

SECTION IV

Student Information

The following section includes a listing of campus services, policies, student organizations and activities and other information of interest to students.

GENERAL INFORMATION

Admission and Records. The Office of Admissions and Records coordinates the admissions process and maintains records of the student grades and enrollment. Information can be found online at: http://www.wvup.edu/links_admissions.htm or by calling 304-424-8220.

Assessment. The College derives many benefits from its campus-wide assessment program. Academic departments have the opportunity to reflect on what the program mission is, and what a graduate from that program will know, value, and be able to do. Students find it helpful to know the goals of their academic program and how courses in their program relate to those goals. Faculty use the assessment results to determine if program goals are being met. Academic support services, such as the library, student affairs, academic advisement and financial aid, make a tremendous contribution to student learning on campus. Thus, all areas of the institution can assess how they contribute to the learning environment and what changes they might make to maximize learning experiences.

Assessment Participation. WVU Parkersburg requires student participation in assessment tests and surveys. The results enable the College to monitor its programs and services, to assist students in fulfilling their academic goals, and to fulfill reporting requirements to accrediting and government agencies. The Senior Vice President for Academic Affairs, the Outcomes Assessment Committee and the Institutional Research Officer oversee development and reporting of assessment activities. Academic and administrative departments throughout the College require student input about their functions periodically.

Students will be notified when they are expected to participate in assessments. The Work Keys assessment and a survey of graduating students are well-established college-wide assessments. Assessment of general education outcomes will be undertaken regularly. In addition, each program conducts its own assessments of student learning. Other assessments will be conducted as needed. Generally, these assessments can be completed in a modest period of time and results will be available to students and the campus community. Failure to participate may result in administrative action including withholding of grades and/or restriction from registration until the requirements are met.

Bookstore. The campus bookstore carries textbooks and classroom materials as well as imprinted items and sundries.

Cafeteria. The college cafeteria is located in the College Activities Center on the Parkersburg campus and is open most hours while classes are in session. Vending machines are also available at hours when the cafeteria is closed.

Campus Mail. Students may mail envelopes and small packages at the Mailroom, in the lower level adjacent to the Print Shop, on the Parkersburg campus. Postage stamps are available in the Bookstore. Students may leave messages for faculty or staff at the Mailroom, to be distributed through campus delivery.

Career Services. Current students and alumni can take advantage of career development counseling and job services to enhance their employment opportunities. Available resources include a career library; internet access to career information and jobs including summer, intern, full and part-time positions available locally and nationally; career exploration testing utilizing Strong Interest Inventory and Myers Briggs Type Indicator; a System of Interactive Guidance and Information (SIGI), a computerized career-search questionnaire, and workshops and individual assistance with job-search skills.

Changes in Schedule. Students may change their class schedules by reporting to the Records Office or JCC office to complete necessary forms or accessing their OLSIS account. Students adding a course after the start of a semester must have the instructor's permission to enter a class. Classes may not be added after registration closes -- usually on Friday of the first week of classes. Students must also report to the Business Office to complete processing of a schedule change, in the case of a tuition amount change.

Early Learning Center. The Early Learning Center is a non-profit child-care center, providing assistance for students with young children as well as for college employees on the Parkersburg campus.

Disability Services. The Disability Services office is committed to helping qualified students with disabilities achieve their academic goals by providing reasonable academic accommodations. Accommodations are provided for students with a wide range of temporary or permanent disabilities in order to provide equal access to opportunities at West Virginia University at Parkersburg. Students requesting disability-related academic accommodations must register in person with the Disability Services Office prior to receiving accommodations. Specific information regarding the documentation of learning disabilities (LD), Attention-Deficit/Hyperactivity Disorder (ADHD), psychological/psychiatric

disabilities, traumatic brain injury, physical/medical disabilities, and visual and hearing impairments is available upon request. Information regarding accommodations for Extended/Online Learning classes can be found on the Disability Services website.

Frozen Records. Individual records will be frozen if a student is under a financial obligation to the college or if the student owes money to or is in default in any Title IV Federal Program. Until obligations are met, students may not register for classes, receive financial aid, graduate, or receive a copy of their college transcript.

Health and Wellness. The Health and Wellness office provides information on how to achieve and maintain lifelong health and well-being. Various health and wellness programs that will aid in developing healthy lifestyle changes will be offered during the year.

Learning Center. The Learning Center provides free tutorial assistance for developmental courses as well as college level courses. Smarthinking.com (online tutoring), Passkey (Developmental tutoring program), study skills videos, and Kurzweil Readers are also available in the Learning Center and at the Jackson County Center.

Library. Library services are provided to aid in classroom instruction, individual investigation, and research on the Parkersburg campus. Books and other resources are selected to meet the academic needs of the various instructional divisions and the general informational and recreational interests of the college community. Interlibrary loan service is available through the West Virginia Library Commission and the Online Computer Library Center.

Lost and Found Articles. A lost-and-found service is available for student, faculty, and staff personnel. Found articles may be left at the Records Office or the JCC office, and persons who have lost articles may check there.

Military Service, Credit for. Students who have completed at least one year of military service may be granted credit for training received, which may be used to satisfy General Studies, physical education, or elective requirements. It is the student's responsibility to request this credit and to verify military experience.

For students enrolled in the Board of Governors Associate in Applied Science degree and/or the Regents Bachelor of Arts degree programs, a transcript from the American Council on Education (ACE) will verify military training and provide appropriate documentation for credit levels (lower-division or upper-division).

Notification of Rights under FERPA. The Family Educational Rights and Privacy Act (FERPA) affords students rights with respect to their education records. These rights are:

- The right to inspect and review their education records.
- The right to request the amendment of the record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. WVU Parkersburg has classified the following as Directory Information which may be released without prior consent: name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, enrollment status (full, part-time or not enrolled), degrees and awards received including Dean's List and President's Scholar List, the listing of previous educational institutions attended, and participation in officially recognized activities.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by WVU Parkersburg to comply with the requirements of FERPA.

Family Policy Compliance Office
US Department of Education
400 Maryland Ave. SW
Washington, DC 20202-5920

The Office of Enrollment Management

The Office of Enrollment Management oversees the recruitment and outreach strategies of the college and provides testing services, academic counseling, orientation and support for first-time college students. For more information see http://www.wvup.edu/student_services or call 304-424-8310.

OL SIS - Online Student Information System. This is a web-based system which allows students access to the following on-line services:

*Billing Information - Students can view and print their bill for a semester. In addition, accounts from prior semesters can be viewed and printed.

*Holds - Holds on a student record will prevent access to registration, grades, and transcripts. The reason for the hold can be viewed in OLSIS.

*Mid-Term and Final Grades - Student grades are available only through OLSIS. Students who need a grade report card must request it through the Records Office by the last day of finals for the semester.

*Registration - Registration permits students to schedule classes well in advance of an upcoming term. Advisers are available to assist students in planning schedules. All priority pre-registration is conducted through OLSIS.

*Student Information - Name, address, and e-mail address information are available for the student to view and request to update as needed.

*Transcripts - Unofficial transcripts are available for students to view or print.

Orientation. Orientation sessions are held for new and returning students. Orientation is designed to provide students with the opportunity to consult faculty advisers and counselors for course planning, and to become acquainted with various campus activities, programs, policies, and personnel.

Parking. Free parking is available; lots are adjacent to campus buildings. Posted parking regulations are to be followed.

Residency Policy. The West Virginia Higher Education System has adopted the following regulations governing the classification of students as residents or nonresidents for admission and fee purposes at all institutions under its jurisdiction, effective July 2, 1990.

1. Classification for Admission and Fee Purposes.

Students enrolling in a West Virginia public institution of higher education shall be assigned a residency status for admission, tuition, and fee purposes by the institutional officer designated by the president. In determining residency classification, the issue is essentially one of domicile. In general, the domicile of a person is that person's true, fixed, permanent home and place of habitation. The decision shall be based upon information furnished by the student and all other relevant information. The designated officer is authorized to require such written documents, affidavits, verifications, or other evidence as is deemed necessary to establish the domicile of a student. The burden of establishing domicile for admission, tuition, and fee purposes is upon the student.

If there is a question as to domicile, the matter must be brought to the attention of the designated officer at least two weeks prior to the deadline for the payment of tuition and fees. Any student found to have made a false or misleading statement concerning domicile shall be subject to institutional disciplinary actions and will be charged the nonresident fees for each academic term theretofore attended.

The previous determination of a student's domiciliary status by one institution is not conclusive or binding when subsequently considered by another institution; however, assuming no change of facts, the prior judgement should be given strong

consideration in the interest of consistency. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer said reciprocity status to another public institution in West Virginia.

2. Residence Determined by Domicile.

Domicile within the State means adoption of the State as the fixed permanent home and involves personal presence within the State with no intent on the part of the applicant or, in the case of a dependent student, the applicant's parent(s) to return to another state or country. Residing with relatives (other than parent(s)/legal guardian) does not, in and of itself, cause the student to attain domicile in this State for admission or fee payment purposes. West Virginia domicile may be established upon the completion of at least twelve months of continued presence within the State prior to the date of registration, provided that such twelve months' presence is not primarily for the purpose of attendance at any institution of higher education in West Virginia. Establishment of West Virginia domicile with less than twelve months' presence prior to the date of registration must be supported by evidence of positive and unequivocal action. In determining domicile, institutional officials should give consideration to such factors as the ownership or lease of a permanently occupied home in West Virginia, full-time employment within the State, paying West Virginia property tax, filing West Virginia income tax returns, registering of motor vehicles in West Virginia, possessing a valid West Virginia driver's license, and marriage to a person already domiciled in West Virginia. Proof of a number of these actions shall be considered only as evidence which may be used in determining whether or not a domicile has been established. Factors militating against the establishment of West Virginia domicile might include such considerations as the student not being self-supporting, being claimed as a dependent on federal or state income tax returns, or the parents' health insurance policy if the parents reside out of state, receiving financial assistance from state student aid programs in other states, and leaving the state when school is not in session.

3. Dependency Status.

A dependent student is one who is listed as a dependent on the federal or state income tax return of his/her parent(s) or legal guardian or who receives major financial support from that person. Such a student maintains the same domicile as that of the parent(s) or legal guardian. In the event the parents are divorced or legally separated, the dependent student takes the domicile of the parent with whom he/she lives or to whom he/she has been assigned by court order. However, a dependent student who enrolls and is properly classified as an in-state student maintains that classification as long as the enrollment is continuous and that student does not attain independence and establish domicile in another state.

A nonresident student who becomes independent while a student at an institution of higher education in West Virginia does not, by reason of such independence alone, attain domicile in this State for admission or fee payment purposes.

4. Change of Residence.

A person who has been classified as an out-of-state student and who seeks resident status in West Virginia must assume the burden of providing conclusive evidence that he/she has established domicile in West Virginia with the intention of making the permanent home in this state. The intent to remain indefinitely in West Virginia is evidenced not only by a person's statements, but also by that person's actions. In making a determination regarding a request for change in residency status, the designated institutional officer shall consider those actions referenced in Section 2 above. The change in classification, if deemed to be warranted, shall be effective for the academic term or semester next following the date of the application for reclassification.

5. Military.

An individual who is on full-time active military service in another state or a foreign country or an employee of the federal government shall be classified as an in-state student for the purpose of payment of tuition and fees, provided that the person established a domicile in West Virginia prior to entrance into federal service, entered the federal service from West Virginia, and has at no time while in federal service claimed or established a domicile in another state. Sworn statements attesting to these conditions may be required. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

Persons assigned to full-time active military service in West Virginia and residing in the State shall be classified as in-state students for tuition and fee purposes. The spouse and dependent children of such individuals shall also be classified as in-state students for tuition and fee purposes.

6. Aliens.

An alien who is in the United States on a resident visa or who has filed a petition for naturalization in the naturalization court, and who has established a bona fide domicile in West Virginia as defined in Section 2 may be eligible for in-state residency classification, provided that person is in the State for purposes other than to attempt to qualify for residency status as a student. Political refugees admitted into the United States for an indefinite period of time and without restriction on the maintenance of a foreign domicile may be eligible for an in-state classification as defined in Section 2. Any person holding a student or other temporary visa cannot be classified as an in-state student.

7. Former Domicile.

A person who was formerly domiciled in the State of West Virginia and who would have been eligible for an in-state residency classification at the time of his/her departure from the state may be immediately eligible for classification as a West Virginia resident provided such person returns to West Virginia within a one year period of time and satisfies the conditions of Section 2 regarding proof of domicile and intent to remain permanently in West Virginia.

8. Appeal Process.

Each institution shall establish procedures which provide opportunities for students to appeal residency classification decisions with which they disagree. The decision of the designated institutional official charged with the determination of residency classification may be appealed in accordance with appropriate procedures established by the president of the institution. At minimum, such procedures shall provide that:

An institutional committee on residency appeals will be established to receive and act on appeals of residency decisions made by the designated institutional official charged with making residency determinations.

The institutional committee on residency shall be comprised of members of the institutional community, including faculty and student representatives, and whose number shall be at least three, in any event, an odd number. The student representative(s) shall be appointed by the president of the institutional student government association while the faculty representative(s) shall be selected by the campus-wide representative faculty organization.

The student contesting a residency decision shall be given the opportunity to appear before the institutional committee on residency appeals. If the appellant cannot appear when the committee convenes a meeting, the appellant has the option of allowing committee members to make a decision on the basis of the written materials pertaining to the appeal or waiting until the next committee meeting.

The residency appeal procedures will include provisions for appeal of the decision of the institutional committee on residency appeals to the president of the institution.

Residency appeals shall end at the institutional level.

In keeping with policy, a process has been established to assure that West Virginia University at Parkersburg students receive a fair and thorough review of residency classification for admission and fee purposes.

The Assistant Dean of Enrollment Management is the designated institutional officer charged with the determination of residency classification. If a student wishes to appeal the decision regarding residency, the student meets with the Assistant Dean of Enrollment Management who will interview the individual to determine if the appropriate decision has been made. The student may be asked to provide appropriate documentation of residency.

Due to the open-door admission policy and continuous registration procedures, appeals are handled when requested. A final institutional determination will be made, however, within fifteen working days from the initial meeting of the student with the Assistant Dean of Enrollment Management.

If a student wishes to appeal the decision of the Assistant Dean of Enrollment Management, the student may contact the Dean of Students who will review the case

and make a determination. Further appeal may be made by the student in writing to the Residency Appeals Committee.

The student may appeal in person to this committee which is composed of two faculty members and one student. The committee is convoked by the Dean of Students. The committee will be selected from a Residency Appeals Panel of five faculty (designated by the Faculty Senate) and three students (appointed by the Student Government president). The Residency Appeals Panel shall serve for one calendar year beginning each July 1.

The decision of the Residency Appeals Committee will be relayed in writing to the student and to appropriate college officials. Further appeal may be made by the student to the President of the institution who will review the case and make a final determination.

STUDENT ACTIVITIES

Backdoor Comedy Club. A popular series of night-club style functions is held each semester on the Parkersburg campus featuring nationally recognized comedians.

College Chorale. The select chamber choir performs for college functions, in local and regional concerts, and on annual tours in West Virginia and surrounding states. Members may earn academic credit for participation.

Distinguished Performance Series. The college's cultural events program is designed to bring nationally and internationally known performers to Parkersburg for the enrichment of the student body and the community. Students may purchase advance tickets for themselves and one guest.

Fitness Center. A fully equipped Fitness Center is available to students, free of charge, on a daily basis at the Parkersburg campus.

Wii Fit Lounge. The aerobic room is outfitted with a Wii fit and is available if the room is not being used for class.

Intramural Sports. Activities are available in men's and women's flag football, men's and women's basketball, men's and woman's softball, co-rec volleyball, co-rec bowling, co-rec golf, and recreation programs in table tennis, darts, horseshoes, backgammon, chess, etc. on the Parkersburg campus.

Sports Clubs. Sports clubs in baseball, bowling, golf, tennis, and women's volleyball provide students an opportunity to compete against other collegiate clubs.

Student Publications. The Chronicle newspaper is published six times per semester by journalism students and is distributed free at various campus locations. Students earn academic credit for participation. Gambit is published each year from original prose, poetry, artwork and photography submitted by students and others.

Theatre. Students have an opportunity to participate as actors or as theatre technicians in a series of productions each year. Academic credit is available to participants.

STUDENT ORGANIZATIONS

West Virginia University at Parkersburg has a variety of student organizations on campus. These range from academic honoraries to personal interest and program specific clubs and organizations. National academic honoraries include Alpha Epsilon Delta, Phi Theta Kappa, Psi Beta and Sigma Beta Delta. Additional information is available by contacting the Student Services Office for details about the organizations and how to contact a group's faculty adviser.

TESTING

Testing Center provides a wide variety of testing, including the following: requirement to admission into some programs. WVU Parkersburg is a designated testing site for ACT for persons in the Parkersburg area whether or not they intend to register at WVU Parkersburg. Tests are scheduled five times per year on national test dates. Additional local testing dates are scheduled as needed for students enrolled at WVU Parkersburg.

ACT Center. WVU Parkersburg has been designated as an ACT Center. The Center offers high-stakes testing for licensure and other testing options. The Center provides world-class computer-based training options for industry, students, workforce, employees and residents.

College-Level Examination Program (CLEP), WVU Parkersburg is a testing center for CLEP, a subsidiary of the College Board. Tests that can be used for college credit across the country are available, whether or not the individual plans to attend WVU Parkersburg or not. (See "Credit-by-Examination.")

WVU Parkersburg Placement Tests. The college requires all students who have established degree objectives to take Placement Tests in English, reading, and mathematics. Part-time, non-matriculated students may be required to take a placement test if they enroll in a course which has a placement test prerequisite. Tests are given through the Testing Center on the Parkersburg campus and at the Jackson County Center throughout the year.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS.

Transfer of credit to other state colleges and universities in West Virginia is established by state-wide policy. Up to 72 hours of credit and grades completed at two-year colleges will be transferable to any bachelor's degree granting institution in the state system.

Students who have completed a two-year degree at WVU Parkersburg, may expect to transfer to baccalaureate institutions in the state at junior level status and should be able to graduate from the latter institution with the same number of total credit hours as will be required of that college's generic students.

Students transferring to institutions outside West Virginia should encounter no problems in transfer because of the college's accreditation by the North Central Association of Colleges and Schools.

Core Coursework Transfer Agreement. The University System of West Virginia has adopted a Core Coursework Transfer Agreement, effective Jan. 1, 1994, designed to assure that students who transfer from one state college or university to another will receive credit for specified general studies courses at the receiving institutions. A student may transfer up to thirty-two credit hours of undergraduate coursework in the areas of English composition, communications and literature, mathematics, natural science and social science as general studies credits. The agreement establishes hours of coursework acceptable for transfer that will count toward fulfillment of general studies requirements.

Since coursework is generally transferable among institutions in the State College and University Systems, a student could conceivably transfer more than thirty-two hours of general studies credit from one institution to another that are provided for in this agreement. The agreement is not designed to limit the number of credits that are transferred. Its purpose is to assure that students will be able to transfer credits in accordance with the terms of the agreement.

The hours of core coursework that are acceptable toward fulfillment of general studies requirements are as follows:

- English Composition - 6 hours
- Communication and Literature - 6 hours
- Speech/oral communication - 3 hours
- Literature - 3 hours
- Mathematics - 3-5 hours
- College math including general math, algebra, trigonometry or calculus
- Natural Science - 8-10 hours
- Lab science including biology, chemistry, geology, physics or physical science
- Social Science - 9 hours
- History, political science, psychology, sociology or economics with no more than three hours from any area

It is the responsibility of the student who is transferring from a state college or university to another institution in the state system to be aware of the specific program requirements at the receiving institution. Occasionally, in an academic program, such as engineering or other professional fields, there may be a requirement for completion of particular general studies course(s). Though the core coursework transfer agreement provides for uniform acceptance of up to thirty-two hours of core coursework, the student must still complete all program requirements for his/her course of study.

West Virginia University at Parkersburg courses that are acceptable as general studies credits under the agreement are:

Courses	Title	Credit Hours
English Composition		
ENGL 101	Composition 1	3
ENGL 102	Composition 2	3
Communication and Literature		
SPCH 111	Fundamentals of Speech	3
ENGL 131	Types of Literature 1	3
ENGL 132	Types of Literature 2	3
ENGL 221	World Literature 1	3
ENGL 222	World Literature 2	3
ENGL 261	English Literature I	3
ENGL 262	English Literature II	3
ENGL 241	American Literature I	3
ENGL 242	American Literature II	3
Mathematics		
MATH 126	College Algebra	3
MATH 128	College Trigonometry	3
MATH 121	Intro. to Mathematics	3
MATH 129	Pre-Calculus Math	4
MATH 141	Finite Math	3
MATH 155	Calculus I	4
MATH 156	Calculus II	4
Natural Science		
BIOL 107	Anatomy and Physiology 1	4
BIOL 108	Anatomy and Physiology 2	4
BIOL 101	General Biology 1	4
BIOL 102	General Biology 2	4
CHEM 111	Intro. to General Chemistry	4
CHEM 112	Intro. to Organic/Biological Chem.	4
CHEM 115	Fundamentals of Chemistry 1	4
CHEM 116	Fundamentals of Chemistry 2	4
PHYS 101	Intro. to Physics 1	4
PHYS 102	Intro. to Physics 2	4
PHYS 111	General Physics 1	4
PHYS 112	General Physics 2	4
PSCI 111	Intro. to Physical Science	4
PSCI 112	Intro. to Earth Science	4

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GEOL 101	Physical Geology	4
GEOL 103	Historical Geology	4
Social Science		9 hours
HIST 101	Western Civ. through Reformation	3
HIST 102	Western Civ. from Reformation	3
HIST 152	U.S. History through Civil War	3
HIST 153	U.S. History from Reconstruction	3
POLS 101	Elements of Democratic Government	3
POLS 102	American Federal Government	3
SOC 101	Intro. to Sociology	3
PSYC 101	Intro. to Psychology	3

Veterans Office. The VA Office, located in the Financial Aid Office, provides special assistance for veterans applying for veterans educational benefits.

Weather Cancellations. Students may check on the status of classes by visiting the college website at www.wvup.edu or calling the main switchboard (304-424-8000), the Public Information Office (304-424-8203) the toll-free number, 1-800-WVA-WVUP or the Jackson County Center, (304-372-6992). Also, area radio and television stations broadcast weather-related campus closings or delays.

WITHDRAWAL PROCEDURES

Withdrawal From Individual Classes. Students withdrawing from an individual course must access their OLSIS account.

Withdrawal From the College. Students withdrawing from the college should access their OLSIS account. You may contact the Records Office for assistance.

Failure To Withdraw. Failure to process withdrawal forms at the Records Office or the OLSIS account can lead to grades of F or FIW in all classes for which the student was registered but did not complete.