your contacts whether by phone, e-mail or even “snail” mail, but know that they appreciate hearing from you. Be sure to visit, but not too often.

3. Check In

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 problems, trust your instincts. Your student may need you to refer them to the appropriate resources described in this guide for help.

4. Be Knowledgeable about Campus Resources

Utilize the resources available in the Parents and Families Guide. Help your student navigate the University by referring them to the appropriate resources. 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.
5. Continue Difficult Conversations

You still have influence on your student’s behavior. In college, your student 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 healthy, 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 create an atmosphere of open communication. 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.

6. Students Don’t Become College Students Overnight

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.

7. 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 your and your student’s advantage.

8. 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.


New Student Arrival Checklist

Stay Connected

☐ Subscribe to the Penn State Harrisburg news site at headlines.psu.edu

Healthcare

☐ Students must submit their immunization records. Instructions are available at studentaffairs.psu.edu/health/immunizations

☐ Students should copy and pack insurance and prescription cards. Students without health insurance can purchase it through Penn State at studentaffairs.psu.edu/health-wellness/health-insurance

☐ 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
☐ Penn State AWARE (Sexual Assault Awareness Module) edge.psu.edu/firstyear
☐ Know the Code quiz studentaffairs.psu.edu/conduct
☐ Course Registration Overview orientation.psu.edu/homework

Pay Tuition Bill

☐ An e-mail is sent when the bill is ready
☐ Fall semester due mid-August bursar.psu.edu/tuition-due-dates
☐ Spring semester due mid-December bursar.psu.edu/tuition-due-dates
☐ Students must consent to do business electronically and sign the Financial Responsibility Agreement (FRA) in LionPATH prior to enrolling for classes
☐ Students must grant parent access to tuition bills in order for parents to view and pay tuition bills
☐ Plan for future semesters at tuition.psu.edu
☐ Discuss getting online access for tuition bills, Hope/Lifetime Tax Credit, academic verification, etc. with your student

Prepare for Arrival Day

☐ Students should consider purchasing or renting textbooks
☐ Add funds to student’s LionCash+ account idonline.psu.edu

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 Online

E-mail: 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 should regularly check their Penn State e-mail.

PSUAlert: Please remind your student to add their cell phone number to the PSUAlert system to receive texts and/or voice alerts at psualert.psu.edu
Academic Planning

Understanding Advising at Penn State Harrisburg

Family Educational Rights and Privacy Act (FERPA)

Once your student starts at Penn State, they will take on the responsibility for their educational records. The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives your student the right to say who can and cannot access their grades, tuition bill, class schedule and more.

With the Delegated Access function in LionPATH, your student may grant family members the ability to view this information. For instructions on how to grant delegated access, go to public.lionpath.psu.edu

Read more about FERPA at registrar.psu.edu/confidentiality/FERPA_faq.cfm

Learn Penn State Structure

Penn State grants degrees through its academic colleges. Your student is enrolled in an academic college or the Division of Undergraduate Studies at Penn State Harrisburg.

College (Program) – A college grants the degree once courses are completed.
- Penn State Harrisburg campus is the Capital College
- Penn State University Park campus has various colleges
- Other Penn State campuses have a college

Campus – Where students take classes and, in many cases, reside.

2+2 and Change of Campus

Students who plan to complete a degree at the University Park campus or at another campus (not including the Harrisburg campus) are in the 2+2 program. Students in the 2+2 program spend the first two years at their campus of admission. Changes prior to the 5th semester are extremely rare and made only for reasons related to academic progress.

NOTES ____________________________
______________________________
______________________________
______________________________
______________________________
______________________________
GENERAL EDUCATION REQUIREMENTS 45 credits

FOUNDATIONS
Writing, speaking, and quantification courses help develop the foundations to set forth oral and written arguments persuasively and apply mathematical and statistical skills in solving real-world problems.

15 credits total required and all must be completed with a grade of C or better. Credits completed at other institutions do not transfer unless a C or better was earned and therefore are acceptable.

Writing/Speaking 9 credits
- GWS 3 cr.
- GWS 3 cr.
- GWS 3 cr.

Quantification 6 credits
- GQ 3 cr.
- GQ 3 cr.

BREADTH OF KNOWLEDGE
Each Knowledge Domain provides a unique framework to examine the world. 15 credits total required.

No Inter-Domain courses; no Move 3 or World Language substitutions.

Humanities
- GH 3 cr.

Arts
- GA 3 cr.

Social & Behavioral Sciences
- GS 3 cr.

Natural Sciences
- GN 3 cr.

Health & Wellness
- GHW 3 cr.

INTEGRATIVE STUDIES
Just as each Knowledge Domain provides a unique perspective to examine the world, there is additional value in being able to identify and synthesize information across domains.

Select 6 credits of either Inter-Domain coursework or Linked courses. Must select one or the other. Linked courses should be verified as an approved pair using the Linked Course search tool in LionPATH.

Inter-Domain
- G_ 3 cr.
- G_ 3 cr.

Linked
- G_ 3 cr.
- G_ 3 cr.
Writing and Speaking (GWS)

All majors require ENGL 15 (rhetoric and composition) or ENGL 30 (honors rhetoric and composition). Students take the English composition course based on their demonstrated writing skill as measured by the SAT-READ exam. Students with strong preparation may take ENGL 30 instead. Students whose SAT-READ scores suggest gaps in their writing skills may need some review before taking ENGL 15.

<table>
<thead>
<tr>
<th>SAT-READ score</th>
<th>Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>Consult with an adviser</td>
</tr>
<tr>
<td>200-419*</td>
<td>Schedule ENGL 4 before scheduling ENGL 15</td>
</tr>
<tr>
<td>420-519*</td>
<td>Schedule ENGL 15 or ENGL 4</td>
</tr>
<tr>
<td>520-679*</td>
<td>Schedule ENGL 15</td>
</tr>
<tr>
<td>680-800*</td>
<td>Schedule ENGL 15 or honors composition (e.g. ENGL 30)</td>
</tr>
</tbody>
</table>
Quantification (GQ)

The ALEKS Math Assessment evaluates your student’s readiness to take college-level quantification courses. Students will not be permitted to take a course that is above their demonstrated readiness level.

Your student may complete 10 hours of ALEKS Learning Modules to improve their skills and retake the assessment if they wish to place into a higher-level course. The ALEKS Learning Modules can be accessed in LionPATH. This must be done no more than **two weeks from the date of your student’s NSO**. After two weeks, your student can email HBGAdvisingCenter@psu.edu to request access.

*See advising.psu.edu/aleks*

The chart below will help your student understand their placement and determine their readiness level. Students should discuss decisions about appropriate quantification (GQ) courses with their adviser.

<table>
<thead>
<tr>
<th>Required GQ course for your intended major</th>
<th>ALEKS Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any GQ</td>
<td>0-13</td>
</tr>
<tr>
<td></td>
<td>14-29</td>
</tr>
<tr>
<td></td>
<td>30-45</td>
</tr>
<tr>
<td></td>
<td>46-60</td>
</tr>
<tr>
<td></td>
<td>61-75</td>
</tr>
<tr>
<td></td>
<td>76-100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>STAT 200</th>
<th>MATH 3*</th>
<th>MATH 4</th>
<th>STAT 200</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 22</td>
<td>MATH 3*</td>
<td>MATH 4</td>
<td>MATH 21</td>
</tr>
<tr>
<td>MATH 26</td>
<td>MATH 3*</td>
<td>MATH 4</td>
<td>MATH 21</td>
</tr>
<tr>
<td>MATH 110</td>
<td>MATH 3*</td>
<td>MATH 4</td>
<td>MATH 21</td>
</tr>
<tr>
<td>MATH 140</td>
<td>MATH 3*</td>
<td>MATH 4</td>
<td>MATH 21</td>
</tr>
</tbody>
</table>

*Course not offered at all Penn State campuses.

World Language

Students meet the admissions World Language requirement if they have taken two or more years of the same language in high school. Placement in world language courses is based on prior course work.

<table>
<thead>
<tr>
<th>Years of language in high school</th>
<th>World Language Placement</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 – 1</td>
<td>Must take LANG 1</td>
</tr>
<tr>
<td>2 - 3</td>
<td>Can start with LANG 2</td>
</tr>
<tr>
<td>4+</td>
<td>Can start with LANG 3</td>
</tr>
</tbody>
</table>

Some majors require additional course work in a world language. Completion of LANG 3 satisfies the world language requirement for most majors. If your student’s major requires a world language, we recommend they continue the language they studied in high school. handbook.psu.edu/content/scheduling-world-language-courses
Chemistry
Many science, engineering and health-focused programs require **CHEM 110**, a rigorous course involving significant algebra proficiency. Students with no previous chemistry studies should begin with **CHEM 101**. Most other majors do not require chemistry.

<table>
<thead>
<tr>
<th>ALEKS Score</th>
<th>No high school chemistry course</th>
<th>Chemistry in 9th or 10th grade or chemistry more than two years ago</th>
<th>Chemistry in 11th or 12th grade, Honors chemistry, or AP chemistry</th>
</tr>
</thead>
<tbody>
<tr>
<td>60 or less</td>
<td>CHEM 101</td>
<td>MATH 22, then CHEM 110</td>
<td>MATH 22, then CHEM 110</td>
</tr>
<tr>
<td>61 or higher</td>
<td>CHEM 101</td>
<td>CHEM 110</td>
<td>CHEM 110</td>
</tr>
</tbody>
</table>

Earning Academic Credit Outside of Penn State
Penn State can award credit to future students for previous college work completed, examinations and other experience. Transcripts should be sent as soon as the course grade or examination score is available. Students should discuss with their adviser if course syllabi and descriptions need to be sent as well. admissions.psu.edu/academics/credit

Suggested Academic Plans
Suggested Academic Plans are eight semester guides students can use to meet degree requirements. All colleges maintain Suggested Academic Plans for their majors. To find your student's Suggested Academic Plan:
1. Go to bulletins.psu.edu
2. Click Programs
3. Click Baccalaureate Degree Programs. Select the Suggested Academic Program that corresponds with your campus of graduation:
   a. Does your student plan to graduate from University Park?
      i. Select the appropriate University Park college using the college filter on the right-hand side.
      ii. Select the program from the list
   b. Does your student plan to graduate from Harrisburg?
      i. Select Penn State Harrisburg using the college filter on the right-hand side
      ii. Select the program from the list
   c. Does your student plan to graduate from another Penn State campus?
      i. Select the appropriate campus using the campus filter on the right-hand side
      ii. Select the program from the list
4. Select Suggested Academic Plans on the right side of the page

Prerequisites and Concurrent Classes
**Prerequisites** for a class are requirements students must meet before taking the class. A prerequisite might be completing a specific class or earning a certain ALEKs score. Not all classes have pre-requisites.

A class listed as **concurrent** means that the student can take the class at the same time. Students can see if a class has prerequisites by clicking on the class in the Suggested Academic Plan.

Entrance to Major Requirements
Entrance to Major criteria are determined for every entering class within an academic year (summer, fall and spring). Students who meet a major's entry criteria are guaranteed entry to the major and may apply using LionPATH’s Update Academics function.

To find a major's Entrance to Major requirements:
1. Follow the instructions for looking up the Suggested Academic Plan
2. On the major's page, click **How To Get In**
3. Entrance to Major courses can also be found on the Suggested Academic Plan marked with a #

Your student will learn more about understanding their degree plan and Entrance to Major requirements during their First Year Seminar.

Questions for Adviser
Office of the 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 the final exams, and degree audits. It's possible that your student at some point in their 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 Education 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 with respect to student education records kept by institutions. University offices use education records to facilitate the development of 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.

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 Directory Information be Withheld?” below).

The primary rights of a student under FERPA are:

- The right to inspect and review the student's educational records.
- The right to request the amendment of inaccurate or otherwise inappropriate education records.
- The right to have some control over the disclosure of information from their 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 grades and other portions of their student's education record online through LionPATH. For instructions on establishing parent access to LionPATH visit tutorials.lionpath.psu.edu/public/P_UsingDelegatedAccess.

How does a student request 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 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 the campus Registrar's office. If an email 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 online directory
- Student name will not appear in commencement program
- Verification of enrollment, graduation, or degrees awarded will not be provided to third parties, including potential employers
- No information about the student will be released to any person (including the student) on the telephone or via email
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 website registrar.psu.edu under Student Forms). The signed form must be taken in person or mailed along with a copy of photo identification, to the campus Registrar’s office. If an email 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 “Enrollment Verification” under the academics tab in LionPATH Self Service. 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 and University Seal on security paper, to be mailed to the specified address via first class U.S. mail within three business days.

This same function is also available to parents through LionPATH Self Service, however, they must first be granted access by their student.

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.

Academic Calendar

harrisburg.psu.edu/academic-calendar

Office of the Bursar

harrisburg.psu.edu/bursar

When will my student receive a tuition bill?

Student Account Statement Notification

An e-mail notification will be sent to your official Penn State e-mail account when the Student Account Statement is available to view and/or pay on LionPATH.

The Student Account Statement includes the amount due for courses enrolled, fees, as well as anticipated aid (grants, accepted loans, or other financial assistance) that is available at the time the statement is prepared. To view up-to-date account information such as tuition charges, payments, and anticipated aid, log in to the Student Center, select “Manage My Account/Make a Payment,” then click the “Account Detail” link in the “Your Account” section.

Please note: NO paper bills will be mailed.

Parent/Guardian Access

Information regarding student accounts can only be discussed with the student unless the student has granted authorization to a parent/guardian or other individual due to FERPA laws. There are two types of authorization:

Guardian Delegation - Log into delegated access to view your student’s grades, financial aid, holds, to do list, and class schedule.

Authorized Payer Access

You can grant access to Authorized Payers, through your Student Center, to enable them to view and pay the Student Account Statement (bill), enroll in the Installment Payment Plan, and access IRS 1098-T. After you grant access, a user ID, temporary password, and login link will be sent to the Authorized Payer. Please note this is in ADDITION to the delegated access you may have ALREADY granted via LionPATH for academic information. To grant Authorized Payer access, please follow these steps:

1. Student will need to log in to their Student Center on LionPATH
2. Click on “Manage My Account/Make a Payment”
3. Select “Add New” under Authorized Payer

Please note that all fields marked with a red asterisk are mandatory and must be filled in. We recommend that the Authorized Payer’s email address be entered in the Authorized User field.

Financial Responsibility Agreement

Students must sign a Financial Responsibility Agreement (FRA) prior to enrolling in classes each semester. The FRA is a student’s promise to take financial responsibility for payment of his or her account. The FRA is located under the to-do-list as part of the Pre-Registration Activity Guide. Students will not have the ability to schedule their courses until the Pre-Registration Activity guide/FRA is complete.

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. Checking account information must be provided when processing an eCheck and Debit Cards cannot be used. Credit card payments (Visa, MasterCard, Discover, or American Express) are also accepted. A Convenience Fee of 1.5 percent will be charged for credit card payments.

If students want to mail a check, a payment stub may be printed and mailed with the payment to Penn State. Please include the student's Penn State ID number on the memo line of the check. The payment must be postmarked by the due date on the student's bill to avoid a late fee. Please allow five to seven business days for processing after the payment is received. We encourage Penn State Harrisburg
students to mail their payments directly to the Harrisburg campus for processing:

Penn State Harrisburg
Office of the Bursar
777 West Harrisburg Pike
101 Swatara Building
Middletown, PA 17057

Are payment plans available?

Penn State offers an Installment Payment Plan, which allows students to pay over a period of three months with payments of one-third of the semester charges. A $45 non-refundable fee covers all administrative costs. Current and future billing dates, as well as Installment Payment Plan due dates, can be found at bursar.psu.edu.

To enroll in Penn State’s Installment Payment Plan, students/authorized payers must pay using an eCheck or a Credit Card and agree to sign up for auto-deduction for the remaining installments.

If enrolling after the initial Installment Payment Plan due date, then the first and second installments (2/3 of the balance) and the $45 enrollment fee are required when the second installment payment is due.

What if a student has additional student aid?

The Estimated Financial Aid section on a student’s tuition bill statement reflects the most current known available financial aid. Students with additional scholarships, grants, or loans that are not reflected on the bill should contact the Office of Student Aid.

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 the scholarship checks as early as possible to the address below:

Office of the Bursar
ATTN: Outside Scholarships
777 West Harrisburg Pike
101 Swatara Building
Middletown, PA 17057

Tuition Assessment

Penn State assesses tuition based on the student’s campus, college, major, residency classification, credit load, and semester classification. Once an undergraduate student completes 59.1 or more total credits (which include credits earned through advanced placement or transferred from another institution), the student is considered to have obtained junior/senior status at Penn State. Current academic year tuition rates can be found at tuition.psu.edu.

Lionpath

LionPATH uses pop-up functionality within Internet browsers. Please make sure that you have enabled your browser to allow pop-ups.

1098-T Tax Form

Federal regulations allow those eligible to receive IRS Form 1098-T the option to receive the form electronically instead of through the mail. As a result, beginning January 2017, current students can view and print 1098-T information as follows:

Students: Log into Student Center and select “Manage My Account / Make a Payment” to get to your account dashboard.

Authorized Payers: Go to public.lionpath.psu.edu and select the “Login” button in the Authorized Payer section. Once logged in, the 1098-T Section is located in the bottom right-hand corner, which contains your most recent form. Select the hyperlink to view a printable version.

Schedule Changes

It is important that you always check with the Office of the Bursar and the Office of Financial Aid if you are making schedule changes on your bill that will change your full-time/part-time status as this may result in tuition penalties and aid reviews.

Withdrawal - Prior to the first day of the semester, a student may cancel his or her registration without financial penalty. Beginning with the first day of the semester, a student who decides not to attend must withdraw. Please see the Tuition Adjustment Policy www.bursar.psu.edu/adjustments.cfm to determine your financial adjustment.

A Note to Undergraduate Students Only: Students should be aware that dropping classes during the semester may decrease the amount of your financial aid. All students receiving a Federal Pell Grant who decrease their credit load during the semester will have their award adjusted. This may result in a balance owed to the University.

Graduate Students: If you have an approved graduate assistantship, fellowship, or traineeship that has not been applied to your bill, you will need to contact our office for assistance in completing your registration. To contact our office, you will need to select the appropriate semester bill, and click on the “Contact us regarding your bill” eRefund

eRefund is a fast and convenient way to receive your student refund. To enroll in eRefund:

1. Log in to LionPATH
2. Click on “Manage my Account/Make a Payment”
3. Select “Click to enroll in eRefund”
4. Complete the requested information
link. In the request field note that you are expecting the assistantship/fellowship/traineeship for the currently billed semester. You will receive a response from the Bursar’s office via e-mail.

Office of Student Aid
studentaid.psu.edu

The Office of Student Aid administers all major types of federal, state, and University student financial aid at Penn State and coordinates multiple funding sources on behalf of sponsoring agencies. The primary sources of student aid funding at Penn State come from federal and state programs.

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 fafsa.ed.gov.

Students need to submit the 2018-2019 FAFSA in order to be considered for aid for fall 2018, spring 2019, and summer 2019.

Student Aid Notification

Students who submit the FAFSA will receive an e-mail notification from our office with information about the types of aid they are eligible to receive.

Types of Aid

A complete listing of aid sources is available at studentaid.psu.edu/types-of-aid

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 their 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.

Verification

Verification is a federal regulation that requires colleges and universities to verify the information provided by students and parents on the Free Application for Federal Student Aid (FAFSA). Colleges and universities have varying rules regarding who must be selected for verification. If you have submitted your FAFSA to multiple schools, they may have different selection criteria than Penn State. Just because one school has asked you to submit something does not mean that you should submit it to all the schools to which you have applied. We will notify you via your Penn State email if you have been selected for verification.

Check Penn State E-mail Frequently

The Office of Student Aid communicates with students through their Penn State email account. They will also be able to access their student aid information in LionPATH. Be sure to ask your student to share any pertinent student aid information with you or grant you access to their Award Summary in LionPATH.

Tips For Student Success

Encourage your student to get involved!

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

Coach your student to get to know at least one faculty or staff member.

Students who interact with at least one faculty or staff member outside of class feel more comfortable in their new environment and more acclimated to college. Toward the middle of their first semester, ask your student how many staff and instructors he or she has visited during office hours.

Encourage your student to consider academic responsibilities to be a full-time job.

Developing sound time management and study skills are often challenging for new students. College course work tends to require students to engage in more self-directed study outside of the classroom and complete a higher volume of work. Students who commit to a 30 to 40 hour academic week (hours in class + hours studying = 30-40 hours) tend to achieve more academic success then peers who do not put forth appropriate study time.

STUDENT LIFE

Student Affairs and Student Services
Division of Student Affairs and Engagement
E131 Olmsted Building
717-948-6180
harrisburg.psu.edu/student-affairs

The Division of Student Affairs and Engagement provides programs and services to promote the intellectual and personal development of students throughout their college career. These offerings challenge and support students as they become active and responsible members of their communities. A wide-range of programs are provided including direct services for students seeking counseling, healthcare, career assistance, student activities, conflict resolution, leadership development, religious or spiritual opportunities, and residence life services.

Adult Learner Programs and Services
112 Student Enrichment Center
717-948-6273
harrisburg.psu.edu/office-of-student-life/adult-learner-support

Adult Learner Programs and Services provides advocacy, programming, and resources for non-traditional aged students and student veterans seeking their undergraduate degree. Students returning to higher education, or beginning college after working or raising a family or serving in the military are encouraged to contact our office upon arrival. Information and referrals about admission, child care, financial aid, registration, University policies or procedures, as well as referral to the appropriate University or community resource are available.

Career Services
212 Student Enrichment Center
717-948-6260
harrisburg.psu.edu/career-services

Penn State students are encouraged to be active in career planning throughout their entire college career. Career Services offers resources that can help students in all aspects of career development, including the exploration of academic majors and career options, gaining experience, as well as skill development in résumé writing, interview strategies, and job, internship, and graduate school searches. To accomplish these goals, Career Services provides individual career counseling, career assessments, educational workshops, a print and online resource library; and coordinates career fairs, job and internship postings, on-campus interviewing, and opportunities for networking with alumni.

Counseling Services and Psychological Services
205 Student Enrichment Center
717-948-6025
harrisburg.psu.edu/counseling-services

As specialists in working with undergraduate and graduate students, staff can help students address concerns in a caring and supportive environment. Counseling Services can help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State Harrisburg. Some of the more common concerns include anxiety, depression, difficulties in relationships (friends, roommates, or family); 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.

The counseling staff works on an appointment basis, but in most instances, counselors should be able to respond to a mental health emergency during normal operating hours. If a particularly urgent situation (for example, suicidal thoughts or sexual assault) occurs outside of the normal operating hours, please call 911 or one of the following options:
- Dauphin County Crisis Intervention — 717-232-7511 or 1-888-596-4447
- Contact Helpline — 717-652-4400 or 1-800-932-4616
- Rape Crisis and Domestic Violence Services — 717-238-7273 or 1-800-654-1211
- Penn State Harrisburg Police Services — 717-948-6232 or 717-979-7976
- Sexual Assault Resources
- National Suicide Prevention Lifeline — 1-800-273-8255

Disability Services
205 Student Enrichment Center
717-948-6025
harrisburg.psu.edu/disability-services

Testing accommodations for students with disabilities; schedule exams with proctors and provide specific accommodations; coordinate receipt and return of exams to faculty; provide assistance regarding procedures to students, staff and faculty; interview and train proctors.
**Student Engagement Office**

E126 Olmsted Building
717-948-4385

harrisburg.psu.edu/student-engagement

The Office of Student Engagement is the place to #GetEngaged! There are many opportunities for you to connect with community members, build relationships with students, campus and community leaders and complement your classroom learning. Volunteering and service learning, the Multicultural Academic Excellence Program (MAEP), the Chancellor’s Leadership Access Student Program (CLASP) and Alternative Spring Break are some of the programs in our office.

**Fraternity and Sorority Life**

112 Student Enrichment Center
717-948-6273

Fraternity and Sorority Life is the collective term referring to the fraternities, sororities and the Greek Life Council on campus. Each fraternity and sorority is comprised of a group of students bound together by brotherhood and/or sisterhood, common goals, philanthropy and community service.

**International Student Support Services (ISSS)**

112 Student Enrichment Center
717-948-6273

harrisburg.psu.edu/international-student-support-services

Penn State Harrisburg is a proud host to over 650 international students from over 50 different countries. ISSS provides support services to assist international students adjust to their new environment; advising regarding federal visa regulations; cultural programming for the entire campus community and much more. Visit our website to learn more about what we offer.

**Lost and Found**

112 Student Enrichment Center
717-948-6273

The lost and found repository is located within the Office of Student Life.

**Recreation and Fitness**

Capital Union Building
717-948-6266

harrisburg.psu.edu/recreation-and-fitness

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

The Fitness Center features a 5,000 square-foot daylight-infused facility that contains state-of-the-art interactive cardio equipment as well as free weights and weight stack machines. In addition, the CUB contains a full-sized gymnasium, three racquetball courts, a table tennis room, an NCAA regulation-sized pool, meeting rooms and lounge areas. Use of the facility is free to Penn State Harrisburg students, staff, and faculty.

The Aquatics Center swimming pool is handicap accessible and designed to permit maximum use for lap swimming, water fitness programs, swimming lessons, and leisure. The 9,000-square-foot facility is 37 x 75 feet and provides a six-lane lap pool with depths ranging from four feet to six feet, three inches.

Intramural Sports programs and activities offered by the Intramural (IM) Sports office provide enjoyable, organized, and recreational interaction. Ranging from recreational to competitive, all IM sports are co-educational and stress sportsmanship while providing participants with physical activity and new skills. There is no fee to participate in IM sports.

**Residence Life**

717-948-6269

harrisburg.psu.edu/residence-life

Residence Life is committed to providing a safe, comfortable, and secure living-learning environment that is conducive to students’ academic pursuits and personal growth; while fostering a sense of community, civic responsibility, and appreciation of diversity. Students are encouraged to get to know their resident assistant, a student leader specially trained to help with questions and help build a sense of community among residents. In addition, full-time live-in professionals, residence life coordinators, are available 24/7 to provide support and respond to crisis situations.
Spiritual Life
210 Student Enrichment Center
717-948-6273

The Spiritual Center provides a venue and programs for the ethical, spiritual, and character development of the college community. Penn State supports the principle of religious freedom and believes that religious practices, spiritual inquiry, and holistic development have a place within University life; however, Penn State does not endorse any particular religion or religious group.

Student Conduct
212 Student Enrichment Center
717-948-6260
harrisburg.psu.edu/student-conduct

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

Student Health Services
220 Capital Union Building
717-948-6015
harrisburg.psu.edu/student-health-services

Student Health Services provides quality health care, educational and preventive health services to Penn State Harrisburg students. Our goals are to help enhance students’ health through education, encouraging participation in activities, prevention/awareness, as well as assessing and treating illnesses and injuries that may occur. We have a Physician or Nurse Practitioner 4 days a week, by appointment, for all students to utilize. All students registered for the current semester are eligible for services.

Immunizations/ Health History Records

Students are required to submit immunization records to University Health Services prior to the start of their first semester. Information on how to submit immunization records can be found at https://studentaffairs.psu.edu/health-wellness/medical-services/immunizations/immunization-requirements. Failure to submit records may result in the placement of a registration hold, which could prevent a student from registering for classes, getting grades, and even graduating. Penn State students are required to be immunized against measles/mumps/rubella (MMR) with 2 doses, after their first birthday. In addition, University Health Services recommends that students receive the Hepatitis B series (3 vaccines), two doses of the varicella (chicken pox) vaccine and a Tdap booster prior to arriving at Penn State. An annual flu shot is also recommended for students. Student Health Services holds flu vaccination clinics for students each fall.

Pennsylvania law requires all college students living in the residence halls or on-campus housing to receive a vaccination against Meningitis (MCV4 only, which commonly is called Menactra or Menevo). In accordance with the law, Penn State provides information about meningococcal disease/meningitis and about the vaccine on the above website link.

Students assigned to on-campus housing must visit https://studentaffairs.psu.edu/health-wellness/medical-services/immunizations/immunization-requirements to print and complete the immunization form for the meningococcal vaccine or provide a written waiver.

This PSU required signed and stamped immunization form must be uploaded via University Health Services’ secure website in a non-PDF format.

Student Insurance

Penn State students are eligible to purchase a student health insurance plan for the upcoming academic year. All undergraduate students taking three or more credits or graduate students taking one or more credits are eligible to purchase the plan. Currently, all international students are required to have the student health insurance. The health plan is offered online through FirstStudent.com (United Healthcare) at this website: http://www.firststudent.com/school_page/pennsylvania-state-university/home-pennsylvania-state-university/ More information can be found on UHS’s webpage here: studentaffairs.psu.edu/health-wellness/health-insurance

Please note, Penn State Harrisburg Student Health Services does NOT accept insurance at this time, but our costs are low, including medications, and all bills go directly to your Bursar account on LionPath. As soon as you see your bill appear, it is the expectation that students resolve this bill as soon as possible. Payments can be made online through LionPath or at the Bursar’s office.
Student Life and Intercultural Programs

112 Student Enrichment Center
717-948-6273
harrsiburg.psu.edu/campus-life-and-intercultural-affairs

The Office of Student Life and Intercultural Programs is committed to providing all students with opportunities to become engaged in high-quality co-curricular experiences through various boards, committees, and student organizations. The office provides a variety of cultural, educational, social, and recreational programs for all Penn State Harrisburg students.

The office is responsible for recognizing and registering more than 80 student organizations, and offering experiences designed to help students develop their leadership potential. The Office of Student Life strives to provide an environment that fosters respect, values all individuals, appreciates diversity, and celebrates the contributions of all its members. The following areas can be found within the Office of Student Life:
- Adult Student Support
- Cultural Programming
- Clubs and Organizations
- Fraternity and Sorority Life
- International Student Support
- Lost and Found
- Student Activities
- Spiritual Life

Campus Resources

Capital College Honors Program

C114R Olmsted Building
717-948-6062
harrsiburg.psu.edu/honors-program

The Capital College Honors Program is designed to meet intellectual needs of highly motivated students. The program focuses on first- and second-year students. At the end of the sophomore year, students who successfully complete fifteen or more honors credits while maintaining a good standing in the program will be awarded the Certificate of Achievement. Sophomores who meet eligibility requirements of Schreyer Honors College are encouraged to apply to Schreyer Honors College at the end of sophomore year. Students who do not wish to enter Schreyer Honors College after sophomore year could still participate in honors related courses as they pursue their degree if their cumulative GPA is 3.4.

Diversity and Educational Equity Committee

harrsiburg.psu.edu/diversity-and-educational-equity-committee

The mission of the Penn State Harrisburg Diversity and Educational Equity Committee is to create and engage in activities cultivating a safe and supportive campus community that values diversity and fosters good citizenship. The committee strives to improve communication and encourage respect within its interdependent campus communities by enhancing the development of relationship skills and providing opportunities to share experiences and diverse perspectives among members of the college community.

ID+ Card

The ID+ card is Penn State’s official identification card. Carry it with you whenever you’re out and about! The ID+ card does just about everything. It’s LionCash+. It’s secure banking. It’s your way into sporting events, concerts, residence halls, and more. It’s convenient living at Penn State. For more information visit idcard.psu.edu/card-overview

International Programs

C114R Olmsted Building
717-948-6003
harrsiburg.psu.edu/international-programs

The Office of International Programs is responsible for study abroad opportunities as well as developing international outreach opportunities.

Information Technology Services

E302 Olmsted Building
717-948-6188 or 717-948-6412
harrsiburg.psu.edu/its

Information Technology Services (ITS) ensures that students have the technology tools necessary to help them make the most of their academic careers. A wide variety of information technology services such as WebMail, IT Service Desks, access to audio/video production facilities through our Media Commons group, as well as information concerning access accounts, staying safe on-line, web publishing, software downloads, and much more, are available through the Click! blog (click.it.psu.edu). To learn more about student responsibilities, please visit the Rescom website at rescom.psu.edu or visit its.psu.edu/be-safe.

The Student Help Desk is the first place students should visit when they have computer issues. Student workers at the help desk will attempt to help you solve common problems with your PC or laptop. The Help Desk is located in the Olmsted Building, lower level, just outside the computer labs.

For more information on technology, please visit connect-to-tech.it.psu.edu

Penn State Harrisburg Bookstore

Student Enrichment Center (north entrance)
717-948-6286
psuharrisburg.bncollege.com

The Penn State Bookstore provides textbooks, supplies, and technology for all courses offered by Penn State. In addition, the bookstore has an extensive selection of
school spirit clothing and gifts, greeting cards, gift wrap, cosmetics and a graduation center.

Russell E. Horn Sr. Learning Center
201 Student Enrichment Center
717-948-6475
harrisburg.psu.edu/learning-center

Our professional and certified peer tutoring services provide several tutoring options to Penn State Harrisburg students.

In addition to the online scheduler, you can call 717-948-6475 or drop by the office to schedule an appointment. An appointment is recommended, but it is not required. If you have a request for a course or time that is not on the schedule, e-mail tutorrequest@psu.edu with your request. We'll try to find an option.

After-hours Tutoring — Tutoring hours extend beyond office hours, including evenings and weekends.

PSUAlert
PSUAlert is an emergency notification service for Penn State students, faculty, and staff that allows the University to send text and/or voice messages to their cell phone in the event of an emergency (such as campus emergencies, weather-related closings, delays, and other alerts). After your student has registered for their Penn State access account, encourage them to add their cell phone number and other emergency contact information to PSUAlert by visiting psualert.psu.edu. All students, faculty, and staff automatically will receive PSUAlert messages at their Penn State e-mail address. Parents and families may follow PSUAlerts on Twitter or Facebook or visit news.psu.edu/PSUAlert-social.

Police and Public Safety

Law Enforcement on Campus
harrisburg.psu.edu/safety-police-services

University Police are responsible for the protection of students, faculty, staff and guests of Penn State Harrisburg. The department provides protection and service 24 hours a day, 365 days a year. Officers are also charged with the protection of life, property and maintenance of order on the campus as well as the enforcement of all Pennsylvania laws and University regulations.

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

Emergency Telephones

To assist with expedient reporting, emergency phones have been installed at various locations around campus. These phones require the user to either lift the receiver or push a red button. Once the phone is activated, it will immediately connect to the Dauphin County dispatch center. The location will then be recorded and action will be taken.

Escort Service

The Escort Service is designed to provide walking accompaniment to Penn State students, faculty, and staff who may feel unsafe walking alone on campus at night. Either a police officer or a uniformed student employee, who carry police radios, will walk Penn State students, faculty, and staff from one on-campus location to another.

Crime Statistics

Annually, Penn State publishes a report titled “Policies, Safety, & U.” The report contains crime statistics from the previous three years that were reported to local police agencies, or to campus security authorities that occurred at the following locations:

- On campus.
- In certain off-campus buildings, owned, or controlled by Penn State.
- Public property within, or immediately adjacent to and accessible from the campus.

The statistics in the report reflect the number of criminal incidents reported to the various authorities. The report also includes institutional policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

This report is a result of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and complies with Federal reporting requirements, specifically 20 U.S. Code Section 1092(f).

Crime Statistics are available on the internet at police.psu.edu/annual-security-reports or by writing to University Police & Public Safety, The Pennsylvania State University, Eisenhower Parking Deck, University Park, PA 16802-6703 or by calling 814-865-1864.

Emergency Planning and Procedures

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

Behavioral Threat Management

In order to extend our efforts on emergency preparedness and prevention, Penn State University has established a Behavioral Threat Management Team. The objective of the Behavioral Threat Management Team (BTMT) is to put in place a structured process for

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evaluating potentially threatening situations that occur at the University. The team is comprised of multi-disciplinary members from around the University community. If you would like further information about the BTMT, please visit their website at BTMT.psu.edu.

Crime Prevention Programs

harrisburg.psu.edu/safety-police-services/self-defense

In an effort to promote community awareness, it is the desire of University Police to establish a working relationship with the Penn State community. This is accomplished through a variety of public education programs and services.

Alcohol Awareness: A presentation is given on the effects of alcohol and the laws and consequences. Fatal vision goggles are used as part of this presentation.

Rape Aggression Defense (RAD): RAD is a comprehensive self-defense system for women. The program includes awareness, prevention, risk reduction and avoidance, as well as options available to women during a confrontation or attack.

Self-Awareness & Familiarization Exchange (SAFE): University Police provide SAFE, a self-defense awareness and familiarization exchange for women. It is taught by certified SAFE instructors. It is not a physical defense program, but rather a method of distributing crime prevention information for individual study.

University Libraries

The Library
717-948-6070
libraries.psu.edu/psul/harrisburg.html

The University Libraries offers students a base for a wide array of intellectual, social, and cultural endeavors. Our collections include 5.8 million titles, 749 online databases, 110,000 online journals, and much more. We offer personalized help with research and projects, online guides, course reserves, comfortable study spaces, disability services, and many other resources.

Student Rights and Responsibilities

Student Conduct

The Office of Student Conduct is responsible for interpreting, enforcing and promoting the Code of Conduct. Student Conduct is dedicated to supporting students through a disciplinary process that is educational, equitable, expeditious, and just. Student Conduct not only meets with students accused of violating the Code of Conduct, but also works with victims to help them hold students accountable for their conduct. 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.

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:

- INTEGRITY: We act with integrity and honesty in accordance with the highest academic, professional, and ethical standards.
- RESPECT: We respect and honor the dignity of each person, embrace civil discourse, and foster a diverse and inclusive community.
- RESPONSIBILITY: We act responsibly, and we are accountable for our decisions, our actions, and their consequences.
- DISCOVERY: We seek and create new knowledge and understanding, and foster creativity and innovation, for the benefit of our communities, society, and the environment.
- EXCELLENCE: We strive for excellence in all our endeavors as individuals, an institution, and a leader in higher education.
- COMMUNITY: We work together for the betterment of our University, the communities we serve, and the world.
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.
Resources for Students Who Have Experienced Sexual Misconduct

Sexual Assault, Sexual Harassment, Dating/Relationship Violence, Stalking, Sexual Exploitation, Retaliation

TitleIX.psu.edu

Medical Care
Medical care is important, even if you feel no injury was sustained. Medical providers can assess your overall health needs, treat physical injuries, test for sexually transmitted infections and pregnancy, and collect evidence for legal proceedings. Staff are specifically trained and sensitive to your concerns.

Confidential Emergency Care
Pinnacle Health Harrisburg
111 South Front Street
717.782.3131
Emergencies: 911
Provides treatment for injuries and sexually transmitted infections and rape kit assessments with a sexual assault nurse examiner. Advocates for survivors are available on call. Open 24/7.

Confidential Non-Emergency Care
Student Health Services
220 Capital Union Building
717.948.6015
Provides emergency contraceptive services and treatment for injuries and sexually transmitted infections. Call for hours.

For more information regarding available resources, support services, and procedural options please visit: TitleIX.psu.edu

Emotional Support
Talking to someone can be an important part of your healing process. Confidential support services are available to assist you on and off campus. No personal information is shared without your permission.

Confidential Counseling
Counseling and Psychological Services
205 Student Enrichment Center
717.948.6025
Services include emotional support, counseling, consultation, academic advocacy, reporting options, and connection to other services.

Confidential Domestic Violence & Sexual Assault Services
YWCA, Greater Harrisburg
1101 Market Street
800.654.1221
Provides 24/7 counseling, support, advocacy, shelter, legal services, and assistance with protective orders.

Confidential 24 hour Crisis Hotline
Contact Helpline
800.932.4616
24 hour community crisis hotline.

Reporting
You have options if you choose to report an incident of sexual misconduct: 1) file a complaint with the Office of Sexual Misconduct Prevention and Response and/or 2) file a complaint with law enforcement.

Office of Sexual Misconduct Prevention and Response
Title IX Coordinator
222 Boucke Building
814.867.0099
titleix@psu.edu
Coordinates the University’s response to reports of sexual harassment and sexual misconduct, facilitates resources, and provides education and training.

Law Enforcement (Emergency Response)
Campus Police
717.948.6323
Lower Swatara Township Police
717.939.0463 or 911

Title IX Resource Person
Felicia Brown-Haywood
E-131 Omsmed Building
717.948.6180
Provides information about complaint process and reporting options, may impose no contact directives.

Penn State Hotline
800.560.1637
Anonymous reporting
**TITLE IX**

**Frequently Asked Questions**

**What happens next if/when the University has been notified of an incident of sexual or gender-based harassment or misconduct (including sexual harassment, sexual assault, stalking, dating violence, domestic violence, and/or sexual exploitation)?**

Reports of potential sexual or gender-based harassment or misconduct must be shared with the University’s Office of Sexual Misconduct Prevention and Response (OSMPR), unless first shared with a confidential employee (for example, a staff member in the Counseling and Psychological Services or Student Health Services). Once OSMPR receives this information, a staff person will typically contact the affected student to ask if they are interested in meeting to discuss their experience as well as the resources, support services, and procedural options that may be available to them in connection with the incident. The student is not obligated to respond to the email or meet with anyone. If they decide to meet to discuss the experience, the student will not be asked to talk about anything they are uncomfortable discussing, nor will they be pressured to do anything they do not want to do. The primary purpose of the meeting will be to assist the student in understanding their options and the University’s process for handling these kinds of incidents.

**Can I bring someone with me to a meeting with the Title IX Resource Person?**

Yes. A student may bring a support person or adviser of their choosing to any meeting or conversation they have regarding their experience.

**What kind of help is available to me through the University?**

Penn State is committed to providing ongoing support to individuals who experience incidents of sexual or gender-based harassment or misconduct. Students may be able to access a variety of resources and support services in connection with their experience, including:

- reasonable academic accommodations, including modifications to course or exam schedules, or coursework;
- housing modifications, including permanent or temporary room reassignments or the provision of a temporary safe space on campus;
- free confidential counseling and psychological support;
- access to free or low-cost healthcare options; and/or
- referrals to local community agencies for additional services.

Additional confidential and nonconfidential resources beyond those listed here may also be available. Students who are interested in learning more about these services should contact your campus Title IX resource person or one of the other resources identified on the front of this sheet.

**Will I be in trouble if I was drinking underage or using drugs when the incident happened?**

No. Penn State wants to encourage students to freely report incidents of sexual or gender-based harassment and misconduct whenever they occur. Therefore, it is the University’s policy that students who act responsibly by reporting incidents of sexual or gender-based harassment and misconduct will not face University disciplinary action for their own drug or alcohol possession or consumption in connection with the reported incident.

**What if I am hesitant to talk about what happened because I am afraid that someone will retaliate against me?**

Retaliation against anyone who reports an incident of sexual or gender-based harassment or misconduct, or who participates in a University process related to such an incident, is strictly prohibited under University policy. If you have any concerns about retaliation, you should discuss them with a staff member.

*Last modified 11/7/16*

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What is Title IX?
Title IX is a portion of the Educational Amendments of 1972 that prohibits discrimination on the basis of sex in any program or activity. Violations of Title IX may include, but are not limited to,
- Gender-based harassment (behavior consisting of physical or verbal conduct based on gender, sexual orientation, gender-stereotyping, perceived gender, or gender identity)
- Sexual harassment (unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature)
- Sexual misconduct (rape, sexual assault, sexual battery, sexual exploitation, and other forms of non-consensual sexual activity)
- Stalking (repeatedly following, harassing, threatening or intimidating, including by telephone, mail, electronic communication, or social media)
- Dating or domestic violence (including emotional, verbal, and economic abuse without the presence of physical abuse)
- Retaliation (adverse employment, academic, or other actions against anyone reporting or participating in an investigation of Title IX allegations)

What is consent?
Any sexual contact that occurs without consent violates Penn State's policy. Consent must be informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used, there is no consent. If a person is mentally or physically incapacitated due to alcohol or drug consumption, or being asleep, or unconscious, consent cannot be given. Silence is not consent.

What are my options?
Penn State offers a variety of confidential and non-confidential reporting options if you or a friend are a victim of sexual harassment, sexual assault, dating violence, domestic violence, or stalking. All Penn State employees, except for those outlined below as confidential options, have a responsibility to report any Title IX violation they become aware of to the Office of Sexual Misconduct Prevention and Response.

Confidential Reporting Options

<table>
<thead>
<tr>
<th>Counseling and Psychological Services (CAPS)</th>
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<tbody>
<tr>
<td>205 Student Enrichment Center</td>
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<tr>
<td>717-948-6025</td>
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<tr>
<td>harrisburg.psu.edu/counseling-psychological-services</td>
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</tbody>
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<thead>
<tr>
<th>Student Health Services</th>
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</thead>
<tbody>
<tr>
<td>717-948-6015</td>
</tr>
<tr>
<td>harrisburg.psu.edu/student-health-services</td>
</tr>
</tbody>
</table>

Non-confidential Reporting Options

<table>
<thead>
<tr>
<th>Office of Sexual Misconduct Prevention and Response (OSMPR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>814-867-0099</td>
</tr>
<tr>
<td><a href="mailto:titleix@psu.edu">titleix@psu.edu</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title IX Resource Person</th>
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<tbody>
<tr>
<td>Felicia Brown-Haywood</td>
</tr>
<tr>
<td>717-948-6180</td>
</tr>
<tr>
<td>E-131 Olmsted Building</td>
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</tbody>
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<table>
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<tr>
<th>Campus Police</th>
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</thead>
<tbody>
<tr>
<td>717-948-6232</td>
</tr>
<tr>
<td>harrisburg.psu.edu/safety-police-services</td>
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<tr>
<th>Local Law Enforcement</th>
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<tr>
<td>911</td>
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</table>

Activates Campus Response
The Title IX coordinator leads the University response, which may include a University investigation by OSMPR investigators. The Title IX coordinator or designee will inform you of your rights and options (see below).

Accommodations/Interim remedies may be taken, including:
A no-contact order, classroom and housing adjustments, access to on- and off-campus support services.

OSMPR staff will conduct a thorough investigation of the incident. The University will review all relevant information and determine if the behavior violates the University's Code of Conduct.

What are my rights?
You always have the right to:
1. Choose to report to the University.
2. Choose to report to law enforcement.
3. Choose to be connected with a counselor in Counseling and Psychological Services (CAPS). These are trained Penn State employees who will support you.
4. Choose to participate in the Title IX and student conduct investigation, or not. You may decide to no longer participate at any time.
5. Request specific remedies including adjustments to your class schedule, room change requests, adjustments to your work schedule, transportation assistance, and support for reporting to local law enforcement.
6. Visit titleix.psu.edu for more information and resources.
Housing and Food Services

E122 Olmsted
717-948-6241
harrisburg.psu.edu/housing
harrisburgcampusliving.psu.edu
harrisburgcampusliving.psu.edu/campus-dining

Housing and Food Services is excited to have your student join our on-campus community!
Penn State Harrisburg has 10 residence halls, with over 430 undergraduates residing on campus. University housing provides residential facilities that offer convenience, high value, security, and a wide scope of programs and services designed to help students succeed.

Campus dining options include Stacks Market (food court in the Olmsted Building), Biscotti’s (Olmsted), and The OutPost (Student Enrichment Center).

Arrival Days
First Year (Freshman) Students
Friday, August 17, 2018: 9:00 a.m. – 2:00 p.m.
For more information about on-campus housing, please visit harrisburgcampusliving.psu.edu/village-housing

Off-Campus Living
Students seeking an off-campus residence option are encouraged to visit the off-campus housing website harrisburg.psu.edu/housing/off-campus-housing-listings. Tips for apartment searching, security checklists, communicating with landlords, and other important resources for being an informed renter. Many of the landlords will require lease signing with a parent as a co-signer.

The Pennsylvania State University makes no representation whatsoever regarding the housing or the landlords listed through the off-campus housing website. The properties listed are done so at the request of the landlords to assist students in locating possible off-campus housing opportunities. Students are responsible to inspect the property and negotiate lease terms with any landlord.

The Pennsylvania State University has not inspected or investigated these listings or landlords in any way and is not endorsing any specific properties or landlords for students by this listing. The Pennsylvania State University disclaims any responsibility, among other things, for the condition of any premises, terms of any leases, treatment by any landlord, or compliance with any applicable local zoning ordinances.

Getting Around Campus
Students can get around the Middletown campus easily by walking or biking.

Local Buses - cattransit.com
Capital Area Transit (CAT) provides service on campus and within Middletown, connecting to shopping centers, businesses, and other transportation options. CAT also goes to the Amtrak station and intercity bus station in Harrisburg.

Cars or Motorcycles
Parking is limited on campus and in nearby parts of Middletown. See harrisburg.psu.edu/safety-police-services/vehicle-registration-program for information about parking permits or call 717-948-6006.

Skateboards, Scooters, Skates, and Similar Coasting Devices
The use of skateboards on campus is prohibited. Roller skates, in-line skates, scooters, sleds, and similar coasting devices are not vehicles and are prohibited on roadways.

Getting To and From Town
Middletown has a variety of travel options for students wishing to take a weekend trip outside of the area or return to home.

Amtrak provides rail service from Middletown to Philadelphia (and intermediate stops), with connections to cities along the east coast corridor. It also has service to downtown Harrisburg and Pittsburgh (and intermediate stops). Schedules and fare information is at amtrak.com.

Buses
Greyhound, Fullington, and Susquehanna Trailways provide service from downtown Harrisburg to many destinations in central PA and beyond. Seats fill fast during peak travel times (Fridays, holidays, and semester breaks) so reservations are recommended.
greyhound.com
fab.tdstickets.com
susquehannabus.com
Harrisburg International Airport
Harrisburg International Airport (MDT) is just south of campus. Direct flights to Atlanta, Boston, Charlotte, Chicago, Detroit, Philadelphia, Washington D.C., Toronto and certain Florida destinations. Service provided by American Airlines, Allegiant, Delta, United Airlines and Air Canada.
flyhia.com

University-wide Centers

Center for Character, Conscience, and Public Purpose
  HUB-Robeson Center, Room 102
  814-867-6402
  studentaffairs.psu.edu/thecenter
  The Center for Character, Conscience and Public Purpose (CCCPP) offers programs and services designed to challenge students to reflect on questions of personal conscience and character and equip students with the understanding, motivation, and skills of responsible citizenship.

LGBTQA Student Resource Center
  101 Boucke Building
  814-863-1248
  studentaffairs.psu.edu/lgbtqa
  The Lesbian, Gay, Bisexual, Transgender, Queer and Ally (LGBTQA) Student Resource Center provides education, information, and advocacy services to create and maintain an open, safe, and inclusive environment for students, faculty, and staff who are lesbian, gay, bisexual, transgender or queer. The LGBTQA Student Resource Center offers several resources, including safe space, extensive library, LGBTQA lecture series, leadership development activities, information for parents of LGBTQ students, and much more.

Student Wellness

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 at 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 an important influence on a student’s 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 student’s alcohol use during college and compliance with campus policies and state laws.
  • Talk with your student about:
    o Penn State’s alcohol policy
    o Pennsylvania’s alcohol laws
    o How violations of the 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 online alcohol program
  Encourage conversations by asking your student nonjudgmental and open-ended questions. This allows your student the opportunity to express how he or she thinks and feels about college pressures, being away from home, and facing new situations. Here are some conversation starters for discussing issues your student may face when he or she arrives on campus (see below).

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

Information in this section is adapted from the National Institute on Alcohol Abuse and Alcoholism. (2010) “What Parents Need to Know about College Drinking.” National Institutes of Health. Bethesda, Maryland.
collegedrinkingprevention.gov
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:
- June 27, 2018 (summer students)
- August 20, 2018 (fall students)

Visit edge.psu.edu/firstyear/parents.shtml

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 Responsible Action Protocol:
A student who acts responsibly by notifying the appropriate authorities (e.g., calling 911, alerting a resident assistant, contacting police) AND meets one or more of the following criteria typically will not face University conduct action for his or her own use or possession of alcohol or drugs. However, the student will be required to attend an approved alcohol or drug education program, such as BASICS or the Marijuana Intervention Program (MIP); the fee will be waived. When the student’s behavior involves other Code of Conduct violations, (e.g., vandalism, assault, furnishing to minors) the additional behavior may be subject to disciplinary action. If a student exhibits a pattern of problematic behavior with alcohol or drugs, that student may be subject to formal disciplinary action.

The criteria which invoke the Protocol are:
- A student seeks medical assistance for himself or herself when experiencing an alcohol or drug overdose or related problems
  - A student seeks medical assistance for a peer suffering from an alcohol or drug overdose or related problems
  - A student suffering from an alcohol or drug overdose or related problems, for whom another student seeks assistance also will not be subject to disciplinary action for alcohol violations.
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<tr>
<th>Department</th>
<th>Website</th>
<th>Phone</th>
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<tr>
<td>Adult Learner Services</td>
<td>harrisburg.psu.edu/office-of-student-life/adult-learner-support</td>
<td>717-948-6273</td>
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<tr>
<td>Athletics</td>
<td>athletics.hbg.psu.edu</td>
<td>717-948-6144</td>
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<tr>
<td>Bookstore</td>
<td>psuharrisburg.bncollege.com</td>
<td>717-948-6286</td>
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<tr>
<td>Bursar/Finance Office (Harrisburg)</td>
<td>harrisburg.psu.edu/bursar</td>
<td>717-948-6009</td>
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<tr>
<td>Bursar (University Park)</td>
<td>bursar.psu.edu</td>
<td>814-865-6528</td>
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<td>Campus Dining Options</td>
<td>harrisburgcampusliving.psu.edu/campus-dining</td>
<td>717-948-6244</td>
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<td>Career Services</td>
<td>harrisburg.psu.edu/career-services</td>
<td>717-948-6260</td>
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<td>Chancellor's Office</td>
<td>harrisburg.psu.edu/chancellors-office</td>
<td>717-948-6016</td>
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<td>Counseling Services</td>
<td>harrisburg.psu.edu/counseling-services</td>
<td>717-948-6025</td>
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<td>Disability Services</td>
<td>harrisburg.psu.edu/disability-services</td>
<td>717-948-6025</td>
</tr>
<tr>
<td>Diversity &amp; Educational Equity Committee</td>
<td>harrisburg.psu.edu/diversity-and-educational-equity-committee</td>
<td>717-948-6016</td>
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<tr>
<td>Financial Aid (Harrisburg)</td>
<td>harrisburg.psu.edu/financial-aid</td>
<td>717-948-6307</td>
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<tr>
<td>General Information</td>
<td>harrisburg.psu.edu</td>
<td>717-948-6000</td>
</tr>
<tr>
<td>Health Services</td>
<td>harrisburg.psu.edu/student-health-services</td>
<td>717-948-6105</td>
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<td>Housing and Food Services</td>
<td>hfs.psu.edu/harrisburg</td>
<td>717-948-6244</td>
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<tr>
<td>Information Technology Services</td>
<td>harrisburg.psu.edu/its</td>
<td>717-948-6188</td>
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<td>International Student Support Services</td>
<td>harrisburg.psu.edu/international-student-support-services</td>
<td>717-948-6273</td>
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<td>Learning Resource Center</td>
<td>harrisburg.psu.edu/learning-center</td>
<td>717-948-6475</td>
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<td>Library</td>
<td>libraries.psu.edu/harrisburg</td>
<td>717-948-6070</td>
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<td>Police Services</td>
<td>harrisburg.psu.edu/safety-police-services</td>
<td>717-948-6232</td>
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<td>Recreation and Fitness</td>
<td>harrisburg.psu.edu/recreation-and-fitness</td>
<td>717-648-6445</td>
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<td>Registrar (Harrisburg)</td>
<td>harrisburg.psu.edu/registrar</td>
<td>717-948-6020</td>
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<td>Registrar (University Park)</td>
<td>registrar.psu.edu</td>
<td>814-865-6357</td>
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<td>Residence Life</td>
<td>harrisburg.psu.edu/residence-life</td>
<td>717-948-6269</td>
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<td>Spiritual Life</td>
<td>harrisburg.psu.edu/office-of-student-life</td>
<td>717-948-6273</td>
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<tr>
<td>Student Affairs</td>
<td>harrisburg.psu.edu/student-affairs</td>
<td>717-948-6180</td>
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<td>Student Conduct</td>
<td>harrisburg.psu.edu/student-conduct</td>
<td>717-948-6260</td>
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<td>Student Engagement</td>
<td>harrisburg.psu.edu/student-engagement</td>
<td>717-948-4385</td>
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<tr>
<td>Student Life</td>
<td>harrisburg.psu.edu/office-of-student-life</td>
<td>717-948-6273</td>
</tr>
<tr>
<td>Student Aid (University Park)</td>
<td>studentaid.psu.edu</td>
<td>814-865-63010</td>
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<tr>
<td>Veterans Services</td>
<td>harrisburg.psu.edu/veterans</td>
<td>717-948-6099</td>
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