




GROVE CITY  
COLLEGE

*Because faith and freedom matter*

A photograph of three young women sitting on a green lawn outdoors. The woman on the left wears red sunglasses and has long brown hair. The woman in the middle is wearing a blue and white striped shirt and is looking at an open book. The woman on the right is wearing glasses and a grey vest over a floral top, looking down at the book. The background shows trees and a building under a clear sky.

2018-2019

PREVIEW

GUIDE



A digital version of this guide is available online at  
[www.gcc.edu/previewguide](http://www.gcc.edu/previewguide)



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# **CAMPUS RESOURCES:**

## **ACADEMIC RESOURCE CENTER (ARC)**

**Location:** Crawford Hall, Lower Level, Academic Resource Center  
**Summer Hours:** Monday – Friday: 8:30 a.m. - Noon and 1 p.m. - 4 p.m.  
**Regular Hours:** Monday – Friday, 8 a.m. – 5 p.m.  
**Website:** <http://www2.gcc.edu/arc/> **Phone:** 724-458-2172

The ARC provides services to support student learning, achieve academic success, and attain degree completion. The Center serves students through individual academic counseling, study skills coaching, tutoring, providing services for students with disabilities, early intervention outreach, understanding the policies and requirements of the College Bulletin, and providing graduation planning assistance.

ARC staff understands that all students learn differently and want to reach success with their academic, personal, and vocational goals. To this end, the staff is dedicated to working with all students who seek assistance from the Center.

### **Academic Advising**

Every student at Grove City College works with a faculty advisor within their academic discipline. Students who have entered the College as “undeclared” will be advised by the Director of Academic Advising until they select a major.

The academic advising program helps students accomplish their academic, personal, and long-range career goals by providing holistic guidance and support in the decision-making process. The Director of Academic Advising works with faculty advisors to help students assess and formulate achievable academic goals. Students are strongly encouraged to build a relationship with their advisor and should meet with him/her on a regular basis.

### **Disability Services**

A disability is defined by the Americans with Disabilities Act of 1990 (ADA) as a substantial limitation of a major life function. Once a student is accepted and has confirmed his/her intention to attend Grove City College, he/she must initiate a request for services by contacting the Disabilities Service Coordinator at [DisabilityServices@gcc.edu](mailto:DisabilityServices@gcc.edu) or (724) 264-4673. A student requesting accommodations for a disability is required to submit documentation of the disability to verify eligibility under the ADA. Reasonable and appropriate accommodations are determined on a case-by-case basis for qualified students who have demonstrated a need for these services.

Please visit the [Disability Services](#) portion of the Grove City College website for information on documentation guidelines or to register with the office.

### **Retention Management**

Grove City College uses Jenzabar® Retention to streamline and focus student success and retention efforts. This program allows faculty and staff to submit an early alert when there is a concern about a student. This system, and the communication network it builds, enables the student support team to more quickly come alongside a student who is struggling, discuss the concern, create an action plan, and/or refer him/her to the appropriate campus resource office(s) as needed.

Please visit the Academic Resource Center website for tips for academic success, information about the tutoring program, and other services offered.

# BOOKSTORE

**Location:** Breen Student Union, 1st floor

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

**Regular Hours:** Monday-Friday, 8:30 a.m. – 5 p.m. and Sat. 9:30 a.m. – 1 p.m.

Extended hours for special events such as Homecoming and Family Weekend

**Website:** bookstore.gcc.edu

**Phone:** 724-458-2135

**Email:** bookstore@gcc.edu

The Bookstore at Grove City College is your first stop for everything you need for college. We carry a wide selection of Grove City College apparel and gifts, in addition to school supplies such as printer ink, lab materials, and art supplies, health and beauty supplies, and snacks.

The Bookstore is owned and operated by the College, which means we operate on a lower profit margin than other bookstores that you may be familiar with. Because we are part of the College, our proceeds are invested back into the College, which keeps tuition affordable and enables us to donate to many campus groups and charitable organizations.

By purchasing or renting your textbooks and other course materials at the Bookstore, you can take advantage of our affordable, competitive pricing. You can also take advantage of our years of expertise in working with faculty to order the exact course materials you need, in time for your first class. We accept pre-orders for textbooks so that you can pay for your books ahead of time and simply pick them up at your convenience when you arrive on campus. You can pre-order your books at the Bookstore during Summer Preview or at bookstore.gcc.edu beginning the second week of July. You can also order e-books from our website by choosing the e-book option during the ordering process. Another cost savings option available to students is the Inclusive Access program, in which you are able to get e-books at the lowest price available anywhere and pay for them in your tuition bill. If your professor chooses this option, he or she will give you more information.

**Textbooks return policy:** Textbooks are only returnable if the student drops the class. Books must be returned within one week after drop/add and must be accompanied by verification from the Registrar, your cash register receipt, and your student ID. Books must be in the same condition in which they were purchased, including unopened shrink wrap. If a course or book is changed by the College, the Bookstore will exchange the book you purchased for the correct title.

We buy books back from students at the beginning and end of each semester, regardless of where the books were originally purchased. We pay cash on the spot, and selling your books on campus means lower prices for students taking the classes next semester.

**Payment types:** In addition to cash and check, we accept Visa and MasterCard credit or debit cards, Discover, and Crimson Cash. When using Crimson Cash, students receive an additional 5% off purchases, including textbooks. Student account credit is not extended for any Bookstore purchases. A valid driver's license and/or student ID may be requested for verification at the time of purchase. Gift cards are available.

# CAMPUS MINISTRIES OFFICE

**Office:** Rathburn Hall – 1<sup>st</sup> floor  
**Summer Hours:** Monday – Friday, 8:30 a.m. – Noon and 1 p.m. – 4 p.m.  
**Regular Hours:** Monday-Friday, 8 a.m. – 5 p.m. Phone: 724-450-1510 **Email:** campusministries@gcc.edu  
**Website:** www.gcc.edu/campusministries

The Campus Ministries team seeks to aid students in their spiritual development. Twenty-two student ministry groups are coordinated through the Campus Ministries Office, and the staff can assist students in finding the ministry group that best matches their interests and needs. Staff members can also aid students in finding a local church that matches their faith tradition or church background. The office also coordinates several all-campus programs, a men’s small group program, and a women’s discipleship program in which small groups of 5-7 students are matched with mature Christian mentors from the community. The Campus Ministries suite houses a library with several resources that students can borrow as they lead Bible studies or seek personal spiritual growth.

College-sponsored domestic and international Inner-City Outreach (ICO) short-term mission trips are coordinated through the Campus Ministries Office. The Director of Campus Ministries provide student leaders with the training, resources, and support necessary to effectively lead such a trip. Any student interested in leading an ICO trip should speak with the Director of Campus Ministries to learn more about this process. It is required that students participate in an ICO trip before applying to lead a trip. ICO trips go out to serve over college breaks that occur during the academic year (e.g. Thanksgiving, Christmas, and spring breaks).

Staff members are also available to meet with students to talk about issues affecting their spiritual and personal lives and to pray with students. ]

# CAMPUS SAFETY

**Campus Safety Office:** Basement Crawford Hall  
**Hours:** Open business hours and 24/7 by phone  
**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 for the safety of others around them. Suspicious persons or activity should be reported immediately 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. Safety Personnel 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 transportation for medical care at either the Zerbe Health and Wellness Center or the 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 these many services, Campus Safety offers a variety of training classes and educational programs which are open to individual students and groups. Among the more common presentations are basic first aid, CPR, and AED Certification, vehicle maintenance, Active Shooter and personal safety. Contact Campus Safety if you or your group would like to arrange a presentation.

## CAREER SERVICES OFFICE

**Career Services Office Location:** Physical Learning Center

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

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

**Website:** [www.gcc.edu/cso](http://www.gcc.edu/cso)

**Phone:** 724-458-3371

**Email:** [career@gcc.edu](mailto:career@gcc.edu)

## EDUCATION CAREER SERVICES

**Education Career Services Office Location:** Hall of Arts & Letters – Suite 100C

**Website:** [www.gcc.edu/ecs](http://www.gcc.edu/ecs)

**Phone:** 724-458-3397

**Email:** [ibeute@gcc.edu](mailto:ibeute@gcc.edu)

The mission of the Grove City College Career Services Office (CSO) is to guide students in their realization and pursuit of God's calling for their lives. The CSO offers a number of programs, services, and resources to students to ultimately aid them in the process of identifying and pursuing their vocational calling. Our comprehensive program helps students to discover their interests, personality, skills, values and passions early on during their freshman year and then embark on a four-year strategy to pursue a fulfilling career that aligns with those assessment outcomes. The career development process is imparted to students with the goal of equipping them with life-long job search skills that will support them in managing their future careers.

The CSO serves all students within the campus community coming from a wide variety of majors (from business and engineering to the liberal arts and sciences). The centralized office, located in the Physical Learning Center, partners with Education Career Services (located in the Hall of Arts & Letters- Suite 100C), an office which provides specialized services and resources for Education majors seeking PreK-12 positions.

Ms. Beute provides guidance on critical skills identification and development, exploration, education resumes, cover letters, time management, verbal communication skills, mock interviews, internship opportunities and job preparation related matters. On-campus Education job interviews and professional development sessions are sponsored and presented by the ECS.

For all other majors, students can schedule counseling appointments with one of four career counselors in the centralized Career Services Office to discuss any aspect of the career process from self-assessment and career exploration, to the strategic job search and skills involved in that process such as resume writing, interviewing, and networking. With respect to programming, our office offers resume writing seminars, workshops on various career topics (i.e., social media, interviewing, professional dining and dress, internship searching), an annual on-campus Career Fair (numerous employers and graduate schools), internship and camp fairs, mock interview days, on-site employer visits, alumni networking opportunities, walk-in days, an On-Campus Recruiting (Interviewing) Program, and much more!

Please visit our websites for more information about our programs, events and services. We look forward to working with you throughout your entire college career.

# The CHAPEL PROGRAM

**Office Location:** Rathburn Hall  
**Hours:** Monday – Friday, 8 a.m. - Noon and 1 p.m - 5 p.m.  
**Phone:** 724-458-2143  
**Email:** [www.info.gcc.edu/services/harbison](http://www.info.gcc.edu/services/harbison)

The Rev. Dr. D. Dean Weaver '86 will serve as the College's interim chaplain this coming year and is tasked with offering spiritual guidance and direction to the Grove City College student body through weekly Chapel, Vespers and alternative Chapel programs, essential times of worship, fellowship and growth. He will also work closely with the Campus Ministries team, provide spiritual counseling for students, serve as the Chairman of the Religious Activities Committee, and provide training for the Red Box Mission volunteers.

Grove City College provides a chapel/convocation program to promote each student's spiritual and moral development during the student's College educational experience. This program is comprised of diverse services and activities, and while it is designed to encourage spiritual growth, the College understands that, ultimately, Christian maturity is the responsibility of the individual student and not the consequence of a requirement. Chapel services are the common expression of our Christian faith as members of the campus community. Thus, chapel/convocation attendance is a core component of the student's experience at Grove City College.

There are many chapel options available to students, and each student is free to select from these options according to his/her own interests as long as the student meets the following per-semester attendance requirements (fall/spring terms only):

1. Full-time students (12 or more credits) must attend sixteen (16) chapels.
2. Students enrolled at least half-time but less than full-time (6-11 credits) must attend eight (8) chapels.
3. Students enrolled less than half-time (5 or fewer credits) are not required to attend chapel.

Enrollment status will be determined for each student at the conclusion of the College's course drop/add week. Withdrawing from courses after that date will not affect the number of chapels owed during a semester.

A student studying abroad through an external program; enrolled in the Washington DC Internship Program; attending as a non-degree, post-baccalaureate or second degree student; or student- teaching full-time will not be required to attend chapel during the semester of that experience.

Students enrolled as an undergraduate beyond the typical four-year degree period will be required to attend chapel within the requirements listed above. There is no additional chapel requirement for a student who graduates early.

Chapel requirements not fulfilled in a semester must be made up (this includes any unfulfilled chapel requirements from a previous semester). A student who owes ten (10) or more unfulfilled chapel requirements will not be permitted to register for the next semester until such time that the requirement is met. All grades and transcripts will be held for students who withdraw from the College who have ten (10) or more unfulfilled chapel requirements. Any student who has not fulfilled the chapel attendance requirement by his/her graduation date will not be certified as a graduate of Grove City College until the requirement has been satisfied. Furthermore, students owing more than six unfulfilled chapel requirements will not be permitted to participate in the College's commencement ceremony.

**Goals of the Chapel Program**

In terms of the actual program for which chapel credits are provided the objectives are as follows:

- To provide occasions where all members of the academic community can express a common faith in Jesus Christ.
- To allow members of the campus community to utilize their talents and gifts in ministry to other members of the community.
- For students to be challenged theologically and spiritually from an Evangelical biblical perspective.
- For students to be affirmed in their particular Christian tradition and experience spiritual maturity in their individual faith expression.
- For students to appreciate and respect other Christian traditions and expressions that are different from their own.
- To provide a context in which prayer can be offered on behalf of those in the campus community who are experiencing tragedy or special need.
- For students to develop sensitivity toward and become responsive to the needs of others in the world.

**Sunday Events**

Respecting Sunday as a special “day of rest” has been, and continues to be, part of the Christian tradition. Therefore, the College will avoid business as usual on Sunday, particularly in terms of scheduling events and the use of facilities. Accordingly, events are not to be scheduled on Sunday until after Sunday Evening Vespers (approximately 7:30 p.m.). At that time, ministry related groups, campus meetings, and events with limited venue requirements may be properly scheduled. The staff advisor for groups seeking approval for scheduled events on Sunday evening will consult with the interim chaplain.

The only exceptions to this policy will be those necessary academic functions and athletic department events where scheduling requires a departure from the general rule.

Grove City College encourages students to participate in local churches on Sunday morning and to establish a church home during the student’s years at Grove City. In order to insure fairness and balance the College does not, however, allow local churches to conduct worship services, Bible studies, or other small group activities on campus. All invitations for guest speakers at religious events who are not members of the Grove City College community should first be approved by the Office of the interim chaplain.

**COUNSELING CENTER**

**Counseling Center Office:** Zerbe Health & Wellness Center  
Summer Hours: Closed during the summer months  
**Website:** <http://www.gcc.edu/studentlife/Counseling-Center/Pages/default.aspx>  
**Hours:** Monday-Friday, 8 a.m. - 5 p.m.  
**Phone:** 724-458-3788

The Counseling Center provides free counseling and consultation services to assist students as they navigate the demands of college life. Stress overload, changes in mood, relationship issues and excessive worry are common reasons students visit the center. Appointments may be made by contacting Mrs. Michelle Hummel at extension 3788 or by email at [mhummel@gcc.edu](mailto:mhummel@gcc.edu). Appointments are scheduled between 9 a.m. – Noon and 1 p.m. – 5 p.m. Monday through Friday. In the case of an emergency or crisis, counselors are available after hours by contacting Campus Safety at extension 3000.

# FINANCIAL AID

**Financial Aid Office:** Ground Floor Crawford Hall

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

**Regular Hours:** 8 a.m. - Noon and 1 p.m. - 5 p.m.

**Website:** <http://www.gcc.edu/financialaid>

**Phone:** (724) 458-3300

**Email:** [financialaid@gcc.edu](mailto: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, which will enable the Financial Aid Office to credit your financial aid record earlier in the billing cycle.

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 by students 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 1<sup>st</sup> business day in August (August 1, 2018). When applying for a GCC Loan, request the loan amount for the entire academic year.

Please monitor your mail and email throughout the application process for important notifications that require immediate action by borrower and co-signer. Failure to respond promptly could result in delays in the processing of your loan. Missing or incomplete information will also cause delays in your loan application and disbursement. These delays could result in your student account being unpaid at the payment deadline for which you would be charged a \$40.00 late payment fee.

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 2019 – 2020 and beyond, students must reapply each year using the GCC Financial Aid Application. Students must maintain a Cumulative Quality Point Average of 2.00 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 using your student password. 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 information (for tax purposes).
- 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 May	Apply for GCC Student Loan allowing a minimum of 3 weeks processing time. Application available online. Submit Student Health Insurance information annually via myGCC under the Student tab.
Late June	Student account statement with Fall semester charges available online- <a href="https://my.gcc.edu/ics">https://my.gcc.edu/ics</a> . Students notified at GCC email address.
1 <sup>st</sup> Business Day of August	Payment due in full for fall semester charges. All outstanding outside scholarship and loan checks due in Financial Aid Office. \$40 late payment fee assessed on all unpaid balances at the close of business.
1 <sup>st</sup> Business Day of each Month	\$40 Late payment fee assessed on all outstanding student account balances.
October 1	FAFSA and GCC Financial Aid Application available online for next academic year of 2019-2020.
Mid-October	Apply for GCC Student Loan allowing a minimum of 3 weeks processing time (for students borrowing ONLY for spring).
Late November	Student account statement with January Intersession and Spring semester charges available online – <a href="https://my.gcc.edu/ics">https://my.gcc.edu/ics</a> . Students notified at GCC email address.
Early January	Payment due in full for January Intersession and Spring semester charges. All outstanding outside scholarship and loan checks due in Financial Aid Office. \$40 late payment fee assessed on all unpaid balances at the close of business.
January 31	1098-T Tuition statement tax forms are mailed to home address and are available online - <a href="https://my.gcc.edu/ics">https://my.gcc.edu/ics</a> .

Early March	Housing deposit due for resident students. \$40 late fee assessed on unpaid deposits at the close of business of payment deadline (to be announced).
April 15	GCC Financial Aid Application due for next academic year
Mid-April	Student account statement with May Intersession and Summer term charges available online – <a href="https://my.gcc.edu/ics">https://my.gcc.edu/ics</a> . Students notified at GCC email address.
Friday before May Intersession	Payment due in full for May Intersession charges. \$40 late payment fee assessed on all outstanding balances not paid at the close of business.
1 <sup>st</sup> Business Days in June and July	Payment due in full for Summer Internship and Online Course charges. \$40 late payment fee assessed on all outstanding balances not paid at the close of business.

# FINANCIAL SERVICES/STUDENT ACCOUNTS:

## Billing and Payments

**Student Accounts Office:** 2<sup>nd</sup> Floor Crawford Hall, Financial Services Suite  
**Summer Hours:** Monday – Friday, 8:30 a.m. – Noon and 1 p.m. – 4 p.m.  
**Regular Hours:** 8 a.m. - 5 p.m.  
**Website:** [www.gcc.edu/Home/Admissions-Financial-Aid/Financial-Aid-Scholarships/Student-Accounts](http://www.gcc.edu/Home/Admissions-Financial-Aid/Financial-Aid-Scholarships/Student-Accounts)  
**Phone:** (724) 458-2209  
**Email:** [studentaccounts@gcc.edu](mailto:studentaccounts@gcc.edu)

### Student account

Your 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 and to give their parents access to the myGCC portal.

### Online student account access

Student account statements are only available for viewing online as the College does not send paper statements. The following are the steps to access your statement using student login (keep reading for parent login instructions):

- Log into myGCC at <https://my.gcc.edu/ics> using your student ID number and password
- Select ‘Financial Info’
- Select ‘My Account Info’
- Select ‘Course and Fee Statement’, ‘Generate my Course and Fee Statement’, and then ‘View my Course and Fee Statement’
- Scroll to the bottom of the statement to see the total amount due (generally on page 2)

### Payment deadlines

Fall Semester	1 <sup>st</sup> business day in August	August 1, 2018
January Intersession	Early January	January 4, 2019
Spring Semester	Early January	January 4, 2019
Housing Deposits	Early March	To be announced
May Intersession	Friday before Intersession	May 17, 2019
Early Summer Online	Early June	June 3, 2019
Late Summer Online	Early July	July 1. 2019

All other miscellaneous charges are due and payable within 10 days of assessment. All outstanding balances will be subject to a \$40 late fee on the 1<sup>st</sup> 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 financial hold on your account and you will not receive grades nor 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/Home/Admissions-Financial-Aid/Financial-Aid-Scholarships/Student-Accounts](http://www.gcc.edu/Home/Admissions-Financial-Aid/Financial-Aid-Scholarships/Student-Accounts).

If you are unable to pay your account in full by the payment deadline, contact the Student Accounts Office at (724) 458-2209 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 bank account number. There is no fee to make an e-check payment; the payment is simply withdrawn from your checking account the following business day. Please note that you must use the bank account number and not your debit card number.

Credit and debit card payments may also be made for a 2.75% convenience fee of each transaction (the fee goes directly to CASH/Net, a third-party payment processing company, and does not benefit the College). E-check, credit, and debit cards can only be accepted as outlined below and cannot be processed over the phone.

### To make either an e-check or credit/debit card payment using your student login:

Log into myGCC at <https://my.gcc.edu/ics> using your student ID number and password

Select 'Financial Info'

Under 'My Account Info', select 'Go to CASH/Net'.

Choose 'Click here to make a payment' and continue the checkout process.

The payment will be processed by CASH/Net and will be posted to your student account.

Cash, check, and money orders are accepted at the Student Accounts Window, 2<sup>nd</sup> floor of Crawford Hall during the business hours if you are unable to pay online. If you wish to mail your payment, 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. Payments must arrive in our office by the payment deadline so please allow 2 weeks when sending by regular US mail.

## Parent Portal

Students are encouraged to create a login for parents or others who may be assisting them financially. The Parent Portal is fully explained in a separate section of this booklet; however, the following are the specific instructions for parents to access the student account information and make payments using the Parent Portal.

Login to myGCC using your Parent Account login

Select 'Parent'

Choose your student by clicking on their name

Under 'Financials' choose 'Student Account Information'

Select 'My Account Balances'

Select 'Course and Fee Statement' to see the current year account details

Select 'Go to CASH/Net' to make an online payment via e-check or credit card then select 'Click here to make payment' and follow the screens as directed to complete the checkout process on the secure website

## 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 Office at [studentaccounts@gcc.edu](mailto:studentaccounts@gcc.edu) before each of 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. If possible, please request 2 – 4 weeks in advance of the payment deadline to allow for processing and mail time. **This information must be provided each semester as the College cannot assume that you will continue to receive payments from your tuition savings plan.**

**Crimson Cash account**

Your Crimson Cash account is a declining balance account on the Grove City College Crimson ID Card. The card may be used to pay for purchases at participating campus locations (bookstore, GeDunk, laundry facilities, print services) 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](mailto:studentaccounts@gcc.edu) or in person at the Student Accounts Office. Crimson Cash balances carry over from semester to semester and any remaining balance is refunded upon graduation.

You can view your Crimson Cash account balance and make deposits any time electronically via e-check or credit card through the myGCC portal under Financial Info. Cash deposits can also be made at the Automated Deposit Machines (ADMs) located in the Student Union and the TLC. Cash, check or money order deposits are accepted during business hours at the Student Accounts Window on the 2<sup>nd</sup> floor of Crawford Hall.

**Refunds**

Refunds of overpayments on your student account may be requested by contacting [studentaccounts@gcc.edu](mailto:studentaccounts@gcc.edu) or in person at the Student Accounts Office. 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 a credit balance on your student account, you may request up to \$500.00 until the College receives all your estimated financial aid credits. Refunds will not be issued until the first day of classes. Refunds can be placed on your Crimson Cash Account or refunded via paper check or direct deposit (student must be enrolled for direct deposit – see Student Employment section for more information).

**FOOD SERVICE**

**Office Location:** Hicks Hall dining facility  
**Hours:** Monday – Friday 8 a.m.-4 p.m.  
**Website:** [www.cafebonappetit.com](http://www.cafebonappetit.com)  
**Phone:** 724-458-2096

The College’s food service is overseen by Bon Appétit Food Management Company. Meals are available in Hicks and MAP cafe and at the Breen Student Union. Students are permitted one dining hall access per meal period and are required to present a valid College ID card to gain access to the cafes. Student meals are non-transferable. All students residing in one of the ten traditional residence halls on campus are required to have a 21 meal plan each semester. Commuting students and those residing in the Colonial Apartments may purchase meals by logging onto myGCC.edu and clicking on “Dining Options” under the “Sign-Up” tab, or by visiting the student accounts office, 2<sup>nd</sup> floor Crawford Hall.

**Cafés**

MAP and Hicks Cafés (offering all you care to eat) 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 Breen Student Union Gedunk offers breakfast, lunch and dinner dining options which are bundled meals. Gedunk retail offers a wide range of made to order options and proudly serves all natural burgers, antibiotic free poultry, prepared from scratch and hand tossed pizzas, express sandwiches and salads, fresh baked goods and desserts. At our Bistro we offer locally roasted coffee, in addition to Starbucks brand coffee and our house-made pastries.

**Café Hours**

<u>Monday - Friday</u>	<u>Hicks</u>	<u>MAP</u>	<u>Gedunk Dining Options</u>
Breakfast	Closed 10:50-1:00	7:15-10:00	7:00-9:00
Lunch Dinner	4:00-6:30	11:45-1:45	12:45-3:45
Dinner	4:00-7:00	4:30-7:15	4:00-7:30
Friday		Closed	
<u>Saturday</u>	<u>Hicks</u>	<u>MAP</u>	<u>Gedunk Dining Options</u>
Hot Breakfast	8:00-9:30	Closed	
Brunch/Lunch	11:00-2:00	Closed	CLOSED
Dinner	4:00-6:30	Closed	
<u>Sunday</u>	<u>Hicks</u>	<u>MAP</u>	<u>Gedunk Dining Options</u>
Hot Breakfast	8:00-9:30	Closed	Closed
Brunch/Lunch	11:00-2:00	11:00-2:00	Closed
Dinner	4:00-6:30	Closed	4 – 7:30

**Gedunk/Breen Student Union Retail Hours:**

Monday - Saturday 7 am – 12 pm  
Sunday 4 pm – 11 pm

**Crimson Cash Accepted**

Commuter and Colonial Apartment students using their Crimson Cash account to purchase meals will be charged as follows:

Breakfast	\$4.75
Lunch	\$7.25
Dinner	\$8.75

An automatic 5% discount will be applied to any retail purchase paid for using Crimson Cash at the GeDunk.

**Guests**

Guests are also welcome to eat in the dining halls at any time.

<b>Cash Meal Prices</b>	<b>Adult</b>	<b>Children ages 4-12</b>
Breakfast	\$4.75	\$2.25
Brunch or Lunch	\$7.25	\$3.75
Dinner	\$8.75	\$4.50

**Sack Meals**

For those rare occasions when a student knows in advance they will not be able to have lunch or dinner at the cafes, we offer a make-your-own sack meal option. This is only available at MAP Café, Monday through Friday, during the breakfast timeframe. Upon entering the café inform the cashier you would like to make a sack meal for your lunch/dinner meal. Your name, ID and which meal is being replaced, will be recorded and entered into the system. Should your plans change, you will no longer have access to the cafes for that particular meal.

**Food Allergies**

Students with medically documented food allergies should contact [disabilitiesservices@gcc.edu](mailto:disabilitiesservices@gcc.edu) to seek special accommodation.

**Café Policies**

Consistent with ID Policy, your Grove City College ID must remain with you (on your person) at all times. Thus, students are discouraged from leaving ID cards on tables for the purpose of reserving a seat. The following partially consumed items may be removed from the café (one per person): one piece of fruit or one dessert portion (example: a cookie, or an ice cream cone, or a brownie). **All other food must be consumed in the café.**

Personal refillable containers of any kind are not permitted in the cafes. Students may drink or eat all they wish while in the cafes using the service ware provided. **It is totally inconsistent with campus conduct to remove any food (except as noted above) or service ware from the dining hall,** i.e. china, silverware, salt/pepper shakers, trays, dispensers, etc. Removal of these items will be considered an act of theft and appropriate disciplinary action will be taken. Students’ full cooperation is appreciated in making the dining experience a positive one for everyone. Food Service and GCC staff are required to monitor and report any infractions.

Commuters and Colonial residents found eating in the café without paying for a meal may be billed for the entire semester’s board charge and/or face disciplinary action. Students hosting guests who eat in the café without paying will be held responsible for the meal of their guests and may face disciplinary action.

Students not dressed appropriately (no shirt, no shoes or muddy clothes, muddy shoes) will be denied access to the cafes. Cleated athletic shoes and/or soiled clothing are not considered appropriate dress for dining.]

**HEALTH AND WELLNESS**

**Health and Wellness Services:** Zerbe Health & Wellness Center  
**Summer Hours:** Closed during the summer months  
**Clinic Hours:** Monday - Friday: 8 a.m. - 6 p.m., Saturday 8 a.m. - 4 p.m.  
**College Physician’s Hours:** by appointment starting at 3:30/4 p.m. Monday through Friday until all patients are seen. Call for an appointment.  
**Phone:** 724-458-3850  
**Email:** aepagano@gcc.edu

The Zerbe Health and Wellness Center is designed to treat minor illness and injuries and is available to all full time students at no cost. The health center is staffed by registered nurses during open hours, and may be visited on a walk in basis throughout the day for care. Daily physician or physician assistant hours are offered at regularly scheduled times in the afternoon **by appointment.** Physician services are provided by UPMC Family Healthcare Partners of Grove City, PA. An appointment may be scheduled by calling 724-458- 3850 during health center hours. Wait times for walk in visits can be avoided by coming outside of the scheduled physician hours. There is no cost to utilize health center services, including physician appointments. In addition to the physician services, over the counter medications such as tylenol, ibuprofen, cough and cold preparations, etc., and first aid and some orthopedic supplies are available free of charge.

**Maintenance** allergy shots can be done, by arrangement, at a cost of \$3.00 per injection, billed to the student account (students must provide their own serum). The health center cannot administer allergy injections if the student is not on maintenance therapy. Physician ordered laboratory tests, x-rays and other diagnostics may be done at the Grove City Medical Center under the **financial responsibility of the student.**

When immediate medical attention is required outside of health center hours a student may be taken to the Emergency Room of Grove City Medical Center for evaluation and treatment.

Transportation for immediate or emergency care may be done by Campus Safety, or an ambulance may be dispatched. Any time a student has an urgent need for medical care due to severe illness, an unexpected injury, or an accident, contact Campus Safety at x3000 for an immediate response and assistance with the situation.

**While Campus Safety will respond and assist with any emergency needs, they are not available to provide transportation for routine preplanned appointments.**

Please note: Routine physical exams for such things as summer camp, international travel, or employment are not done at the health center; students should use the academic calendar to make arrangements to have this type of visit scheduled at home.

**Medical Records**

**The College requires all incoming students to have an entrance physical examination done by the student’s personal health care provider.** A report of medical history, a physical examination form and a record of immunizations must be completed during this exam and returned to the Health Center **prior to arrival on campus**. An on campus pre participation varsity athletic physical is not a substitute.

Pennsylvania law also requires that the College have written proof of the meningitis vaccine or a signed waiver if the vaccine is declined. If a dose of meningitis vaccine was given before the 16<sup>th</sup> birthday a booster dose should be given before coming to college for maximum protection. Health forms can be found on the Grove City College website: Scroll down to the lower portion of the main page and under the section “MORE” choose offices, and then Zerbe Health and Wellness Center, forms will be on the right hand side. Medical forms. Please MAIL forms to:

Zerbe Health and Wellness  
Center 100 Campus Drive  
Grove City College  
Grove City, PA  
16127

**Please do not fax or email these health forms in the summer months.**

**Medical Excuse Policy**

The health center does not routinely issue a medical excuse from class. Students who are ill are requested to come to the health center if they feel the need for further assessment and care beyond self-treatment. All students who are ill and are going to miss class/activity etc. are requested to notify their professors by email. On a professor’s request, and with the permission of the student the health center staff will provide a verification of illness. If it is the belief of the health center staff that due to the nature of the illness or injury a student should not be in class or activity a medical reason for absence will be given.

If the student is seen by an outside provider (their own physician, ER etc.) the documentation of the visit should be provided by that provider.

**Home Care**

Students with contagious diseases (e.g., measles, mumps, chicken pox, etc.) are required to go home for medical treatment.

# INFORMATION TECHNOLOGY SERVICES

**ITS Office:** Technological Learning Center (TLC) Suite 1

**Phone:** (724) 458-2255 Main Office

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

**Computer Services & Support Desk:** (724) 458-2255 (on campus dial x2255)

**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.

**Computer Services & Support Website:**

<https://grovecitycollege.sharepoint.com/sites/CSSComm/SitePages/Home.aspx>

**GCC Helpdesk:** <http://helpdesk.gcc.edu>

**My.GCC.edu** – campus portal (<https://my.gcc.edu>) is your “Campus Connection.” See General Information Section for details.

**On-Campus ITS Website:** <http://info.gcc.edu/offices/its> Online

## Student computing

Through the Instructional Technology Program, all full-time students entering Grove City College in the upcoming semester will be issued a high-performance HP Tablet PC running Microsoft Windows 10, various accessories, a personal printer, as well as a backpack/shoulder bag designed to carry & protect the Tablet PC. (This collection of issued equipment is from here on referred to as “ITP Equipment”). Students are expected to utilize this equipment 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 <http://www.gcc.edu/studentlife/New-Student-Info/Pages/Freshman-Computers.aspx> once final decisions have been made as to models & specifications.

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

## Avoiding Out-of-Pocket Expenses

Computer Services and Support makes every reasonable effort to avoid out-of-pocket expenses related to GCC issued equipment. The Repair Shop is proudly staffed with Hewlett-Packard certified technicians, and we charge no labor fees. Additionally:

- Each Tablet PC is backed by a 4-year warranty
- Each Tablet PC is covered by a 4-year Accidental Damage Protection Policy
- The back of each Tablet PC Screen is covered by a GCC Logo decal to protect the screen (one of the most expensive & most exposed components) from cosmetic damages
- Backpacks/shoulder bags are provided which are designed to help protect Tablet and Notebook computers (when used properly)

## Accidental Damage Protection

Accidental Damage Protection (ADP) is a highly valuable coverage to help the student avoid the costs associated with accidents such as drops and spills. *Students are required* to report damage within 10 business days – regardless of severity, impact on functionality, or geographical location (i.e. accidents should be reported immediately by e-mail or phone even if the student is on break or studying abroad). For additional details regarding Accidental Damage Protection, please stop by the Help Desk.

## **Possible Out-of Pocket Expenses**

Please be aware that despite our efforts, there may be expenses related to the technology issued to the student. The ITP Equipment remains the property of the College until the student satisfies their graduation requirements. As such, the student – not the College – will be held financially responsible for events or situations which are not covered by, or result in the termination of, the manufacturer's warranty or other GCC-based coverage or protection. Events of this type include, but are not limited to:

- Loss, theft, or fraud

- Fire, Flood, or damage caused in vehicular accidents

- Intentional misuse, abuse, vandalism, or failure to properly maintain the device

- Failure to meet the stipulations & requirements of the Accidental Damage Protection Policy

- Cosmetic damages resulting from the removal of protective films

- Disassembly, modification or attempted repair by any entity other than the CSS Repair Shop, unless expressly authorized in writing by the CSS Repair Shop. Students and family members, regardless of certification or skill level, are not permitted to perform repairs on GCC issued equipment.

## **Consumables**

Students are responsible for the cost of replacing all consumables, as defined by the equipment's manufacturer. While it may be obvious this includes printer ink, consumables also include (but are not limited to) batteries and digital styli. Both of these items come with at least a 1 year warranty, and will be replaced during that time in the event of a warrantable failure. After the warranty period, replacement is the responsibility of the student.

## **Warranty & Contract Violations**

In the event of a contract or warranty-violating event (such as unauthorized repair), the student will be charged for the current replacement value of the system, regardless of whether it is operational or not.

## **Uncovered Repairs**

PLEASE NOTE: Because the ITP Equipment remains the property of the College, repairs are made *at the discretion of our certified technicians*. Students are required to turn their systems in for repair, regardless if it is a covered expense or not. Moreover, there are stipulations in the Accidental Damage Protection Policy regarding when events occur; thus it is in the student's best interest (as well as being their contractual obligation) to turn in damaged equipment as quickly as possible. In the event of a repair which is not covered by warranty or other GCC-issued coverage, the student will be charged for the cost of the related parts, obtained at GCC's considerable discount. No labor will be charged for such repairs.

Because of the technology involved, uncovered repairs can be costly – for example, replacement screens can exceed \$700 each. The legally binding agreement the student will sign requires insurance to be purchased to cover such events. Personal Property insurance can be obtained from a variety of sources, including National Student Services Inc (NSSI.com). Cost and coverage varies, and a rider on a homeowner's policy may also be a consideration.

The Repair Shop, staffed by full-time employees, is responsible for addressing hardware problems related to all GCC-issued technology, as well as for coordinating the software configuration for all GCC computers. If you are having difficulties with your ITP Equipment, contact the Help Desk so that we can assess the situation and determine the best resolution. The Technological Learning Center Computer Lab is open to all students. In the event a system must be turned into the Repair Shop, the student may utilize the lab to complete their academic tasks. Additionally, docking stations are available in the lab, pre-connected to large displays, full keyboards & mice which allow the student to easily utilize these accessories with their issued equipment.

Upon graduation as a full-time student, Grove City College will assign/transfer ownership of the ITP Equipment to the student. The agreement entered into upon receipt of the equipment will then be terminated.

There are certain circumstances when a student must return the ITP Equipment to the College, including withdrawing from the institution for any reason and dropping to part-time status (unless a per-semester technology fee is paid).

### **Networking and communication**

The campus is fully networked and you can connect to the campus network as long as you have a valid user ID and password. Each college residence hall is equipped with networking connections for each resident. These connections provide students with access to the Internet, campus e-mail and other college resources. Many locations on campus are also equipped with the College's wireless network. The college highly discourages you from bringing any network device, such as a wireless router, with you. These devices may and have caused problems in the residence halls when connected to the College network. If the ITS staff detects any unauthorized network device you will be instructed to remove it immediately. If the device is connected a second time, the device will be confiscated. Any networking/communication issues should be reported to the Computer Services & Support Desk (x2255). ]

## **INTERNATIONAL EDUCATION**

**Office of International Education:** HAL 319

**Summer Hours:** Monday – Friday, 9:00 AM-2:30 PM

**Regular Hours:** 8:30 a.m. - Noon and 1 p.m. - 4:30 pm

**Website:** <http://www2.gcc.edu/international/>

**Phone:** (724) 450-4016

**Email:** [international@gcc.edu](mailto:international@gcc.edu)

The world is your campus! Consider how you can explore the world and learn about other cultures while at Grove City College. Becoming more globally minded and aware of the world is our goal. An international experience will afford you the opportunity to travel, see the world, study and meet new people. We welcome international students and guests to campus for short stays or for longer term study. Partnerships with international institutions of higher education are vital to the life of the campus. Contact the Office of International Education for any of the following student opportunities.

### **European Study Center**

The European Study Center (ESC) in Nantes, France, is a 24-bed campus of Grove City College that offers fall semester, January, May, and summer study, internships and research opportunities *for the same cost as study on campus!* This opportunity is open for the fall semester to engineering majors and to all students in January and May intersessions for faculty led courses

### **Asian Exchange Partner**

Seoul Women's University in Seoul, South Korea, is our summer study partner for study abroad and is also one of our exchange partners. We welcome an international student each year for a full year of study from this institution. Grove City students may study in Seoul for one month in early mid summer at very low cost, plus airfare. Students earn 3 credits for this experience.

### **Faculty Led Travel Courses**

Grove City faculty lead travel courses in January and May-June Intersessions. Each course meets the requirements of an on-campus course and may be taken for credit or audited. Required readings, research, and pre-departure meetings occur the semester prior to the travel portion.

Costs for a travel course include tuition, travel, housing, food and some excursions. Passports are required for all international travel and, in some cases, visas and immunizations may be required, as well.

### **Study Abroad**

Students may study abroad for a semester, entire school year, or for a summer. Study abroad options are flexible, although some are less flexible because of major requirements involving program certification and external controls of accreditation. Study abroad 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. as well as international higher education credits that meet high academic standards and are approved by the Office of International Education and the GCC Registrar. Many program fees are comparable to on-campus expenses and GCC financial aid and scholarships are usually applicable. In addition, many programs provide scholarships and financial aid or grants for study abroad. Students typically study abroad in their sophomore and junior years, although doing so in first semester of the senior year is permissible. In addition, there are some exciting three week study abroad opportunities internationally during December-January and May.

### **Medical Missions Opportunities**

Grove City partners with Students International and US Christian higher education medical programs to provide medical missions opportunities for pre-health students. In addition, a growing partner may be available with a stable missions facility in select approved locations in Africa.

### **International Internships**

International internships provide work opportunities abroad for experience in most majors. Internships generally occur at the junior year and range in duration from 4-12 weeks. Research internships are available at the junior level status for prospective careers in research after undergraduate training. Costs may include passport/visa, work permit, housing, food, travel, and, in some cases, an internship fee. Credit may be obtained for internships and is an additional cost. It is unusual for international internships to provide monetary stipends.

### **Service Learning and Volunteer International Experiences**

Students may elect to complete a volunteer experience or internship in an international destination any time after freshman year. These experiences generally occur during breaks or in the summer, ranging in duration from 2-12 weeks. All costs are at the expense of each student for all components of the experience. Credit may be obtained for service learning and can be combined with a study abroad experience or may be completed separately with the approval of the OIE and the assigned professor for the service learning experience

### **Red Box Missions**

During the fall semester of the sophomore or junior year, students may apply for the Red Box Missions Program. Selected students serve in an approved domestic or international ministry or service site through an application and interview process. The Office of International Education assists with the selection of location and sites, monitors health and safety matters, assists with insurance, and serves as a resource for preparation.

### **ICO'S (Inner City Outreach)**

ICO's are student led service and missions opportunities to domestic and internationally approved sites during a Christmas Break, Spring Break, or Intersession. The Office of International Education works closely with Campus Ministries, giving oversight to international locations, cultural training, travel plans, insurance, health and safety concerns.

# 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 hour on call) Phone  
**Numbers:** Ext. 2170 or 724-967-5642  
**Email:** AATonic@gcc.edu

The aim of IM and club sports is to encourage fellowship with other students through competition while building healthy 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 40 intramural sporting activities. These sports vary year to year, but usually include:

**Women:**

Bowling	Flag Football	Volleyball Indoor
Badminton	Tennis (singles)	Soccer
Racquetball	Basketball	Ping-pong
Dodgeball	Ultimate Frisbee	
Kickball	Bocce	

**Men:**

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

**Coed:**

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

We also have **ten officially recognized club sports:**

**Women:**

Lacrosse  
Field Hockey  
Rugby  
Ultimate Frisbee

**Coed:**

Fencing  
Martial Arts

**Men:**

Rugby  
Volleyball  
Ultimate Frisbee

## MULTICULTURAL EDUCATION AND INITIATIVES

**Office:** Breen Student Union, 2<sup>nd</sup> Floor, Room 213

**Hours:** Monday, Wednesday, and Friday from 8:00 a.m. - 5:00 p.m.

Tuesday and Thursday by appointment only

**Phone:** (724) 264-4675

**Email:** jkjose@gcc.edu

The Office of Multicultural Education and Initiatives provides resources and experiences to increase understanding and competence in matters of race, ethnicity, and culture from a biblical perspective. Students desiring to expand their knowledge in this area may find the office helpful in providing resources such as a connection to student organizations, cultural trips, book studies, conferences, and more. The Director is also available for dialogue and support.

## REGISTRAR'S OFFICE

**Registrar's Office:** Ground Floor, Crawford Hall, Academic Resource Center

**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://www.gcc.edu/registrar>

**Phone:** 724-458-2172

The Registrar's Office provides many services for students related to academic records. All students should reference *The 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.

## RESIDENCE LIFE

**Student Life Office:** Breen Student Union, 2<sup>nd</sup> floor

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

**Hours:** Monday – Friday, 8 a.m. – 5 p.m. Phone: 724-458-2171

**Email:** studenthousing@gcc.edu

### Roommate Finder

It is highly recommended that all incoming freshmen take advantage of *Roommate Finder*, which is Grove City College specific software that allows incoming first year students to interact with one another 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 2018" 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*. Please answer questions honestly as it will help us in matching you with a roommate. After completing this portion of the process the system will provide you with a list of compatible roommates based on your answers to the lifestyle questions. At this point, you are encouraged to contact those who are on your list to inquire further as to whether they would be a good fit for you, or you may simply choose them as a potential roommate. ***Roommate Finder* requests must be submitted by Monday, June 25<sup>th</sup>.**

**Please note that your 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, and only 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. **Please note that Roommate Finder is the only way to secure a roommate choice at Grove City College.**

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; this includes preferred building and room size.**

If you have a documented medical condition that requires special housing accommodations please contact the Academic Resource Center at (724) 264-4673 or at [disabilitiesservices@gcc.edu](mailto:disabilitiesservices@gcc.edu) as soon as possible to ensure that appropriate accommodations can be made. Special housing accommodations cannot be processed through *Roommate Finder*. **Please submit all special housing accommodation documents by Monday, June 25<sup>th</sup>.**

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

## Freshman Housing Assignment

Housing assignments will begin to be distributed via your GCC email address on/or about the third week in July. Housing assignments will continue to be sent out during the remainder of the summer until all 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 to detail to pair roommates and create housing assignments. As a result, the housing process may take several weeks to complete. ***Please note that housing assignments will not be given out by phone***, but will be distributed solely by email via the incoming student's GCC email account.

In your housing assignment email you will receive:

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

Please contact the Admissions Office immediately if you change your mind about attending Grove City College. Prospective students can sometimes be placed on a waiting list and are anxious to take an available bed in our residence halls 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 ID card access to same gender residence halls. Both male and female students have open access to common lobbies from 9 a.m. - midnight.

Open Hours are a time when students have the opportunity of visiting fellow students of the opposite sex in their residence hall rooms. Visitors sign in to the floor they are visiting. When both male and female students are present, doors are to remain partially open, and there must be adequate lighting in the room. Open Hours are only available during the pre-designated times.

## Hours for open hours in traditional residence halls are as follow:

Wednesday, 7 p.m.. – 10 p.m..  
Friday, 7 p.m.. - Midnight Saturday, 7 p.m.. - Midnight  
Sunday, 1 p.m.. – 10 p.m..

## Colonial Hall Apartments:

Monday - Thursday, 5 p.m.. - 10 p.m..  
Friday, 5 p.m.. - Midnight Saturday, 1 p.m.. - Midnight  
Sunday, 1 p.m.. – 10 p.m.

## Other policies and guidelines

Please refer to *The Crimson* for detailed information regarding the guidelines and policies for living on campus. The 2018-19 version of *The Crimson* can be found in the right hand column of the Student Life and Learning page which is linked to the main page of the College's website.

## Residence Hall Staff

Both Residence Directors and Resident Assistants play a vital role in the life of Grove City College, serving collaboratively to develop community within our residence halls and to be a support and resource to our students.

## Role of the Resident Director

Residence Directors (RDs) are Student Life and Learning professional (non-student) staff dedicated to establishing and maintaining a living-learning environment that fosters intellectual, interpersonal, physical, civic, and spiritual development for our students. They provide counsel, mentorship, mediation educational opportunities and direction and are responsible for all facets of residence hall supervision.

**Role of the Resident Assistant**

Resident Assistants (RAs) are upperclassmen selected by Residence Life 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 four residence halls. Freshmen women typically live in North Hall and West hall. While male freshmen students typically reside in Memorial and Hicks Halls.

**Women’s halls**

North Hall	Mrs. Megan Veccia	Box 2832	Phone: 724-967-1758
South Hall	Mrs. Victoria Wright	Box 2824	Phone: 724-967-2563
West Hall	Ms. Taylor Hunker	Box 2831	Phone: 724-967-1765
Harker Hall	Ms. Meredith Gross	Box 2829	Phone: 724-967-1753
Mary Ethel Pew	Ms. Lindsey Rochester	Box 2823	Phone: 724-967-1760

**Men’s halls**

Alumni Hall	Mr. Ben Meekin	Box 2828	Phone: 724-967-1755
Hicks Hall	Mr. Steve Friebe	Box 2826	Phone: 724-967-2531
Hopeman Hall	Mr. Bennet Potter	Box 2822	Phone: 724-967-2562
Ketler Hall	Mr. Jimmy Phillips	Box 2825	Phone: 724-967-1757
Lincoln Hall	Mr. Ben Meekin	Box 2828	Phone: 724-967-1755
Memorial Hall	Mr. Thomas Biro	Box 2821	Phone: 724-967-1762

**Colonial Hall Apartments**

Mrs. Liz Jose	Box 2831	Phone: 724-967-1766
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# STUDENT ACTIVITIES

**Student Life Office:** Breen Student Union, 2<sup>nd</sup> floor  
**Summer Hours:** Monday – Friday, 8:30 a.m. – Noon and 1 p.m.. – 4 p.m..  
**Regular Hours:** Monday – Friday, 8 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, (freshman officers are elected in early September) 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, Fall Festival, picnics, street dances, ~~Guest Artist~~ Showcase Series performances, band concerts, Christmas Candlelight Services, plays, musicals, coffee houses, hayrides, ice skating parties, ski trips, ~~dessert theater~~, 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 elderly, and the underprivileged. Some organizations provide opportunities for academic growth. Other organizations focus on special interests such as the environment, music, politics, theater, radio, athletics, dance, fraternities and sororities. On the first Friday of the Fall semester you'll have an opportunity to see what organizations might interest you most 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.

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

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 held on campus each year.

## 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. The *Grove City College Journal of Law & Public Policy* opens the opportunity for students to publish in an academic journal review. 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, Jordan’s, and Nunni’s. Other fast food places such as Arby’s, Burger King and Pizza Hut are within easy driving distance on the outskirts of town. The Guthrie Theater in the business district, a short walk, offers movies for \$7.00 per person (matinee \$6.25). The community park also has picnic and recreation areas. ]

**STUDENT EMPLOYMENT**

**Student Employment Office:** Crawford Hall, Ground Floor  
**Summer Hours:** Monday – Friday, 8:30 a.m. – Noon and 1 p.m.. – 4 p.m..  
**Regular Hours:** Monday-Friday, 8 a.m. - Noon and 1:00pm - 5 p.m..  
**Phone:** 724-458-3300

Part-time jobs on campus are available for students. A limit of 20 hours per week (10 hours for freshmen) is set for student employment; however, it is recommended that freshmen do not work more than 4-6 hours per week during their first semester.

Students interested in applying for work on campus may do so by applying online through myGCC. Students who have already registered for classes can log on to myGCC and visit the ‘sign up’ tab to fill out an application.

Each department fills their own positions and will contact students who have applied for student employment directly.

Jobs are usually available in the dining hall, the library, Information Technology Services, administrative and faculty offices and as lobby attendants.

Several departments (the Library, Curriculum Library, Admissions Office, all lobby attendants, and Computer Services and Support) have filled their open positions for fall. Therefore, if interested in these positions, you should apply in the late fall for spring semester openings. Freshmen students are generally able to secure a position in one of the cafeterias. If you have not heard from one of the departments you applied to work for and you are still seeking employment, visit one of the cafeterias and see if there are any open shifts that fit your class schedule. Periodically, check the student employment website for new openings both on & off campus.

Any questions, please contact Mr. Thomas Ball in the Financial Aid Office at (724)-458-3300.

Once you have secured employment on campus, you must complete payroll forms before beginning to work (I-9, W-4, Residency Certification, Direct Deposit Authorization, and Confidentiality Agreement). Please do not do this step until you have secured a job on campus. Students should bring the following information in person to the Payroll Office located in the Financial Services Suite on the 2<sup>nd</sup> floor of Crawford Hall:

**Identification to complete the I-9:** Recommended forms of identification include both your driver’s license and social security card (a copy or image is acceptable) or your passport.

**Direct deposit banking information (such as voided check):** Student employees are required to utilize direct deposit. Students may choose any financial institution so long as they have a valid checking or statement savings account established to receive their pay via direct deposit. A number of local banks offer free checking accounts to students. Students may wish to contact the banks located in Grove City to learn more about the services they offer.

Student employees are responsible for entering their hours worked on the timecard entry portlet on myGCC. Student pay periods are monthly. An email message will be sent to student employees notifying them when a pay period is ending and the deadline for entering their hours and finalizing their timecard for that period. Student employees are paid once a month, generally on the 6<sup>th</sup> day of the month (previous business day when the 6<sup>th</sup> falls on a holiday or weekend.)

An email message will be sent to student employees each pay date notifying the employee to log into myGCC for their current pay stub. Once logged in, click the Financial Info Tab; click Payroll Information on the left side of the page to access the portlet. The employee will be able to view and print current as well as previous payroll information. W-2 Wage and Tax Statements are mailed to the home address in late January.

## 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 p.m.. – 4 p.m.  
**Regular Hours:** Monday – Friday, 8 a.m. – 5 p.m.  
**Phone:** 724-458-2171 **Email:** StudentLife@gcc.edu

Our Vision is to enable our students to realize their full potential as undergraduates and to develop their understanding of how God has specifically shaped them to influence and serve the world. To this end, the Student Life & Learning team is committed to the holistic development of our students. We are also dedicated to responsible administration and will steward resources carefully, support and partner with the academic program, and do our part to assure the College’s objectives are achieved.

The mission for Student Life and Learning is motivated both by each individual student and by the broader campus community. It is our sincere belief that personal and collective wellness are intricately connected to one another. For us, we believe human beings thrive when they are members of flourishing communities, and communities thrive when their members are flourishing.

The Student Life and Learning team is comprised of professionals who work in a variety of capacities but hold a common commitment to nurturing, educating, and developing students through:

- 1) Intentional goals, programs, structures, relationships, assessment and decision making;
- 2) Collaboration with others who serve college students including faculty, staff and outside organizations and speakers; and
- 3) A deep devotion to relational ministry.

More specifically, we are committed to seeing our students develop intellectually, spiritually, morally, socially, emotionally, physically and as responsible citizens.

***Intellectually:*** It is our goal that students would make the pursuit of truth the objective of their intellectual journey--rejecting relativism and recognizing that the source of truth and meaning is God. We want our students to learn to articulate and defend the Christian faith in a mature and effective manner and to be able to explain how their faith is relevant to their own lives, today’s world and their specific discipline. This requires knowledge of the Christian tradition, a broad understanding of the world and their particular disciplines, critical thinking skills, the ability to communicate effectively, and a Christ-like attitude. Finally, we want students to leave Grove City College committed to life-long learning.

***Spiritually and morally:*** We want our students to apply Christian truth to everyday living and desire that they would live lives of worship (relationship to God), fellowship (relationship to man), and service (relationship to society). We also long for them to intentionally seek God’s will for their lives, to serve Him faithfully, and to have the character to demonstrate congruence between their beliefs and their behavior.

***Socially and emotionally:*** *We want* our students to be able to interact effectively with others, to develop mature interpersonal relationships, to know how to listen and communicate clearly, and to understand how to manage their emotions. We also desire for them to understand how to live balanced lives and to experience supporting, caring, and authentic community both in college and beyond.

***Physically:*** *We want* our students to engage in a healthy lifestyle that promotes life-long fitness and wellness.

***And as good citizens:*** *We want* our students to exercise personal responsibility, to promote God given human rights, to serve their communities, nation, and world, and to lead responsibly.

We are anxious to get to know you and to help you get all you can from your Grove City College experience!

# GENERAL INFORMATION:

## ACADEMIC ADVISORS

Every student is assigned an academic advisor within their major. Students who have not yet selected a major program of study are advised by the Director of Academic Advising until a decision has been made. Students entering the College as "Undeclared" must choose a major by the end of their sophomore year.

The advisor plays an important role in helping students accomplish their academic, personal, and long-range goals. Students are strongly encouraged to build a relationship with their academic advisor and should schedule periodic consultations throughout the year. It is wise to make note of your advisor's contact information, location and 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 on myGCC, Office of the Provost, under Office Hours.

## AIRPORT SHUTTLE

During the 2018-2019 academic year the College will offer a shuttle to and from the Pittsburgh Airport at each of the following times:

August Arrival – 2018	Spring Semester Arrival – 2019
Thanksgiving Break – 2018	Spring Break - 2019
Christmas Break – 2018	Easter Break – 2019
May Departure –2019	January Intersession – 2019

The shuttle will not be offered during the brief Fall, and May Intersession breaks.

Students desiring to reserve a seat should go to the sign-up tab on myGCC at least one week in advance of planned departure, click on Airport Travel and follow the prompts. Please refer to the shuttle schedule to give yourself enough time to arrive well in advance of your scheduled departure. Weather and traffic permitting you should allow for at least an hour and twenty minutes of travel time.

Room is limited and seats will be confirmed on a first come first served bases. Riders will receive an email confirming their seat.

### Shuttle Fee:

\$30- Those who reserve a seat at least one (1) week in advance of departure will pay \$30.  
\$45- Students will be allowed to reserve a seat after this deadline when space allows for \$45.  
\$60- From time to time a student will arrive at the shuttle location (either on campus or at the airport) in the hope that he/she can use the shuttle. This is an extremely risky plan as we cannot guarantee a seat will be available. In those cases where a seat is available the student will be charged \$60.

### To Pittsburgh Airport:

Passengers should plan to arrive at the PLC (Physical Learning Center) parking lot 15 minutes prior to scheduled departure.

### Pick up from Pittsburgh Airport:

Shuttle pick-up will take place in the area between Baggage Claims L, M, P and Badging Office. Although it is not marked on the map, it is between doors 1 and 2. Please make sure your flight allows you at least ½ hour of leeway between your arrival and the shuttle's departure, so as to allow for baggage pick up. We adhere strictly to the shuttle's departure times. Buses will unload in the PLC (Physical Learning Center) parking lot upon arrival to campus, and students are responsible for the transport of luggage to their residence hall.

**Refunds** will not be given once we are within one (1) week of scheduled departure or arrival of shuttle.

**Note:** The Student Life and Learning team reserves the right to alter this schedule should doing so better accommodate student needs.

The College’s shuttle is only available at the times noted and for those arriving at the Pittsburgh Airport. Those needing transportation at alternative times or locations are encouraged to make arrangements with a friend or to contact Super Shuttle – 1-800-258-3826

2018 – 18 Airport Shuttle Schedule			
Break	Dates	GCC To Pittsburgh	Pittsburgh to GCC
August	8/23		Appointment Only
	8/25		6:30 p.m.
Thanksgiving	11/16	3 p.m.	
	11/17	8 a.m.	
	11/25		3 p.m. and 9 p.m.
Christmas	12/18	8 a.m. and 3 p.m.	
	12/19	8 a.m.	
Jan. Intersession Return – 2019	1/6		9 p.m.
Spring Semester Return	1/20		3 p.m. and 9 p.m.
Spring Break 2019	3/1	3 p.m.	
	3/2	8 a.m.	
Spring Break Return	3/10		3 p.m. and 9 p.m.
Easter 2019	4/14	3 p.m.	
	4/18	8 a.m.	
Easter Break Return	4/22		9 p.m.
May Year-end 2019	5/13	8 a.m. and 3 p.m.	
	5/14	8 a.m. and 3 p.m.	
	5/15	8 a.m.	

**BANKING**

PNC is the approved financial services provider for students on the Grove City College campus. PNC has an advanced function ATM located in the Breen Student Union capable of accepting deposits, cashing checks, and administering a typical cash withdrawal. PNC also has a full service branch located at 201 South Broad Street, within walking distance of campus.

PNC’s Virtual Wallet Student provides interactive online tools that make it easy to keep track of your money, so you – and your family – have one less thing to worry about as you begin your college journey. Those with a PNC Bank account, will also have the ability to link their Crimson ID Card to their PNC Bank account(s). This will allow students to use their Grove City College Crimson ID Card on or off campus to make purchases using a 4-digit personal identification number (PIN). Using one’s Crimson ID Card in this fashion is safe, as one’s bank accounts cannot be accessed without the pin.

For additional Information on PNC and how to link your Crimson Card, please visit the following website: [www.pnc.com/gcc](http://www.pnc.com/gcc) or call the branch at 724-458-9250.

## BICYCLES

You may want to wait to 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.). Please use the bike racks provided around campus to store your bicycle rather than creating an eye sore and/or leaving it in the way of others.

## CHURCHES

It is important to be involved in the 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 visit <http://www.gcc.edu/Home/Faith-Purpose/Campus-Ministries/Local-Churches> for a 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. However, they also have the responsibility to observe the standards and regulations established by the college they select. 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 the Community Standards and student conduct policies, please refer to the current student handbook, *The Crimson*. You can find a copy linked to the Accepted Students page in the Student Life drop down on the College website. An updated student handbook will be posted in August. Violations of Community Standards are handled 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 LIFE

[We look forward to connecting with you and providing you with opportunities to help you reach your full potential intellectually, interpersonally, physically, and spiritually during your time at Grove City.

As a commuter, you are encouraged to make the Rathburn Commuter Lounge on the upper level of the Breen Student Union your home away from home. The lounge provides commuters with a place to study, prepare a meal, watch TV, and hang out with friends. Commuters desiring the free use of a locker in the Commuter Lounge will be able to sign up upon arrival in the fall; students will need to provide their own combination lock for usage during the semester.

Commuters are welcome to purchase meals in the College dining halls either by purchasing a semester meal plan or by purchasing meals separately at the cafeteria. Food is also available in the Student Union for cash and Crimson Cash purchase.

We strongly encourage you to fully embrace your college experience by developing relationships with commuter and resident students and getting involved on campus.

Students who are commuting are encouraged to address questions or present ideas to Mr. Larry Hardesty at [lehardesty@gcc.edu](mailto:lehardesty@gcc.edu).

# COMMUTER VEHICLE REGISTRATION

[Commuter students (students living off campus) must register their vehicle online by logging into my.GCC.edu. Please select the "sign-up" tab and complete the "Parking Permit Application." ]

# DISABILITIES

Please see Academic Resource Center.

# EMERGENCY OPERATION PLAN

[The Emergency Operation Plan (EOP) 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 EOP web page accessible via a link on the College's main Internet site – [www.gcc.edu](http://www.gcc.edu). This EOP web page will provide emergency updates, fire alarm assembly points, off-campus evacuation points and other related information. Laminated quick-reference charts are located in every building and provide the number for emergencies (724-458-3000), fire assembly locations, severe weather procedures, and other important information.

Students will be sent a personalized link to E2 Campus (our emergency communication provider) and instructions to provide contact information that will be used in emergency situations. Students are encouraged to enter this information as quickly as possible to ensure they receive emergency communications and important information. Students are also asked to provide contact information for their parents through the My.GCC website (under the "Student" tab, click on "Student Contact Information" and enter the requested information).

Information regarding the EOP will also be covered as part of the larger, mandatory all-hall meetings that take place at the beginning of the academic year. More information regarding these meetings will be communicated from your Residence Assistant or Residence Director.

# FORMS TO BE SURE YOU COMPLETE

Students should read the following documents and, for reasons of confidentiality, return those needed to enroll directly to:

**Amy Pagano MSN RN,  
Zerbe Health & Wellness Center  
100 Campus Drive, Grove City, PA 16127.**

- Letter from the Zerbe Health and Wellness team
- Health Form
- Meningococcal Vaccines – What you need to know
- Meningitis Waiver
- Notice for prospective student athletes
- Sickle Cell Fact Sheet

Please also be sure to fill out the Student Life Information Form located on myGCC-Student tab-Student Contact Information. To do so:

1. Log in to My.GCC
2. Click on “Student” tab
3. Click on “Student Contact Information”
4. Update all information for you and your parents
5. Click “Save/Submit”

# FREQUENTLY ASKED QUESTIONS FOR NEW STUDENTS

Please take the time to review the frequently asked questions on the College website. Go to Experience the Grove tab, Campus Life, Residence Life, On-Campus-Housing Information, Residence Life FAQ’s. You might find the answers helpful!

# HEALTH INSURANCE

All full-time students (12 credits or more) must annually demonstrate health insurance coverage in order to attend Grove City College. For those students not covered under an alternative insurance plan (via a parent, guardian, etc.), the College partners with United Healthcare to offer-a Health Insurance Plan. Students will be required to submit their health insurance status through the Health Insurance portal on myGCC by supplying current health insurance policy information or agreeing to purchase the plan offered by the College. Part-time students (11 hours or less) are not required to submit their information nor are they eligible to purchase the College plan.

The cost of the College’s plan is \$1,556 for annual coverage, which runs from August 15, 2018, to August 14, 2019. For students enrolling mid-year, the cost will be prorated for the coverage period. If a student loses coverage mid-year under their original plan, they may qualify for a Qualifying Life Event upon providing proof of involuntary loss of coverage within 30 days of losing coverage. The student should contact the Student Accounts Office immediately upon loss of coverage to determine if they are eligible for mid-year enrollment in the College plan. Please know the College does not retain or benefit from any portion of the premium, and students are welcome to purchase comparable insurance elsewhere should they desire.

Students not completing their health insurance status by June 15, 2018 will be automatically charged on their student account for the College’s plan. The charge will be removed if the student provides the College with their health insurance information prior to September 2nd. After this date, the student will be officially enrolled in the plan and the fee will be non-refundable. Unpaid balances on the student account are subject to a monthly \$40 late payment fee.

To submit your health insurance status:

- Log into myGCC at <https://my.gcc.edu/ics> using your student ID number and password (Please note you must access using your student login and not a parent portal login.)
- Go to the ‘Student’ menu
- Open the ‘Health Insurance’ portlet
- Make your selection to either purchase the College plan or enter your current, valid health insurance information
- If your status changes during the academic year, please submit any updates to your insurance information via this same process.

# HOUSING REQUIREMENT

Grove City College is a residential college. The College’s residence halls were built not only to ensure 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 parents, grandparents, or aunt and uncle within a 40 mile radius, are required to room and board in College residence halls as described above. Commuting students are required to complete a commuter address confirmation form once per semester to verify their address.

**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 that approved by the College.

## 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 until a bed becomes available on campus.

# ID (CRIMSON) CARD

Each current Grove City College student will be issued a Crimson Card for identification purposes and for use of the Grove City College 1Card services. This card must be carried at all times while on campus and presented upon request. This card gives current students privileges to services and access to events across campus. These services include:

- Door access
- Dining services
- Crimson Cash
- Printing and copying
- Library Services
- Chapel credit
- Package Pickup at the Mail Room

Crimson Cash is a declining balance account that is available to every student free of charge. There are several ways to deposit funds into your Crimson Cash account: myGCC, Financial Services, or one of the Automated Deposit Machines (ADMs) on campus. Some of the advantages of using Crimson Cash include:

- Safer than carrying cash
- Deposit funds 24/7
- Discounts at certain locations when Crimson Cash is used (GeDunk café and the College Bookstore).

More information about Crimson Cash can be found in the Crimson Cash brochure, which is available from the Crimson Card Info bulletin board outside the Crimson Card Office in the TLC.

If your Crimson Card is lost or stolen, immediately report it as such to Campus Safety. Temporary ID cards are available and provide students with an opportunity to recover their lost\stolen Crimson Card. These temporary ID cards can be obtained from the Crimson Card Office during normal business hours or from Campus Safety after normal business hours. Temporary ID cards issued by the Crimson Card Office are fully functional and expire after 48 hours, whereas temporary ID cards issued by Campus Safety provide door access and meals only and expire after 24 hours. All temporary ID cards must be returned within 24 hours of their expiration to avoid being charged \$20.00 for their replacement.

If you need to order a replacement Crimson Card, you can do so by visiting the Crimson Card Office. The current replacement fee will be billed to your student account once the replacement card has been printed.

**If you get your photo taken for your Crimson Card while at Summer Preview your Crimson Card will be waiting for you when you arrive on campus in August. (You will receive it when checking into your Residence Hall if you live on-campus or from Student Life and Learning if you are a commuter).** For those who do not\cannot have their photo taken during Summer Preview, Crimson Card photos will be taken and cards printed in August when you arrive on campus.

You can also avoid standing in ID photo lines by submitting an acceptable photo using myGCC. To use this service, sign into myGCC, click on the New Students tab and then the ID Photo portlet. Follow the instructions and criteria provided on the portlet.

To maintain the functionality of your Crimson Card, follow these handling recommendations:

- Place it in a wallet, purse or appropriate protective holder. The campus bookstore sells various card holders for this purpose.
- DO NOT punch a hole in your card – if you do, you will be responsible for the cost of a replacement card.**
- Do not use for any purpose other than for GCC Crimson Card services
- Do not leave in direct sunlight (e.g., on the dash of your car)

- Do not expose to extreme heat (e.g., clothes dryer or iron)
- Do not expose to any harmful liquids or cleaning materials
- Do not crimp, bend or twist
- Do not re-laminate
- \*\*Also note that storing your card in close proximity to an electronic device (e.g., cell phone) may adversely affect the functionality of your card.]]

## INTERNATIONAL STUDENTS

The Director of Student Activities serves as an advisor for the international students on campus. Challenges related to adjustment to a different culture, adjustment to college life, transportation, required forms, visas, etc. can be addressed to the Student Life and Learning Office located on the second floor of the Breen Student Union Building.

## 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 and contains a sink, refrigerator/freezer and 3 ovens (no stove top). Ketler Rec is a full kitchen and can be reserved through my.gcc.edu or may be used as available.

Please check availability in the Campus Safety Office where the key is kept.

## LAUNDRY FACILITIES

Laundry facilities are available for free in all residence halls. Laundry machines are owned and managed by ASI Campus Laundry Solutions. Service issues with the laundry equipment must be reported to your Resident Director. Please note: the washing machines require **high-efficiency detergent**.

## 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 full time student, including full time commuters, (8 or above credits) 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 which will remain the same for the four years you attend GCC. When you arrive on campus in late August, you will pick-up your mail key in the Breen Student Union. A charge of \$20.00 will be applied to your student account if you lose your mailbox key.

Please have friends and family address your mail:

Your Name  
GCC# (your box number) -**Do not use P.O. Box or the word "Box."** Use the # sign.  
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.

We also accept UPS, FED EX, in addition to USPS packages. Students will be notified via email and must bring their Crimson ID card to sign for and claim a package. We start accepting packages for fall semester after August 1<sup>st</sup>.

## MOVE IN

Plan to arrive on Thursday, August 23, 2018 between 8 a.m. - 10:45 a.m. when the residence halls will be open. The first meeting will begin promptly at 11 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 (provided in your myGCC letter from Admissions). 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, and course offerings), electronic communities, forms, policies, software updates, calendars and other information.

# PARENT PORTAL on myGCC

The College’s policy regarding communication with students and their families has always been to correspond with the student directly, often through myGCC and/or college email. This portal is designed to help provide parents and guardians with access to information and services that will aid in their support of your academic and co-curricular success.

The Parent Portal is designed to help provide parents and guardians with access to information and services that will aid in their support of your academic and co-curricular success. When establishing an account you will determine which information will be accessible to your parents, guardian and/or third parties: academic records, student accounts, financial aid or student housing. We strongly encourage you to take a moment to establish an account.

## To create a Parent Account login:

- Login to your myGCC account <https://my.gcc.edu/ICS/> using your student login
- Go to the ‘Student’ menu
- On the left hand side under ‘Student’, select ‘Parent Account’
- Select ‘Request Parent Account’ and complete the information as prompted
- The account holder will receive an email notification with their login information once the account is created (usually within 2 weeks)
- To make changes to the permissions after requesting a login, submit a completely new request under the same parent name and select the permissions desired. Under Section 2 “Permissions Information”, please note in the comment section Line 7 that this is an update to a previously submitted login.

# RECYCLING

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

# ROOMMATE CONFLICTS

While we hope students develop deep and lasting relationships with their peers, we also recognize that conflict may be a part of some students' experience. 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 Residence 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 Residence 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, and even at a semester break housing changes may not be possible if all beds are occupied.
- In an effort to assist our students in their personal and interpersonal development we ask that parents strongly encourage their student to address any concerns they may have directly with the appropriate College personnel. The experience of navigating a conflict can lead to the development of valuable skills such as conflict management, cooperation, communication, and compromise.

# TELEPHONES

**Telephones are not provided in the residence halls but each room is equipped with a working phone jack. Students would call the Help Desk and put in a ticket to have the phone jack activated – x2255.**

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.

# TEXTBOOKS

Your instructors will tell you what books are needed for your classes. This information will be given to you in your syllabus on the first day of class, or via email before classes begin. The faculty also releases this information to the Bookstore, viewable on their website at [www.gcc.bkstr.com](http://www.gcc.bkstr.com). Used books, new books, and rental books are all available at the Bookstore. You can also pre-order your books on the Bookstore website. Be very certain to purchase the exact edition required by your professor. The Bookstore accepts cash, checks with valid ID, Visa, MasterCard, Discover, debit cards, and Crimson Cash. All Crimson Cash purchases, including textbooks, receive a 5% discount.

# SMOKING

All buildings on the campus are smoke-free. This policy recognizes the need to maintain an environment that sustains the general health and safety of all members of the College community. For this reason, E-cigarettes are prohibited from indoor use. Those who smoke outdoors are encouraged to be considerate of those entering and exiting buildings and to avoid blocking building access. Smokers are also asked to refrain from smoking directly outside of doors and windows and may be asked to move further away from a building at any time. In order to maintain the beauty of the campus, receptacles have been placed strategically where smokers are asked to dispose of tobacco waste.

# STUDENT GOVERNMENT

The Student Government Association is composed of approximately thirty students 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 are held in early September. Class officers serve as representatives of their classmates in the Student Government Senate. They are responsible for planning and executing class social functions or class sponsored events. In addition to organizing these events, officers have specified responsibilities. The President is in charge of the general coordination of events and serves as a liaison between students and administration. The Senator of Communications and Marketing and the Treasurer aid the President in coordination of class activities, and attend to class correspondence and financial matters. The Senators for Academic, Social and Student Affairs serve as members of their respective Student Government committees.

## VEHICLE RESTRICTION FOR FRESHMEN

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 cannot 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. ([CampusSafety@gcc.edu](mailto:CampusSafety@gcc.edu)) 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. Have 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 a missionary/military parent who is actively working overseas, and has 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 or to [campussafety@gcc.edu](mailto:campussafety@gcc.edu).**

# WHAT TO BRING

Here is a recommended checklist for incoming students. Of course every student may have different needs, but this gives you a good start. Make sure to consult your roommate to avoid purchasing doubles of items like lamps or appliances!

## BED & BATH

- Pillows & Pillowcases
- Extra-Long Twin
- Sheets Comforter
- Blanket
- Towels & Washcloths
- Shower Shoes/Flip Flops
- Bathrobe Shower Caddy Throw Rugs Desk Lamp
- Floor Lamp (non-halogen bulbs)
- Hangers
- Paper Towels
- Wastebasket

## LAUNDRY SUPPLIES

- High Efficiency Detergent
- Dryer Sheets
- Laundry Bag/Basket

## HYGIENE SUPPLIES

- Cleaning Supplies
- Ear Plugs
- Prescription Medications Soap/Shampoo
- Toothbrush/Toothpaste Shaving
- Accessories
- Hair Products/Hair Dryer
- Makeup/Moisturizers

## IDENTIFICATION//MONEY

- ATM Card Checkbook Credit Cards
- Driver’s License
- Insurance Cards (Medical)
- Social Security Card
- Passport/Visa
- Lock Box (fire-resistant)

## ELECTRONICS

- DVDs & DVD Player
- Cell Phone & Charger
- Extension Cord (14 gauge)
- Flashlight
- Power Strip w/ Surge Protector
- Computer Paper
- Headphones

## MISCELLANEOUS

- 3M Command Poster Strips & Hooks
- Sticky Tack
- Masking Tape
- Calendar
- Dry Erase Board

## OPTIONAL

- Fabric Softner
- Can Opener
- Mattress Pad
- Plastic Food Storage Containers
- Sewing Kit
- Shoe Rack
- Sports Equipment
- Telephone (each residence hall room is provided an official College landline)
- Water Filter Pitcher

- Silverware
- Umbrella/Rain Gear
- Swimsuit
- Sunglasses
- Fan (large and/or clip)
- Pens/Pencils
- Spiral Notebooks
- Envelopes & Stamps
- Rubber Bands/Paper Clips
- Calculator
- Three Hole Punch
- Glue/White Out
- Scissors/Stapler
- Tape/Post-its

## COORDINATE WITH ROOMMATES (optional items)

- Television
- Coffee table/storage bins
- Drying Rack
- Microwave
- Refrigerator (less than 4.0 cubic feet)

## ALREADY SUPPLIED BY COLLEGE

- Full Length Mirror
- Iron/Ironing Board
- First Aid Kit
- Thermometer
- Computer/Charger
- Ethernet Cable
- Printer & Ink Cartridges

## PLEASE DO NOT BRING

- Additional curtains and draperies
- Alcohol, illegal drugs, narcotics
- Candles, incense, potpourri
- Items with an exposed heating source or coil (i.e. coffee pot)
- Cooking & hunting knives with blades longer than 4 inches
- Empty alcoholic beverage containers
- Halogen bulbs
- Multi-arm lamps (w/ plastic shades or stand) Heaters, air conditioners, and ceiling fans
- Items/posters advertising alcohol
- Obscene or pornographic posters
- Pets (other than fish)
- Refrigerators larger than 4.0 cubic feet
- Road signs without proof of purchase
- Satellite dishes
- Wireless routers
- Toasters, toaster ovens, and other cooking appliances
- Weapons (including water balloon launchers and air-soft guns)

*For more information, please see the Crimson student handbook at [www.gcc.edu](http://www.gcc.edu)*

# COLLEGE ADMINISTRATION

## ACADEMIC AFFAIRS

**Robert Graham, Ph.D., Provost and VP for Academic Affairs**

Phone: (724)-458-2187  
Email: [rjgraham@gcc.edu](mailto:rjgraham@gcc.edu)

## ADMISSIONS

**Sarah Gibbs, Director**

Phone: (724)-458-2100  
Email: [admissions@gcc.edu](mailto:admissions@gcc.edu)

## ADVANCEMENT

**Jeffrey D. Prokovich, VP for Advancement**

Phone: 724-458-3846  
Email: [jdprokovich@gcc.edu](mailto:jdprokovich@gcc.edu)

**Brian Powell, Senior Director of Development**

Phone: (724)-458-2992  
Email: [bmpowell@gcc.edu](mailto:bmpowell@gcc.edu)

**Melissa MacLeod, Director of Alumni and College Relations**

Phone:(724)-458-2050  
Email: [mamacleod@gcc.edu](mailto:mamacleod@gcc.edu)

## ATHLETIC PROGRAMS

**Todd Gibson, Director of Athletics**

Phone: (724)-458-2147  
Email:[tdgibson@gcc.edu](mailto:tdgibson@gcc.edu)

## CAMPUS SAFETY

**Seth VanTil, Director**

Phone: (724)-458-2111  
Email: [svvantil@gcc.edu](mailto:svvantil@gcc.edu)

**Emergency Communications Center:**  
724-458-3000

## CAREER SERVICES

**Mandy Sposato, M.A., Director of Career Services**

Phone: (724) 458-3371  
Email: [alsposato@gcc.edu](mailto:alsposato@gcc.edu)

## FINANCIAL AFFAIRS

**Michael R. Buckman, VP for Business & Finance**

Phone: (724)-458-2215  
Email: [mrbuckman@gcc.edu](mailto:mrbuckman@gcc.edu)

## FINANCIAL AID

**Thomas G. Ball, Director**

Phone: (724)-458-3300  
Email: [financialaid@gcc.edu](mailto:financialaid@gcc.edu)

## FINANCIAL SERVICES

**(Student Account Information)**

**Michelle Williams, Director**

Phone: (724)-458-2209  
Email: [mmwilliams@gcc.edu](mailto:mmwilliams@gcc.edu)

## HEALTH & WELLNESS CENTER

**Amy Pagano, RN MSN, FNP, Director and Head Nurse**

Phone: (724) 458-3850  
Email: [aepagano@gcc.edu](mailto:aepagano@gcc.edu)

**Suzanne Houk, Ph.D.,**

**Director of Counseling Services**

Phone: (724) 458-3788  
Email: [snhouk@gcc.edu](mailto:snhouk@gcc.edu)

## INFORMATION TECHNOLOGY

**Vince DiStasi, Ph.D., VP and CIO**

Phone: (724)-458-2299  
Email: [vfdistasi@gcc.edu](mailto:vfdistasi@gcc.edu)

## PRESIDENT

**Paul J. McNulty**

Phone: (724)-458-2500  
Email: [pjmcnulty@gcc.edu](mailto:pjmcnulty@gcc.edu)

## REGISTRAR

**John G. Inman, D.Sc.**

**VP for Enrollment Services & Registrar**

Phone: (724)-458-2172  
Email: [registrar@gcc.edu](mailto:registrar@gcc.edu)

## STUDENT LIFE AND LEARNING

**Mr. Larry Hardesty, VP for Student Life & Learning and Dean of Students**

Phone: (724)-458-2700  
Email: [studentlife@gcc.edu](mailto:studentlife@gcc.edu)

Department Information and Majors Available at Grove City College

Calderwood School of Arts and Letters					
Dean: Dr. David Ayers		djayers@gcc.edu	2010	3001	HAL 313B
Department	Majors	Department Chair/Representative	Ext#	Box#	Office
Accounting and Finance – B.S.	Accounting (ACCS)* Finance (FNCE)*	Dr. David Baglia – dsbaglia@gcc.edu	3361	3002	HAL 317A
Biblical and Religious Studies and Philosophy – B.A.	Biblical and Religious Studies (BIBL)* Christian Ministries (CHRM)* Philosophy (PHIL)*	Dr. Seulgi Byun – slbyun@gcc.edu	1530	3018	HAL 300B
Communication and Visual Arts – B.A.	Communication Studies (COMA)*	Dr. Kimberly Miller – kmmiller@gcc.edu	3862	3008	HAL 200G
Economics and Sociology – B.A. or B.S.	Applied Sociology (APSO)* B.A. Business Economics (BECO)* B.S. Economics (ECON)* B.A.	Dr. Jeffrey Herbener – jmherbener@gcc.edu	2204	3017	HAL 303D
Education – B.S.	PreK-4 Elementary Education (PKEE)* PreK-8 Special Education (PKSE)* Middle Level Math/English Ed (MLME)* with PreK-4 (MMEE)* Middle Level Math/History Ed (MLMH)* with PreK-4 (MMHE)* Middle Level Science/English Ed (MLSE)* with PreK-4 (MSEE)* Middle Level Science/History Ed (MLSH)* with PreK-4 (MSHE)* Middle Level Science/Math Ed (MLSM)* with PreK-4 (MSME)*	Dr. Constance Nichols – cnnichols@gcc.edu	3892	3027	HAL 100D
English – B.A.	English (ENGL)* English and Comm Sec Educ Certification (ECED)* English and Sec Educ Certification (ESED)*	Dr. H. Collin Messer – hcmesser@gcc.edu	2041	3037	HAL 200H
Entrepreneurship – B.S.	Entrepreneurship (ENTR)*	Mr. Tim Sweet – tjsweet@gcc.edu	4080	2865	HAL 318E
History – B.A.	History (HIST)* History and Social Studies Sec Educ Certification (HSED)*	Dr. Gillis Harp – gjharp@gcc.edu	2057	3040	HAL 300A
Management and Marketing – B.S.	International Business (INBS)* Management (MNGT)* Marketing (MARK)*	Dr. Ken Carson – kpcarson@gcc.edu	2198	3007	HAL 318D
Modern Languages – B.A.	French (FREN) French and K-12 Educ Certification (FSED) Spanish (SPAN) Spanish and K-12 Educ Certification (SSED)	Dr. Rebecca Harmon – rcharmon@gcc.edu	2007	3049	HAL 203D
Music – BMU	Music (MUSI) Music and K-12 Educ Certification (MUSE) Music/Business (MUSB) Music Performance (MUSP) Music/Religion (MUSR)	Dr. Beverly Carter – bhcarter@gcc.edu	2083	3053	PFAC 109
Political Science – B.A.	Political Science (POLS)*	Dr. Samuel Stanton – ssstanton@gcc.edu	3854	3156	HAL 303E
Psychology and Social Work – B.A. or B.S.	Psychology (PSYC-BA)* (PSYS-BS)* Social Work (SOCW)*	Dr. Kevin S. Seybold – ksseybold@gcc.edu	2002	3076	HAL 217H
Undeclared – All students	Undeclared Liberal Arts (UNLA)*	Mrs. Kathy Leonard – mkleonard@gcc.edu	3306	2864	Crawford

Albert A. Hopeman, Jr. School of Science, Engineering & Mathematics					
Interim Dean: Dr. Timothy A. Mohr		mohrta@gcc.edu	2040	3108	Stem 350B
Department	Majors	Department Chair/Representative	Ext#	Box#	Office
Biology – B.S.	Biology (BIOL) Biology and Gen Sci Secondary Educ Certification (BGSE) Biology/Health (BIOH) Conservation Biology (CBIO) Molecular Biology (MBIO) Neuroscience (NURO)	Interim Chair: Dr. Lisa Antoszewski – AntoszewskiLM@gcc.edu	4611	3147	STEM 240A
Chemistry – B.S.	Biochemistry (BIOC) Chemistry (CHEM) Chemistry and Gen Sci Secondary Educ Certification (CGSE) Chemistry and Secondary Educ Certification (CSED)	Dr. Joseph Augspurger – augspurgerjd@gcc.edu	2115	3100	STEM 360B
Computer Science – B.S.	Computer Information Systems (CIS)* Computer Science (CSCI)	Dr. Britton Wolfe - bdwolfe@gcc.edu	2044	3124	STEM 340B
Electrical/Comp Engr. – B.S.E.E.	Electrical Engineering (ELEE)	Dr. Mike Bright – mwbright@gcc.edu	4095	3109	HH 207B
Exercise Science & Athletics – B.S.	Exercise Science (EXER)	Dr. Philip Prins – pjprins@gcc.edu	3863	3058	PLC A124
Mathematics – B.S.	Mathematics (MATS)* Mathematics and Secondary Educ Certification (MSED)*	Dr. Gary Thompson – glthompson@gcc.edu	2039	3129	HAL 213E
Mechanical Engineering – B.S.M.E.	Mechanical Engineering (MECE)	Dr. Michelle Clauss – maclauss@gcc.edu	2037	3116	HH 209
Physics – B.S.	Physics (PHYS) Physics/Computer (PCMP) Physics and Gen Sci Secondary Educ Certification (PGSE) Physics and Secondary Education Certification (PSED)	Dr. James Clem – clemjl@gcc.edu	3883	3138	RO 212B
Undeclared – All students	Undeclared Science (UNSE)	Mrs. Kathy Leonard – mkleonard@gcc.edu	3306	2864	Crawford

\* Second year college-level foreign language proficiency is required for this major.

2018 - 2019 Academic Calendar

Approved 2/13/2017

Fall Semester 2018

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

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

Fall 2018 Final Exam Schedule

Day/Time of Final	Regular Time for Class	Day/Time of Final	Regular Time for Class
Dec. 10/11/12 at 6:30 pm	6:30 pm M/T/W evening classes	Saturday, Dec. 15	9:00 am MWF 2:00 pm MWF 7:00 pm TR
Thursday, Dec. 13	Study Day	Monday, Dec. 17	9:00 am MWF 2:00 pm MWF 7:00 pm MWF
7:00 pm	3:00 pm MWF	Tuesday, Dec. 18	9:00 am MWF 2:00 pm TR 7:00 pm TR
Friday, Dec. 14	11:00 am MWF 11:30 am TR 1:00 pm TR		
9:00 am			
2:00 pm			
7:00 pm			

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.

2018 - 2019 Academic Calendar

Approved 2/13/2017

Spring Semester 2019

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

Jan.	<div><div>S</div><div>M</div><div>T</div><div>W</div><div>R</div><div>F</div><div>S</div></div> <div>678910111213141516171819202122232425262728293031</div>	<div>Sunday</div> <div>Mon.-Sat.</div> <div>Sunday</div> <div>Monday</div> <div>Thursday</div> <div>Friday</div>	<div>Jan. 6</div> <div>Jan. 7 - 19</div> <div>Jan. 20</div> <div>Jan. 21</div> <div>Jan. 24</div> <div>Jan. 25</div>	<div>Residence halls open for January Intersession - 1:00 pm</div> <div>January Intersession - Jan. 7 Classes begin - 9:00 am</div> <div>Residence halls open - 9:00 am</div> <div>Classes begin - 8:00 am</div> <div>Senior testing</div> <div>Last day to Drop/Add a class by 5:00 pm</div>
Feb.	<div><div></div><div></div><div></div><div></div><div></div><div></div><div>1</div><div>2</div></div> <div>345678910111213141516171819202122232425262728</div>			
March	<div><div></div><div></div><div></div><div></div><div></div><div>1</div><div>2</div></div> <div>345678910111213141516171819202122232425262728293031</div>	<div>Saturday</div> <div>Sunday</div> <div>Monday</div> <div>Monday</div> <div>Thursday</div> <div>Friday</div>	<div>Mar. 2</div> <div>Mar. 10</div> <div>Mar. 11</div> <div>Mar. 18</div> <div>Mar. 28</div> <div>Mar. 29</div>	<div>Spring break begins, residence halls close - 10:00 am</div> <div>Residence halls open - 1:00 pm</div> <div>Classes resume - 8:00 am</div> <div>Mid-term grades due</div> <div>May/Summer/Fall registration - Seniors</div> <div>Last day to withdraw from a class by 5:00 pm</div>
April	<div><div></div><div>1</div><div>2</div><div>3</div><div>4</div><div>5</div><div>6</div></div> <div>789101112131415161718192021222324252627282930</div>	<div>Thursday</div> <div>Thursday</div> <div>Thursday</div> <div>Monday</div> <div>Tuesday</div> <div>Thursday</div>	<div>Apr. 4</div> <div>Apr. 11</div> <div>Apr. 18</div> <div>Apr. 22</div> <div>Apr. 23</div> <div>Apr. 25</div>	<div>May/Summer/Fall registration - Juniors</div> <div>May/Summer/Fall registration - Sophomores</div> <div>Easter recess begins</div> <div>Evening Classes resume - 6:30 pm</div> <div>Day classes resume - 8 am</div> <div>May/Summer/Fall registration - Freshmen</div>
May	<div><div></div><div></div><div></div><div>1</div><div>2</div><div>3</div><div>4</div></div> <div>5678910111213141516171819202122232425262728293031</div>	<div>Saturday</div> <div>Mon.-Wed.</div> <div>Thursday</div> <div>Thur.-Tue.</div> <div>Wednesday</div> <div>Fri.-Sat.</div> <div>Saturday</div> <div>Sunday</div>	<div>May 4</div> <div>May 6 - 8</div> <div>May 9</div> <div>May 9 - 14</div> <div>May 15</div> <div>May 17 - 18</div> <div>May 18</div> <div>May 19</div>	<div>Family Weekend</div> <div>Evening class finals</div> <div>Study Day</div> <div>Final examinations (See schedule below)</div> <div>Residence halls close for underclassmen - 3:00 pm</div> <div>Baccalaureate 7:00 pm/Commencement 10:00 am</div> <div>Residence halls close for seniors - 6:00 pm</div> <div>Residence halls open for May Intersession - 7:00 pm</div>
June	<div><div></div><div></div><div></div><div></div><div></div><div></div><div>1</div></div> <div></div>	<div>Mon.-Sat.</div>	<div>May 20-June 1</div>	<div>May Intersession - May 20 Classes begin - 9:00 am</div>

Spring 2019 Final Exam Schedule

Day/Time of Final	Regular Time for Class	Day/Time of Final	Regular Time for Class
May 6/7/8 at 6:30 pm	6:30 pmM/T/W evening classes	Saturday, May 11	9:00 am10:00 amMWF2:00 pm8:00 amMWF7:00 pm1:00 pmTR
Thursday, May 9	Study Day	Monday, May 13	9:00 am11:00 amMWF2:00 pm1:00 pmMWF7:00 pm8:00 amTR
Friday, May 10	9:00 amMWF2:00 pmMWF7:00 pmTR	Tuesday, May 14	9:00 am2:00 pmMWF2:00 pm10:05 amTR7:00 pm11:30 amTR

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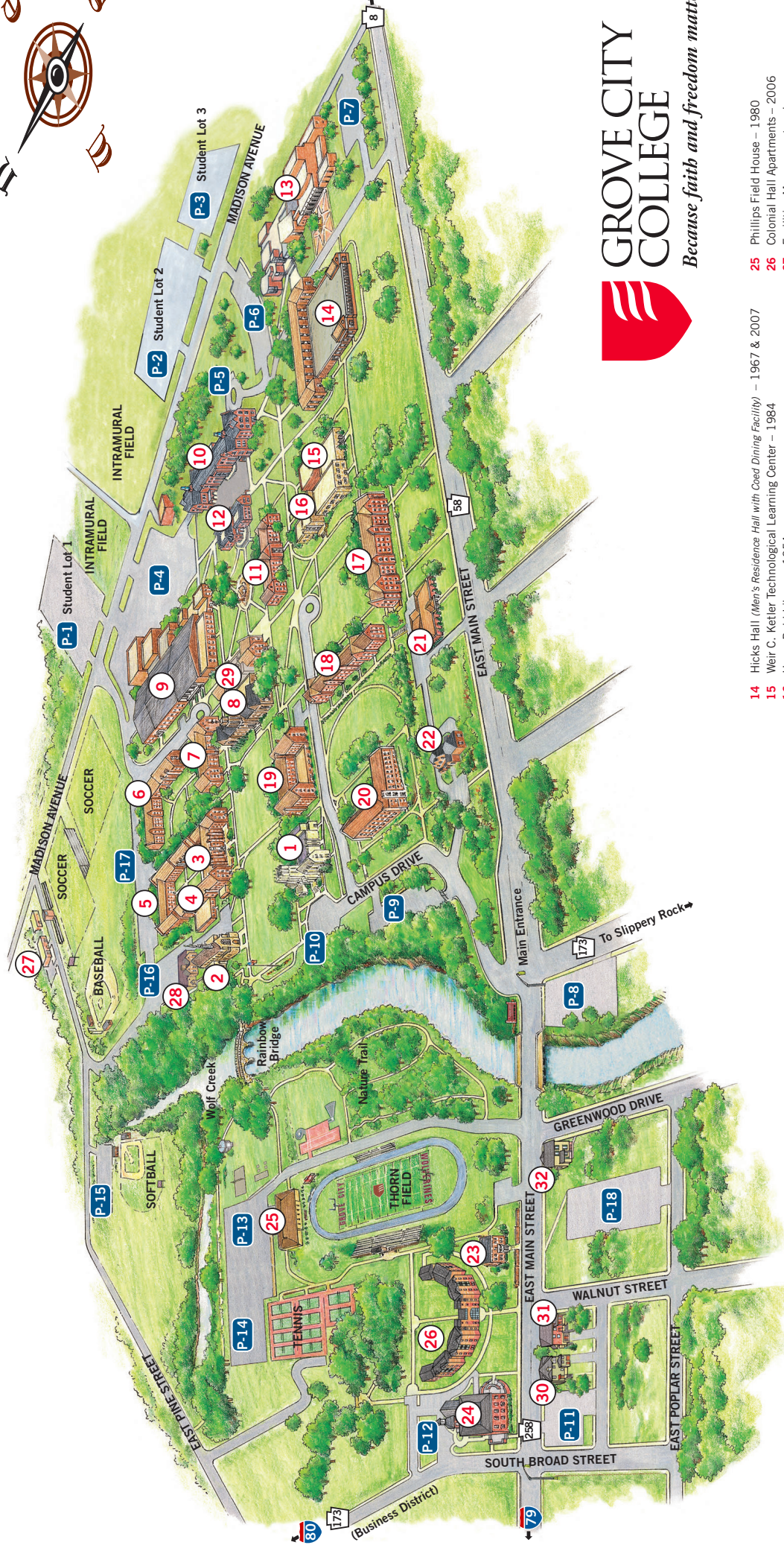
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# GROVE CITY COLLEGE

*Because faith and freedom matter*

- 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 Cood 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 & Letters – 2002
- 11 Hoyt Hall of Engineering – 1966
- 12 Green Student Union (Student Life & Learning Offices, Getunk, Bookstore and Mail Hall) – 2004
- 13 J. Howard Pew Fine Arts Center – 1976 & 2002

- 14 Hicks Hall (Men's Residence Hall with Cood 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 House – 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 Facilities Management and Central Receiving – 1964 & 1984
- 28 Rathburn Hall (Christian Activities Building) – 2012
- 29 STEW Hall – 2013
- 30 Stewart House – 1920
- 31 Lascell House – 1930
- 32 Larry House – 1885

**P** – Parking