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2009 - 2010 Academic Calendar

Approved 3/2/2009

Fall Semester 2009

(MWF Classes = 42 / TR Classes = 28 / M-T-W Evenings = 14)

	<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>R</u>	<u>F</u>	<u>S</u>			
June	14	15	16	17	18	19	20	Mon/Fri/Mon	June 15/19/22	Freshman Orientation
	21	22	23	24	25	26	27			
Aug.	23	24	25	26	27	28	29	Thur.-Sun.	Aug. 27 - 30	New student welcome and orientation
	30	31						Thursday	Aug. 27	Freshman residence halls open – 8:30 am
								Saturday	Aug. 29	Upper-class residence halls open – 9:00 am
								Monday	Aug. 31	Classes begin - 8:00 am
Sept.			1	2	3	4	5	Tuesday	Sept. 1	Opening convocation - 9:00 am
	6	7	8	9	10	11	12	Wednesday	Sept. 2	Freshman testing - 7:00 pm
	13	14	15	16	17	18	19	Friday	Sept. 4	Last day to Drop/Add a class by 5:00 pm
	20	21	22	23	24	25	26	Monday	Sept. 7	Labor Day - No classes
	27	28	29	30				Thursday	Sept. 10	Monday evening classes meet (Makeup for Labor Day)
Oct.				1	2	3		Saturday	Oct. 3	Homecoming vs. St. Vincent
	4	5	6	7	8	9	10	Monday	Oct. 19	Mid-term grades due by noon
	11	12	13	14	15	16	17	Thur.-Sun.	Oct. 22 - 25	Fall break - No classes – Residence halls remain open
	18	19	20	21	22	23	24	Monday	Oct. 26	Classes resume - 8:00 am
	25	26	27	28	29	30	31	Wednesday	Oct. 28	Last day to withdraw from a class by 5:00 pm
								Thursday	Oct. 29	January/Spring registration - Seniors
Nov.	1	2	3	4	5	6	7			
	8	9	10	11	12	13	14	Thursday	Nov. 5/12/19	Jan/Spring registration - Juniors/Sophomores/Freshmen
	15	16	17	18	19	20	21	Saturday	Nov. 21	Thanksgiving recess begins, residence halls close - 10 am
	22	23	24	25	26	27	28	Sunday	Nov. 29	Residence halls open – 1:00 pm
	29	30						Monday	Nov. 30	Classes resume - 8:00 am
Dec.			1	2	3	4	5			
	6	7	8	9	10	11	12	Mon.-Wed.	Dec. 14 - 16	Evening class finals
	13	14	15	16	17	18	19	Thursday	Dec. 17	Study Day
	20	21	22	23	24	25	26	Fri.-Wed.	Dec. 17 - 22	Final examinations (See schedule below)
	27	28	29	30	31			Wednesday	Dec. 23	Residence halls close – 10:00 am

Fall 2009 Final Exam Schedule

Day/Time of final	Time/Day of class during semester	Day/Time of Final	Time/Day of class during semester
Dec. 14/15/16 at 6:30 pm	6:30 pm M/T/W evening classes	Saturday, Dec. 19	9:00 am MWF 2:00 pm MWF 7:00 pm TR
Thursday, Dec. 17	Study Day	Monday, Dec. 21	9:00 am MWF 2:00 pm MWF 7:00 pm MWF
Friday, Dec. 18	9:00 am MWF 2:00 pm TR 7:00 pm TR	Tuesday, Dec. 22	9:00 am MWF 2:00 pm TR 7:00 pm TR

NOTE: The College requires each faculty member to give a rigorous, comprehensive, faculty-proctored final exam in each of his or her courses. It is the responsibility of the students to review the final exam schedule at the beginning of the semester and adjust their travel and work plans accordingly.

2009 - 2010 Academic Calendar

Approved 3/2/2009

Spring Semester 2010

(MWF Classes = 42 / TR Classes = 28 / M-T-W Evenings = 14)

	<u>S</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>R</u>	<u>F</u>	<u>S</u>			
Jan.						1	2	Sunday	Jan. 3	Residence halls open for January Intersession – 1:00 pm
	3	4	5	6	7	8	9	Mon.-Sat.	Jan. 4 - 16	January Intersession - Jan. 4 Classes begin - 9:00 am
	10	11	12	13	14	15	16	Sunday	Jan. 17	Residence halls open – 9:00 am
	17	18	19	20	21	22	23	Monday	Jan. 18	Classes begin - 8:00 am
	24	25	26	27	28	29	30	Thursday	Jan. 21	Senior testing
	31							Friday	Jan. 22	Last day to Drop/Add a class by 5:00 pm
Feb.		1	2	3	4	5	6			
	7	8	9	10	11	12	13			
	14	15	16	17	18	19	20			
	21	22	23	24	25	26	27	Thur.-Sun.	Feb. 25 - 28	Spring break - No classes – Residence halls remain open
	28									
								Monday	Mar. 1	Classes resume - 8:00 am
March		1	2	3	4	5	6	Monday	Mar. 8	Mid-term grades due by noon
	7	8	9	10	11	12	13	Wednesday	Mar. 17	Last day to withdraw from a class by 5:00 pm
	14	15	16	17	18	19	20	Thursday	Mar. 18	Course registration - Seniors
	21	22	23	24	25	26	27	Thursday	Mar. 25	Course registration - Juniors
	28	29	30	31				Saturday	Mar. 27	Easter recess begins, residence halls close – 10:00 am
April					1	2	3	Monday	Apr. 5	Residence halls open – 1:00 pm
	4	5	6	7	8	9	10	Tuesday	Apr. 6	Classes resume - 8:00 am
	11	12	13	14	15	16	17	Thursday	Apr. 8	Monday evening classes meet (Makeup for Easter)
	18	19	20	21	22	23	24	Thursday	Apr. 15	Course registration - Sophomores
	25	26	27	28	29	30		Thursday	Apr. 22	Course registration - Freshmen
May							1	Saturday	May 1	Parents' Day
	2	3	4	5	6	7	8	Mon.-Wed.	May 3 - 5	Evening class finals
	9	10	11	12	13	14	15	Thursday	May 6	Study Day
	16	17	18	19	20	21	22	Fri.-Wed.	May 6 - 11	Final examinations (See schedule below)
	23	24	25	26	27	28	29	Wednesday	May 12	Residence halls close for underclassmen – 10:00 am
	30	31						Fri.-Sat.	May 14 - 15	Baccalaureate 7:00 pm/Commencement 10:00 am
								Saturday	May 15	Residence halls close for seniors – 6:00 pm
								Sunday	May 16	Residence halls open for May Intersession – 1:00 pm
								Mon.-Sat.	May 17 - 29	May Intersession - May 17 Classes begin - 9:00 am

Spring 2010 Final Exam Schedule

Day/Time of final	Time/Day of class during semester	Day/Time of Final	Time/Day of class during semester
May 3/4/5 at 6:30 pm	6:30 pm M/T/W evening classes	Saturday, May 8 9:00 am	10:00 am MWF
Thursday, May 6 7:00 pm	Study Day 3:00 pm MWF	2:00 pm	8:00 am MWF
Friday, May 7 9:00 am	9:00 am MWF	7:00 pm	1:00 pm TR
2:00 pm	12:00 pm MWF	Monday, May 10 9:00 am	11:00 am MWF
7:00 pm	2:30 pm TR	2:00 pm	1:00 pm MWF
		7:00 pm	8:00 am TR
		Tuesday, May 11 9:00 am	2:00 pm MWF
		2:00 pm	10:05 am TR
		7:00 pm	11:30 am TR

NOTE: The College requires each faculty member to give a rigorous, comprehensive, faculty-proctored final exam in each of his or her courses. It is the responsibility of the students to review the final exam schedule at the beginning of the semester and adjust their travel and work plans accordingly.

Majors, Certifications, and Concentrations at Grove City College

Calderwood School of Arts and Letters Dean John Sparks (HAL 313B)

Department	Majors	Chairman	Ext.	Box	Office
Accounting – B.S.	Accounting (ACCS)*	Dr. David Baglia - dsbaglia@gcc.edu	3361	3002	HAL 318D
Business –B.S.	Business Management (BMGT)* Finance (FNCE)* Industrial Management (INDM) International Business (INBS)* Marketing Management (MMGT)*	Dr. Andrew Markley – awmarkley@gcc.edu	3353	3009	HAL 318A
Communication – B.A.	Communication (COMA)*	Dr. Dann Brown - dsbrown@gcc.edu	3793	3014	HAL 200J
Economics – B.A.	Business Economics (BECO)* Economics (ECON)*	Dr. Jeffrey Herbener - jmherbener@gcc.edu	2204	3017	HAL 303C
Education – B.S.	Early Childhood Education (EACH)* Elementary Education (ELES)*	Mrs. Constance Nichols – cnnichols@gcc.edu	3892	3027	HAL 100C
English – B.A.	English (ENGL) (1)*	Dr. James G. Dixon - jgdixon@gcc.edu	3301	3033	HAL 200H
Entrepreneurship— B.S.	Entrepreneurship (ENTR)*	Dr. James V. Dupree – jvdupree@gcc.edu	3354	3004	HAL 303E
History & Humanities Coord.-B.A.	History (HIST) (1)*	Dr. Gary Smith - gssmith@gcc.edu	2016	3039	HAL 300J
Modern Languages – B.A.	French (FREN) (2)* Spanish (SPAN) (2)*	Dr. John Sparks – jaspars@gcc.edu	2056	3001	HAL 313B
Music and Fine Arts - BMU	Music (MUSI) Music/Business (MUSB) Music/Performing Arts (MUSP) Music/Religion (MUSR) Music Education (MUSE) (2)	Dr. Edwin Arnold - eparold@gcc.edu	2084	3050	PFAC 109
Philosophy	Philosophy (PHIL)*	Dr. Garey Spradley – gbspradley@gcc.edu	2196	3084	HAL 321B
Physical Education / Athletics	No majors are offered.	Dr. Donald Lyle - dllyle@gcc.edu	2122	3057	PLC 118
Political Science – B.A.	Political Science (POLS)*	Dr. Marvin Folkertsma - mjfolkertsma@gcc.edu	2198	3072	HAL 300D
Pre-Law Concentration	Advising Services—not a major	Dr. Andrew Markley - awmarkley@gcc.edu	3353	3009	HAL 318A
Pre-Theological Concentration	Advising Services—not a major	Dr. Paul Schaefer - prschaef@gcc.edu	2202	3080	HAL 321E
Psychology – B.A or B.S.	Psychology (PSYC-BA)* (PSYS-BS)*	Dr. Kevin S. Seybold - ksseybold@gcc.edu	2002	3076	HAL 217H
Religion – B.A.	Christian Thought (CHRT)*	Dr. Paul Schaefer - prschaef@gcc.edu	2202	3080	HAL 321E
Sociology – B.A.	Sociology (SOCI)*	Dr. David Ayers - djayers@gcc.edu	2010	3088	HAL 300H
Undecided – All students	Undecided Liberal Arts (UNLA)*	Mrs. Kathy Leonard - MKLeonard@gcc.edu	3306	2864	PLC A114

Majors, Certifications, and Concentrations at Grove City College

Albert A. Hopeman, Jr. School of Science, Engineering & Mathematics
Dean Dr. Stacy G. Birmingham (RO 202)

Department	Majors	Chairman	Ext.	Box	Office
Biology – B.S.	Biology (BIOL) ⁽¹⁾ ⁽²⁾ Molecular Biology (MBIO)	Dr. Arnold Sodergren - awsodergren@gcc.edu	2098	3092	RO 61
Chemistry – B.S.	Biochemistry (BIOC) Chemistry (CHEM) Chemistry Sec Educ (CSED) ⁽¹⁾ Chem/Gen Sci Sec Educ (CGSE) ⁽¹⁾	Dr. Timothy Homan – tchoman@gcc.edu	2112	3099	RO 213
Computer Science – B.S.	Computer Information Syst (CIS)* Computer Science (CSCI)	Dr. Wm. Birmingham - wpbirmingham@gcc.edu	3794	3123	HAL 217C
Electrical/Comp Eng – B.S.E.E.	Electrical Engineering (ELEE)	Dr. Mike Bright – mwbright@gcc.edu	4095	3109	HH 110
Mathematics – B.S.	Mathematics (MATS) ^{(2)*}	Dr. Gary Thompson – glthompson@gcc.edu	2039	3129	HAL 213E
Mechanical Engineering – B.S.M.E.	Mechanical Engineering (MECE)	Dr. Blair Allison – btallison@gcc.edu	2042	3113	HH 205A
Physics – B.S.	Applied Physics (PHYA) ⁽¹⁾ Applied Physics/Computer (PCMP) Phys/Gen Sci Sec Educ (PGSE) ⁽¹⁾	Dr. Mark Fair – mcfair@gcc.edu Acting Chair Spring 2009	2119	3133	RO 217
Pre-Dental Concentration Pre- Medicine Concentration Pre- Veterinary Concentration	Advising Services—not a major	Dr. Arnold Sodergren - awsodergren@gcc.edu (Biology Department)	2098	3092	RO 61
Undecided – All students	Undecided Sci, Engr & Math (UNSE)	Mrs. Kathy Leonard - MKLeonard@gcc.edu	3306	2864	PLC A114

* Second year college-level foreign language proficiency is required for this major. (1) 7-12 teacher certification available in Biology/General Science (BGSE), Chemistry (CSED), Chemistry/General Science (CGSE), English (ESED), English/Communication (ECED), Math (MSED), Physics (PSED), Physics/General Science (PGSE), and Social Science (SESS). (2) K-12 teacher certification available in Biology/General Science Environmental Education (BGSV), French (FSED), Music (MUSE), and Spanish (SPED).

CAMPUS RESOURCES:

ACADEMIC ADVISING

Office of Academic Advising: Room A114 in the Physical Learning Center (PLC)

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Hours: Monday – Friday, 8:00 a.m. – 5 p.m. (Closed from Noon-1pm)

Web site: <http://www2.gcc.edu/advising/>

Phone: 724-458-3306

The academic advising program at Grove City College assists students in making important decisions regarding their academic program and long-range vocational and life goals. Each new student is assigned to a faculty advisor from the department of his/her major course of study. Students who have entered the College as “undecided” will be advised by the Director of Academic Advising until they have selected a program.

At a minimum, students are required to meet with their advisor twice a year. However, students are encouraged to meet with their advisor more frequently and build a relationship which will help them achieve their academic, personal, and career goals.

The Office of Academic Advising also assists students who have been experiencing academic difficulties, placed on academic probation, or need to find a tutor.

Please visit the website for tips for academic success and other important information.

CAMPUS SAFETY

Campus Safety Office: Basement Crawford Hall

Hours: Open 24/7

Phone: (724) 458-2111 **Fax:** (724) 458-2979 **Emergency:** (724) 458-3000

Email: campussafety@gcc.edu (Not for emergency reporting)

The Campus Safety Department is primarily responsible for ensuring a safe and secure campus community. However, maintaining a safe community requires a cooperative effort between Safety personnel and every member of the student body, faculty, staff and administration. Every individual should take responsibility for his or her own safety and should immediately report any suspicious person or activity to the Campus Safety Department. In any community, involved and concerned citizens are the most effective means of preventing crimes from occurring.

The campus is monitored and evaluated 24 hours a day by safety personnel on foot, in vehicles and on bicycles. Officers actively monitor fire alarm, sprinkler and card access systems in all buildings, and closed circuit television cameras record activity in many parking lots or other public locations.

The Safety Department provides a number of services to the community. They respond to health emergencies or injuries of students or employees, and when appropriate, will assist in arranging

for medical care either at Zerbe Health and Wellness Center or Grove City Medical Center. Officers can perform vehicle jumpstarts and lockouts on most vehicles. They also provide a walking escort service every night from dusk until dawn.

In addition to many services, Campus Safety offers a variety of training classes or talks, which are open to individual students and groups. Among the more common presentations are basic first aid, CPR, and AED Certification, vehicle maintenance, personal safety, pepper spray and basic self defense. Contact Campus Safety if you or your group would like to arrange a presentation.

CAREER SERVICES

Career Services Office Location: Physical Learning Center

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Hours: Monday-Friday, 8:00am-5:00pm (Closed from Noon-1pm)

Web site: www.gcc.edu/Career_Services.php

Phone: 724-458-3371

Email: career@gcc.edu

The mission of the Grove City College Career Services Office is to help students realize and pursue God's calling for their lives. The Career Services Office has designed a number of programs and offers many resources to students to help them identify their calling. By helping students understand that biblical calling is multi-faceted and much more than just employment, the Career Services Office guides students to find greater meaning, satisfaction and purpose in their work. Our innovative program helps students to identify their talents and abilities during their freshman year and then build a four-year strategy to pursue a satisfying career. The career management process is taught in the context of life-long development that progresses through multiple life/work roles. Ultimately, students are encouraged to align their vocational pursuits to a Christian world and life perspective, and thus to their calling.

The Career Services Office serves all students within the campus community coming from a wide variety of majors. The centralized office, located in the Physical Learning Center, has a satellite office referred to as Education Career Services (location in the Hall of Arts & Letters-Suite 100) where students in education-related majors can utilize services unique to the field. Students can make counseling appointments with one of four career counselors to discuss any aspect of the career process from self-assessment and career exploration to career decision and the strategic job search. Our office offers resume writing seminars, workshops, career/internship fairs, alumni networking opportunities, walk-in days, an on-campus recruiting program, and much more! Please visit our website for more information about our programs, events and services. We look forward to serving our students throughout their undergraduate years in the area of career development.

COUNSELING SERVICES

Counseling Services Office: Zerbe Health & Wellness Center

Summer Hours: Closed during the summer months

On Campus Web site: <http://info.gcc.edu/Offices/council/index.htm>

Hours: Monday-Friday, 8:00 a.m.-5:00 p.m.

Phone: 724-458-3788

Our Counseling Center provides free counseling and consultation services to assist you, our students, as you navigate through the demands of college life. Stress overload, changes in mood, relationships issues and excessive worry are common reasons students meet with us.

Appointments may be made by contacting Barb Jones at extension 3788 or by emailing her at bmjones@gcc.edu. Appointments are scheduled between 9:00-12:00 and 1:00-5:00 Monday through Friday. In the case of an emergency or crisis, counselors are available after hours by contacting Campus Safety at extension 3000. Helpful information may be found on our website at <http://info.gcc.edu/Offices/council/index.htm>. ULifeline, a mental health resource for college students, may also be accessed through our website.

Counseling Staff:

Barb Jones
Secretary
724-458-3788
Fax 724-450-1500

Suzanne Houk, Ph.D.
Director
724-458-2208
snhouk@gcc.edu

Denise Wilson, M.A.
Counselor
724-450-1540
drwilson@gcc.edu

Kara Weber, M.A.
Counselor
724-450-1513
kjweber@gcc.edu

Ted Meyer, M.S.W., L.S.W.
Counselor
724-458-3391
atmeyer@gcc.edu

FINANCIAL AID

Financial Aid Office: Ground Floor Crawford Hall

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Hours of Operation: 8:00 am - 12:00 pm and 1:00 pm - 5:00 pm

Web site: <http://www.gcc.edu/financialaid>

Phone: (724) 458-3300

Email: financialaid@gcc.edu

Outside scholarships

- All scholarship and loan checks must be processed through the Financial Aid Office to ensure proper credit. You are required to send copies of all award letters or notifications

for all awards received apart from the College (e.g., monetary awards from private groups, churches, etc.) to the College's Financial Aid Office immediately upon receipt.

- The Financial Aid Office must receive written notification each year of all outside scholarships which you are expecting. These Scholarships will not be reflected as a reduction on your Student Account until received by the College. If the Financial Aid Office has received written notification prior to the payment deadline, you will not receive a late payment fee providing that the remainder of your balance is paid and we do receive the scholarship within a reasonable period of time (generally within 3 weeks from the start of classes).
- Because of the implications for other financial aid, all scholarships from outside sources will be divided equally between the fall and spring semesters. In order for a scholarship check to be applied entirely for one semester and not divided equally between semesters, the Financial Aid Office must be notified in writing by the donor prior to or at the time of receipt of the funds by Grove City College. Once a scholarship check is received and applied to your account for the fall and spring semesters, no changes can be made.
- When a scholarship check is **received at home AND made payable to the student only**, you must send a copy of the check and award letter to the Financial Aid Office.
- Outside awards will not reduce awards made by the College unless the total of all awards exceeds the calculated cost of education.
- If you pay your student account by mail and send a scholarship or loan check together with a payment from your personal funds, please clearly mark the checks accordingly. If paying in person, please take all scholarship and loan checks to the Financial Aid Office on the ground floor of Crawford Hall prior to making your payment in the Financial Services Office.

Student loans

GCC Loan applications may be submitted online by students. The application will be available after May 15, 2009 and may be accessed online at <http://www.gcc.pnc.com> or <http://www.gcc.edu/financialaid>. Please allow at least 3 weeks for processing so that the loan can be ready for College approval by the 1st business day in August (August 3, 2009).

- When applying for a GCC Loan, request the loan amount for the entire academic year. The actual amount disbursed for credit towards each semester will be half of the approved loan amount, less a 3% origination fee for loans with a co-signer or a 5% origination fee for loans without a cosigner.
- Missing or incomplete information will cause delays in your loan application and disbursement.
- Please direct all questions regarding student loans to the Grove City College Financial Aid Office (724-458-3300).
- All first time borrowers MUST attend a Debt Seminar after the semester begins. If you do not attend, you may not borrow again under the Grove City College Loan program.
- Attendance at the Credit Basics Seminar is also mandatory during the second year of borrowing in order to continue to be permitted to borrow from the Grove City College Student Loan program.

Institutional aid renewal

- To be considered for Grove City College Need Based Institutional Gift Aid for 2010-11 and beyond, students must reapply each year using the GCC Financial Aid Application.
- Students must maintain a Cumulative Quality Point Average of 2.5 or greater to be considered for GCC Need Based Institutional Gift Aid. Students who are receiving Merit Based Aid must maintain the CQPA requirement provided to them on their award notification.

Information on the myGCC portal

Students may access financial information relating to student accounts and financial aid on the myGCC portal, a site that can be accessed both on and off campus. On the **Financial Info** Tab of the portal you have the opportunity to:

- Make payments on your student account and deposit funds to your Crimson Cash Account.
- View your student account statement or your 1098-T.
- View your financial aid awards and the list of documents that are being tracked in your financial aid application record.
- Apply for Grove City College institutional need-based financial aid or the Grove City College Student Loan.
- View announcements from the Financial Aid and Student Accounts Offices.

For additional information regarding student accounts and financial aid please refer to the “**Bulletin**” (College catalog) and “**The Crimson**” (student handbook) or contact the appropriate office with your questions.

Please use the following as a guide for the academic year. Dates are subject to adjustment.

Early July	Student account statement with Fall semester charges available online – https://my.gcc.edu/ics .
Early July	Complete GCC Student Loan Application online.
1 st Business Day of August	Payment due in full for fall semester charges. All outstanding outside scholarship and loan checks due in Financial Aid Office. \$35 late payment fee assessed on all outstanding balances not paid at the close of business.
1 st Business Day of each Month	\$35 Late payment fee assessed on all outstanding student account balances.
Early December	Student account statement with January Intersession and Spring semester charges available online – https://my.gcc.edu/ics .
December 15	GCC Student Loan Application due for students borrowing ONLY for spring.
January 1	FAFSA and GCC Financial Aid Application available on-line for 2010-2011.
1 st Business Day of January	Payment due in full for January Intersession and spring semester charges. All outstanding outside scholarship and loan checks due in Financial Aid Office. \$35 late payment fee assessed on all outstanding balances not paid at

	the close of business.
January 31	1098-T Tuition statement tax forms are mailed and available online - https://my.gcc.edu/ics .
March	Tuition Payment Plan 2010-2011 enrollment information available.
April 1	5-month and 10-month Tuition Payment Plan payment due; subsequent monthly payments due by the 1 st of each month thereafter.
April 15	GCC Financial Aid Application due for next academic year
Early April	Student account statement with May Intersession charges available online – https://my.gcc.edu/ics .
Friday before May Intersession	Payment due in full for May Intersession charges. \$35 late payment fee assessed on all outstanding balances not paid at the close of business.

HEALTH AND WELLNESS

Health and Wellness Services: Zerbe Health & Wellness Center

Summer Hours: Closed during the summer months

Clinic Hours: Monday - Friday: 8:00 a.m.- 6:00 p.m., Saturday: 8:00 a.m. - 4:00 p.m.

Staffed by registered nurses

College Physician's Hours: Monday - Friday: 3:30 p.m. until all patients are seen.

Appointments preferred, but not necessary

Phone: 724-458-3850

Zerbe Health Center is staffed to treat simple physical disorders and to take care of medical emergencies. Over-the-counter medications such as Tylenol, Ibuprofen, Vitamin C, cough syrup, etc. are dispensed at no charge. Allergy shots are administered at a cost of \$3.00 per injection. Students provide their own serum. Blood work and laboratory tests are done at the local hospital with arrangements made by the Zerbe Health Center.

iLEAD

Office of Student Life and Learning: Second floor, Breen Student Union

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Regular Hours: Monday – Friday, 8 am – 5 pm

Phone: 724-967-1324

Email: impellizzerid@gcc.edu

i.L.e.a.d. = Initiative for Leadership Education and Development

Mission

In effort to foster a culture of leadership at Grove City College, the i.L.e.a.d. Program seeks to provide meaningful opportunities for students to develop in their ability to influence others and effect positive change.

iLead Connect – is a leadership program specifically for freshmen!

This program provides freshmen with the opportunity to develop their leadership abilities in their first semester on campus. It is also designed to help freshmen get “connected” with the GCC community (including other freshmen, upper class mentors, various student organizations and some of the staff who provide support for these student organizations and programs).

Benefits of the iLead Connect Program:

- Develop friendships with other students who want to grow in their leadership abilities.
- Build relationships with upperclassmen mentors who will help you learn what it takes to flourish at GCC.
- Learn more about your calling and unique strengths.
- Learn about student organizations and clubs on campus.
- Begin thinking about how you can make a difference on campus.
- Meet other freshmen.
- Have fun!

Other opportunities in the iLead Program:

- iLead Core (select group of 7 upperclassmen)
- Reading/Discussion Groups based on Academic Major
- RA Workshops
- SGA Reading/Discussion Group
- Film Discussions
- Ground Initiatives, Team Challenges and Ropes Course Initiatives

INFORMATION TECHNOLOGY SERVICES

ITS Office: Technological Learning Center (TLC)

Hours: Monday – Friday 8 a.m. – 5 p.m.

Phone: (724) 458-2299

Repair Shop

Hours: Monday – Friday 8 a.m. – 5 p.m.

Computer Services & Support Desk

Hours: Monday – Thursday 8 a.m. – midnight

Friday 8 a.m. – 9 p.m.

Saturday 8 a.m. – 5 p.m.

Sunday 2 p.m. – 12 a.m.

Phone: (724) 458-2255 (on campus dial x2255)

Email: helpdesk@gcc.edu

On-Campus web site: <http://info.gcc.edu/offices/its>

My.GCC.edu – campus portal

MyGCC (<https://my.gcc.edu>) is your “Campus Connection.” Log in with your ID number and password. A vast array of on-campus resources can be found on myGCC. The portal contains announcements, your financial and academic information (course schedules, grades, unofficial

transcripts, course offerings), electronic communities, forms, policies, software updates, calendars and other information.

You should receive an invitation with instructions to join and be a part of the **New Students – Fall 2009** group. Once a member you can check group announcements and download important forms / documents. You can post your thoughts/questions on the forums or check out other members through the group directory (found under the Group Collaboration option in the left column). When you get your computer in the fall make myGCC your home page! Please check myGCC every day!

Student computing

All full-time students entering Grove City College in the fall of 2009 will be issued an HP Tablet PC running Microsoft® Windows® Vista and Microsoft® Office Enterprise. Bundled with each computer will be an HP Photosmart All-in-One Series Color Printer/Scanner/Copier. Students are expected to utilize the computers throughout their college careers, gaining skills which not only will enhance their educational experience but also lay the foundation for success in their chosen professions. More details on the computer system can be found at www.gcc.edu/freshman_computers.php.

Located on the ground floor of the Technological Learning Center (TLC), trained student associates at **Computer Services & Support (CSS)** are ready to respond to computer software questions and hardware repair needs. This is the first place for service on Microsoft products, class-specific applications, printing, hardware problems and repairs. CSS serves as the front-end to all computer system services, networking and communication needs.

Grove City College is proud to be certified by Hewlett-Packard Corporation to repair all College-provided equipment. Repairs to portable computers and printers are performed by factory trained staff at no additional cost.

The **Repair Shop** (manned by full-time technical staff) is responsible for hardware problems relating to all GCC computer and printer systems, coordinating the software configuration for all GCC computers, and other various troubleshooting activities. If you are having trouble with your computer or printer, first contact the Computer Services & Support Desk for an evaluation. The desk workers will determine if your computer needs to be referred to the Repair Shop.

The **Technological Learning Center Computer Lab** is open to all students. Microsoft Windows based systems are available with the same software as provided on each portable computer. Students may use these computers if their portable equipment is in for repair.

Students are STRONGLY ENCOURAGED to purchase insurance coverage for their computer system. Students, not the College, will be held responsible in the event of loss, theft, or damage to the computer system. Students assume full responsibility for the security and protection of the computer system and for keeping the equipment in good working order. If the computer system is lost, stolen, or damaged beyond what is typically covered under the manufacturer's warranty, the student will be required to pay to the College the replacement value

of the computer system or repair costs. Please contact your homeowner's insurance agent in regard to this matter.

Upon completion of a bachelor degree as a full-time student, Grove City College will assign/transfer **ownership of the computer system** to the student. The Notebook Computer Receipt and Agreement signed upon distribution of the notebook will then be terminated.

There are certain circumstances when a student must return the computer system to the College. If a student no longer maintains full-time, matriculated status, the computer system must be returned, so please keep the computer, printer, accessories and manuals in good condition.

Remember, as a student, you will not assume ownership of the computer until you have completed a Bachelor Degree as a full-time student.

Networking and communication

The campus is fully wired, and you can connect to the College's campus network from any computer as long as you have a valid user ID and password. Each college residence hall provides data ports connected to the network. These connections provide students with access to Internet, e-mail and other technical services. Many locations on campus are also equipped with wireless connection capabilities. Any networking/communication issues should be reported to the Computer Services & Support Desk (x2255).

College ID card services

Each current Grove City College student will be issued an identification card. This card must be carried at all times while on campus and presented upon request. This card gives current students privileges and access to services and events across campus (ex. Food Service, Crimson Cash, Library, Weight Room, Chapel Attendance, etc.)

If an ID card is lost, please report it as such by logging onto my.GCC.edu and going to the Signup tab. There you will find the "ID Card Replacement" portlet. Mark your card as lost and then submit. The missing card will be immediately deactivated and your account billed \$20.00 for a replacement. You are responsible for any misuse or abuse of the card until it is reported as lost. You can read all of the "Terms and Conditions" regarding your card and Crimson Cash by logging onto myGCC and going to the "Crimson Cash Deposits" portlet on the Financial Info tab. After office hours you can acquire a temporary access card at the Campus Safety office to get into your residence hall. Temporary cards must be returned when you either find your card or purchase a new card. Temp cards are deactivated after 48 hours. Replacement cards can be picked up at the ID Card office in the TLC during posted business hours. The student ID card must be surrendered to Student Life and Learning if you are leaving college for reasons other than graduation.

Get your ID picture taken while at Summer Preview and your ID Card will be waiting for you in your mailbox when you arrive in August! Otherwise, you will need to have your picture taken and card printed prior to picking up your computer in the fall.

INTERNATIONAL EDUCATION

Office of International Education: HAL 319

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Hours of Operation: 8:00 am - 12:00 pm and 1:00 pm - 5:00 pm

Web site: <http://www2.gcc.edu/international/>

Phone: (724) 450-4016

Email: llmcquiston@gcc.edu

The world is your campus! As a freshman, you are preparing to be a well informed and well rounded individual in your academic discipline of choice. You will want to carefully consider how you can best enrich your life outside of the campus exploring the world! Start planning now how you can incorporate an international experience during your years here at the college. Here are the ways you can travel, see the world, study, and meet new people.

Study abroad: You may study abroad for a summer, a semester, or entire school year, as long as you can fit this into your academic discipline. Some majors are less flexible and study abroad may require careful planning. Here are some things to keep in mind for study abroad:

- Instruction can be in English only, a country's language, or a combination.
- Courses can be applied to general graduation requirements, electives, or major requirements.
- Transfer credits are accepted from any accredited college or university program in the U.S. and those that meet high academic standards from abroad.
- Many program fees are comparable to on-campus expenses and financial aid may be applicable.
- Typical study abroad occurs during the junior year.
- *Now* is the optimal time to begin research and planning.
- The Office of International Education will assist you with questions and planning. Please contact Mrs. Lynn McQuiston at llmcquiston@gcc.edu.

Faculty led short term trips: Grove City faculty lead two-three week trips during January and May Intersessions and in June (regular courses taught in a diverse off-campus setting). Often, these courses are tailored to meet international cultures and issues. You may participate in these courses after your Freshman year.

- Passports, visas, and immunizations may be required.
- Each course meets the requirements of an on-campus course and may be taken for credit or audit.
- Required readings, research, and pre-departure meetings occur the semester prior to the trip.
- Costs include tuition, travel, housing and food. Currently, the ball park price is \$3600.
- You may contact the Director of the Office of International Education, Dr. Lois Johnson, with questions about these trips. (lljohnson@gcc.edu)

International internships: International internships provide work opportunities abroad for work experiences in industry, business, and other settings. Internships generally occur at the junior year level.

- Costs include passport or visa, work permit, housing, food, and travel. Credit may be obtained for internships and is an additional cost; some internships provide stipends.
- Lengths of internships vary, but typically are six weeks long.
- Internships are available in many disciplines and often lead to employment opportunities.
- Contact the Office of International Education for more information on international internships.

Exchange program: Grove City College has an exchange program with Seoul Women's University in Korea and Kyushu University in Japan. Information concerning these programs is available through the Office of International Education. Campus-wide emails are sent concerning program availability during the fall semester.

Red Box Missions: Each fall, four students are selected to participate in missions throughout the world. Donations fund the program and provide \$2500 to each student. Careful selection of mission sites, monitoring health and safety matters, and supervision of the program are coordinated by the Religious Activities Committee and the Office of International Education. For more information, contact Dr. Mike Bright, coordinator of the Red Box Mission Committee. (mwbright@gcc.edu)

INTRAMURAL AND CLUB SPORTS

Intramural & Club Sports Office: PLC A116

Summer Hours: Closed during the summer months

Hours: Monday-Friday 10:00 to 4:30 (24 hr on call)

Phone Numbers: Ext. 2170 or 724-967-5642

Email: AAtoncic@gcc.edu

The aim of IM and club sports is to encourage fellowship with other students through competition while building relationships, glorifying God and staying active. Students are able to participate as regularly as interest, ability and time permit. Additional benefits are physical development, good health, sound state of mind, great competition and a lot of fun! At this time we offer approximately 35 intramural sporting activities. These sports include (vary year to year):

Women:

Bowling

Badminton

Racquetball

Dodgeball

Kickball

Flag Football

Tennis (singles)

Basketball

Ultimate Frisbee

Bocce

Volleyball

Indoor soccer

Ping-pong

Swimming

Men:

Football	Fall Frisbee	Ping-Pong (singles)
Fall Indoor Soccer	Volleyball	Poker Tournament
Badminton	3 on 3 BB Tournament	Basketball
Bowling	Softball	Racquetball
Spring Indoor Soccer	Spring Frisbee	
Bocce	Dodgeball	

Coed:

Tennis (doubles)	Table Tennis (singles)	Euchre
Ping-pong (doubles)	Racquetball (doubles)	Volleyball
Dodgeball Tournament	Waffleball Tournament	Frisbee Golf Tournament
Badminton	Bowling	

We also have 12 officially recognized club sports:

Women:

L. Lacrosse
L. Rugby
L. Field Hockey
L. Ultimate Frisbee

Coed:

C. Fencing
C. Tae Kwan Do

Men:

M. Lacrosse
M. Rugby
M. Volleyball
M. Water Polo
M. Wrestling
M. Ultimate Frisbee

REGISTRAR'S OFFICE

Registrar's Office: Ground Floor, Crawford Hall

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Hours: Monday – Friday, 8:00 a.m. – 5 p.m.

Web site: <http://www2.gcc.edu/registrar/>

Phone: 724-458-2172

The Registrar's Office provides many services for students related to academic records.

All students receive a printed Bulletin, which is the College's official catalog of academic policies. Included in this booklet are descriptions of available majors, general education and major requirements and course descriptions

The Registrar's Office also provides assistance to students requesting official transcripts, certification of full-time enrollment and degree verification, as well as determining credit transfer for AP, CLEP and IB scores; college in the high school programs; and credit transfer from other institutions.

Each year the Registrar's Office works with the College's faculty to create the master schedule of courses. Staff will assist students with course registration, enrollment in internships and other specialty programs. The Registrar's Office also completes degree audits to certify students for graduation.

Please visit the website for other important information.

Registration

Registration for the following semester occurs midway through each semester. Registration for incoming freshmen is completed during the summer preceding the student's entry in the fall. Students complete the registration process by following procedures on their designated day after paying tuition and other charges. A fee is charged for late registration. A student who has a balance on his/her student account or who owes ten (10) or more chapel requirements will not be permitted to register for the next semester until such time his/her account balance is zero or the chapel requirement is met. Students may enroll, change class schedules, or switch between audit and credit status, up until the end of the drop/add period each semester.

Although sufficient academic counseling is given through the advising program at Grove City College, the responsibility for proper registration for each semester rests with the student. He/She is ultimately responsible for planning his/her program in order to satisfy graduation requirements.

A student desiring to complete independent study and/or honors courses must obtain approval from the faculty sponsor and the department chairman, complete the approval form, and, having secured all required signatures, present the form to the Registrar for final approval. Students may take no more than six hours of independent study toward graduation requirements and no more than two independent studies during a school year.

A student desiring an internship experience for academic credit must have prior written approval of the department chairman of his/her major and the department chairman of the department offering the credit, if other than his/her major.

Course loads

The normal course load for students is fifteen to seventeen (15-17) semester hours. Sophomores, juniors, and seniors must have a minimum cumulative quality point average (CQPA) of at least 3.00 in order to take course loads in excess of eighteen (18) hours. Exceptions to the above will be allowed only with permission of the student's advisor, and in no case shall a student exceed twenty-one (21) semester hours of academic work (including audit hours). The minimum schedule for any regular full-time student is twelve (12) semester hours of academic work. (Audit credits cannot be used in meeting the minimum of 12.) Eighteen (18) semester hours is the maximum load for freshmen in their first semester of attendance. Most courses are three credit hours with class periods on Monday, Wednesday, and Friday of fifty (50) minutes each or on Tuesday and Thursday of seventy-five (75) minutes each for fifteen (15) weeks. Laboratory periods with certain courses are from two to three hours in length.

RESIDENCE LIFE

Student Life Office: Breen Student Union, 2nd floor

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Hours: Monday – Friday, 8:00 a.m. – 5 p.m.

Phone: 724-458-2171

Email: studenthousing@gcc.edu

Roommate Finder

It is recommended that all incoming freshmen take advantage of *Roommate Finder*. *Roommate Finder* is Grove City College specific software that allows incoming students to interact with other incoming students in an effort to find a compatible roommate. *Roommate Finder* can be accessed via the College's internal portal known as *myGCC* (<https://my.gcc.edu>). After logging into *myGCC* you will need to join the "New Students-Fall 2009" Group, and click on "Roommate Finder" on the left-hand side of the page.

Upon entering *Roommate Finder* you will need to complete the Lifestyle Preferences portion of *Roommate Finder*. After completing this portion of the process the system will provide you with a list of possible compatible roommates based on your answers to the lifestyle questions. At this point, you are free to contact those who are on your list to inquire further, or you may choose them as a potential roommate.

Please note that roommate requests must be mutual in order to be assigned. To assure that you and another student(s) are placed together as roommates you and all of your prospective roommates will need to choose each other through *Roommate Finder*.

If you have found a desired roommate(s) through another means (i.e., Facebook, friend from home) you will still need to choose each other through *Roommate Finder* to ensure that your request to room together is official.

If you prefer to have the College match you with a roommate, please complete the Lifestyle Preferences portion of *Roommate Finder*. This information will be used to find the most compatible roommate for you. **Grove City College does its best to accommodate housing requests but cannot guarantee them.**

If you have a **documented medical condition** that requires special housing accommodations please contact Mrs. King in the Office of Student Life & Learning at 724.458.2700. Special housing accommodations can not be processed through *Roommate Finder*.

The College reserves the right to place additional students in a room with "matched students" where necessary.

Housing assignment

Freshman Housing assignments will begin to be distributed via your GCC email address on/about the third week in July. Housing assignments will continue to be sent out during the remainder of the summer until incoming students have been placed. Please do not be alarmed if your friend receives a housing assignment before you do. To effectively meet the housing needs of our incoming class, it

takes great time and attention. As a result, the housing process may take several weeks to complete.

In your housing assignment letter you will receive:

- Your residence hall and room assignment
- The dimensions of your room
- Your college telephone number
- Your mailbox number and address

Please contact the Admissions Office immediately if you change your mind about attending Grove City College. Many prospective students are on a waiting list and are anxious to take a spot if you decide not to attend

Card access system

All external residence hall doors and some hallway doors require the use of an ID card for access. Students have access to same gender residence halls. All doors are accessible by card during the day; some doors may not be accessible at night. Both male and female students have open access to common lobbies from 9:00 a.m. - midnight. The card access system in such spaces is activated at midnight.

Intervisitation

Intervisitation is a time when visitors of the opposite sex have the privilege of visiting in residence halls. Guidelines for this privilege require the visitor to sign in when entering and to sign out upon departure. Doors to rooms where visitors are being entertained must remain partially open, and there must be adequate lighting in the room. Intervisitation will be possible only when proper residence hall supervision is provided. Violations of intervisitation guidelines will result in disciplinary action, up to and including suspension. Failure to sign in is an intervisitation violation and will be treated as such.

Hours for intervisitation in traditional residence halls are as follow:

Friday, 7:00 p.m. - Midnight

Saturday, 7:00 p.m. - Midnight

Sunday, 1:00 p.m. - 6:00 p.m.

Colonial Hall apartments:

Monday - Thursday, 5:00 p.m. - 10:00 p.m.

Friday - 5:00 p.m.- Midnight

Saturday - 1:00 p.m. - Midnight

Sunday - 1:00 p.m. - 6:00 p.m.

Other policies and guidelines

Please refer to *The Crimson* for detailed information on the guidelines and policies for living in a residence hall.

Residence hall staff

Both Residence Directors and Resident Assistants play a vital role in the life of Grove City College, serving as educators who work to develop community within our residence halls. To this end, staff members enforce community standards and maintain a balance between

community living and personal freedom.

Role of the Residence Director

Residence Directors (RDs) are Student Life and Learning staff dedicated to higher education, professional excellence, and ministering to our students. They provide counsel, discipline, and direction and are responsible for all facets of residence hall supervision.

Role of the Resident Assistant

Resident Assistants (RAs) are upperclassmen employed by the College to serve as assistants to the RDs. Striving to maintain a balance between each student's personal freedom and the well-being of the community, the Resident Assistant works to aid students with their personal growth and to develop community within the residential living environment.

Residence halls

Freshmen are housed together in three residence halls. Freshmen women live in North Hall, and Freshmen men reside in Memorial and Hicks Halls.

Women's halls

North Hall	TBA	Box 2832	Phone: 458-3315
South Hall	Ms. Carly Baum	Box 2830	Phone: 458-3317
West Hall	Ms. Jessica Maloney	Box 2831	Phone: 458-3314
Harker Hall	Ms. Dana Krepps	Box 2829	Phone: 458-3312
Mary Ethel Pew	Ms. Esther Dwyer	Box 2823	Phone: 458-3313

Men's halls

Alumni Hall	Mr. Justin Juntunen	Box 2828	Phone: 458-3310
Hicks Hall	Mr. Mark Sandvig	Box 2821	Phone: 458-3316
Hopeman Hall	Mr. Gabe Gordon	Box 2558	Phone: 458-3311
Ketler Hall	Mr. Jason Wallin	Box 2551	Phone: 458-3856
Lincoln Hall	Mr. Justin Juntunen	Box 2828	Phone: 458-3310
Memorial Hall	Mr. Sam Richard	Box 3154	Phone: 458-3309

Colonial Hall apartments

Men's Complex	Mr. Bob White	Box 2827	Phone: 264-1251
Women's Complex	Ms. Devayani Wintrode	Box 3154	Phone: 264-1250

STUDENT ACCOUNTS: Billing and Payments

Student Accounts Office: 2nd Floor Crawford Hall

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Hours: 8:00 am - 5:00 pm

Website: www.gcc.edu/studentaccounts

Phone: (724) 458-2209

Email: studentaccounts@gcc.edu

Student account

The student account reflects all tuition, room and board, course fees and other charges. Payments and financial aid (scholarships and loans) are recorded as credits that reduce the student account balance. The College considers the student financially responsible for their student account. Accordingly, all correspondence is addressed to the student and will be sent to the student's GCC email address. If the student is receiving financial assistance from a parent or guardian, it is the student's responsibility to forward all correspondence regarding the student account.

Online student account access

Log into your myGCC account at <https://my.gcc.edu/ics> using your student ID number and password (issued in your acceptance letter). Once you are logged in, click on the Financial Info tab. Find the My Account Information portlet and click on the My Account Balance link. To view your student account statement, click on Course and Fee Statement, Generate my Course and Fee Statement, and then View my Course and Fee Statement.

Payment due dates

Payments for the Fall Semester are due by the first business day in August. Payments for the Spring Semester and January Intersession are due by the first business day in January. May Intersession charges are due the Friday before Intersession begins. Housing Deposits are due approximately the first business day in April. All other miscellaneous charges are due and payable within 10 days of assessment. All outstanding balances will be subject to a \$35 late fee on the 1st business day of each month.

In order to be considered fully registered and enrolled your student account balance must be paid **in full before the payment deadline**. Unpaid balances result in a hold on your account and you will not receive grades or be permitted to register for future semesters until the balance is paid. Any changes to your schedule, housing status or financial aid will affect your outstanding balance. For the official payment policy, please refer to www.gcc.edu/studentaccounts.

If you are unable to pay your account in full prior to the payment deadline, contact the Assistant Director of Financial Services at 724-458-2214 or visit the Financial Services Office on the second floor of Crawford Hall to discuss your situation **before the payment deadline**.

Accepted forms of payment

Electronic check (e-check) payments may be made by using your bank's nine digit routing number and checking account number. There is no charge to make an e-check payment; the payment is simply withdrawn from your checking account the following business day.

Credit card payments may also be made for a 2.75% convenience fee of each transaction (the fee goes directly to CASHNet, a third-party payment processing company, and does not benefit the College). MasterCard, Discover, American Express and Diner's Club are accepted; however, CASHNet cannot accept VISA due to restrictions imposed by VISA. Credit cards can only be accepted as outlined below and cannot be processed in the Student Accounts Office or over the phone.

To make either an e-check or credit card payment:

- Log into <https://my.gcc.edu/ics> using your student ID number and password
- Click on the Financial Info Tab
- Scroll to My Account Info and select My Account Balance.
- Select either the electronic check or credit card link, and follow the checkout process.
- The payment will be processed by CASHNet and will be posted to your student account.

Check or money order - if you are unable to pay online, please make your check payable to Grove City College, include the student's name and ID number on the check and in any correspondence, and mail to:

Student Accounts
Grove City College
100 Campus Drive
Grove City, PA 16127

Parent pin for online payments

Students are encouraged to create a Parent PIN. This special login does not give the parent access to all the information stored on myGCC but rather takes the parent directly to CASHNet, our payment processor. To set up the PIN, use the steps to pay online except once you have selected either e-check or credit card, use the section titled Parent Pins to create a login name. A password will be sent to the email address entered. Parents can use this login and password to make payments using the quick links at <https://my.gcc.edu/ics>. (At this time, separate pins must be created for credit card and e-check.)

529 tuition savings plans

If you are expecting a disbursement from a 529 Tuition Savings Plan to pay for all or a portion of your charges, please notify the Student Accounts Coordinator at studentaccounts@gcc.edu before the semester payment deadlines with the following information: student's name, ID number, name and state of the savings plan, amount to be disbursed and expected date of disbursement.

Monthly payment plan

Tuition Payment Plan participants will see their payments, which have been received, as a credit on their student account statements. The amount due will reflect the total of any outstanding payment plan payments plus any additional amount due. Traditional Payment Plan participants should mail the remaining payment plan payments as they become due, and remit any additional amount due so that it is received before payment deadline. AutoPay Payment Plan participants can adjust their payment amount prior to the payment deadline to ensure their student account is

paid in full by the payment deadline.

Crimson cash account

Your Crimson Cash Account is a debit account on the Grove City College Campus ID Card. The card may be used to pay for purchases at participating campus locations (bookstore, GeDunk) up to the amount of the prepaid card account balance. The Crimson Cash Account does not automatically interact with the Student Account. Funds are only transferred between the accounts upon request by email to studentaccounts@gcc.edu or in person at the Student Accounts Office.

You can view your Crimson Cash balance and make deposits any time electronically via e-check or credit card through the myGCC portal under the Financial Info tab. Cash deposits can be made at the Automated Deposit Machines (ADM) located in the Student Union and the Library. Cash or check deposits are accepted during business hours in the Student Accounts Office.

Refunds

Refunds of overpayments on your student account may be requested by contacting studentaccounts@gcc.edu. All estimated financial aid credits, such as state grants or GCC loans, must be received by the College before you will get a full refund of your account. If you have an estimated credit on your account and you need money to purchase books, you may request up to \$450.00 until we receive all your estimated credits. Refunds will not be issued until after the first day of classes. Refunds can be issued via check or can be placed on your Crimson Cash Account.

Bookstore

Purchases in the Grove City College Bookstore can be paid by cash, check, Crimson Cash or credit card (MasterCard or Visa). Students using credit cards must have both the credit card and either a valid student I.D. or driver's license with them at the time of purchase. **Student account credit is not extended for any bookstore purchases.**

STUDENT ACTIVITIES

Student Life Office: Breen Student Union, 2nd floor

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Hours: Monday – Friday, 8:00 a.m. – 5 p.m.

Phone: 724-458-3352

Student government activities

The Student Government Association, composed of approximately thirty students selected by the student body at a general election each spring, is largely responsible for social life on the Grove City College campus. The SGA both host campus events and sponsors those of other organizations. In addition to social opportunities, the SGA represents students and confers with the governing bodies of the College on matters pertaining to campus life and policies.

Campus activities and special events

Recent activities have included: ice cream socials, talent nights, the Crimson Ball, Northern Hospitality, South of the Border, movies, dances, a Hawaiian Luau, a Fall Harvest Festival,

Spring Fest, picnics, street dances, Guest Artist performances, band concerts, Christmas Candlelight Services, plays, musicals, coffee houses, hayrides, ice skating parties, ski trips, dessert theaters, the midnight breakfast, Christian concerts... and more.

Campus organizations

Over 135 campus organizations are anxious to have you join! There are organizations dedicated to spiritual growth, to missions and to spreading the gospel through song. There are service organizations that minister to the mentally challenged, the blind, the elderly, and the underprivileged. Some organizations provide opportunities for academic growth. Other organizations are for special interests such as the environment, music, politics, theater, radio, athletics, dance, fraternities and sororities. During the first week of the Fall semester you will have an opportunity to see what organizations might interest you at the annual Organizational Fair. Don't miss it!

Cultural life

Grove City College hosts many cultural activities on campus, which include renowned experts in the fields of music, literature, journalism, drama, science, education, national, and international affairs. These are made possible so that each student is able to see and hear an event that will become a memorable part of the college experience.

The popular Guest Artists programs feature artists of national and international reputation in music, drama, and dance. Contemporary musical groups also are brought to the campus.

In addition, each year there are several student dramatic productions; concerts by the Chapel Choir, the Touring Choir, the College Community Symphony Orchestra, the College Symphonic Band, and the Jazz Ensemble; and recitals by Orchesis, a student dance ensemble. There are also several student and professional art exhibits on campus each year. The annual J. Howard Pew Arts and Letters and Albert A. Hopeman, Jr. Science and Engineering Memorial Lectures, the J. Paul Sticht Lecture in Business and Ethics, and the Scholar Lecture Series bring to campus outstanding speakers in many different fields.

Publications

The College owns, funds, and publishes several publications that offer students the opportunity to develop their journalistic skills, including *The Collegian*, the weekly campus newspaper, and *The Bridge*, the annual yearbook. In addition, *The Echo*, *The Quad*, and other College publications also provide students with opportunities for creative writing or practical experience.

Around town

Restaurants within easy walking distance include pizza shops, McDonalds, Subway, Genova's, Jordan's and Sun Gin's Chinese restaurant. Other fast food places such as Arby's, Burger King, Pizza Hut and Taco Bell are within easy driving distance on the outskirts of town. The Guthrie Theater in the business district, a short walk, offers movies for \$5.00 per person. The community park has picnic and recreation areas.

STUDENT DISABILITIES OFFICE

Student Life and Learning Office: Breen Student Union

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m.

Phone: 724-458-2700

Email: StudentLife@gcc.edu

Grove City College values all of its students, regardless of physical or learning challenges. In order to provide reasonable accommodations for specific needs of students with disabilities and special needs, we invite self-declaration upon acceptance of admissions. Records are confidential and the information is shared with only those who need to know for accommodation purposes. Documentation from a physician or certified counselor is required in order to meet special housing or other needs. If you have any questions or would like more information, please contact Mrs. Diana King, Executive Assistant, Student Life and Learning, at (724)-458-2700.

STUDENT EMPLOYMENT

Student Employment Office: Crawford Hall, 3rd floor

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Hours: Monday-Friday, 8:30 a.m.-4:30 p.m.

Phone: 724-458-2211

Part-time jobs on campus are available for students. A limit of 20 hours per week is set for student employment. Jobs are usually available in the dining hall, the library, Information Technology Services, as lobby attendants and in professors' offices.

- Students interested in applying for work on campus may do so by applying on line through mygcc. Students will need to sign on to the website and go to the student page and visit the 'sign up' link to fill out an application after you have registered for classes.
- Positions are filled by each department on an as needed basis and student will be contacted directly by these departments.
- It is suggested that Freshmen do not work more than 4-6 hours per week the first semester.
- Several departments have filled their open positions for fall such as the Library, Curriculum Library, Admissions Office, all lobby attendants, and Computer Services and Support. Therefore, if interested in these positions, you should apply in the late fall for spring semester openings.
- Normally, freshmen will be able to secure a position in one of our cafeterias. It is suggested that if you have not heard from one of the departments that you applied to work for & you are still seeking employment, when you arrive on campus you visit one of the cafeterias and see if there is open shift that fits your class schedule.
- Periodically, check the student employment web site for openings as we update the site when we learn of new openings both on & off campus.
- Once you have secured employment on campus, you will need to stop by the Payroll Office on the 2nd floor of Crawford Hall to complete an I-9 and W-4 form. This requires that you produce identification such as a driver's license and social security card. (Please do not do this step until you arrive on campus)

- Any questions, please contact Patty Priester in the Student Employment Office at (724)458-2211.

STUDENT LIFE AND LEARNING OFFICE

Office Location: Office of Student Life and Learning (Second floor, Breen Student Union)

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Hours: Monday – Friday, 8 am – 5 pm

Phone: 724-967-2171

Email: StudentLife@gcc.edu

The staff of the Student Life and Learning Office will gladly answer your questions. Each member is anxious to serve you and help you feel “at home” at GCC. If they do not know the answers to your questions, they will connect you to the appropriate person. The staff includes:

Mr. Larry Hardesty - Vice President

Mrs. Ann Stranahan- Dean of Students

Mrs. Diana King, - Executive Assistant to Vice President

Mr. T. Scott Gordon - Director of Student Activities

Ms. Jamie Swank - Director of Residence Life

Mr. John Coyne - Associate Director of Residence Life

Mr. David Impellizzeri - Director of Student Leadership Development

Mr. Andy Toncic - Director of Student Recreation, Club Sports, and Fraternity Life

Ms. Devayani Wintrode - Director of Student Ministries

Ms. Zolane Gordon - Staff Assistant & Housing Coordinator

Mr. Bob White - Apartment Life Director & Assistant Director of Student Ministries

STUDENT MINISTRIES OFFICE

Community Ministry Office: Breen Student Union – 2nd floor

Summer Hours: Monday – Friday, 8:30 a.m. – Noon and 1:00 p.m. – 4:00 p.m.

Hours: Monday-Friday, 9:00 a.m. – 4:00 p.m.

Website: <http://www2.gcc.edu/religiouslife/>

Phone: 724-450-1510

Email: wintrodedm@gcc.edu

The Student Ministries Office seeks to aid students in their spiritual development through a variety of means. Over twenty student ministry groups are coordinated through the Student Ministries Office and the staff can assist students in finding the ministry group that best matches their interests and needs. The office also coordinates discipleship groups where small groups of 3-5 students are matched with a mature Christian mentor from the community. All of the domestic and international Inner-City Outreach (ICO) short-term mission trips are also coordinated through this office and students interested in leading such a trip are provided with training and resources through the Student Ministries Office. Staff members are available to meet with students to talk about issues affecting their spiritual and personal life, as well as to pray with students. All students also have the opportunity to participate in an annual fall retreat as well as several all-campus programs throughout the year.

GENERAL INFORMATION:

ACADEMIC ADVISORS

Each student is assigned an academic advisor to assist him/her in all matters regarding the student's course of study. Students should schedule periodic consultations with the advisor to review the student's academic progress. It is wise to make note of your advisor's office hours. Contact your advisor promptly if academic difficulties arise or if you have questions concerning your academic program. Office locations, extensions, and campus box numbers for all faculty members are listed in the Campus Directory that will be posted on myGCC in the Fall.

BANKS

Local banks will not cash student checks unless the student has an account. As a result, it may be wise to open an account at one of the following local banks. Many banks have a special offer for Grove City College students. We encourage you to contact these local banks to learn more about their banking plans. This list is provided to make your decision easier:

Citizens Bank	(724) 458-8350
First National Bank of Pennsylvania	(724) 458-0800 (800) 555-5455
Huntington Bank	(724) 458-5611 (800) 542-2657
Northwest Savings	(724) 450-1300 (877) 672-5678
National City Bank of Pennsylvania	(724) 458-9250 (800) 352-0186

The ATM machine on campus is a Citizens machine located in the Student Union Building. Currency is issued in \$5.00 increments. There is a charge for ATM cards other than Citizens.

BICYCLES

You may want to wait and see if you need a bicycle before bringing it. Bicycles may be locked to outdoor bike racks provided by the College or kept in your residence hall room. They may not be stored in other residence hall locations (stairwells, etc.).

CABLE TELEVISION

Cable service is provided by Armstrong Cable Services and may be purchased from the College through the my.gcc.edu portal under the sign-up tab.

CASHING CHECKS

Subject to available funds, personal checks up to \$20 may be cashed in the Cashier's Office on the second floor of Crawford Hall with two forms of ID. No third party or payroll checks will be cashed.

CHANGE MACHINES

Change machines are located in Ketler Rec and South laundry room.

CHURCHES

It is important to be involved in a local church. Being an active participant in a church will challenge you to grow spiritually as you learn more about Christ, His Word, and yourself. Local churches are likely to provide opportunities for Bible study, worship, prayer, and fellowship. Becoming a part of a church community will also allow you to meet members of the greater Grove City community and gain a sense of family away from home.

Please log on to <http://www2.gcc.edu/religiouslife/LocalChurches/LocalChurches.htm> for an exhaustive list of churches in the local area, start times, transportation options, and contact information.

COMMUNITY STANDARDS

Students in a free society have the right to choose the college that best suits their needs, interests, and life-styles. Students, having chosen their college, have the responsibility to observe the standards and regulations established by the college they have selected. Members of the Grove City College campus community are expected to observe Christian moral standards. A student's enrollment at Grove City College involves an agreement with the College that he/she will obey the academic and co-curricular regulations of the College. Grove City College believes that the observance of historic Judeo-Christian standards of conduct is essential to the maintenance of a campus environment in which the search for meaning in life and a rational pursuit of knowledge can best be accomplished.

For a detailed description of College regulations and disciplinary policies, please refer to the current student handbook, *The Crimson* (currently under review for the Fall). Violations of College regulations and policies will be dealt with administratively by the Office of Student Life and Learning. The College reserves the right to exclude at any time students whose conduct or cooperation it regards as unsatisfactory without assigning any further reason. Neither the College nor its officers shall be under any liability whatsoever for such exclusion.

COMMUTER SERVICES

The commuter lounge is located on the upper level of the Breen Student Union. Commuters desiring the use of a locker should speak with Mrs. Gordon in the Student Life and Learning Office upon arrival in the Fall. The student will need to provide a padlock for usage during the semester.

Commuters are welcome to purchase meals in the College dining halls either by purchasing a semester meal ticket (valid for 21 meals a week while school is in session), by purchasing the meals separately, or by participating in a customized commuter meal program. Food is also available in the Student Union for cash and Crimson Cash purchase.

Students who are commuting are encouraged to address questions concerns, or to present ideas to Mr. Gordon in the Office of Student Life and Learning, second floor, Breen Student Union.

COMMUTER VEHICLE REGISTRATION

Commuter students (those driving daily from their parent's home address) must register their vehicle online by logging into my.GCC.edu. Please select the "sign-up" tab and complete the "Parking Permit Application."

EMERGENCY RESPONSE PLAN

The Emergency Response Plan (ERP) provides a framework for incident preparedness and emergency response to situations such as fires, bomb threats, and campus evacuations. The plan describes methods of informing the campus of emergency situations by using a campus siren, voice/text messaging system, email and an ERP web page accessible via a link on the College's main Internet site – www.gcc.edu. This ERP web page will provide emergency updates, fire alarm assembly points, off-campus evacuation points and other related information. Students are encouraged to sign-up for emergency cell phone notification under the student tab of MyGCC. Resident students will attend an informative emergency response session as part of the resident hall meetings at the start of each academic year.

FOOD SERVICE

The College's food service is run by Bon Appetit Food Management Company. Twenty-one meals a week are served in two dining halls (MAP and Hicks). Resident students use their ID cards for admission and commuting students and those residing in the Colonial Apartments may purchase prepaid meal tickets in the Bon Appetit Office in the Hicks dining hall. Meals can also be purchased singly. Guests are welcome to eat in the dining halls at any time. **No food, beverage, or utensils may be removed from the dining halls.** Students are permitted one dining hall access per meal period. With the exception of special entrée items, unlimited "seconds" are permitted during each access.

MAP and Hicks Cafés feature prepared from scratch meals using the freshest ingredients, purchased from local sources whenever possible. Menus include home-style comfort foods, hearty soups, vegetarian entrees, all natural burgers and artisan sandwiches, house roasted meats and fresh sustainable seafood. Salad bars showcase the freshest produce. Desserts are baked in house daily.

The GeDunk ("Gee") in the Breen Student Union offers a wide range of made to order options. We proudly serve all natural burgers, antibiotic free poultry, prepared from scratch and hand tossed pizzas, eXpress sandwiches and salads, fresh baked goods and desserts. Specialty coffee drinks house-made pastries and freshly ground coffee are offered daily. Dining Options at the GeDUNK include Lunch 1pm - 3:45pm and Dinner 4pm-7pm Mon - Fri.

FORMS TO BE SURE YOU COMPLETE

Forms for New Students can be found on the website by clicking on Student Life Tab, clicking Student Activities on the left side of the page, and clicking on New Student Summer Preview 2009. You will find the following forms:

- Student Life Information Form
- Foreign Language Proficiency Form
- Hometown Newspaper Information & Photo Release
- Refer Future GCC Students

Please mail completed forms to:

Grove City College, Student Life & Learning, 100 Campus Drive, Box 3154, Grove City, PA 16127

You will also find the following **Medical forms**:

- Health Letter
- Health Form
- Meningococcal Vaccines – What you need to know
- Meningitis Waiver

For reasons of confidentiality these forms should be mailed directly to Amy Pagano MSN RN, Zerbe Health & Wellness Center, 100 Campus Drive, Grove City, PA 16127.

FREQUENTLY ASKED QUESTIONS FOR NEW STUDENTS

Please take the time to review the frequently asked questions section of the Student Life and Learning website (<http://www.gcc.edu/FAQs.php>). You might find the answers helpful!

HEALTH INSURANCE

Each full-time student (those students with at least 12 credits) is protected by a Group Health and Accident Insurance Program at no additional cost. This insurance program is designed as a supplemental policy. Coverage under the program is for the full year. It is the student's responsibility to initiate all insurance claim forms and collect bills for payment. Claim forms are available in the Business Office (3rd floor – Crawford Hall). Questions concerning the Student Health Policy should be directed to the Business Office at 724-458-2211.

ID CARD

Each current Grove City College student will be issued an identification card. This card must be carried at all times while on campus and presented upon request. This card gives current students privileges and access to services and events across campus (ex. Food Service, Crimson Cash, Library, Weight Room, Chapel Attendance, etc.)

If an ID card is lost, please report it as such by logging onto myGCC and going to the signup tab. There you will find the "ID Card Replacement" portlet. Mark your card as lost and then submit. The missing card will be immediately deactivated and your account billed \$20.00 for a replacement. You are responsible for any misuse or abuse of the card until it is reported as lost.

You can read all of the “Terms and Conditions” regarding your card and Crimson Cash by logging onto myGCC and going to the “Crimson Cash Deposits” portlet on the Financial Info tab. After office hours you can acquire a temporary access card at the Campus Safety office to get into your residence hall. Temporary cards must be returned when you either find your card or purchase a new card. Temp cards are deactivated after 48 hours. Replacement cards can be picked up at the ID Card office in the TLC during posted business hours. The student ID card must be surrendered to Student Life and Learning if you are leaving college for reasons other than graduation.

Get your ID picture taken while at Summer Preview and your ID Card will be waiting for you in August! Otherwise, you will need to have your picture taken and card printed prior to picking up your computer in the fall.

Upon arrival on campus, you will receive your ID card as you check in at your residence hall, or if a commuter, from Orientation Board in the Student Life Office. For those not attending Summer Preview, ID photos will be taken and cards distributed in August when you arrive on campus. **Carry your ID card with you at all times.** Your ID card is your permanent identification for the entire time you are a student at GCC. **Do not lend your ID card to another person for any reason.**

ID cards are made of PVC and contain an antenna coil and integrated electronic chip. In order to maintain the functionality of your ID card, follow these handling recommendations:

- Place in a wallet, purse or appropriate carrying pouch
- **Do not punch a slot or hole in your card. If requested Information Technology Services (ITS) will punch the card for you.**
- Do not use the card as a key ring
- Do not use for any purpose other than access control, identification and other GCC services
- Do not leave in direct sunlight (example, on the dash of a car)
- Do not expose to extreme heat or open flame (example, clothes dryer or iron)
- Do not expose to any liquids or cleaning materials
- Do not crimp, bend or twist the card
- Do not re-laminate

INTERNATIONAL STUDENTS

The Director of Student Activities Programs serves as an advisor for the international students on campus. Challenges related to adjustment to a different culture, adjustment to college life, transportation, academics, required forms, visas, etc. can be addressed to the Mr. Scott Gordon. Mr. Gordon’s office is located on the second floor of the Breen Student Union Building in the Student Life and Learning Suite.

INTERNSHIPS

Grove City College recognizes that an internship can be one of the more valuable experiences a student can have during his or her college career. Practical experience in the workplace is not only an education in itself; it is also increasingly demanded by potential employers in today’s marketplace. Students need the opportunity to take advantage of the education, practical

experience, and resume potential which only internships can provide. An extensive variety of internship opportunities, therefore, are provided across the curriculum, and all eligible students are encouraged to participate in them whenever possible. The total of all internship credits may not exceed six hours. Students must work a minimum of 60 hours for each credit earned, and some departments may require more for each credit.

While students may do internships purely for the purpose of gaining experience and not for academic credit, the College can certify only those internships done for academic credit under the established programs and guidelines. A maximum of six hours of internship credit may be used toward graduation requirements.

The College does not grant internship credit for any experience in which a student is paid by the federal government, for whatever reason. Conversely, if credit is granted by the College for an internship, then a federal stipend may not be accepted by the student. In no situation may a student accept federal money related to participation in an internship and receive academic credit, as this is prohibited by College policy.

KITCHEN FACILITIES

There are kitchen facilities available in South Rec and Ketler Rec. South Rec kitchen can be reserved through the South lobby attendant. Ketler Rec kitchen can be reserved through my.gcc.edu or may be used as available. Availability may be checked in the Campus Safety Office where the key is kept.

LAUNDRY FACILITIES

Coin-operated laundry facilities are available in all traditional residence halls. Laundry machines are owned and managed by ASI Campus Laundry Solutions. Service issues with the laundry equipment can be reported to ASI by calling 1-800-362-3182 or on line at www.coinmach.com. Issues should be handled in one business day. The washing machines require **high-efficiency detergent**. The current charge for machine use is \$1.00 for washing and \$0.75 for drying.

LOFTING AND ROOM ADAPTATION

Because of safety regulations, homemade lofts, waterbeds and bunk beds are not permitted. Also, no rough lumber structures are permitted in the residence halls.

MAIL

Each student will have an assigned mailbox located in the Breen Student Union. Prior to your arrival on campus, you will receive an email indicating your mailbox number. Your mailbox number will remain the same for the four years you attend GCC. When you arrive on campus in late August, you will receive a key for your mailbox. A charge of \$5.00 is made for the loss of a mailbox key.

Your Name
GCC# (your box number) -**Do not use P.O. Box or the word "Box"**
200 Campus Drive
Grove City, PA 16127-2197

Please inform all magazine subscriptions, newspapers, and those sending mail to you that it is imperative to use your box number for easier mail distribution.

MOVE IN

Plan to arrive on Thursday, August 27, 2009 between 8:30 a.m. - 10:45 a.m. when the residence halls will be open. The first meeting will begin promptly at 11:00 a.m. in the Arena of the Physical Learning Center. Parents are strongly encouraged to join us for the welcome meeting and the complimentary community luncheon to follow.

My.GCC.edu – CAMPUS PORTAL

MyGCC (<https://my.gcc.edu>) is your “Campus Connection.” Log in with your ID number and password. A vast array of on-campus resources can be found on myGCC. The portal contains announcements, your financial and academic information (course schedules, grades, unofficial transcripts, course offerings), electronic communities, forms, policies, software updates, calendars and other information.

You should receive an invitation with instructions to join and be a part of the **New Students – Fall 2009** group. Once a member you can check group announcements and download important forms / documents. You can post your thoughts/questions on the forums or check out other members through the group directory (found under the Group Collaboration option in the left column). When you get your computer in the fall make myGCC your home page! Please check myGCC every day!

ON CAMPUS HOUSING REQUIREMENT

Grove City College is a residential college. The College’s residence halls were built not only to insure convenient and adequate housing for students, but to foster social unity and to enhance the total learning experience. Therefore, all students, except commuter students who reside with their families, are required to room and board in College residence halls.

Commuter students at Grove City College are full-time students who live with their parents, legal guardians or spouses, normally within a radius of forty miles of Grove City. **Commuting students may not rent, occupy or live in unauthorized off campus housing.** A violation of the commuter policy occurs when a student commutes from a residence other than the College approved residence.

Pending students

All pending students must commute from their parent’s home address as stipulated in the College’s agreement to extend the student the opportunity to be a part of the Grove City College community.

PURCHASING TEXTBOOKS

Professors notify students what books are need via course syllabus. Please do not purchase any books until you are certain of the ones required for your specific courses. Books may be purchased at the College Bookstore. Used books are also available at the Bookstore and individual students. Be very

certain to purchase the exact edition required by your professor. Checks will be accepted at the Bookstore as well as Master, Visa, and Discover Credit Cards. Students using credit cards must have both the credit card and either a valid student I.D. or driver's license with them at the time of purchase.

RECYCLING

Recycling bins for cans, glass and plastic are located in all residence halls. There are recycling centers for cans, glass, plastic and paper in South Rec, Ketler Rec and the Breen Student Union.

ROOMMATE CONFLICTS

In the case of a roommate conflict, the following procedure should be followed:

- The students involved in the situation should first talk to each other, working to achieve reconciliation in an open, honest, and caring manner. Issues should be directly but tactfully addressed.
- If the students themselves are not able to resolve the conflict, they should involve the Resident Assistant and/or the Resident Director to mediate the situation. There should be an honest attempt on the part of the students to meet the conditions of the compromise, should one be attained.
- If the situation still cannot be resolved, with the support of the Resident Director, the students may petition the Student Life and Learning Office for a housing change at the semester break. Only in extreme situations will housing changes be considered during a semester.

TELEPHONE

Telephones are not provided in the residence halls but each room is equipped with a working phone jack. There is no charge for local calls, however, in order to have long distance service, each resident student must use a prepaid calling card or cellular service. As a service to students, telephones and prepaid phone cards are available in the College Bookstore.

- **Campus calls:** Dial the four digit extension only.
- **Local calls:** 9 + Area Code + Exchange (3 digits) + Number (4 digits).
- **Operator-Assisted Calls:** Dial 9 + 0 + Area Code + Exchange + Number or 9 + 0 to speak directly to an operator.
- **Long Distance Calls:** Students must use a calling card, credit card or mobile service to place a long distance call. The College provides no long distance phone service.
- **Hold:** To place a call on hold, press the switch hook or flash button briefly. You will hear three short beeps and a dial tone. Press the switch hook or flash button again to connect to the original call.
- **Call Waiting:** A short tone in the background while you are on the phone indicates an incoming call. To answer your incoming call, place your current call on hold by pressing the switch hook or flash button briefly.
- If you are experiencing telephone problems, please call ITS at x2080.

SMOKING

All buildings on campus are smoke-free. For the consideration of others, those who smoke outdoors are encouraged to refrain from smoking within close proximity to buildings, and may be asked at any time to move further away from doorways or windows.

STUDENT GOVERNMENT

The Student Government Association is composed of approximately thirty members selected by the student body at a general election each spring. The council represents students and confers with the governing bodies of the College on matters pertaining to campus life and policies. The Student Government Association is involved in the general supervision of student activities and is responsible for assisting in all projects for the betterment of the College.

Freshman class elections will be held in September. The officers of each class serve as representatives of their fellow classmates in the Student Government Senate. They are responsible for planning and executing any class social functions or other class-sponsored events. In addition to organizing these events, each officer has specified responsibilities. The President is in charge of the general coordination of all class events and serves as a liaison between students and administration. The Secretary/Treasurer aids the President in overall coordination of class activities, and also attends to class correspondence and financial matters. The Senators for Academic, Social and Student Affairs serve as members of their respective Student Government committees.

SWIM ASSESSMENT

All freshmen will need to bring swim suits for their mandatory physical education swimming evaluation on...

Women: Monday, September 14th - 6:30 p.m. - 8:00 p.m.

Men: Wednesday, September 16th - 6:30 p.m - 8:00 p.m.

VEHICLE RESTRICTION FOR FRESHMAN

For many years, Grove City College has limited the privilege of maintaining a vehicle on campus to sophomore, junior, senior, and commuter students only. The reasoning behind this limitation is twofold. First and foremost, incoming freshmen are typically surprised by the rigorous academic effort required to succeed at Grove City College. Developing good study habits is absolutely essential, and one of the many ways the College chooses to aid students in this endeavor is to prohibit freshmen from having a vehicle on campus. The second reason for this limitation is to continue to be true to our mission of providing an education at a reasonable cost. Every year the benefits of certain changes must be weighed against the cost of implementing them. Given the general lack of compelling need for freshmen to have a vehicle on campus, it is clear that the cost of securing property, and building, lighting, maintaining and monitoring additional parking can not be justified. For these reasons, freshmen are not permitted to have a vehicle on campus except under certain extenuating circumstances.

Permission for freshmen to have a vehicle on campus may be granted in accordance with the following guidelines:

- 1) All requests for such permission must be submitted in writing to The Director of Campus Safety at least two weeks prior to the anticipated need. Exceptions may be made to accommodate emergency needs.
- 2) Examples of extenuating circumstances include a student who:
 - a. is actively employed and must have a personal vehicle for work. A work related request must be accompanied by a letter from the student's employer confirming active employment and explaining the need for the vehicle.
 - b. has a medical condition that requires regular treatment. A medical request must be accompanied by a letter from the treating physician specifically stating a need for a vehicle while attending college.
 - c. has one or more parents who are physically disabled and unable to arrange any other means of conveying the student to or from the college.
 - d. has missionary/military parents who are actively working overseas, and have no other reasonable means of conveying the student to or from the college.
 - e. has a family emergency that prevents the parents from dropping off or picking up the student. In these situations a TEMPORARY permit may be granted for a reasonable period of time.
- 3) Permission for a freshman to have a vehicle on campus will NOT be granted for:
 - a. **Simple convenience.**
 - b. **Because a parent "authorizes" their son/daughter to have a vehicle.**
 - c. **Because of distance lived from campus.** (The freshman vehicle restriction is outlined in the College Bulletin, therefore, it is assumed that transportation issues were considered by the applicant prior to enrolling at GCC.)
 - d. Freshmen who bring a car to campus without prior approval from the Director of Campus Safety will be held responsible for all fines incurred against the vehicle regardless of whether or not approval to maintain the vehicle is granted.

All questions concerning vehicle or parking regulations should be directed to the Campus Safety Department at (724) 458-2111.

Open 24 hours, 7 days a week.

WHAT AND WHAT NOT TO BRING

To bring:

The following list is not complete but may help you get started with your packing.

Bed sheets – extra long/single bed size Pillow, (note:mattress pad is provided by the college)	Cell phone/Prepaid phone card
Pillowcases	Power strips with circuit breakers
Bedsread/ Blankets	Towels, washcloths
Laundry basket/bag	Laundry soap
Alarm Clock	Backpack
Personal grooming products	Hangers
Rainwear/ Umbrella	Desk lamp
Desk supplies	Headphones
Telephone	Small fan
	Sports equipment

Not to bring

The following items are not permitted in residence halls:

Additional curtains and draperies, alcoholic beverage containers items/posters advertising alcohol, candles, coffee pots or other appliances with a hot plate surface, cooking & hunting knives with blades longer than four inches, halogen lamps and multi-armed lamps with plastic shades, heaters, air conditioners, ceiling fans, incense/potpourri, obscene or pornographic posters, pets (other than fish), refrigerators larger than 4.0 cubic feet, road signs without proof of purchase, satellite dishes, toasters, toaster ovens, and other cooking appliances (popcorn poppers and hot pots with heavy duty cords are permitted), weapons of any sort, including water balloon launchers and air soft guns.

Refrigerator and appliances

You may bring your own refrigerator but it may be no larger than 4.0 cubic feet. The Men's Activity Board also rents refrigerators. Information concerning refrigerator rental is contained in your Orientation packet.

Appliances that are approved for use in residence halls include microwaves, curling irons, hair dryers, TVs, VCR/DVD players, radios, CD players, stereos, and clocks. **COFFEE POTS ARE NOT PERMITTED.** Any appliance not listed here must have prior approval of your Resident Director.

For safety reasons, we'd encourage you to bring two or three **power strips with circuit breakers** to use with your applicances. Household extension cords are not approved.

To be considerate of others, it would be wise to bring headphones to listen to music or TV. Also, the decision to have cable TV in your room should be a consensus of both/all roommates. Cable TV is provided in common areas of residence halls.

COLLEGE ADMINISTRATION

ACADEMIC AFFAIRS

**William P. Anderson, Ph.D.,
Provost and VP for Academic Affairs**
Phone: (724)-458-2187 Fax: (724)-458-3828
Email: wpanderson@gcc.edu

ADMISSIONS

Jeff Mincey, Director
Phone: (724)-458-2100 Fax: (724)-458-3395
Email: admissions@gcc.edu

ALUMNI & COLLEGE RELATIONS

Melissa MacLeod, Director
Phone: (724)-458-2050 Toll-Free: 888-GCC-GRAD
Fax: (724)-458-3334
Email: mamacleod@gcc.edu

ATHLETIC PROGRAMS

Donald Lyle, Ed.D., Director
Phone: (724)-458-2122
Email: dllyle@gcc.edu

CAMPUS SAFETY

Seth VanTil, Director
Phone: (724)-458-2111 Fax: (724)-458-2979
Email: svantil@gcc.edu
Emergency Communications Center: 458-3000

CAREER SERVICES

James Thrasher, Ed.D., Director
Phone: (724)-458-3371 Fax: (724)-450-1506
Email: jthrasher@gcc.edu

COMMUNICATIONS

Amy Clingensmith, Director
Phone: (724)-458-3302 Fax: (724)-458-2167
Email: alclingensmith@gcc.edu

DEVELOPMENT

**Jeffrey Prokovich, VP for Institutional
Advancement**
Phone: (724)-458-3846 Fax: (724)-458-3334
Email: jdprokovich@gcc.edu

FINANCIAL AFFAIRS

Roger Towle, VP for Financial Affairs
Phone: (724)-458-2215 Fax: (724)-458-3890
Email: rktowle@gcc.edu

FINANCIAL AID

Thomas G. Ball, Director
Phone: (724)-458-3300 Fax: (724)-450-4040
Email: financialaid@gcc.edu

FINANCIAL SERVICES (Student Account Information)

Michelle Williams, Director
Phone: (724)-458-2209 Fax: (724)-458-3890
Email: mmwilliams@gcc.edu

HEALTH & WELLNESS CENTER

**Amy Pagano, RN MSN, FNP, Director and
Head Nurse**
Phone: (724) 458-3850
**Suzanne Houk, Ph.D., Director of Counseling
Services**
Phone: (724) 458-3788

INFORMATION TECHNOLOGY

Vince DiStasi, Ph.D., VP and CIO
Phone: (724)-458-2299 Fax: (724)-458-2329
Email: vfdistasi@gcc.edu

PRESIDENT

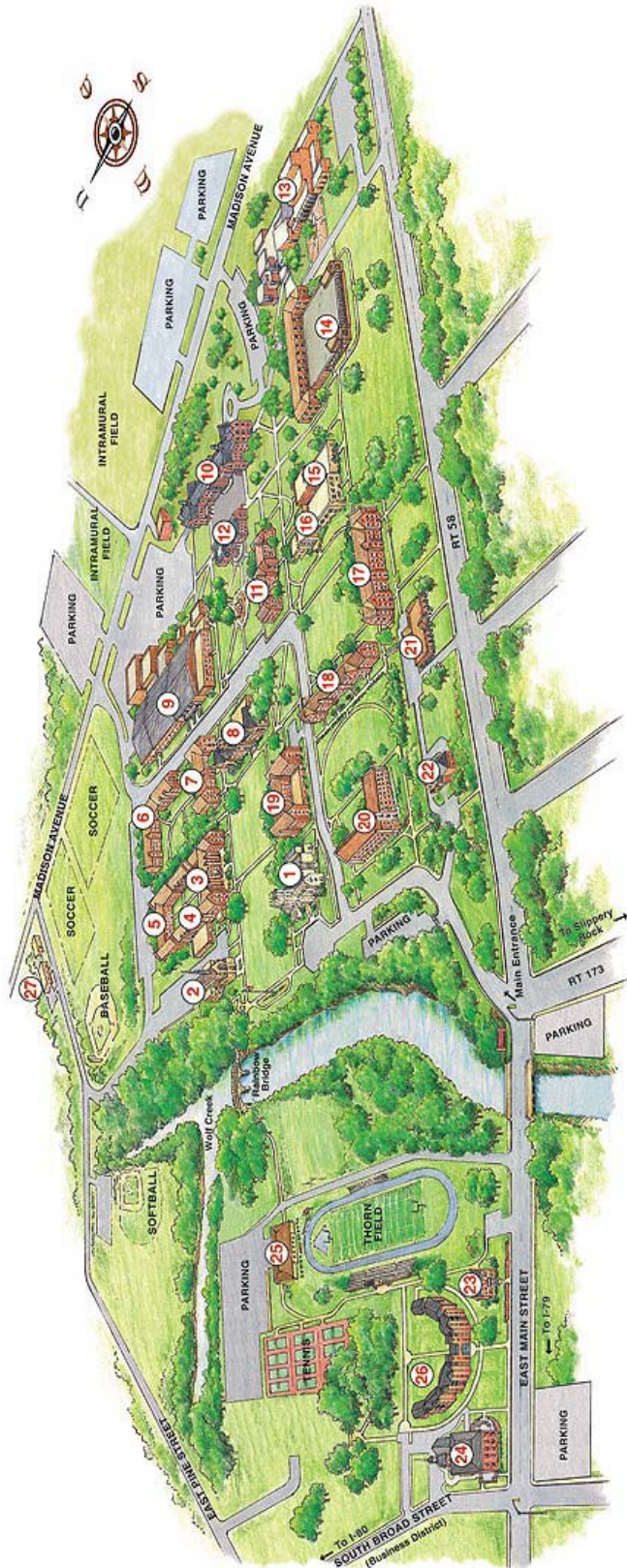
Richard G. Jewell J.D., President
Phone: (724)-458-2500 Fax: (724)-458-2190
Email: rgjewell@gcc.edu

REGISTRAR

**John G. Inman, D.Sc.
Dean of Enrollment Services and Registrar**
Phone: (724)-458-2172 Fax: (724)-458-2980
Email: registrar@gcc.edu

STUDENT LIFE AND LEARNING

**Mr. Larry Hardesty, VP for Student Life &
Learning**
Phone: (724)-458-2700 Fax: (724)-450-4028
Email: studentlife@gcc.edu



1. Crawford Hall (Administrative Offices)-1938
2. Harbison Chapel-1931
3. Mary Anderson Pew South Hall (Women's Residence Hall-includes South Hall and South Annex)-1937 & 1947
4. Mary Anderson Pew West Hall (Women's Residence Hall with Coed Dining Facility)-1950
5. Mary Anderson Pew North Hall (Women's Residence Hall)-1961
6. Mary Ethel Pew Hall (Women's Residence Hall)-1981
7. Helen Harker Hall (Women's Residence Hall)-1971
8. Rockwell Hall of Science-1931
9. Physical Learning Center & Alumni Hall (Career Services and Athletic Offices, Arena, Natatorium, Fitness Center, and Men's Residence Hall on 2nd floor)-1953 & 1988
10. Hall of Arts and Letters-2002
11. Hoyt Hall of Engineering-1966
12. Breen Student Union (Student Life & Learning Offices, Gedunk, Bookstore, and Mail Hall)-2004
13. J. Howard Pew Fine Arts Center-1976 & 2002
14. Hicks Hall (Men's Residence Hall with Coed Dining Facility)-1967 & 2007
15. Weir C. Ketter Technological Learning Center-1984
16. Henry Buhl Library-1954
17. Hopeman Hall (Men's Residence Hall)-1950
18. Lincoln Hall (Men's Residence Hall)-1941
19. Isaac C. Ketter Hall (Men's Residence Hall)-1932
20. Memorial Hall (Men's Residence Hall)-1996
21. Zerbe Health Center-1970
22. President's House-2005
23. Cunningham Hall -1854
24. Carnegie Alumni Center (Institutional Advancement, includes Alumni Relations, Communications, and Development)-1900 & 2009
25. Phillips Field House-1980
26. Colonial Hall Apartments-2006
27. Maintenance and Central Receiving-1964 & 1984