

**Wittenberg
Parents Association**

**PARENTS
HANDBOOK**



2013-2014

Wittenberg University Mission Statement:

Wittenberg University provides a liberal arts education dedicated to intellectual inquiry and wholeness of person within a diverse residential community. Reflecting its Lutheran heritage, Wittenberg challenges students to become responsible global citizens, to discover their callings, and to lead personal, professional, and civic lives of creativity, service, compassion, and integrity.

WITTENBERG UNIVERSITY

2013-2014 ACADEMIC CALENDAR

FALL SEMESTER

August 22-25	New Student Day
August 26	Classes Begin
September 27-29	Family Weekend
October 10-11	Homecoming
October 21-22	Fall Break
November 27-29	Thanksgiving Holiday
December 13	Fall Classes End
December 16-20	Final Exams

SPRING SEMESTER

January 13	Classes Begin
March 10-14	Spring Break
April 4-6	Little Sibs Weekend
April 11	Honors Convocation
April 18	Good Friday Holiday
May 7	Spring Classes End
May 9-10, 12-14	Final Exams
May 16	Baccalaureate
May 17	Commencement

Welcome to the Parents Association!

Table of Contents

Directory	p. 5-6
Academic Advising and Educational Opportunities	p.7-10
<ul style="list-style-type: none">• What is Academic Advising? How is it done?• What is the math requirement?• What is the foreign language competency requirement?• What is the community service requirement? What are the service opportunities?• Is help available if a student has trouble with a specific course?• What services are available to help improve basic academic skills?• How important is writing at Wittenberg?• When do students declare their major?• What is required for graduation?	
Information Technology Services	p.11-12
<ul style="list-style-type: none">• What is available to students?• What is available to parents?	
Career Services	p.13-14
<ul style="list-style-type: none">• Career Consulting• Career Assessment• Career Library/Online Resources• Resume, Curriculum Vitae, Cover Letter, Business Cards, and Personal Statement Critiques• Mock Interviews• Career Programs and Fairs	
Off-Campus Opportunities and Study Abroad	p.15
<ul style="list-style-type: none">• Are there opportunities for study off-campus?• What about studying abroad?	
Residence Life.....	p.16-17
<ul style="list-style-type: none">• Who lives in residence halls?• How are residence halls staffed?• Where do students eat?• What is the security system on campus?• Where do students do their laundry?• Are housekeeping services available?• Is storage available in the residence halls?• Where do I send mail and packages to my student?	
Health and Counseling Services.....	p.18
<ul style="list-style-type: none">• What are the health services?• If my child is seriously ill or injured is there a hospital in Springfield?	

- Can I get information about my child’s medical records?
- What counseling services are available to my student?
- Is help available to students abusing alcohol or other drugs?

General Information.....p.19-21

- What religious services and activities are available on campus?
- What student activities are available?
- What services and activities are available to multicultural students?
- Does Wittenberg have fraternities and sororities?
- What kind of athletic programs are available?

The City of Springfieldp. 22-23

- What kinds of entertainment are available in Springfield?
- Where can students shop?
- Where can I stay when I visit my student? Where can we eat?
- What about banking?

Student Conductp.24-25

- What is the student conduct process?
- What is Wittenberg’s alcohol policy?
- What is Wittenberg’s policy on weapon control?
- What is Wittenberg’s policy on smoking?

FERPAp.26

- FERPA-Family Educational Rights and Privacy Act

Resource Chartp. 27-28

- Roommate Problems
- Homesickness
- Academic Adjustment Problems
- Career and Major Exploration
- Student Involvement
- Dissatisfaction

WITTENBERG UNIVERSITY

PHONE (937) 327-6231 / FAX (937) 327-6340

ACADEMIC ADVISING	(937) 327-7924
Mary Jo Zembar, Assistant Provost	
ACADEMIC RECORDS	(937) 327-6131
Jack N. Campbell, Registrar	
ADMISSION	(937) 327-6314
Karen Hunt, Executive Director	
ADVANCEMENT	(937) 327-7408
Aimee Maruyama, Director of Advancement	
ATHLETIC DEPARTMENT	(937) 327-6458
Joni Williamson, Associate Director of Athletics	
BUSINESS SERVICES	(937) 327-6309
Donna Picklesimer, Director	
CAREER SERVICES	(937) 327-7521
Wendy Smiseck, Director	
COMMUNITY SERVICE	(937) 327-7523
Kristen L. Collier '92, Director	
DINING SERVICES	(937) 327-6161
Noah Ristau, Director	
FINANCIAL ASSISTANCE	(937) 327-7321
Randy Green, Director	
GREEK LIFE	(937) 327-7820
Carol Nickoson, Director	
HEALTH AND COUNSELING CENTER	(937) 327-7811
Linda M. Lauffenburger, Director of Counseling	
INTERNATIONAL EDUCATION	(937) 327-6185
JoAnn Bennett, Director	
INTERNSHIPS	(937) 327-7921
Wendy Smiseck, Director Career Services	
MATH WORKSHOP	(937) 327-6155
Obed Lewis	
MULTICULTURAL STUDENT PROGRAMS	(937) 327-7800
John L. Young, Director	

PARENT ENGAGEMENT	(937) 327-6374
Linda Beal, Director of Alumni and Parent Engagement	
PRESIDENT	(937) 327-7916
Laurie Joyner	
PROVOST	(937) 327-7915
Christopher Duncan	
RESIDENCE LIFE	(937) 327-7800
Mark DeVilbiss, Associate Dean for Residence Life	
FERNCLIFF HALL.....	(937) 327-7550
FIRESTINE HALL.....	(937) 327-7565
MYERS HALL.....	(937) 327-7555
NEW RESIDENCE HALL.....	(937) 327-7570
POLIS HOUSE.....	(937) 525-1522
TOWER HALL.....	(937) 327-7575
WOODLAWN HALL.....	(937) 327-7585
POLICE	(937) 327-7307
Don Lucas, Chief of Police	
STUDENT ACCOUNTS	(937) 327-6146
Doug A. Schantz '04, Manager	
STUDENT ACTIVITIES AND CAMPUS PROGRAMS	(937) 327-7815
Elizabeth Ames, Director	
STUDENT CONDUCT	(937) 327-7804
Krystal Reeb, Director	
STUDENT DEVELOPMENT	(937) 327-7806
Casey Gill, Dean of Students	
STUDENT EMPLOYMENT	(937) 327-7320
Laura Siemon, Manager	
WEAVER CHAPEL	(937) 327-7411
Anders and Rachel Tune, Pastors to the University	
WRITING CENTER	(937) 327-6154
Mike Mattison, Director	

Academic Advising and Educational Opportunities

What is academic advising? How is it done?

Basic to Wittenberg's mission is a deep concern for the welfare of each of its students and the education of the whole person. Accordingly, an important responsibility of its faculty is to provide advice for each student about educational, vocational and personal planning. This approach is person-centered, treating each student as a distinct individual. The university also recognizes that personal growth and maturity are reached through acceptance of responsibility. *Wittenberg, therefore, affirms the primary responsibility for the pattern and outcome of the student's educational program, while the development of social responsibility lies with each student.* Within this context, the objectives of the student-advising program are as follows:

- to help the student understand the nature of a liberal arts institution,
- to help the student obtain maximum benefit from the total educational experience by discussing emerging interests and relating these interests to opportunities in, and beyond, the classroom,
- to assist the student in understanding the policies and regulations which give structure to the educational experience, and
- to help the student begin to determine career goals based on the student's aptitudes and interests, and to outline a course of study that will facilitate achieving these goals.

The major features of Wittenberg's advising program for entering students include the following:

Approximately 30 faculty members serve as academic advisors to new students each year. The student's faculty advisor instructs the WittSem class, in which all entering students are enrolled fall semester. The advisor's dual role is a crucial part of the advising program because it heightens the student's sense of belonging and establishes a close working relationship with the advisor.

Trained upper-class students, called Orientation Assistants, aid the advisors during the orientation program. The relationship between the new students and the Orientation Assistants provides excellent support as the new students adjust to college life.

All new students are required to meet with their advisors each semester to pre-register for courses for the next semester. This meeting provides an opportunity to discuss class schedules and plan the overall academic program, as well as address any concerns students may have about their adjustment to Wittenberg. Advisors post office hours for individual appointments and are available throughout the semester to meet with students.

A final feature of the advising program is a communications network that is continually at work. Advisors, course instructors, residence hall staff, student development professionals, and others know that each new

student's wellbeing involves every aspect of campus life. Communication about new students and referral to various campus resources occur often.

The benefits of the new student-advising program are realized with the student's recognition that the advising relationship is a partnership, which assumes the student's academic commitment and initiative. The program provides a system of support to ensure the wellbeing of the student as the college experience begins.

What is the math requirement?

All students are required to achieve a level of competence in mathematics that provides the necessary foundation for subsequent college learning and strengthens problem-solving and reasoning skills through continued use. This learning goal is met by taking a quantitative course and a mathematical-reasoning intensive course before graduation. Students are required to take a math placement exam to determine their placement level. Based on the results of the math placement exam, some students may have to attend the Math Workshop for assistance to achieve the appropriate level. **Students should meet the prerequisite for this requirement by the end of the first year, and must complete it to take the needed courses for graduation.**

What is the foreign language competency requirement?

The student should achieve the degree of competence in a foreign language necessary to encounter another culture on its own terms and to enhance understanding of the structure of language itself. All students need to demonstrate competence equivalent to a year of language study at Wittenberg. Methods of demonstrating language competency are outlined in the *Academic Catalog*.

What is the community service requirement? What are the service opportunities?

Wittenberg students will enrich their liberal arts education through a mandatory community service experience. The 27 hours of service completed by each graduate is a hallmark of the Wittenberg education. In addition to the 27 hours of service, students also attend an orientation and a reflection session and write a reflection essay. Supported by the Community Service staff, students select a service experience from among 40+ sites in the Greater Springfield/Clark County area or with an approved service immersion trip to various locations throughout the US and the world. Students also have the opportunity to self-design an experience with a partner not on the Opportunities List (must be approved by the Director of Community Service).

Students register for Community Service 100 preferably any semester before their senior year. Service requirements must be completed during the semester the student is registered for Community Service 100. Transportation to the service sites is provided by Motor Pool, Recitation Annex, M-Th, 8am-6pm and F, 8am-4pm (subject to availability).

The Community Service program in the Hagen Center, 723 N. Fountain Avenue, also serves as a resource for campus organizations and individuals interested in continuing their service throughout their Wittenberg experience. Visit www.wittenberg.edu/communityservice for more details.

Is help available if a student has trouble with a specific course?

Most members of the faculty devote much time to out-of-class contact with students, but the student is expected to take the initiative. All faculty members have posted office hours and are available at other times by appointment. Academic departments also designate upperclassmen tutors.

What services are available to help improve basic academic skills?

The Writing Center, Oral Communication Center, Foreign Language Learning Center, and Math Workshop are open to any student seeking help to improve writing, language, or math skills. Full-time directors and trained student advisors and tutors provide assistance. Based on the results of the math placement exam, certain students are required to attend the Math Workshop to receive help until they have sufficiently raised their placement level to the appropriate level. *All students must achieve an acceptable level of math proficiency for graduation.*

Writing and communication skills are continually assessed in most classes throughout the year by the faculty, and any student is welcome to take advantage of the Writing Center or Oral Communication Center to talk about a class project, at any stage of the composition process.

The Wittenberg Writing Center is a valuable resource for students writing in all disciplines. Writing Center student advisors, who have taken a required course in peer advising, work with students at all stages of the writing process: planning, revising and editing. The Writing Center also provides assistance with such writing projects as job applications and résumés, poetry and fiction, graduate school essays, and applications for such prestigious awards as Truman, Marshall and Rhodes scholarships.

The Oral Communication Center (OCC) provides one-to-one assistance to students facing any kind of speaking assignment, such as a presentation, discussion, debate, leading a class session, or any other kind of speaking requirement. Trained student consultants can work on any stage of the preparation process, from brainstorming about topics, to helping decide how to organize ideas, to offering feedback on a practice run-through. The consultation is designed to help foster effective preparation and speaking skills, which students can then apply to future speaking assignments.

How important is writing at Wittenberg?

<http://www5.wittenberg.edu/administration/writingcenter.html>

Wittenberg encourages students to develop their writing ability. All students must take, and receive writing credit for, at least seven writing-intensive courses, including English 101, a required course that provides an

introduction to college writing. Writing-intensive courses give students the opportunity to write in a variety of disciplines and receive careful assessment of their writing in these diverse environments. In these courses, students who meet the minimum standard of writing proficiency established by the instructor receive writing-intensive credit (W), in addition to the course grade.

The Wittenberg Writing Center is a valuable resource for students writing in all disciplines. Writing Center student advisors, who have taken a required course in peer advising, work with students at all stages of the writing process: planning, revising and editing. The Writing Center also provides assistance with such writing projects as job applications and résumés, poetry and fiction, graduate school essays, and applications for such prestigious awards as Truman, Marshall and Rhodes scholarships.

When do students declare their majors?

Students are required to declare their majors by the end of spring semester of their sophomore year. Advisors, faculty members, and the Career Center are available to help students make this decision.

What is required for graduation?

All students are required to complete 130 semester hours to graduate. Included in this number is the General Education Program, consisting of 16 learning goals. Twelve of these goals include course, competency, or participation requirements for each student. To fulfill most of these requirements, students may choose from a range of courses across the academic departments. The general education learning goals and requirements are divided into three groups: Foundations, Arts and Sciences, and Co-curricular Activities. Also included in the 130 semester hours is a major course of study as designed by the major department. The *Academic Catalog* describes all of the requirements in detail.

Each summer the Registrar's Office conducts an audit of seniors' records to determine which graduation requirements remain to be met. Results of this audit are sent to seniors early in the fall semester to inform them of their status at the beginning of their senior year. The university strongly encourages parents to communicate with their students regarding the results of the audit.

Information Technology

What is available to students?

Our network links students and faculty to a series of servers covering Web, Mail, file sharing, and database services. The University mail server and the myWitt Portal can be accessed via web browser from any location in the world. The campus network connects classrooms and administrative buildings as well as the library, including its online public access catalog EZRA, to each other and the Internet. All students are given network accounts for use with the campus network. The University also maintains a World Wide Web home page: <http://www.wittenberg.edu>.

There are over 500 networked computer workstations available for students to use across campus in public, classroom, and residence hall computer labs. All of these labs are equipped with network capability and laser printers. Each student has space available on file and mail servers for their personal academic use. There is also space available for class projects separate from the student's personal work area; setup for class file space can be requested by any faculty member. Our network allows each student to access his or her own area on the file server from any of the networked labs on campus. Standard software available in computer labs includes Microsoft Office Professional. Specialized programs for individual classes are also available from a variety of locations around campus. For additional support services, please see the Information Technology Services area of the Wittenberg website:

<http://www4.wittenberg.edu/administration/cctr/>

The Solution Center is staffed from 8 a.m. - 6 p.m., Monday through Friday, during the school year and is located in Synod Hall, Room 13. The Solution Center can be reached by calling (937)525-3801 or emailing solution@wittenberg.edu. Please call, e-mail or stop by for any information regarding the services available from the Solution Center, to request a work order, or for any university computer-related questions.

Services available to students include:

- Personal network drive storage space (H:\ drive on the network)
- Space for class work (assigned through each professor)
- Examples of myWitt Portal services, <http://my.wittenberg.edu> :
 - Find their username and set their password
 - Reset their passwords
 - Request mailing lists for campus organizations
 - Change their personal information or privacy settings
 - Student, faculty, and staff directory information
 - View open courses and course descriptions
 - Online course registration each semester
 - Information about any holds or registration restrictions
 - Track information available from the offices of the Registrar, Student Accounts, and the Career Center (grades, schedule, etc.)
 - Ability to grant parental access to specific academic information (schedule, financial aid, degree audit, grades, account balance)
 - Access to grant specific permission for Health Services to discuss current illnesses, chronic

conditions, or other topics with parents

As part of Wittenberg's ongoing commitment to technology, additional services are added yearly.

Examples include:

- The ability for students to connect their personal laptop or PC on campus
- ACH availability to make account payments securely over the Web through the myWitt Portal
- Wireless network access on campus

What is available to parents?

To help increase the opportunity for parent involvement and create a sense of connection to the campus community, several online services are available to parents through the myWitt Portal.

Examples of services available to parents through the myWitt Portal, <http://my.wittenberg.edu> :

- Ability to change your personal information or privacy settings
- ACH availability to make account payments securely over the Web through the myWitt Portal
- Access to the faculty and staff directories
- Course description information
- Early alert system – notify Wittenberg staff about family or other personal issues that might affect the student's performance or well-being
- Information about your student (FERPA details as released by the student)

Career Services

<http://www5.wittenberg.edu/administration/careers.html>

Career Services prides itself on the variety of services we offer. Whether your son or daughter is a first- or second-year student seeking to better define their career direction or a junior or senior interested in graduate school or finding post-graduate employment, we are here to help. Below is a listing of the services and resources that are available to all students as well as a link to the specialized services available to seniors who use Career Services.

Career Consulting

Individual appointments are available for students needing career guidance, job search coaching, or assistance with applying to graduate or professional school.

Career Assessment

- Myers-Briggs Type Inventory is a personality assessment which can assist students in learning about themselves as well as how their personality preferences affect their career choices, interviewing and networking skills, job environment choices, and learning and leadership styles.
- Focus2 is a computer-based guidance system that helps students:
 - Assess their interests, abilities, and occupational values.
 - Explore occupations and educational programs that satisfy their personal preferences.
 - Map out career and educational goals.

Career Library/Online Resources

- Students can review career guidance books and employer resources in the Career Center Library.
- Search job postings online through the Wittenberg Job & Internship Board, utilize Career Services sponsored job search engines giving expanded access to thousands of jobs nationwide, and research additional links to field-specific websites.
- Find "how to" handouts and videos on writing résumés, interviewing, networking, finding jobs, and more.

Résumé, Curriculum Vitae, Cover Letter, Business Cards and Personal Statement Critiques

We do more than check for typos - we teach students how to prepare documents needed for graduate school and job seeking applications.

Mock Interviews

Students can practice their interview skills with the Career Services director.

Career Programs and Fairs

Check out our Calendar of Events for upcoming programs – workshops, information sessions, on campus recruiting/interviews, <http://www5.wittenberg.edu/administration/careers/calendar.html>

Off-Campus Opportunities and Study Abroad

Are there opportunities for study off-campus?

<http://www5.wittenberg.edu/administration/careers/internship.html>

Yes, there are programs available to students for off-campus study. During the junior or senior year, students can engage in an internship for academic credit in Springfield and surrounding areas, or by applying to programs such as the Wittenberg Washington Semester or the Duke Marine Lab semester. Registering for off-campus summer internships (in Springfield or anywhere else nation or world-wide) is also a popular option. Faculty internship coordinators in each academic department assist students in designing these “real world” academic/work experiences.

Summer field-study programs meet at off-campus sites under the supervision of Wittenberg faculty. They combine the vivid experience of “being there,” the excitement of living in different locales, and serious academic investigation.

What about studying abroad?

<http://www4.wittenberg.edu/administration/inted/studyabroad/index.html>

The Office of International Education coordinates many study abroad opportunities. Students may spend a semester, a year, or a summer studying in Japan, China, Russia, Germany, France, Spain, England, Denmark and many other countries. In order to participate in a year or semester-long study abroad program, a student must have successfully completed four semesters and have a minimum 2.5 cumulative grade-point average.

In addition to the variety of study abroad programs offered to students, Wittenberg also offers its own semester-long study abroad experience in Lutherstadt Wittenberg, Germany. The Witt in Wittenberg program is a general education program that allows students to take an international studies and a general education course taught by Wittenberg faculty, complete the language requirement, and participate in an internship while in Germany. Since the program is a semester-long Wittenberg-run program, students are able to retain all loans and scholarships for this experience.

Finally, Wittenberg also offers multiple faculty-led experiences abroad in the summer. Students have spent the summer studying fairy tales in Paris, communication in Japan, Spanish language in Cuba, the Holocaust in Poland, and more.

Residence Life

<http://www5.wittenberg.edu/administration/residencelife.html>

Who lives in residence halls?

All first- and second-year Wittenberg students with less than 60 credit hours are required to live in residence halls, except those who live in homes of their parents (within 30 miles of campus), and those who are married. During spring semester of their sophomore year and if they have earned 60 credit hours, students may request permission to live in Wittenberg rental properties for their junior and senior years.

How are residence halls staffed?

Three full-time professional Area Coordinators (ACs) live on campus in the residence halls, and are assisted by four undergraduate Community Advisors (CAs) and 40 undergraduate Resident Advisors (RAs) who reside on each floor in the residence halls.

Where do students eat?

Wittenberg Dining Services offer three meals a day, Monday through Friday, as well as brunch and dinner on Saturday and Sunday in the Student Center Dining Room. All residence hall students are required to have a meal plan. Meal plans and other options, such as Wittenberg Gold (a purchased card for use in the Dining Room or Post 95), are available for non-residence hall students. The food selection is varied, with meat and vegetarian dishes offered daily. The Dining Services staff works with students with special dietary needs.

What is the security system on campus?

<http://www5.wittenberg.edu/administration/security.html>

Police and Security officers patrol the campus 24 hours a day and are available to address emergencies. Security telephones are located on campus, and Escort Service operates during the evenings when school is in session. The doors to the residence halls are locked 24 hours a day.

Where do students do their laundry?

Every residence hall has washers and dryers. The cost for laundry service is included in students' room charges – no quarters needed. In addition, there are dry cleaning and laundry facilities located near campus.

Are housekeeping services available?

Housekeeping Services personnel clean common areas, such as lounges and bathrooms. Students are responsible for cleaning their own rooms.

Is storage available in the residence halls?

No. There are several storage rental firms in the Springfield area.

Where do I send mail and packages to my student?

Every student has an assigned mailbox located in the lower level of the Student Center. U.S. mail should be addressed to:

Your Student
Wittenberg University, Box _____
P.O. Box 6100
Springfield, OH 45501-6100

Packages shipped via UPS, Federal Express, etc., should be addressed to:

Wittenberg University
734 Woodlawn Avenue
Your Student
Box _____
Springfield, Ohio 45504

Students may purchase stamps, mail letters, and ship packages from the Service Center.

Health and Counseling Services

http://www5.wittenberg.edu/administration/health_wellness.html

What are the health services?

The Wittenberg Health and Counseling Center provides medical and counseling services for full-time, traditional students. Medical services include a nurse evaluation for walk-ins, diagnosis and treatment by a board-certified physician by appointment, and referral to community resources as appropriate. There is a charge for the professional services of the physician and nurses. Diagnostic treatment and services, such as laboratory tests and some procedures, are available on a fee-for-service basis. The Health and Counseling Center is open Monday through Thursday from 8 a.m. to 5 p.m., while the university is in session. A family medicine specialist, registered nurses, and a licensed counselor staff the center.

If my child is seriously ill or injured is there a hospital in Springfield?

The Springfield Regional Medical Center provides a full range of medical specialists. The Dean of Student's office notifies parents in the case of severe or life-threatening conditions.

Can I get information about my child's medical records?

For students over 18, records for medical and counseling treatment are protected by Federal and Ohio laws on privileged communications. Therefore, the staff is able to discuss a student's condition and case only with written permission from the student. If you want to discuss your child's treatment, he or she must sign a release of information before disclosure. Release of medical information to parents may now be authorized by students online and should make communication with parents easier. Parents are contacted if there is a life-threatening crisis.

What counseling services are available to my student?

Counseling services include crisis intervention and brief, focused therapy, which are also free. If your student needs ongoing counseling services our counselor can provide information about resources in the community. The Health and Counseling Center is open Monday through Thursday from 8 a.m. to 5 p.m., while the university is in session

Is help available to students abusing alcohol or other drugs?

Counseling is available to students with substance abuse problems. When necessary, students are referred to local treatment centers.

General Information

What religious services and activities are available on campus?

Wittenberg is affiliated with the Evangelical Lutheran Church in America and is served by a husband-wife pastoral team. The pastors lead two services on Sunday: a traditional morning service in Weaver Chapel and a contemporary service Sunday evening in Ness Auditorium (Hollenbeck Hall). Catholic Mass is also held Sunday evening (Weaver Chapel) with area priests. In Springfield, there are many houses of worship including a Jewish synagogue, two Islamic centers, and Catholic churches as well as congregations of most denominations and worship styles. A list of worship centers is available on the Wittenberg website under campus ministry. Weekday chapel is also held on Tuesday and Thursday mornings in Weaver Chapel, featuring speakers from the faculty and administration, the student body, and the larger church.

Weaver Chapel is the center of Christian life and ministry on campus. In addition to worship services listed above and other festival services throughout the year, there are Bible studies, discussion groups, weekly fellowship, social outreach projects and retreats. Weaver Chapel Association, an interdenominational student organization, plans most of these activities.

Other fellowship opportunities on campus include Common Ground, Newman Club, Jewish Culture Club-Hillel Affiliated, Lutheran Student Movement, Imani Gospel Choir, Campus Crusade for Christ, Pre-theological Studies Group, and Athletes for Christ. More information is available on the campus ministry website about these activities.

What student activities are available?

<http://www4.wittenberg.edu/students/studentorg.html/>

More than 120 organizations are available to meet almost any interest. A few of these are Union Board, Jewish Culture Club, Concerned Black Students, the Conservation Club, Wittenberg Management Club, Caving Club, the American International Association, and Habitat for Humanity, and Voices (the Wittenberg Women's Association). There are also several music performance organizations, as well as opportunities for participating in theater and dance production.

What services and activities are available to multicultural students?

Wittenberg is a diverse community of students from various racial and ethnic backgrounds. We know that such diversity only enhances the quality of a Wittenberg education. A sampling of the services and activities available for our multicultural student populations include: Connector's Program, the Imani Gospel Choir, along with Social Awareness Organizations such as Concerned Black Students (CBS), the American International Association (AIA), and the Gay/Straight Alliance (GSA). The social awareness organizations offices are housed in the William A. McClain Center for Diversity and they engage in collaborate efforts with other campus organizations and academic departments to co-sponsor programs and activities which speak to social and cultural issues and concerns.

Does Wittenberg have fraternities or sororities?

There are six international fraternities and five international sororities chartered at Wittenberg. Most have houses which provide housing options for junior and senior members after the University residence requirement has been met. Most also provide some type of meal plan for residents and other members. Many houses are staffed by House Directors and are either alcohol free properties or strongly restrict the use of alcohol in the facility.

New students may join once they have completed 16 credit hours at Wittenberg with at least a 2.50 cumulative GPA. A student completing between 12-15 credit hours must achieve a minimum 2.75 cumulative GPA to be eligible. Chapters may take new upper class members at any time provided they meet equivalent academic eligibility requirements. All organizations provide scholastic support, leadership and personal development, opportunities for philanthropic service and lifetime friendships. They all require ongoing financial and time commitments.

See the Fraternity & Sorority Life website for further information at <http://www.wittenberg.edu/greeklife>.

What kind of athletic programs are available?

www.wittenbergtigers.com

Intercollegiate Athletics

The Department of Athletics at Wittenberg University is committed to the pursuit of academic and athletic excellence. The program is conducted on the principle that athletic experiences complement the academic process. As a member of the North Coast Athletic Conference and NCAA Division III, Wittenberg offers 23 sports--11 for men and 12 for women.

Intramural Sports, Club Sports, and Recreation

The Intramural and Club Sports program offers all students the opportunity to participate in a wide variety of sports throughout the academic year. Some 16 team and lifetime sports are offered for men, women and co-ed participation. Clubs include: men and women's rugby, cheerleading, crew, dodge ball, martial arts, Ultimate Frisbee Club, the Outdoor Club, and men's volleyball. In addition, opportunities are available for recreational basketball, billiards, euchre, flag football, floor hockey, soccer, sand volleyball and softball.

<http://www.wittenbergtigers.com/information/clubsports/index>

Athletic and Recreational Facilities

The facilities at Wittenberg are a unique blend of the past and future. The Health, Physical Education and Recreation Center (HPERC) is the centerpiece of activity. The main unit, Pam Evans Smith Arena can be used as three full-sized basketball courts and three volleyball courts. It seats 3,000 spectators for intercollegiate athletic events, or 4,300 for concerts, convocations and other public events. In addition, this facility also houses four racquetball courts and a 25-meter by 25-yard swimming pool with one- and three-meter diving boards. A training room, locker rooms, and team rooms are also located in the HPERC.

The Bob Rosencrans Hall of Honor Fitness Center, is a 4,622 square feet of space to the front of the building. The center houses a variety of Nautilus fitness equipment. Aerobic equipment includes stairmasters, elliptical machines, treadmills and rowers. The facility is open daily for use by students, athletes, faculty and staff.

The Wittenberg field house, home of the Tigers since 1929, houses offices and the Heinzen Strength Center. It is equipped with five benches, five squat racks, five incline benches, 25 Olympic bars, dumbbells, 8,000 pounds of free weights.

Facilities at Edwards-Maurer Field and Earl F. Morris Track include an artificial grass surface, with granular sand and rubber in-fill, a Recotan 400-meter track and lights. Field hockey, football, men's and women's lacrosse, men's and women's soccer, men's and women's track, intramurals and physical education classes all find time on these new facilities.

What is the Wittenberg Series?

The Wittenberg Series, founded in 1982, is the university's premier offering of arts and lecture events. The Series annually sponsors campus visits, performances and appearances by some of the most creative, influential and outstanding people in the world. Carefully chosen by a committee of faculty and students, these programs also reflect the university's academic disciplines. They are free and open to the general public as well as to students, faculty, staff, parents and alumni. Because they are so important, the university does not support the scheduling of any extra- or co-curricular programs that will conflict with them. While students are strongly encouraged to attend and some professors may even require their classes to do so, our ultimate goal is to make the programs so interesting and entertaining that no one will want to miss them.

Is other entertainment available on campus?

Union Board, a student organization, offers a wide range of entertainment and educational programming each year. Union Board (UB) sponsored events include major concerts, coffeehouse bands, comedians, lectures, weekend movies, the Homecoming Parade and Little Sibs weekend. UB events are open to all students at little or no cost. Additionally, other student organizations sponsor dances, field trips and other social events throughout the year. There is always something happening on campus. Encourage your student to get involved.

Are students permitted to have cars on campus?

Students are permitted to have cars. All students with cars must register them with the university. Students may park only in designated areas, and are fined if they park in restricted areas. Students who fail to pay fines cannot register. One of the advantages of Wittenberg's location in the city of Springfield is that services are within walking distance of campus, so students can get along quite easily without a car.

The City of Springfield

What kinds of entertainment are available in Springfield?

Springfield boasts a symphony orchestra, a civic theater, an arts council, an art museum, and a heritage center. The Springfield Symphony performs from October to April. The Arts Council sponsors a winter entertainment series as well as the longest running, free summer arts festival in Ohio. The Springfield Museum of Art presents several shows each year in its facility located just south of campus. The Heritage Center of Clark County features a research library, museum store, and four theme exhibit galleries, dedicated to regional and state history. There are also 15 movie screens in Springfield, five in the Upper Valley Mall and ten at the eastern edge of town, all showing first-run movies. For students with cars, Columbus and Dayton also offer many forms of entertainment.

When in Springfield visit the historic Westcott House the only Frank Lloyd Wright prairie style house in Ohio. Springfield is one of the largest antique areas in the country with the Antique and Flea Market at the Clark County Fairgrounds just minutes from the campus. If you love antiques, don't miss this monthly event that has been showcased in Country Living and Country Home. If you love golf, Springfield Country Club is close by. The Clark County Fairgrounds hosts one of the largest Cars & Parts Swap Meet in the area and is home to the Champions Center for horse enthusiasts.

Where can students shop?

Several convenience shops are in the university area. There are also pharmacies, florists and hair stylists within walking distance of campus. Target, Wal-Mart, and Meijer (a one-stop shopping store) are located about one mile west of campus, and the major shopping center is the Upper Valley Mall, about three miles west of campus. The city transit offers bus service from the campus area to Meijer and the mall. Springfield also has several smaller shopping centers and shops.

Some interesting places to visit are the Air Force Museum at Wright-Patterson Air Force Base, downtown Urbana (14 miles north), and Yellow Springs (11 miles south). The Air Force Museum offers various displays of aircraft and other items of aviation history, and Urbana offers interesting shops and restaurants. Yellow Springs has several fascinating shops (which sell such things as leaded glass, herbs and scents, bulk foods, jewelry and pottery), as well as several good restaurants. Glen Helen and John Bryan State Park, good places for hiking, are also located near Yellow Springs. The Mall at Fairfield Commons is located about 30 minutes from campus and has several upscale shops, a food court, and four major department stores.

Where can I stay when I visit my student? Where can we eat?

Listed below are hotels, motels and restaurants in the Springfield area, all within the Telephone

Hotels/Motels:

Comfort Suites

Country Inn & Suits by Carlson, Springfield

Area Code (937)

322-0707

322-2200

Courtyard by Marriott	322-3600 or (800) 234-3611
Fairfield Inn of Springfield	323-9554
Hampton Inn, Springfield South	325-8480
Quality Inn and Conference Center	1-800-230-4134
Holiday Inn, Fairborn	426-7800
Logan Lodge, Urbana	652-2188

Recommended Restaurants

Applebee's, 1800 West First Street	322-6700
BW-3 Buffalo Wild Wings, 1960 N. Bechtle Ave.	390-9464
Cecil and Lime, 227 E Cecil St	322-7950
Golden Jersey Inn, 6880 Springfield Xenia Rd., Yellow Springs	324-2050
Hickory Inn, 652 N. Limestone St.	323-1702
Linardo's Villa, 2230 E. Main St.	323-3011
Los Mariachi's, 1706 E. Main St.	324-2066
Mëla in Courtyard by Marriott, 100 S. Fountain Ave.	322-3600
Mike and Rosy's Deli, 330 W. McCreight	390-3511
O'Charleys, 1830 N. Bechtle Ave.	342-1248
Red Lobster, 1898 W. First St.	323-8051
Seasons Bistro & Grille, 28 South Limestone St	521-1200
Springfield county Club 2315 Signal Hill Road	399-4215
(Wittenberg Parents of current students are invited to dine-mention Wittenberg when making reservation.)	
Texas Roadhouse, 1750 N. Bechtle Ave.	322-6500
The Winds Cafe, 215 Xenia Ave., Yellow Springs	767-1144
Ye Olde Trail Tavern, 228 Xenia Ave., Yellow Springs	767-7448

In addition to the restaurants listed above, Springfield also has Bob Evans, Cracker Barrel, Steak and Shake, Roosters, and many fast food restaurants, as well as many pizza restaurants.

What about banking?

There are several banks in Springfield, including PNC Bank, KeyBank, Security National Bank, Fifth Third Bank, and Huntington Bank. There is an "Automated Teller Machine" located in the Benham-Pence Student Center as well. The Service Center in the Benham-Pence Student Center cashes personal checks up to \$50 for students. Additionally, all students enrolled at Wittenberg may become members of the Wittenberg University Federal Credit Union. The Credit Union is located on campus, in room 103 Shouplin Center. With a \$5 minimum balance, members have access to a full range of financial services, including savings and checking accounts, ATM, Debit and Visa cards, certificates of deposit, check-cashing services, traveler's checks, discount movie passes, amusement park tickets, plus many other member benefits. Contact the Credit Union at (937) 327-6427 or online at <http://www.witt-cu.com/>.

Student Conduct

What is the student conduct process?

The Wittenberg University student conduct system supports the goals of the University by providing and maintaining behavioral standards and expectations for students that promote safety and security, personal dignity, self-regulation of behavior, and respect for the rights of others.

Students are expected to read and know the university policies and social regulations. The *Student Code of Conduct and Ethics* is available on the university's website at:

<http://www5.wittenberg.edu/administration/studentconduct/studentcodeofconduct.html>

Our student conduct process is an educational one. As such, we have several goals:

1. Engaging student in discussions about their behavior in light of the requisites of community living and the academic mission of the University;
2. Providing learning experiences for students who participate in the implementation of the conduct process;
3. Fairly and consistently enforcing University policies and procedures; and
4. Collaborating with students, faculty, and other key members of the University community to improve awareness of value-based behaviors.

Violations of the community standards result in disciplinary conferences. Wittenberg's student conduct hearing process provides for administrative hearings or hearings before the Student Conduct Hearing Board. Faculty members and the hearing panel of the Honor Council hear incidents of academic dishonesty.

Questions about community standards or any of our hearing processes can be directed to the Dean of Students.

What is Wittenberg's alcohol policy?

Wittenberg adheres to the laws of the State of Ohio and the City of Springfield regarding alcohol. Individuals must be 21 years of age to purchase and/or consume any alcoholic beverage and may not walk in public areas with an open container of alcohol. Further, Wittenberg students of legal age who live in residence halls may consume alcohol only in their rooms with the door closed. Fraternity & Sorority organizations must follow prescribed international and Wittenberg guidelines at social functions at which alcohol is permitted. Different sorority and fraternity houses have different policies regarding the allowance of alcohol in the chapter house; all chapters, however, may not use organization, house or other funds to purchase alcohol. Kegs are banned in all university housing (as well as by most community landlords).

The university is in the midst of a residential community. As such, we have encouraged students to be respectful of their neighbors. We also require that students keep noise levels below those mandated by the city noise ordinances, and that parties be limited to 25 or fewer students and guests per person according to the house limits. Wittenberg provides a busy calendar of non-alcohol events, as well as a wide variety of alcohol education and prevention efforts through the year. Please visit the [Student Code of Conduct and Ethics](#) to learn more about policies and produces on campus.

What is Wittenberg's policy on weapon control?

The concealed carry law, recently passed in Ohio, did not change the weapon control policy and procedures in place at Wittenberg. You may view the university weapons policy statement in the [*Student Code of Conduct and Ethics*](#).

What is Wittenberg's policy on smoking?

Wittenberg has a long-standing smoking policy. Our policy prohibits smoking in all campus buildings. To comply with the state-wide smoking ban the University policy prohibits smoking in areas immediately adjacent to all University buildings. Smoking is prohibited near entrances, exits, windows that open, and ventilation intakes that serve an enclosed area. Smoking is not permitted in the alcove between Recitation Hall and the Annex, the front patios of buildings, the entrances to Hollenbeck or any other academic building, the back stairs of Carnegie, the loading dock at the student center or the entrances to residence halls. Smokers have the added responsibility of disposing of their cigarette butts without littering the campus or using trash receptacles because of the potential to start a fire.

FERPA

FERPA – Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act is a federal statute that protects a student’s educational record. Each institution may define directory information, those items that it can publish or release about the student. Wittenberg defines directory information as: name, enrollment status, date of graduation, degree awarded, address and telephone number, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, and awards received.

Wittenberg University has chosen to keep all other information confidential. Only those persons with a “need to know” (academic advisors, staff who need access to information to perform their job duties, etc.) are given access to the student’s record. Students may give parents access to grades, schedules and financial information on the Portal. (Health and counseling records are confidential by law and are not considered a part of your educational record.) Exceptions to this policy include the event of a medical emergency or when the safety of the student or the community is in question. In those situations, parents will be contacted.

RESOURCE CHART

Issue	Considerations	Resources
<p><i>ROOMMATE PROBLEMS</i></p>	<p>There are two sides to every issue. Are there other factors to consider? Is your son or daughter living with someone for the first time? Is this his or her first time away from home?</p> <p>Has your student talked with their roommate about their concerns?</p> <p>Does your son or daughter need someone to help them know how to approach their roommate? Would an objective third party help to facilitate discussion?</p>	<p>Resident Advisor (there's one on each floor) and Area Coordinator (each hall has a professional staff member)</p> <p>Associate Dean for Residence Life</p> <p>If your student is living off campus, the Dean of Students Office can help.</p>
<p><i>HOMESICKNESS</i></p>	<p>If this is your student's first time away from home, an adjustment period is normal.</p> <p>Has your son or daughter made new friends or acquaintances? Is he or she usually quick to find a group of friends, or someone who likes to observe first and then get involved?</p> <p>Has your son/daughter come home every weekend?</p> <p>Has your student gotten involved in a university organization or activity?</p>	<p>Resident Advisors are terrific resources for a friendly face and an empathetic ear. If the concern is more serious, the Area Coordinator is the best resource.</p> <p>As difficult as it is to discourage your student from coming home (you miss them too!), please do so. Returning home on weekends makes every Sunday night a readjustment here and the homesickness more difficult to overcome. Staying on the weekends allows students to get involved with others during the times they are more likely to be looking for new friends for activities and programs.</p> <p>The Student Involvement Office is a great place to explore involvement in clubs and organizations.</p>
<p><i>ACADEMIC ADJUSTMENT PROBLEMS</i></p>	<p>Is your son or daughter feeling anxious about their preparation for college?</p> <p>Is your student saying, "I never had any problems in high school, but I'm having a hard time in my classes"?</p> <p>Is your student feeling down about their grades or progress?</p> <p>Are you concerned that study time is less frequent than class time?</p>	<p>Your student's academic advisor is their best resource for their concern about academic adjustment. He or she is a wonderful referral agent to other university staff members who can help your student with time management, stress management, etc.</p> <p>The Academic Services Office works individually with students who are seeking extra help in managing their academic program.</p> <p>Again, their academic advisor is a good resource. The residence hall staff members are also excellent resources in working with students to determine priorities, and to manage their newly found freedoms with their responsibilities.</p>

RESOURCE CHART

Issue	Considerations	Resources
<p><i>CAREER AND MAJOR EXPLORATION</i></p>	<p>Has the “different major each week” phenomenon hit your student?</p> <p>Is your son or daughter concerned that they aren’t certain what they want to do either academically or in a career?</p>	<p>The Career Center is a tremendous resource for students who are exploring their skills and talents, trying to determine the majors and careers that best match their particular skills and talents. They can explore internships that can help them test their ideas about career possibilities.</p>
<p><i>STUDENT INVOLVEMENT</i></p> <p>Note: The research shows that involved students adjust more quickly, are happier in their environments, and do better academically.</p>	<p>You’ve never heard of the student organization that your son or daughter has joined.</p> <p>You are not sure what you think of your student joining a fraternity or sorority.</p> <p>You don’t know how to motivate your student to get out of their residence hall and get involved.</p>	<p>Check out the university’s Website – the student organization directory is now online. Or contact the Student Involvement Office.</p> <p>Contact the Director of Fraternity & Sorority Life to discuss your concerns. A list of frequently asked questions and answers can also be found on the Fraternity & Sorority Life website at http://www5.wittenberg.edu/administration/greklife/parents.html.</p> <p>Resident Advisors, Area Coordinators and the Director for Student Involvement are experts at helping students get involved.</p>
<p><i>DISSATISFACTION WITH A STAFF OR FACULTY MEMBER OR OFFICE ON CAMPUS</i></p>	<p>Your son or daughter has tried to get an answer to a problem.</p> <p>You feel as though you’ve gotten the runaround with a particular office.</p> <p>You have a concern and are not really sure where to take it.</p>	<p>Encourage your student to try one more time. If this fails, encourage your student to take their concern to the administrator who supervises the area of concern.</p> <p>Several resources are available to help refer and direct students and parents: the Campus Information Center in the Student Center, the university switchboard operators, the Dean of Students Office and the Coordinator for Parents Programs.</p>