

## SECTION 4

---

# 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

**Admissions and Records.** The Office of Admissions, located in the Student Welcome center, coordinates the admissions process and oversees the recruitment and outreach strategies of the college. The Records Office maintains records of the student grades and enrollment.

**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. 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 the Career Services Center provides assessments, career exploration, cooperative education, job skills building and placements. At the Career Services Center you can receive help in developing or updating your resume, references, cover letter and other correspondence. You can also receive assistance with interview skills or any other questions you may have related to your job search. Career Services offers a jobs posting and resume database system

service to all students and alumni. Students can access and alumni can create accounts at, [www.collegecentral.com/wvup](http://www.collegecentral.com/wvup). The services provided by Career Services are FREE to all current students and alumni.

**Changes in Schedule.** Students may change their class schedules by accessing their OLSIS account or by reporting to the Records Office or JCC office to complete necessary forms. Registration closes prior to the first day of the semester or part of term. To add a course after the start of a semester, a student must have the instructor's permission to enter a class and the permission of the Senior Vice President for Academic Affairs, the Vice President for Student Services, or at the Jackson County Center, the Assistant Dean of the Center. Course additions may only be made within the first week of class and students must report to the Business Office to complete processing of a schedule change in the case of a tuition amount change.

**Counseling Services.** The Student Counseling Center carries out its missions through the provisions of a wide range of direct and indirect services in the areas of crisis/emergency intervention brief/short-term counseling, problem solving sessions(s), consultations, education, and outreach.

The primary services provided by the Student Counseling Center and Disability Services are:

1. **Counseling Services.** The counselor provides crisis intervention, brief/short-term individual and couples counseling. Examples of issues included but are not limited to: anxiety, depression, suicidal thoughts/ideation, stress management, substance abuse, self-confidence concerns, relationship issues, trauma, loss and psychopathology. Services include mental health referral support.
2. **Problem Solving.** The Center provides students with an opportunity to engage in problem solving sessions with the counselor.
3. **Psychoeducational and Outreach Programming.** Workshops and presentations are provided to student groups, Individual classes, administrative units, and staff groups on a variety of topics. The SSC is active in its outreach efforts to promote both awareness of counseling issues and openness to prevention and treatment of mental illness, substance abuse, diminished self-confidence and unhealthy lifestyles.

**Disability Services.** The Disability Services office is committed to helping qualified students with disabilities achieve their academic goals by providing reasonable academic accommodations. Students with documented disabilities are entitled to receive accommodations based upon documented significant functional limitations. Accommodations are provided for students with a wide range of temporary or permanent disabilities in order to provide equal access to opportunities at WVU Parkersburg. Accommodations are tailored to the needs of the individual students rather than to a disability. Students requesting disability-related academic accommodations must register 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 online, ADS or blended classes can be found on the Disability Services website at [www.wvup.edu/disabilityservices](http://www.wvup.edu/disabilityservices).

**Center for Early Learning.** The Center for Early Learning is a nonprofit childcare center, providing assistance for students with young children as well as for college employees on the main campus.

**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.

**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 Information Desk 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 including:*

- 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

**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.

**Financial Aid** – Students view and accept their financial aid awards in OLSIS under the Financial Aid section. Students receive specific instructions for uses of OLSIS for financial aid purposes in emails sent by the Financial Aid Office.

**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 required 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.** Parking is available on lots adjacent to campus buildings. Posted parking regulations are to be followed. See Fee listing regarding parking fee.

**Tuition Payments.** Tuition and fees may be paid in OLSIS using a debit or credit card or in person at the Business or JCC Office.

**Residency Policy.** To establish a student's eligibility as residents for "in-state" status for admission and assignment of tuition and fees, WVU at Parkersburg adheres to the WV Community & Technical College system policy Series 25 which may be viewed at [www.wvctcs.org/images/stories/Regs\\_Rules/135-25.pdf](http://www.wvctcs.org/images/stories/Regs_Rules/135-25.pdf). Residency is determined by a student's permanent home ("domicile").

**Process for Classification for Admission and Fee Purposes.** WVU at Parkersburg *Answer Book* policy #VI-8A provides the details for the process. The student is responsible for providing documentation to establish domicile. The institution may require written documents including affidavits, verifications, or other evidence needed to determine residency.

A request to prove domicile must be made to the Dean for Enrollment Management in the Admissions Office located in the Student Welcome Center and must be received at least two weeks prior to the deadline for payment of tuition and fees for any semester or term. Any student found to have made a false or misleading statement concerning domicile is subject to institutional disciplinary action and will be charged the nonresident fees for each academic term.

Having been awarded in-state status at another college or university in West Virginia does not automatically transfer to or from WVU at Parkersburg, but consideration will be given if no substantive changes have been made. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer that reciprocity status to another public institution in West Virginia.

**Residence Determined by Domicile.** The primary issue that determines domicile is the student's (or parents' or guardians' if a dependent student) *intentions* for establishing residency. The primary reason for moving to the state of WV should not be for the purpose of attending college. Individuals who have lived continuously in the state of WV for at least 12 months prior to the date of registration will typically be considered for in-state residence.

To establish domicile with fewer than 12 months' presence prior to registration, a prospective student must provide evidence including but not limited to the following written evidence of:

- Ownership or lease of a permanently occupied home in West Virginia.
- Full-time employment within the State including paying property tax.
- Filing WV income tax returns.
- Registration of motor vehicles in WV.
- Possession of a WV driver's license.
- Marriage to a person already living in WV.

Proof of a number of these will be considered only as evidence that may be used in determining whether or not a domicile has been established.

Factors that may deter 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. In addition, receiving financial assistance from state student aid programs in other states and leaving the state when school is not in session do not support WV residency requirements.

**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 WV for admission or fee payment purposes.

**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.

**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. The spouse and dependent children of such individuals shall also be classified as in state students for tuition and fee purposes.

**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 above. Any person holding a student or other temporary Visa cannot be classified as an in-state student.

**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 listed above regarding proof of domicile and intent to remain permanently in West Virginia.

**Appeal Process.** 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 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 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.

The Residency Appeals Committee will be selected from a Residency Appeals Panel of five faculty (designated by the Faculty Senate) and three students (appointed by the president of Student Government).

The student contesting a residency decision will be given the opportunity to appear before the Residency Appeals Committee. 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.

Due to the open door admission policy and continuous registration procedures, appeals are handled when requested. A final institutional determination will be made within 15 working days from the initial meeting of the student with the Assistant Dean of Enrollment Management.

Further appeal may be made by the student to the President of the institution who will review the case and make a final determination. Residency appeals will end at the institutional level.

## **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, including soccer, basketball, golf, 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 SUCCESS CENTER**

The Student Success Center provides free tutorial assistance for support courses and college-level courses. Brainfuse (online tutoring), study skills videos, Kurzweil Readers, and many other resources are available in the Learning Center and at the Jackson County Center.

### **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.

**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 Higher Learning Commission, a commission of the North Central Association of Colleges and Schools. Additional information is available at [www.hlcommisison.org](http://www.hlcommisison.org).

**Core Coursework Transfer Agreement.** The West Virginia Community & Technical College System and WV Higher Education Policy Commission annually publish a "Core Coursework Transfer Agreement" that is designed to assure that students who transfer from one West Virginia college or university to another will receive credit for specified general studies courses at the receiving institutions.

Under that agreement, a student may transfer up to 32 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 state institutions in WV, a student could conceivably

transfer *more* than 32 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:

<b>General Studies Requirement:</b>	<b># Credit Hours:</b>
<b>English Composition</b>	6
<b>Communication and Literature</b>	6
<b>Literature</b>	3
<b>Mathematics.</b> <i>College math including general math, algebra, trigonometry or calculus</i>	3-5
<b>Natural Science.</b> <i>Lab science including biology, chemistry, geology, physics or physical science</i>	8-10
<b>Social Science.</b> <i>History, political science, psychology, sociology or economics with no more than 3 hours from any area.</i>	9

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 32 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:

<b>WVUP Course and Title:</b>	<b>Credit Hours:</b>
<b>English Composition</b>	<b>6 hours required:</b>
ENGL 101 Composition 1	3
ENGL 102 Composition 2	3
<b>Communication and Literature</b>	<b>6 hours required</b>
COMM 111 Fundamentals of Speech	3
ENGL 131 Types of Literature	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
<b>Fine Arts Appreciation – 3 hours</b>	<b>3 hours required</b>
ART 101 Art Appreciation	3
MUSI 170 Music Appreciation	3
THEA 101 Theatre Appreciation	3
<b>Mathematics</b>	<b>3-4 hours required</b>
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
<b>Natural Science</b>	<b>8 hours required</b>
BIOL 107 Anatomy and Physiology 1	4
BIOL 108 Anatomy and Physiology 2	4



<b>WVUP Course and Title:</b>	<b>Credit Hours:</b>
BIOL 101/103 General Biology 1	4
BIOL 102/104 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
GEOL 101 Physical Geology	4
GEOL 103 Historical Geology	4
<b>Social Science</b>	<b>9 hours required</b>
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	3
POLS 102 American Federal Government	3
SOC 101 Intro. to Sociology	3
PSYC 101 Intro. to Psychology	3

**Veterans Resource Center.** The Veterans Resource Center, located near the College Activities Center, 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](http://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.

The **Emergency Alert System** provided to WVU Parkersburg current faculty, staff and students is designed to play a critical role in keeping people safe before, during and after a campus emergency. The communication system is only used to inform the campus community of an emergency, the impact the emergency has on class schedules and other key information in terms of recommendations to the message recipients. Messages are delivered through a variety of methods including text messages with a message lead of: ALERT! Types of emergency may include weather alerts or loss of utilities (e.g. power, water, heat). Campus community members are automatically enrolled in the program although an opt-out procedure is available. There is no charge to the WVU Parkersburg community for this service.

Additional information is available at [www.wvup.edu/alert](http://www.wvup.edu/alert).

### **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 and 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.