WESTMINSTER 101
A GUIDE FOR NEW STUDENTS
AND THEIR FAMILIES

2017-2018

>> SUMMER CHECKLIST
>> PACKING UP & MOVING IN
>> COLLEGE LIFE

WESTMINSTER COLLEGE
Westminster 101 was designed to assist new students and their families in preparing for the student’s Westminster experience. It is divided into three sections:

- **SUMMER CHECKLIST.** Provides details about the Checklist and other things you need to know now to get ready for August;
- **PACKING UP AND MOVING IN.** Provides tips for packing, details our Fresh Start orientation experience, and explains what happens during your first few days on campus (like buying books and getting your ID card); and
- **COLLEGE LIFE.** Covers the wealth of resources available to students once classes actually begin and the actions students can take to prepare for a successful first year experience.

The transition to college, a period that often lasts through the first semester, begins the moment a student makes a commitment to Westminster. Students will transition at different rates than their support networks — parents, family, friends.

Students, parents, and the Westminster community have at least one common goal; for students to develop the independence and competencies to become an effective adult after their college experience. We recommend students take on this responsibility, and we encourage families to support them along the way. Parents often served as advocates for their children in elementary, middle, and high school. Now is the time for students to advocate for themselves.

That is why this Guide—just like most communication from Westminster College—is addressed to the student. That said, we think that much of what is offered is helpful for both students and families. Ideally, you’ll review this information together!

Now is also the time to discuss how you (parents, family members, and students) will communicate with each other once the academic year begins. Unlike your high school experience, families will not have online accounts to monitor student progress and will not receive report cards. Once students arrive on campus in the fall, the College will be required to communicate solely with them in compliance with the Family Educational Rights and Privacy Act or FERPA for short. Students can give permission for various offices to share their educational information with parents, legal guardians, or whomever they choose. Also, the campus resources and contacts available in this guide can be a wonderful tool in helping parents and families to know whom to refer their students.

Transition can be emotional, but successful when done in partnership — students, families, and Westminster!
DEPOSITED STUDENT TIMELINE

**Step 1**
**ESTABLISH YOUR WESTMINSTER ACCOUNT & EMAIL**
Login to your student account. Instructions and a link will be in your email. If you did not receive them, call the admissions office at 724-946-7100.

**Step 2**
**COMPLETE STUDENT INFORMATION FORMS**
These forms include: housing, registration for classes, and a health information form. Find them at westminster.edu/checklist.

**Step 3**
**ATTEND A WESTMINSTER 101 INFORMATION SESSION**
These sessions will be held May 19, June 16, and July 14.

**Step 4**
**FIND YOUR ACADEMIC SCHEDULE**
After April 18, it will be sent to your Westminster email and be available on your my.westminster account.

**Step 5**
**SUMMER READING ASSIGNMENT**
Books will be mailed to your home June 1.

**Step 6**
**VIEW YOUR BILL**
These will be available beginning on June 15. Check my.westminster.

**Step 7**
**HOUSING ASSIGNMENTS**
Your assignment will be available beginning on June 15. Check my.westminster.

**Step 8**
**VIEW YOUR BILL**
These will be available beginning on June 15. Check my.westminster.

**Step 9**
**THINK ABOUT IT TRAINING**
An interactive alcohol and personal safety awareness program will be available online July 15.

**Step 10**
**BILLING DUE DATE**
Pay on or before July 15.

**Step 11**
**MOVE-IN DAY & FRESH START ORIENTATION**
Students will move in to their residence halls and begin Fresh Start Orientation August 25-27.
SUMMER CHECKLIST

The earlier you can check these items off your list, the earlier you can enjoy your summer!

Step 1. Westminster Online Account

One of the first things you did after you paid your deposit was to login to your Westminster Online account. This one username and password gives you access to all of the following campus resources:

- **my.westminster.edu.** my.westminster is an online portal that you will use for providing information to the College, registering for classes, paying bills, and many other things.
- **Your Westminster email.** Check it often for announcements and questions.
- **Desire2Learn.** Desire2Learn (or D2L for short) is Westminster’s online course environment. This summer, you will use it for your Summer Reading Assignment.

WHAT'S MY PASSWORD?!?!?

Once you have set your password, don’t share it with anyone. Westminster College personnel will never ask you for it, but someone trying to access your private information illegally just might. Also, it’s important to choose a password you can remember! When you arrive on campus, there will be many, many times you’ll need this password when you are not using your own phone or laptop, so it's important that this password be in your head, not just saved in your browser.

Step 2. The New Student Information Forms

Accessing Westminster Email

Your Westminster email account is the way the College will communicate with you. Please check your Westminster email account frequently for messages sent from the Admission’s office, the Business Office, the Registrar’s Office, Financial Aid, Student Affairs and other campus offices.

- **NOTE:** Prior to the beginning of your first semester, most messages will be sent to both your Westminster email account and the personal email address you used on your application. However, once classes begin, only your Westminster email will be used.
Course Registration
This form asks for information advisors will use to create your first semester schedule. On April 18, faculty advisors will begin creating course schedules for incoming students based on academic interests, high school experiences, and extra-curricular activities.

Residence Life
This form asks for information which will be used to assign your roommate and room. Residence Life Office staff will make these housing assignments and will email this information on June 15.

Our focus is on our student’s safety first: physical, psychological, and emotional safety. We go about this in many ways, but primarily by making sure our buildings are secure, our students feel cared for, and that every single student can find a connection at Westminster. We encourage students to come to campus with an eagerness to meet new people and have new experiences. Oftentimes we see students come to campus with best friends or teammates and plan to live together – and we actually encourage students to consider living with someone they do not know. The safety in knowing a friend is right down the hall, with the excitement of making a new connection, can make the first year a fulfilling year.

Health Information
This form contains physical and vaccine information required for enrollment and on campus living. You can download these forms to take with you to your health care provider. You can return forms by uploading scanned forms or mail them back to the Health Center.

All students should visit their primary care physician to complete and submit the mandatory Admission Physical forms by the July 15 deadline. Students should familiarize themselves with their medical history and ensure vaccinations are up to date and meet the college requirements.

Notify the Health Center of any special health care needs. Students who have a chronic physical or mental health illness and require the care of a specialist should establish care with a provider in the area before arriving on campus.

Consider prescription medication needs and transfer prescriptions to pharmacies near the college.

Parking Decal
This form is required if you are bringing a car to campus.

You will need to purchase and display a current parking decal. The cost for
a parking decal for the 2017-18 academic year is $75. Proof of current vehicle insurance and registration must be presented to Public Safety in order to obtain a parking decal. Parking decals are not valid until received from Public Safety and affixed on the vehicle for which it is registered.

Verify Name and Address
People move, things happen. This is just a summer check to make sure that the information we have on file from your application is still correct. It is important to keep the College up-to-date with any name or address changes both while you are enrolled and after you graduate.

Step 3. Find Your Academic Schedule
On April 18, faculty will begin making academic schedules and you will receive an email directing you to view your schedule online. Schedules will be created within 10-14 days of completing the Course Registration Form after April 18. In their first semester, all first-year students take Inquiry, Wellness, either Writing or Speech, and two courses that meet major or College-wide requirements. Your schedule may need some adjusting by the time you arrive on campus. Westminster 101 days and Fresh Start are times the adjustments can be made.

Step 4. Attend a Westminster 101 Information Session
These are informal sessions intended to help you put a face with email communications, ask questions to staff members, and get personal assistance from offices across campus.
This summer’s sessions will be on May 19, June 16, and July 14. Look for a postcard with more information.

Step 5. Summer Reading Assignment
In early June, you’ll receive a copy of People of the Book by Geraldine Brooks, along with a summer reading guide. Read this book! You’ll be asked to write an essay and submit it online to the D2L course environment before you come to campus for orientation. This summer reading book is a required text for Inquiry, our first year student seminar course. Inquiry provides an opportunity to understand what the Westminster academic experience is all about.

Step 6. Housing Assignments
Beginning on June 15, housing information will be available on my.westminster. Westminster is a four-year residential campus, which means all of our students must live on campus in one of our residence halls. The residential experience at
Westminster is unique and comprehensive. From the resident assistant on the floor, to the Residence Director of the building to the Director and Associate Dean, there is a group of people dedicated to your success. Everyone on the team is not only well trained, but excited and committed to helping you learn and grow in our residence halls. A small percentage of our students commute from the home of a parent or legal guardian. If you plan to commute, please be sure to attend the commuter meetings during orientation to learn how you can make meaningful connections on campus.

**Step 7. View Your Bill**

Your bill will be available on my.westminster beginning on **June 15**. It is important that you understand and have a plan for paying for the costs of your college education. You will receive a bill via CASHNet from the College that includes tuition, room, board, and various fees (activity, information technology, transcript, orientation, and course related fees). Be aware that other expenses associated with college may cost more than you anticipate. Some examples are books and supplies, parking fees, computer, travel, clothing, entertainment, etc. Regardless of who is paying for college, you should come up with a reasonable budget and determine who will pay for which items in advance.

The **Financial Information Packet**, mailed with this resource guide, is a more detailed guide to help you understand your bill, financial aid, and other financial policies. This packet should be kept with important papers as a reference tool. The **Financial Information Packet** includes information on topics such as:

**Financial Aid:**
- Types available and how to apply
- Signing your financial aid documents
- Frequently called numbers & websites
- Working on campus

**Billing & Payment Information:**
- Explanation of charges
- Payment Terms & Conditions
- How to view the electronic bill
- Forms and methods of payment
- Credit balance refunds
- Financial holds
- 1098-T tax forms
- Important websites and contact numbers
Step 8. “Think About It” Training
On July 15 students will receive an email invitation that provides login information for our “Think About It” training. This is an online alcohol and personal safety awareness education program required of all incoming students. These topics will be reiterated during Fresh Start orientation and as part of Wellness, a class that all first year students take during their first semester.

Step 9. Payment of your bill is due on or before July 15.
Payments on your account may be made online through CASHNet via electronic check or credit/debit card. You can also stop by the cashier’s window in the Business Office and pay by cash, money order, or personal check. If your plans include taking loans or using the tuition payment plan, complete those processes before bills are due.

Step 10. Move-in Day and Fresh Start Orientation
Now it’s time to think about Packing Up and Moving In! Commuters may not be moving in, but orientation is an essential element for you, too!
The Fresh Start orientation experience occurs the weekend before the fall semester begins. This year, the dates are August 25-27. A detailed orientation schedule will be emailed on August 1, and here are a few other things you’ll want to take care of before the Fall semester actually begins.

Move-in Prep To-Do List (And One Thing to Take Off That List)

☐ Check out our website (http://www.westminster.edu/campus/around/housing.cfm) for a list of things to bring, and a list of things to leave at home.

☐ Check my.westminster after June 15 to see your housing and roommate information.

☐ Chat with your new roommate! If you can, we suggest meeting in person. However if distance prohibits, we recommend a phone call or Skype/Facetime so you can get to know your roommate beyond their social media pages and text messages.

☐ Talk about logistics with your roommate. It is easy to get a conversation going if you kick it off with who is bringing the TV and who is bringing the microwave.

☐ Think about what you want out of a roommate relationship. Not all roommates are besties, and that’s okay! The best roommates are respectful and open to new experiences.

☐ Make a list of your expectations about living with someone new. Think about what on that list is negotiable and where you can be flexible. The best roommate pairs work together to compromise and find what works for them.

☐ Get excited! From making shopping lists to packing up the night before, it’s easy to get lost in the details. Take time to enjoy the experience, and get ready for all of the adventures ahead of you!

And one thing to remove from that list:

☐ FREAKING OUT. Change can be scary, but know the students, faculty and staff are ready and excited to help you make your transition to Westminster!
Laptops & Technology

When it comes to computers, there are a lot of different options out there. If you are in the market for a new laptop, we recommend either of the following two models, based on their durability, processing speed, and size/weight. *(NOTE: we always recommend at least a 3-year warranty. Your laptop will go through a lot during the next four years. If the unthinkable happens, you want to be able to replace it quickly and without spending a lot of money.)*

If you already have a laptop, we will do our best to help you with basic troubleshooting and maintenance.

<table>
<thead>
<tr>
<th>Dell Latitude 3470 or 3480</th>
<th>MacBook Pro</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 inch</td>
<td>13 inch</td>
</tr>
<tr>
<td>Intel Core i5 2.4 Ghz</td>
<td>Intel Core i5 2.0 Ghz</td>
</tr>
<tr>
<td>8 GB RAM</td>
<td>8 GB RAM</td>
</tr>
<tr>
<td>500 GB Hybrid Hard Drive</td>
<td>256 GB Solid State Hard Drive</td>
</tr>
<tr>
<td>3-year ProSupport warranty</td>
<td>3-year Applecare protection</td>
</tr>
</tbody>
</table>

Office 365

During your time at Westminster, you can download and use the entire Office 365 suite FOR FREE on multiple devices. Follow the ‘Office 365’ links on my.westminster to download the software. Even if you are a Mac user, you’ll want to take advantage of this deal because D2L, our online course system, can’t read .pages files.

Phishing and Malware and Viruses, Oh My!

There are bad people out there who want to steal your personal information for their own benefit. These people often impersonate communications from people or companies you trust: your Facebook friends, online retailers, or even Westminster College. If someone or something you trust seems to be asking for a password or credit card number, call and ask if it’s really them. If you get something that doesn’t look right, you can always check with LIS Help and we can investigate it for you.

To protect yourself against things like this, it is essential your computer has **updated antivirus software and malware protection.** Any anti-virus program will do, but we particularly like Symantec and McAfee. For malware protection, we like Malwarebytes, which is available FOR FREE from https://www.malwarebytes.com/ (or https://www.malwarebytes.com/mac/ if you have a Mac).
**Wireless Devices**

Westminster’s secure wireless network supports most current mobile phones, tablets, and laptops. When you arrive on campus, you can stop by the LIS Help Desk at McGill Library for in-person assistance or check out the guides on my.westminster.

Our wireless network *does not currently have the ability to connect Smart TVs, gaming devices, wireless printers* or any other device that only requires a wi-fi password/security key to connect. The good news is every residence hall room has multiple Ethernet ports that allow students to connect their TVs and gaming devices.

*Please note we do not allow personal networking devices, such as wireless routers, in the residence halls as they interfere with the campus wireless network.*

**Arriving on Campus for Fresh Start**

We want you to have the best possible start to your collegiate career, which is why Fresh Start is required of all first year students. Transfer students should consider participating as well.

**Move-in Day**

Move-in is the opening piece of our Fresh Start schedule, so it moves very quickly and is jammed packed with sessions and activities. Families are invited to participate through Matriculation Convocation which is followed by a quick family farewell before we whisk you off to your first session. While we know this is an emotional time, we have confidence in you to be able to move smoothly into this next phase of your college experience.

**Titan Card**

The Titan Card is your campus ID card and is used for entry to your residence hall, library card, meal plan, and for Titan Dollars. GET is an app that works with your Titan Card to enable you to conveniently upload your picture and add Titan Dollars to your card. To download GET, go to your app store. It is free. You can also access from your computer at http://get.cbord.com Choose Westminster College as your institution. Follow the instructions.
Titan Dollars are optional money added to your Titan Card. Many students use Titan Dollars for vending machines, to purchase books, supplies, and apparel at the bookstore and gift shop, to pay add/drop fees, and at the local Sheetz. You can add anywhere from $25 to $1,000. Titan Dollars are optional and unused Titan Dollars are refundable. They carry over from year to year.

Titan Cards will be distributed on move-in day.

**Meal Plans**

First year resident students are assigned the Titan 10 MEAL PLAN for billing purposes. You have the opportunity to select from four different meal plan options during Fresh Start orientation.

We are offering the following four meal plan selections for your first semester:

- **Titan 17 with $210 in Dine Dollars**
- **Titan 10 with $530 in Dine Dollars**
- **Titan 7 with $530 in Dine Dollars**
- **Titan 5 with $835 in Dine Dollars**

At each price point, you have the choice of a fixed number of meals per week, commonly called “swipes,” and some Dine Dollars. Swipes can be used at Duff Student Restaurant, a traditional all-you-can-eat cafeteria. Dine Dollars can be used at any venue. This will give you the opportunity to experience all of the dining options on campus to help you choose the plan that suits you best for future semesters.

We have three Food Service venues on campus: the TUB Food Court, the Titan Club, and the Duff Student Restaurant. All three facilities offer healthy options, snacks, carry out, and made-to-order items. Most dietary needs can be accommodated, but you should contact the Food Service Director or Office of Disability Services for special needs.

Students can keep track of their meal plan balances and add Dine Dollars via the GET app.

**Buying/Renting Textbooks**

Textbooks are available from a wide range of sources, but there are several reasons to purchase your textbooks from the Westminster Bookstore. The Bookstore works directly with our faculty to ensure that we stock the right materials and supplies for all courses. The Bookstore has the exact textbook required by your professor; there is no chance of accidentally purchasing the wrong edition or bundle.

The fall semester 2017 booklist will be available for viewing beginning **July 24**. We do not have an online ordering option; books are available for purchase beginning **August 21**. There is time on move-in morning for students to purchase their books.
New and used textbooks are available for purchase. Not sure if a used text is the best choice? Ask our staff prior to making your purchase to examine the condition of the book.

Our Textbook Rental Program provides another great cost saving option for students. Rent books for approximately 50% less than the cost of purchasing. Rental textbooks are available for selected courses only, and the Bookstore strives to offer the largest number of rental textbooks possible. You can print your class schedule and bring it to the bookstore in August. They will be happy to assist you. We also offer flexible return procedures if you need to bring a book back.

The First Weekend

Orientation is a fun-filled time where you will meet your classmates, academic advisors, and campus leaders. You will attend sessions that will help you learn your way around campus - literally and figuratively. You’ll meet staff from many campus offices, learn the fight song and alma mater, and attend social events sponsored by Student Government Association, Panhellenic Council and Campus Programming Council.

You will be assigned an academic advisor within your major (or to help you figure out what your major might be). This is a dedicated faculty member who will assist with scheduling and ensuring progress toward graduation. During Fresh Start, this faculty member can discuss changes you may need to make to your schedule. You can also stop by the Registrar’s Office with any questions you have about your schedule.

Fresh Start and Residence Life staff are teams of students trained specifically to support you in your transition to college. The orientation staff will assist you through the orientation schedule, helping you make meaningful connections with other Westminster students. Resident Assistants (RAs) are upperclass student leaders assigned to each floor and are trained to assist with a wide variety of student needs.

STUDENT TIP!

NODA and National Resource Center suggest students practice these behaviors before the first day of class:

- Learn how to set an alarm clock/alarm on your phone.
- Hit the laundry room.
- Manage your own finances.
- Practice making your own decisions.
- Learn to manage time effectively.
- Make healthy choices
- Attend orientation (Fresh Start).
When classes begin on Monday, August 28, you’ll have learned a lot about the campus, met some of the staff, and forged many new friendships. Now it’s time to really concentrate on understanding Westminster’s academic year and making sure you are positioning yourself for success.

The Academic Year at a Glance

While the high school academic year and the college academic year are similar in some respects, there are significant differences.

Midterm and Holiday Breaks

There are scheduled breaks throughout the academic year for which you will be expected to return home. It might be helpful to know that Westminster holds classes on Labor Day. Residence halls are closed for fall midterm break, Thanksgiving, winter, spring break, and Easter break. However, with the exception of these scheduled breaks, you are expected to attend every class session. Missing multiple classes for any reason can have a negative impact on your grade. Also, athletes who are in season will stay on campus with their teams.

Midterm Grades

About halfway through your first semester at Westminster College, you will receive midterm grades from your faculty. While these grades do not appear on your official transcript or affect your grade point average in any way, they are an important measure of your academic success. You can expect to meet with your classroom faculty or your faculty advisor to review your midterm grades. You won’t receive midterm grades in any other semester except your first.

Academic Advising and Registration for the Next Semester

In October and March, the Online Registration Schedule for the upcoming semester is published, and registration begins a few weeks later. With the publication of the registration schedule, the Academic Advising period begins. Faculty advisors in each major area arrange advising appointments differently,
so keep in touch with your faculty advisor as the Academic Advising period approaches, around the middle of each semester.

When the Registration Period opens, each class is assigned a Registration Day, and every student is expected to register for the next semester on their assigned day. If you miss your day, you will have to wait for the Open Add/Drop Period, which starts a couple of weeks after the last Registration Day. Don’t miss your Registration Day! Many course sections may be full by the time the Open Add/Drop Period begins.

Final Exams

At the end of each Fall and Spring semester there is a designated four-day Final Exam Period. There is a special Final Exam Schedule that indicates the day and time of the final exam for each of your courses, as your final exams are scheduled separately from your regular class meeting times. A few days after the end of the Final Exam Period, faculty will record final course grades for the semester.
Tips for a Successful First Year

Adjusting to college can be a bit daunting, and it will take some people more time than others to make the adjustments that lead to success. Students choose different paths to academic success and campus involvement—and even their definition of what success is may vary. Regardless of time, path chosen, and goals for success that are set, Westminster’s faculty and staff know that there are universal behaviors that will help every student move closer to success in all aspects of student life.

Show up

One of the obvious differences between high school and college is that you have more choice and autonomy at Westminster than you did in high school. With autonomy comes responsibility. Sure, it would be easy to silence an alarm clock, play video games, or spend the day in Pittsburgh rather than go to class. Most Westminster courses meet two or three times each week, so missing even one
class can significantly hamper your success. Absences also can affect student-athletes’ ability to practice or compete with their teams.

Westminster’s faculty members notice when their students are absent because most of our courses have 25 or fewer students in them. We will get to know you well, and we expect you to show up for classes, labs, rehearsals, and appointments. We also expect that for every hour you spend with us in class, you will spend another two hours studying and preparing for the next class or assignment. College is a lot of work (it is your full-time job!) and being present is important.

**Speak up**

Merely being present is not enough. Your faculty expect you to be prepared for each class by reading materials and working on assignments ahead of time. In class, we expect you to be active, engaged learners who share your knowledge, experience, and insights. Sitting quietly at your desk and never contributing to class discussions deprives us of your perspective. Similarly, being present but holding side conversations, using electronic devices for purposes unrelated to the course, or catching up on missed sleep is discourteous to your faculty and fellow students. Every time you come to a class, lab, or studio, be prepared and ready to learn. If you have an opinion, share it. If you have an answer, give it. We want to hear from you.

**Ask early**

Faculty and administrators often find students wait too long to ask for help. The request comes just before a big exam, or after a number of poor grades. In some cases, students say they didn’t realize they were having problems until too late; in other cases, students suggest they didn’t know who to ask for help.

Westminster faculty members will evaluate your progress in courses through exams and quizzes, lab reports, rehearsals and performances, and so on. Many of them post your grades on our learning management system (D2L), so you will know your grades throughout the semester. Even if your professors do not use D2L, you can always ask them to let you know how you are performing in their courses. You do not need to guess at how you’re doing; your faculty will tell you exactly how you’re doing.

But don’t wait until an exam to visit your professors. Instead, visit each professor during the first week to introduce yourself, ask questions about things in the course that you don’t understand, and hear advice for succeeding in her/his course. Every faculty member sets aside time to meet with students (called “office hours”) each
and every week of the semester. This is the ideal time for you to visit with your professors to learn how you are doing in their courses; to discuss strategies for improving; and to ask questions that were not addressed in class or textbooks.

In addition to the faculty teaching your courses, you have a dedicated faculty member who serves as your academic advisor. Advisors help you plan and register for your courses, but they can also help you find the resources you need to succeed. Those resources include Learning & Writing Services, the Disabilities Resource Office, and the Career Center (see more on the following page). You should stay in touch with your advisor, especially if you are struggling in your courses.

**Own up**

When students have trouble in their courses, they sometimes think the professor does not like them, is disappointed in them, or that other factors are preventing their success. However, we often find that the reasons students struggle (or the solutions to their problems) are within their control. For example, they may be studying in ineffective ways, or not managing their time wisely. A part of succeeding academically is taking ownership of your education and making choices that help you meet your goals. If your grades suffer because you are staying up late to peruse social media rather than to study, then you can change your behavior to bring about a better outcome. Blaming others for not succeeding is easy, but it doesn’t lead to success.

**Get Involved**

Westminster students are well-known for being incredibly active and engaged in the life of the campus – from student organizations to music ensembles to athletics to study abroad and more, students stay busy. Take advantage of the many lectures, performances, sports and cultural events offered on and off campus. Because engaged students are far more likely to manage time effectively, earn good grades, and persist at higher rates, we recommend you try out at least one organization or activity in your first semester. You must learn to balance out of class activity with academics – an important life skill. Your goal at Westminster is to earn your academic degree, and that is where your primary focus should be.
LEARNING & WRITING SERVICES

Learning & Writing Services (also known as the Learning Center), located in McGill Library, is open for all Westminster students. If you need someone to help you with concepts in a particular course or need help writing a paper, our exceptional peer tutors are available to help you in every subject from Biology to Spanish. Or maybe you would just like to talk to students who have “been there, done that” with a course or an assignment and who can share how they improved their time management and study skills. Whatever it is, the Learning Center is here to help you succeed.

CAREER CENTER

You may have confidently selected a major or you may have no idea at all. Did you know an average college student changes majors 3 times during their college career and 80% change their major at least one time? The first year is often one of exploration and many students choose or change their majors. The Career Center offers counseling and assessments to help match your interests and abilities to an academic major that is a good fit. Additionally, you will meet the Career Center staff in your Wellness class where they will introduce you to important resume building strategies.

OFFICE OF DISABILITY RESOURCES

Some students want to start college with a “clean slate” and attempt college without accommodation or support. This may work for some students while others stumble. If you have received academic accommodation in the past and find yourself needing similar assistance, you should seek out the Office of Disability Resources. There someone can talk with you to help identify the appropriate campus resources and accommodations. Students with medical, academic or housing issues can find information at the Office of Disability Resources.
Take Care of Your Health

It is important you plan for your health care needs while attending college. No one plans to become ill, but if it happens, know that our Health Center is available for you. Being prepared and becoming familiar with the services available can help you manage illness much easier when it occurs.

HEALTH CENTER

Registered nurses provide assessment and consultation and a college physician or physician assistant holds daily clinic hours to treat acute illness and injuries. Westminster College strongly encourages all students to carry individual health insurance and to become familiar with their coverage. While most services at the Health Center are covered by the student activity fee, diagnostic testing and referral to outside community providers will require the use of individual health insurance.

COUNSELING SERVICES

Westminster College Counseling Services is committed to the personal growth and development of all Westminster students. A spirit of respect, trust, honesty and acceptance towards the students serves as a guide for the Counselors. All students are welcome, and a philosophy of diversity is embraced.

Counseling Services at Westminster is free of charge, confidential and a wide range of mental health issues can be addressed with Licensed Professional Counselors. Appointments can be made through email or phone to the Counselors directly, or through the Student Health Center.

If you currently receive psychiatric services and will need to continue those services while at Westminster, we recommend you find a psychiatrist in this area PRIOR to matriculation. There is often a long waiting time. For medications that do not require a psychiatrist, our Health Center physicians may be able to meet those needs. Our college physicians do not prescribe for ADD/ADHD. A student who has received mental health services may also want to have his/her current service provider facilitate permission to speak with Westminster’s counselors if appropriate.
OFFICE OF DIVERSITY SERVICES

The Office of Diversity Services serves a variety of functions at Westminster College. Its main purpose is to advance diversity and promote a positive climate for differences of race, gender, culture, sexual orientation, religion and age on campus and in the community. Among its priorities are the recruitment, retention, and success of students of diverse cultures, religion and racial backgrounds. The diversity director’s goal is to prepare students to become effective leaders and productive citizens in the culturally diverse 21st century. With student input, the staff offers activities and experiences that nurture respect for the dignity of all human beings, and a tolerance and appreciation for individual differences.

OFFICE OF FAITH & SPIRITUALITY

The Office provides resources for members of the campus community to develop and grow in their own faith journey. This includes delivering weekly non-denominational worship services and a Catholic Mass on campus; providing a detailed listing of places to worship for most religious traditions in the area; organizing opportunities to participate in local and international volunteer opportunities; and maintaining the most up-to-date schedules of campus fellowship organizations and small groups for students to join.

SAFETY & SECURITY SERVICES

The Westminster College Department of Public Safety provides safety and security services to the campus community 24 hours a day, seven days a week throughout the year. The Public Safety Department is made up of two full-time and nineteen part-time members, the majority of whom are retired from public emergency service agencies, primarily state and municipal police. Public Safety officers have a wide range of training and experience in resolving safety and security issues and emergencies. Help is always just a call away.
Represent Well

Westminster College was founded in 1852, and we are proud of our history. We are pleased that you have decided to join a community of scholars and alumni who care about your personal and intellectual development. You are a Titan, and we expect you to represent the College professionally and positively in all that you do. We want you to enjoy your time at Westminster, but also to appreciate that decisions you make today could have lasting consequences on your future careers—especially in the practically permanent life of the internet and social media.
How Parents and Families Can Stay Involved

The Parent Association provides resources for parents and family members while their Titan is making their home away from home at Westminster College. Our goal is to answer questions, provide helpful resources, and keep parents and families up to date about campus happenings.

Family Events

Parents and families are invited to two annual events each year - Family Day and the Vespers Dinner. Families are encouraged to be involved in campus life by attending sporting events, music, theater, and Celebrity Series performances, all-campus academic lectures, and alumni events. The doors of Wiley Alumni House are always open to families for a cup of coffee and conversation.
CAMPUS CONTACTS

Emergency Dispatch
724.946.7777 (available 24/7)
or simply call 911

Admission
724.946.7100
admis@westminster.edu
westminster.edu/admissions

Course Schedules
Registrar
724.946.7136
registrar@westminster.edu
westminster.edu/academics/registrar

Athletics
724.946.7307
athletics.westminster.edu

Textbooks
724.946.7218
bookstore@westminster.edu
bookstore.westminster.edu

Student Account/CASHNet
Business Office
724.946.7140
businessoff@westminster.edu
www.westminster.edu/business

Academic or Housing Accommodations
Disability Resources
724.946.7192
disabilityresources@westminster.edu

Diversity Services
724.946.7179
diversity@westminster.edu

FAFSA/Scholarships/Loans
Financial Aid
724.946.7102
finaid@westminster.edu
westminster.edu/admissions/financial-aid

Counseling
724.946.7340
counseling@westminster.edu
westminster.edu/campus/health/counseling

Physical Forms/Immunization Requirements
Health Center
Melissa Baron, Director
724.946.7927
baronmm@westminster.edu
westminster.edu/campus/health/health-center

Tutoring
Learning & Writing Services
724.946.6703
learningctr@westminster.edu
westminster.edu/academics/learning-writing-services

Email/Network Account
Library & Information Systems (LIS)
724.946.6000
lishelp@westminster.edu

Worship Opportunities
Office of Faith & Spirituality
724.946.7117
chapel@westminster.edu
westminster.edu/campus/spiritual-life

Parking
Public Safety
Lisa Craig, Assistant Director
724.946.7126
craiglg@westminster.edu
www.westminster.edu/campus/services/safety.cfm

Room Assignments
What to Bring
Your Campus Address
Residence Life
724.946.7110
residencelife@westminster.edu
westminster.edu/campus/around/housing
Orientation
Student Affairs
724.946.7110
studentaffairs@westminster.edu
westminster.edu/orientation

Meal Plans
Titan Card Office
Barb Linebaugh, Coordinator
724.946.6071
linebabl@westminster.edu
www.westminster.edu/campus/around/dining

Special Dietary Needs
Office of Disability Resources
westminster.edu/campus/health/dietary-options
disabilityresources@westminster.edu
724.946.7192

Titan Cards (Student I.D.)
Titan Card Office
Barb Linebaugh, Coordinator
724.946.6071
linebabl@westminster.edu
get.cbord.com/westminster

Parent Association
Nicole Hunter, Assistant Director of Alumni & Parent Relations
724.946.7373
hunerna@westminster.edu
GLOSSARY OF COLLEGE TERMS

**Academic advisor** - A faculty or professional staff member assigned to advise students individually on choice of major and selection of courses.

**Academic integrity** – Westminster students are upheld to the highest standards of honesty and integrity in their academic endeavors. Plagiarism, cheating, and all other forms of academic dishonesty are not tolerated, and can result in suspension or dismissal from the College. See the *Undergraduate Catalog* for a full explanation of policies relating to academic integrity.

**Academic probation** - Threat of dismissal for failing to achieve or maintain a specific level of academic performance. Specific guidelines for Westminster College can be found in the *Undergraduate Catalog*.

**Audit** – Attending a class without receiving credit or a grade. No fee to do so if enrolled full-time.

**Bachelor's degree** - Commonly referred to as a four-year degree. Students earn a bachelor’s degree after successfully completing a program of study in a particular discipline.

**Course number** - Combination of a departmental abbreviation and number that identifies a course (i.e., CHEM 1100 for Chemistry 1100). Course numbers are an indication of the level of the course, with higher numbers (e.g., English 308 vs. English 101) representing more advanced courses.

**Course withdrawal** - A term used when students choose to reduce their course load after the last day of the regular drop/add process.

**Double major** - The completion of two sets of degree requirements (e.g., Spanish and chemistry). Students interested in a double major should work with their advisor to carefully plan their academic coursework.

**Drop/add** - Period at the beginning of the academic term when students may make changes in their course schedules without having the changes entered on their permanent record.

**Electives** - Courses of interest taken for credit. A certain number of elective hours are required for graduation but may not apply toward a major or minor.

**Emergency alerts** - Messages containing information about any critical situation on campus (e.g., inclement weather, outages). Typically sent to students via text message and e-mail and posted on the Westminster webpage.

**CASHNet** – Website used to pay tuition and other fees electronically and view their bill. Students can access their CASHNet account via my.westminster and can create an account for parents.
**FAFSA (Free Application for Federal Student Aid)** - Asks students and parents (of dependent students) to provide information related to personal income and tax liability to determine eligibility for federal grant, loan, and work-study programs, as well as other types of financial aid.

**FERPA (Family Educational Rights and Privacy Act)** - Describes parents' rights regarding their children's educational records. These rights transfer to the student at either age 18 or entrance into a postsecondary institution.

**Full-time student (for financial aid purposes)** - Must be enrolled for at least 12 units per academic term. Before dropping below 12 units, a student should consult with his or her academic advisor and the campus financial aid office.

**Good Standing** - Students are in academic Good Standing when their career and semester grade point averages meet the minimum standards set forth in the Undergraduate Catalog.

**Grade Point Average (GPA)** - Measure of student's overall academic performance. Individual course grades are assigned a point value (typically on a four point scale). Total number of points earned divided by number of course credits attempted is the GPA.

**Greek Life - Rush/Recruitment** - Fraternity and sorority Greek letter social organizations with a selection process called rush or recruitment.

**HIPAA (Health Insurance Portability and Accountability Act)** - Protects the privacy of individually identifiable health information. For parents, this means they may not have access to their student's health records.

**Holds** - Action taken as a result of a student's failure to complete certain responsibilities. It prevents a student from registering, adding/dropping classes, receiving transcripts or a diploma, viewing grades.

**Inquiry** - The shorthand title of INQ 111 (Introduction to a Liberal Arts Education), taken in the fall semester by all new first year students at Westminster College.

**Intellectual Perspectives** - The part of the curriculum designed to give Westminster College graduates familiarity with a broad range of human intellectual and creative endeavors. Often referred to as “IP’s”. See the Undergraduate Catalog for more information.

**Lab** - A required, hands-on course that allows students to test and explore concepts from a related lecture course. Typically associated with the sciences, but other courses may also require labs.

**Liberal education requirements** - Courses in a variety of disciplines taken to obtain a broad range of knowledge, create a spirit of inquiry, and develop an appreciation for diverse perspectives.

**Major** - A primary field of study. Students must complete a specified number of courses in a specialized area of study.

**Meal Plans** - The purchase (for a set price) of a specified number of meals
per week during the academic term. All students living on campus are required to purchase a meal plan.

**Minor** - A secondary field of study. In some cases, the minor is related or complementary to the major.

**my.westminster** - Our online portal for faculty, staff, and students where students can see personal information such as class schedules, grades, transcripts and complete forms for various offices across campus. Once classes begin, students should visit my.westminster daily.

**Overload** - Undergraduate students are limited to a total of 19 semester hours of coursework per semester. Students who wish to register for more than 19 hours may seek approval for an academic overload by submitting an Academic Overload petition to the Academic Affairs Office.

**Program of study** - Courses students are required to take before they can graduate. Programs of study vary by major and degree sought.

**Registrar** - Administrator who processes and maintains student transcripts and other official records associated with student attendance and course completion.

**Residency** - Westminster offers four residency options (resident, commuter, fraternity house, off campus) and has a four-year residency requirement. In other words, students must live on campus unless they are living at the home of a legal parent or guardian and live within 30 miles of the College, or have participated in housing selection processes for fraternity or off campus living. Residency status has financial aid implications, so students should visit the Financial Aid office before changing statuses.

**Resident assistants (RAs)** - Upper-division students trained to help undergraduates adjust to college. In addition, they are responsible for enforcing institutional policies related to community living.

**Satisfactory/Unsatisfactory** - A class grading system that offers pass or fail determination instead of a letter grade. Students receive a credit for courses with a passing grade, but these courses are not included in the GPA calculation.

**Semester Hour** - Unit used to measure course work. Students must earn a minimum number of semester hours in specified areas to earn a degree. Also called credit hours.

**Satisfactory Academic Progress** - Satisfactory Academic Progress (SAP) standards ensure that you are successfully completing your coursework and can continue to receive financial aid. All students receiving financial aid are required to meet SAP standards.

**Syllabus** - A professor’s plan of action for the class. It is a schedule of requirements, usually explaining course purpose and goals, listing deadlines and important dates, and outlining the student’s responsibilities (e.g., assigned readings, papers, exams).
**Terms and Conditions** – Financial agreement/rules that are agreed upon by the student prior to registering for class each semester.

**Titan Card** – Student ID card. It also provides card access to your residence hall and serves as a student’s meal plan card.

**Transcript** – The official compilation of courses taken and grades received during the student’s college career.

**TUB** – Dining area on the ground floor of the McKelvey Campus Center. Before the construction of MCC, the building was called Titan Union Building (TUB). The area was named to link the new construction with the old name.

**Undergraduate Catalog** – A campus publication providing information on academic and nonacademic programs, institutional policies, student rights, and graduation requirements. It also includes the institution’s academic and nonacademic calendars.

**Waitlisting** – Students who wish to register for a course that is full can place themselves on a Waitlist. Should a seat become available before the Add deadline the instructor may grant authorization for a student to register from the Waitlist.

**Work-study programs** – Campus jobs offered to students who are eligible for federal financial assistance.

---

**Some definitions adopted from:**