

SECTION 3

STUDENT INFORMATION

GENERAL INFORMATION

Admissions. The Office of Admissions, located in the Center for Student Services, coordinates the admissions process and oversees the recruitment and outreach strategies of the college.

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 relates 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 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 periodically require student input about their functions.

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.

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 and is open most hours while classes are in session. Vending machines are also available at hours when the cafeteria is closed.

Career Services. Career Services can help undecided students identify their interests and explore careers while providing important occupational information. This can help students define and achieve career goals. This research will help students pick a major.

Explore

- Career Coach – Discover majors, in-demand careers and education based on your interests!
- College Foundation of WV – Help with career and college planning. www.cfww.com.
- US DOL One Stop – Browse career exploration videos. www.careeronestop.org/Videos.

Prepare

Career Services can help students and alumni develop the skills necessary to conduct a successful job search. Students may receive help in creating or updating a resume, references, cover letter and other correspondence. Students may obtain assistance in interviewing, networking and other job-seeking skills. Eligible students may participate in cooperative education, an internship or other related work experience.

- Career Coach – Get started with an easy-to-use resume builder. <https://wvup.emsicc.com>.
- College Central Network – Access career advice podcasts, articles, and videos. www.collegecentral.com/wvup.

Earn

Career Services helps students and alumni navigate the early years of their career by providing the tools to find opportunities and employment.

- College Central Network – Job opportunities posted exclusively to WVUP. www.collegecentral.com/wvup.
- LinkedIn - The largest professional networking site available. www.linkedin.com.

students and alumni can take advantage of career development counseling and job services to enhance their employment opportunities. The Career Services Center provides

- assistance with interview skills
- assessments
- career exploration
- cooperative education
- help in developing or updating your resume, references, and cover letter
- job postings
- job skills building

Career Services offers a jobs posting and resume database system service to all students and alumni at www.collegecentral.com/wvup.

Career Services also offers a self-paced, online career guidance tool called Career Coach. The free program at <https://wvup.emsicareercoach.com/> allows students and community members to explore interests and personality and their relation to potential careers. Through a simple keyword search, you can learn about the employment prospects of hundreds of careers. The real-time information is customized for our region and includes detailed wage estimates, employment statistics and up-to-date job postings associated with any career. You'll discover what WVU Parkersburg degree programs are right for you depending on your career goals.

Additions to Schedule.

Students may change their class schedules by accessing their OLSIS account.

Regular Registration typically closes 10 days before classes begin. Late registration begins the week prior to the first day of the semester or part of term and continues until the start time of the first class meeting. Once a class has begun, students may not register into it. Late fees apply during late registration.

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 Vice President for Academic Affairs, the Vice President for Student Services, or a the Jackson County Center, the Assistant Dean of the Center.

Counseling Services.

The Center for Student Support Services 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 Center for Student Support Services are as follows:

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 Center for Student Support Services 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 Center for Student Support 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 Center for Student Support Services 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. Visit www.wvup.edu/disability services for information regarding accommodations for online, hybrid, or face-to-face classes.

Center for Early Learning. The Center for Early Learning (CEL) is a nonprofit childcare center, providing assistance for students with young children as well as for college employees on the main campus. Occasionally, drop-in services may be provided as space is available. Check with the CEL for more details.

Clothes for Interviews. Students in need of appropriate career apparel for interviews can contact the Wellness Coordinator at 304-424-8205 or the Center for Student Support Services at 304-424-8387 to determine the availability of clothing and related options.

Food Pantry. The Riverhawk Food Pantry, located in room 0124 on the Parkersburg Campus, is open to the campus community and has non-perishable food items, along with basic hygiene items. Financial information is not required. Please contact the Wellness Coordinator at 304-424-8205 or the Center for Student Support Services at 304-424-8378 for hours of operation and more information.

Frozen Records. Individual records will be frozen if a student is under a financial obligation to the college or if the student owes money. Until obligations are met, students may not register for classes, receive financial aid, graduate, or receive a copy of their college transcript. Records may also be frozen for additional reasons for such as disciplinary, overdue library materials, and other non-financial reasons.

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 are 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 students, faculty, and staff personnel. Found articles may be left at the Campus Security Office, or the JCC administrative 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 of 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, classification of student level (freshman, sophomore, etc.), 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 can 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, located in the Center for Student Services, by the last day of finals for the semester.

- **DegreeWorks (MyDegree).** Track your courses and your path to graduation. With **MyDegree** you can see exactly where you stand toward completion of your degree or certificate. **MyDegree** provides you with what you have completed and what you have yet to complete to meet your goals of graduation. **MyDegree** is your tool to ensure you complete the right classes for your degree at WVU Parkersburg. **MyDegree** can be accessed through a link from OLSIS.

- **Registration.** - Registration permits students to schedule classes well in advance of an upcoming term. Advisors 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. Official transcripts for yourself, an employer, or another school may be submitted via a student's OLSIS account.

Office of Student Financial Assistance. Located in the Center for Student Services. This office handles all questions related to student financial aid.

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

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

Payment Due Dates: Tuition and fees for each term are published by the Business Office in advance of the billing period. All tuition and fees must be paid by the deadline or students will be de-registered from all classes.

Tuition and fees may be paid by:

- Cash or check
- Financial Aid or Veteran's actual awards
- Third party providers (sponsors of a student)
- College payment plans (established by payment deadline)

During late registration, payment of all or added classes must be paid by the end of the day in which the classes were added.

Records Office. The Records Office, located in the Center for Student Services, maintains the records of the student grades and enrollment.

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

Process for Classification for Admission and Fee Purposes. WVU 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 Executive Director for Enrollment Management in the Admissions Office located in the Center for Student Success 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 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.

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.

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

Student Publications. The Chronicle newspaper is an on-line publication by journalism students. Students earn academic credit for participation.

STUDENT ORGANIZATIONS

WVU Parkersburg has a variety of student organizations on campus. These range from academic honor groups to personal interest and program-specific clubs and organizations. National academic honor groups include Alpha Epsilon Delta, Phi Theta Kappa, Psi Beta, and Sigma Beta Delta. Additional information is available by contacting the Office of Student Support and Engagement for details about the organizations and how to contact a group's faculty advisor.

TESTING

The Testing Center in the Riverhawk Resource and Tutoring Center provides a wide variety of testing, including the following requirements to admission into some programs.

Placement tests are available for students who request them for course placement purposes. Some programs may require specific tests for program admission.

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Transfer of credits among public institutions of higher education and with West Virginia private institutions will be completed consistent with appropriate and legitimate academic integrity. WVU Parkersburg follows Series 17, a rule established by the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission. Details can be found at either www.wvhepc.edu/wp-content/uploads/2015/11/HEPC-Series17-FinalFileSOS-2015-11-24.pdf or http://webhost-wp.wvnet.edu/wvctcs/wp-content/uploads/sites/15/2016/05/Series17-Transfer_Rule-Final_File.pdf.

Veterans Resource Center. The Veterans Resource Center, located in Room 1532 near the College Activities Center, provides special assistance for veterans, and qualified dependents of veterans, applying for veterans' educational benefits.

Weather Cancellations. Students may check on the status of classes by visiting the college website.

The Emergency Alert System The communication system is used only 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! Campus community members are automatically enrolled in the program although an opt-out procedure is available.

WITHDRAWAL PROCEDURES

Withdrawal From the College or Individual Classes. Before the semester begins, students withdrawing from an individual course or the College must access their OLSIS account. For each semester, **once classes begin**, students must contact and complete a withdrawal form with their academic advisor, their financial aid counselor and if necessary the business office before they may withdraw from any class. The forms for this new withdraw process will be available in the Center for Student Services, the Professional Advising Center, the Jackson County Center administrative office, and online.

Failure To Withdraw. Failure to process withdrawal forms at the Records Office, in the Center for Student Services, at the Jackson County Center, 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.

CODE OF STUDENT CONDUCT SUMMARY

(Board of Governors Policy D-46)

West Virginia University Parkersburg expects that every member of its academic community share its historic and traditional commitment to honesty, integrity, and the search for truth. In addition, West Virginia University Parkersburg is concerned with the living and learning environment of all its students. It is expected that each person will grow to have greater respect for self, others, and property. Students and student organizations are required to engage in responsible social conduct that reflects credit upon the college community and to model good citizenship.

It is further expected that every member of the academic community will respect the democratic process, a society based on law, and the basic tenets on which our country was founded. All students at WVU Parkersburg are citizens of the larger community, and as such are free to exercise their fundamental and constitutional rights. Rights and responsibilities under local, state, and national law are neither abridged nor extended because of student status and each student must be mindful of his/her responsibility in this regard.

The college will not request special consideration for students charged with violations of a city, county, or state law on the basis of their status as students, nor will prosecution by federal, state, or local authorities necessarily preclude disciplinary action by the college.

Students charged with violations of the conduct code will be provided substantive and procedural due process and the right of appeal. Their right to be treated with respect and dignity will be protected.

When a student is charged with a specific violation, the college will employ procedures for determining if the charge is fair and accurate. This document enumerates and explains specific procedures used in determining the fairness and accuracy of such charges and the sanctions which might be imposed if the charges are found to be true.

Opportunities for participation in the process and equality of treatment are afforded all students, irrespective of race, religion, age, sex, handicap, or national origin. To ensure this, state and federal regulations and the guide lines and requirements of Title VI of the Civil Rights Act and Title IX of the Higher Education Act of 1972 are followed.

The mission of WVU Parkersburg, as further elaborated in its mission statement, is to, among other things, educate its members and prepare them for responsible and full participation in society. In implementing this Code, the college is not seeking to be punitive or adversarial. The collegiate nature of the educational mission requires that all members of the college community unite to administer and support this Code and to suggest change and improvement as necessary.

Jurisdiction of the Code of Student Conduct

The Code of Student Conduct shall apply to conduct that occurs on WVU Parkersburg premises, at WVU Parkersburg sponsored activities, and to off-campus conduct that adversely affects the WVU Parkersburg community and/or the pursuit of its objectives.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Code of Student Conduct shall apply to a student's conduct, while a student, as defined in this Code, even if the student withdraws from school while a disciplinary matter is pending. The Vice President of Student Services or his/her designee shall decide whether the Code of Student Conduct shall be applied to conduct occurring off campus, on a case by case basis.

Standards of Conduct

The Institution considers the following to be categories of misconduct:

- Unauthorized possession or duplication of keys to college-owned or controlled property
- Use of any tobacco product, as defined by the college, on campus property
- Disruption of, or inciting others to disrupt or obstruct teaching, research, administration, disciplinary proceedings, college activities – on or off campus
- Unauthorized occupancy of college buildings
- Theft, attempted theft, alteration, or malicious destruction of college, faculty, staff or student property or equipment
- Possession, use or distribution of alcohol, illicit drug, or controlled substances, except as permitted by law; or public intoxication
- Intentional false reporting of a fire or bomb or other explosive device that allegedly has been placed on school property. Tampering with or falsely activating any safety equipment
- Dishonesty including fraud, forgery, or knowingly furnishing false
- Lewd, indecent or obscene conduct on college-owned, sponsored or supervised function
- Illegal or unauthorized possession or use of firearms, guns, knives, other weapons, explosives, dangerous chemicals, fireworks or other items with potential to cause harm, or use of any item, even if legally possessed, in a manner that harms, threatens, or causes fear to others
- Physical or verbal abuse, intimidation, threats, or harassment of any kind which threatens or endangers the health, well being or safety of any person
- Abuse of the Code of Student Conduct and hearing procedures; violation of prior disciplinary rulings or sanctions
- Hazing of any kind as defined by college hazing policy (See Answer Book #VI-3C)
- Sexual harassment as defined by college policy (See BOG Policy A-44)
- Misuse of the college computer system as defined in BOG Policy E-57 and explained in Answer Book #VII-1 including:
 - Interference or impairment to the activities of others
 - Unauthorized access and use of the resources of others
 - Damage or impairment of college resources
 - Unauthorized commercial activities
 - Violation of city, state or federal laws
 - Failure to comply with the lawful directions of any college official or employee who is acting in the performance of their duties
 - Violation of federal, state, or local law
 - Violation of any published college policies, rules or regulations published in hard copy or available electronically on the college website
- Inciting others to commit any of the acts listed above; involvement as an accessory to any of these acts; assisting or encouraging others to engage in violation

Disciplinary Action

Violation of these standards may result in the initiation of a disciplinary complaint against the student by another student, by a faculty or staff member, or by any academic or administrative officer of the college and subsequent disciplinary action by the college.

Complaints need to be submitted to the Vice President for Student Services as soon as possible after the event or discovery takes place, but no later than ninety days.

The Vice President for Student Services shall conduct a preliminary investigation to ascertain the appropriate disciplinary action.

Disciplinary actions of the college include, but are not limited to:

- An official warning
- Activity Restriction
- Probation
- Fines
- Restitution
- Discretionary Sanctions
- Interim Suspension
- Suspension
- Expulsion

Any student involved in a disciplinary hearing or the appeal process will be afforded proper due process. This includes, but may not be limited to, a written statement of the charges, a fair hearing, and the opportunity to present relevant evidence.

The Complete Code of Student Conduct, including Disciplinary Hearings and Appeal Procedure and Confidentiality can be obtained online at www.wvup.edu/about/board-of-governors/policy/d-students.