Handbook
For
Adult/Non-Traditional Students

School of Community Education

Revised 8/14
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Welcome to the School of Community Education

This Adult/Nontraditional Student Handbook can assist you in answering broad University issues, as well as specific sections on SCE policies.

More precise and comprehensive information is available in other locations:

1. The Academic Catalog is the chief academic content publication of the University, containing such items as the requirements of each major/minor and the courses offered by each department. Cost has prohibited providing printed copies of the entire document. However, the complete catalog can be accessed from the Wittenberg Web site at www.wittenberg.edu under Academics.

2. The Faculty Manual is the chief policy publication covering a wide range of matters from faculty responsibilities and privileges to regulations governing student academic and social life. It is available on the Web site under Academics → Office of the Provost → Faculty Manual.

3. The Wittenberg Student Handbook is available on the Web site under Students → Policies and Handbooks. Although most of its content pertains to the concerns of traditional students, some of the information about campus life and activities is useful.

4. The University Web site at www.wittenberg.edu is an on-going compendium of information about all aspects of campus life from academic departments to information about course listings. The Web site provides you with access to your personal information through the myWitt Portal. There is a section for SCE which contains a Web version of this publication under Academics → School of Community Education.

5. A ready source for answering questions and responding to adult student concerns is the SCE office at (937) 327-7012 in Room 101 Shouvlin Center (737 N. Fountain Avenue). The SCE office staff takes great pride in providing you with outstanding customer service in making your Wittenberg experience productive and pleasant.

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Wittenberg University

The School of Community Education prides itself in maintaining the same academic quality as Wittenberg University. The History of the University is noble and aspires to national recognition. The University Web site provides some background of Wittenberg’s history.

Repeated below though is the mission of the University.

MISSION STATEMENT FOR WITTENBERG UNIVERSITY

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.
THE SCHOOL OF COMMUNITY EDUCATION

Although Wittenberg began to offer evening courses for adults in the 1920's, it was not until 1951 that the institution established a formal administrative entity, SCE (not formally a School until 1957), to meet the specific needs of adults and other non-traditional students. Since that time, Wittenberg has undergone a profound evolution from an institution of local and regional character to that of a selective liberal arts institution attracting students from over 40 states plus overseas. Not surprisingly, during these years of evolution, questions arose concerning the type of commitment to community and continuing education activities appropriate to such an institution. A result has been the approval in 1986 of a formal Mission Statement for SCE, the first in its history:

MISSION STATEMENT FOR THE SCHOOL OF COMMUNITY EDUCATION

The School of Community Education is a principal expression of Wittenberg's commitment to the lifelong values of a liberal arts education. The School of Community Education exists to extend the resources of the institution to non-traditional students in such constituencies as the local community, alumni, the church, and corporate or public service organizations. Its efforts utilize the expertise of the University's faculty and other qualified professionals in continuing education activities that are consistent with the University's mission.

The extension of University resources through the School of Community Education serves the fundamental purposes of the institution in three principal ways.

1. For students, it contributes to "developing the whole person" by means appropriate to the various stages and circumstances of life which traditional efforts cannot serve effectively.

2. It provides for the University an enhancement of the commitment to seek excellence in liberal arts education and thus contributes to the full expression of Wittenberg's overall mission in contemporary society.

3. To the extent that University resources permit, this extension provides Wittenberg with significant opportunities to fulfill its obligation of contributing to the vitality of the Springfield/Clark County community whose welfare it shares.

What does the statement mean to you? The simplest answer lies in the insistence that SCE activities be "consistent with the University's mission." This means that SCE will strive to do the kinds of things that a comprehensive and selective liberal arts institution can do best. Conversely, it means that we will avoid attempting those activities better suited to other types of institutions. Thus, while we provide non-credit instruction in Music, we are unlikely to offer instruction in cosmetology or auto repair.
Currently, SCE administers the following programs:

- Professional Studies for Adults: credit studies, including the Evening/Weekend program and the facilitation of adult enrollment in Day courses
- Center for Musical Development (CMD)
- Non-Credit activities for adults and children, including summer residential academic programs and conferences
- Summer Session (the schedule of Summer credit courses for the entire University)
- High School Scholars—Wittenberg’s program for Ohio Post-Secondary Enrollment Options students

The functions of SCE for the Professional Studies program are several:

- Serve as a general advocate and intermediary within the University to foster adult concerns
- Adapt and implement various University procedures to serve adult needs.
- Develop the Evening/Weekend schedule and work with academic departments to staff the courses
- Serve as admission and registration office and general advising center for all adult students
- At the behest of the Community Education Committee, superintend the Liberal Studies major, which is offered only through SCE

In short, it's up to us to see that adults receive proper instruction and support and that the programs in which they participate meet University standards. If you have a problem or concern, you almost always begin with us in seeking the solution. We'll either address it directly or point you to the person or office that can do so.

We are located in Room 101 of the Shouvlin (shuhv'-lin) Center and our phone is (937) 327-7012.
ACADEMIC PROCESSES

The basic procedural sequence for enrolling in and completing a course is simple. We'll use this sequence to organize the many details of curriculum and enrollment that adult students tend to encounter:

**ADMISSION**—including details of the *adult/non-traditional student classification*

**ADVISEMENT**—including curricular requirements and transfer evaluation

**REGISTRATION**—new, continuing, and returning students; Add/Drop; refunds

**PAYMENT PROCEDURES**—due dates; options; financial aid

**ACADEMIC RECORD**—GPA; honors and awards; academic probation; academic honesty

**GRADUATION/DEGREE COMPLETION**—graduation requirements; commencement procedures
ADMISSION

General Admission
The most important concept for you is that Wittenberg is not an "open admission" school, for either adults or younger students. We insist that our adult students be the kind of people who have the ability and desire to handle a superior academic challenge. One of the significant benefits you enjoy at Wittenberg is the type of student with whom you share your classes. A group of well prepared students enables a professor to sustain a level of thought and expression that is not possible with a group in which several people do not yet understand the rudiments.

There are two categories of admission for SCE students, matriculant and non-matriculant.

Matriculant:
The first category of admission is matriculant or degree candidate. This status constitutes full membership in the Wittenberg community within the adult/non-traditional classification. This membership can be lost only by academic or other dismissal.

Non-matriculant:
Non-matriculant admission is used in two types of cases. The first is the student whose interest centers on only a course or series of courses rather than a degree program—e.g., a baccalaureate graduate who wants to take the math courses required for entry into a master's degree program at another institution. This category includes post-baccalaureates seeking teacher licensure, although their “series” of courses is typically quite extended and “degree-like.”

The second type of non-matriculant is the student whose record does not meet our expectations for either range of courses or grades or both. Students whose records are seriously deficient or who appear otherwise unprepared for Wittenberg work are usually referred to other schools. There are some people, however, who, in spite of poor academic records, exhibit above average ability in such areas as the workplace or community service. A common case is the housewife who, 10 or 20 years before, was shunted into a "general" or "commercial" high school track, but who has subsequently discovered her innate talent for an interest in college-level studies. Non-matriculant admission provides the opportunity for such people and Wittenberg to take a mutual look at one another. Should a non-matriculant show the ability to do satisfactory work (generally a GPA of 2.5 or higher over 20 credits + attainment of Level 22 Math Placement), we will then grant matriculant status.
Readmission
One effect of matriculation is entitlement to follow the General Education and Major curriculum in force at the date of matriculation or during the time of matriculant standing. Should curricular changes occur, the student can elect to follow either the new or the old requirements, subject to any phase-out provisions the University may have announced (see NOTE for exception below). To maintain this privilege, students must maintain a minimum pace of academic progress. The requirement for SCE students is that they enroll in and complete at least 4 credits within a period of two calendar years. SCE students who let two calendar years pass without attempting any Wittenberg credits must apply for readmission. Normally, SCE readmits are obliged to follow the curriculum in force at the time of their return unless they obtain the special permission of the Registrar and/or (for Major requirements) the department chair. Such permission is given only in extraordinary cases. Readmission requires a) good academic standing (or special approval for readmission on probation via the Board of Academic Standing), b) clearance by the Dean of Students, and c) clearance by the Student Accounts Office.

NOTE: An important exception to this principle is teacher licensure. A student’s requirements for this program, devised in accordance with the prescriptions of the Ohio Department of Education, are generally determined by exit date rather than entry date.

Student Classification
Wittenberg uses the distinction traditional vs. adult/non-traditional (or informally "SCE student" and sometimes “Community Ed student”). SCE students may enroll in Day and/or Evening/Weekend courses in any combination that meets their needs. To be classified as adult/non-traditional, persons must meet the following criteria:

- 23 years of age or older
- carrying no more than 17 credits in a single semester or 33 credits through both regular semesters of an academic year
- not enrolled as a full-time/traditional student at Wittenberg for at least two years
- U.S. citizen or immigration status other than student visa

Students who do not meet all criteria but whose circumstances are those commonly accepted as "non-traditional" or “adult” may appeal their classification to the Dean of SCE. Students who encounter unusual enrollment loads due to lab courses and the like may obtain permission to exceed the maximum semester and/or two-semester limit for particular occasions—by one or two credits only. Summer Session credits are not included in the annual limit.

The chief effects of adult/non-traditional (SCE) status are financial but also include academics:
Advantages:

• SCE students are charged by the credit rather than by the term. SCE students may carry a full-time credit load in any semester without assuming the traditional flat semester charge.

• SCE students do not pay the standard charges related to student activities.

• SCE students not eligible for employer or VA tuition benefits can apply for an Adult Access Award from SCE in addition to government-funded forms of aid.

• SCE students may transact nearly all their business through the SCE Office, a convenient and effective source of administrative service. Moreover, in addition to the faculty adviser assigned within the department of their major, they receive the advisory support of the SCE Office.

• Certain policies, such as the awarding of partial transfer credit for technical coursework and the application of prior service to the Community Service requirement, apply to SCE students only.

• The Liberal Studies major is open to SCE students only. Conversely, all other majors offered by the University are open to SCE students.

• Students who were members of Phi Theta Kappa at two-year schools are eligible for a half-tuition PTK award if they maintain a 3.2 GPA at Wittenberg.

Restrictions:

• SCE students may take no more than 17 credits per regular semester or 33 credits (Evening or Day) during the two regular semesters of an academic year. Summer Session credits are not included in this calculation. Students may exceed these limits only in special circumstances and only with the explicit clearance of the Dean.

• Most University-funded aid outside the Adult Access Award is not open to SCE students, with the exception of the PTK Scholarship open to all students.

• Normally SCE students may not live in residence halls (except as University employees). They may not participate in such activities as varsity or intramural athletics, fraternities and sororities, and the like. Generally, SCE participation is confined to activities that are part of the University’s general academic life.

• SCE students, however, may purchase a pass for use of the Health, Physical Education and Recreation Center for $75 (2014) per semester for a single membership. Students with proper SCE identification simply contact the HPERC manager to obtain the membership application.
Lifelong Learners (LLL)
Persons 60 or over qualify for the Lifelong Learning benefit. They may enroll in up to 17 credits per semester—credit or audit, Evening or Day—at a nominal flat charge.

Lifelong Learners may study as matriculants or non-matriculants, and come under the same policies as other SCE students. Course enrollment is on a space available basis.

**NOTE:** the Lifelong Learning benefit applies to “regular” credit bearing courses only. It does not extend to such special forms as Applied Music, independent study, or Summer field studies. For non-credit-bearing courses or CMD music lessons, LLL’s pay the published fees.
ADVISEMENT: ACADEMIC REQUIREMENTS AND CREDIT STANDINGS

The majority of adult students at Wittenberg are transfer students. The foundation of SCE service is to provide students with a clear and detailed program plan. This will allow students to know the options they have for a given semester.

Documents
Each degree-seeking student is required to submit official transcripts from all post-secondary schools attended. From the transcripts will we provide the following documents to the student, the major academic department, the Registrar’s Office, and the SCE advisory file:

Credit Transfer Report (CTR):
SCE produces this in conjunction with the Registrar’s Office. It lists all transfer courses accepted by Wittenberg, including their value in Wittenberg semester credits. After the Registrar reviews and approves, this information will be posted to the student’s official Wittenberg electronic transcript.

Advanced Standing Evaluation Summary:
The Summary is produced by SCE and incorporates the review of the department chair for courses in the major. It shows how transfer courses apply within categories such as General Education Requirements, Major/Minor Requirements, and Free Electives. It also summarizes the number of hours to be completed in relation to the 130-credit Wittenberg requirement.

The Summary is an assurance of a given curriculum. Should the University institute curricular changes, you are entitled to follow those listed in your Summary (subject to any phase-out arrangement the University may establish) or if you wish, to follow a new curriculum. Under some circumstances, course repetition is required for a time span (e.g. Teacher Licensure). These are governed by exit date rather than entry.

Other Documents:
Other documents included in the evaluation process are Declaration of Major/Minor forms.

Cover Letter:
The cover letter is a summary of the Advanced Standing Summary and also states further conditions that must be completed. In lieu of this, post-baccalaureate education licensure students receive a term-by-term projection of courses prepared by the Director, Teacher Licensure.
Degree Audit:
This document is provided online to the student through the myWitt Portal → MyAdmin → Student Academic Info → Gen Ed Program Evaluation. It is an electronic record of your standing in the General Education Requirements. It will show your transfer credits and their application, as well the status of any petitions/waivers. If you discover any discrepancies, please contact SCE immediately as the Degree Audit is used as a basis for completion requirements for graduation.

Advising Process
Consult Adviser:
All students are assigned a faculty adviser in the major/minor. Students are encouraged to consult with advisers to ensure regular progress in coursework. Each student is required to consult with their adviser or SCE staff member during advising weeks in both the fall and spring semesters. This can be done in person or via email (for convenience).

Online Registration:
In order to register online for each semester’s courses, each student must consult with a faculty adviser (see Consult Adviser above). Once you have met with your designated adviser, the adviser then releases the student for online registration. You will obtain your online registration time through the myWitt Portal under Students: Register/Student Holds. The Registrar establishes a priority system based on the number of credits completed by the student and the proximity to graduation date. If online registration is closed, the student must then use a paper registration through the SCE office.

NOTE: SCE will only accept registration requests (if not done online) in person or via e-mail—no phone calls.

SCE Bulletin, Open Course Listing, and Course Descriptions:
These should be used for planning each term’s schedule. The SCE Bulletin is mailed to all SCE students prior to the start of the registration period. It contains the Evening schedule, as well as the rules and requirements for all SCE students. The Open Course Listing and Course Descriptions on the Wittenberg Web site list both Day and Evening courses. SCE students are free to combine courses from the Day and Evening schedules.

Miscellaneous Advising Issues
Experiential Learning:
The faculty has approved a policy that allows for the award of up to 16 credits for corporate and military training that carries the credit recommendations of the American Council on Education (ACE) or the Program for Non-Collegiate-Sponsored Instruction (PONSI). Contact the Dean or Director for further information. Wittenberg also has a policy for awarding credit through the completion of departmental exams. It is executed through the academic department chairs. Wittenberg does not accept CLEP or DANTES credits.
Foreign Language Competency:

**General Requirements**
Most students satisfy this General Education requirement through a C- or higher grade in a Wittenberg course at the 112F or 106F level. For most students this is a two-course process for those with no prior foreign language. Foreign Language 111 or 105 is an entry level prerequisite for the corresponding 112F or 106F course. The precise requirement, however, is not the course but a *demonstration of competency* at the level achieved by a given course.

Adult students have the option of registering for either the 112F sequence carrying 5 credits by using the daytime schedule, or registering for the adult only 106F carrying 4 credits using the evening schedule. The 106F courses are offered only in Russian, Spanish, and German in alternating semesters. The class size is limited and topics are geared for adult students and their business needs.

**Competency**
Students having a sufficient facility in a Wittenberg language can establish competency through a Competency Exam administered by the Language Department. By earning a satisfactory score, they receive, in effect, a waiver of any further requirement in Foreign Language. (They must still, however, complete the full credit total required for the degree.)

**Placement**
The purpose of the Placement Exams administered by the Language Department is to place students beyond the entry-level 111 (or 105) course and into the 112F (or 106F) or higher course. Students placing into 112F or 106F or above do not receive credit for the 111 or 105 course. They can, however, by-pass taking the 111/105 course and register for the 112F/106F course.

**Transfer Credits in Language**
For SCE transfer students, under a policy approved in 1988, Wittenberg will equate credits to competency if the transfer coursework: 1) carries a credit value equating to the Wittenberg 112F level and, 2) the credits parallel to the 112 level carry a grade of A or B. Should the transfer coursework be deficient on either point, the student must satisfy the Competency requirement by either passing the Competency exam or completing a Wittenberg 106F or 112F course with a grade of C- or higher. Repeating the *same* language at Wittenberg, as that awarded for general transfer credit, will render the transfer credit as invalid; thus, increasing the number of credits needed for degree completion.

**Applied Music and Ensembles:**
Students who wish to develop instrumental or vocal ability have the opportunity to do so and to earn academic credit for the effort. Instruction is available on a
variety of instruments, including keyboard, woodwinds, brass, and strings, and in voice. Day or Evening hours can usually be arranged. *Enrollment generally requires at least a basic ability to read music.* For each semester of successfully completed half-hour Applied Music lessons each week, a student earns 1 credit. Students register for Applied Music along with other academic courses during the registration period. The process includes a consultation with the Music Department to set up arrangements. Students pay the SCE tuition charge plus an Applied Music fee and an additional Practice Room fee in certain cases.

Qualified SCE students may also enroll for credit for ensembles through the Music Department. Arrangements are similar to those for Applied Music. Satisfactory participation results in 1 credit per term. The maximum Ensemble credit applicable to the B.A. or B.S. degree is 2 credits. Persons who wish to take *non-credit* Music lessons or classes or to enroll family members may do so through the Center for Musical Development. Contact the CMD Director through the SCE office.
REGISTRATION

New or Readmitted Students
In your first term of enrollment (and for Summer enrollment in all cases), you must use an SCE registration form. Typically, students in the Evening program will carry out this procedure with the Director of Professional Studies, using the printed Evening/Weekend schedule and the Open Courses listings on the website. (The latter can be confusing, for the capacities appearing for Evening courses are the allocations only for traditional students in those courses. Spaces for adults are held in reserve and do not appear in these numbers.) Students enrolling in Day programs work with the Dean, often in conjunction with a department chair (for teacher education students, the Director of Licensure).

Although SCE students can register by online registration, in person, or e-mail, for new students, the in-person method is usually preferred. You will receive a copy of the completed registration form, which lists courses selected.

Continuing Students
We strongly advise that you participate in the Advising/Registration Weeks procedure, using the online system. (Currently, this system recognizes as a continuing student only someone registered in the current semester; if you have been away for a semester, you must use an SCE registration form—and after the close of Registration Weeks.) Below are the basics.

Advising/Registration Periods:
Advising and Registration time periods occur each year: late October/early November for Spring semester; and late March/early April for Fall semester. Advising takes place for one week; registration runs through the following two weeks. (Summer registration is an online procedure until the start of the first summer term. After that time you must then register in the SCE Office.)

Make an appointment with your adviser (Evening students: the Director of Professional Studies Program) during Advising Week. You can also consult with the Dean of SCE. Make a list of first choices and alternatives. After the appointment, your adviser authorizes your access to the online registration system; you can’t register otherwise.

Sitting Out a Semester:
Please contact SCE if you will not be registering for the next semester. Not informing us may result in being denied access to your Wittenberg e-mail and hard drive. If you are out beyond two (2) years, you must reapply for readmission.
**Student Holds:**
The myWitt Portal *(Register/Student Holds)* will contain information regarding any financial holds. The system will not allow you to register until you have cleared any financial holds.

**Registration Time:**
Students are assigned a priority registration time. Priority for accessing the online system is based on your total of credits completed. The more credits you have, the earlier you can register. Prior to Registration Weeks, you will find your online registration “window” (date and time) assigned to you, along with instructions for using the system, in the myWitt Portal under Students: Register/Student Holds. You are free to register during this window or at any time afterward during the Registration Weeks period.

**NOTE:** So that you are not assigned an unfavorable priority, be sure that SCE has submitted your transfer credits—official transcript(s) required—to the Registrar prior to the onset of Advising Week. (Post-baccs: to counter the problem posed by having no transfer credits on your Wittenberg record, the Registrar has assigned a code that directs the system to “see” post-baccs as seniors.)

**Closed Classes:**
In the case of a closed course, you can seek an override of a course’s official capacity from a department chair or instructor.

**Admittance to Classes**
The computer transmits your name from your registration form onto a class roster that your instructor accesses through the University computing system. Be sure to check this roster with your instructor. If your name does not appear, contact the SCE Office immediately. Once final class rosters are generated (generally by the beginning of the second week of each term), students whose names do not appear will be excluded from class and will receive no grade for the course.

**NOTE:** Attendance at the first class meeting is critical. If you are absent, the instructor can award your place to another student.

**Adding and Dropping Courses**
**Adding or Changing a Course:**
If, after registering—and after Registration Weeks conclude—you decide to change to another course or to add a course, you must complete a Course Change (Add/Drop) form *through the SCE Office* (NOT the Registrar’s Office). You can do so in person or by e-mail to sce@wittenberg.edu)—no phone calls. SCE students do not ordinarily need an instructor signature for this procedure. The addition of a course after the first week of a term does require the instructor’s approval. Students may not add courses after the second week. Charges for credits added during the Add/Drop period will appear on your next statement.
Dropping a Course:
If, after registering, you decide to drop the course, you must complete a Course Change (Add/Drop) form through the SCE Office (NOT the Registrar’s Office). This may be done in person or by email to sce@wittenberg.edu—no phone calls. If you receive financial aid of any form, please contact the Assistant Director of Financial Aid to determine if dropping the course will have implications for payback of your financial aid funds. A drop in credit level can have a serious effect on your loan obligation and the status of your Wittenberg charges covered by loan funds. Never drop a course without first consulting the Assistant Director of Financial Aid.

Refunds/Financial Credit:

**SCHEDULE OF REFUND OR FINANCIAL CREDIT**

The refund or financial credit for students who submit a Change of Registration (ADD/DROP) form is:

- through the first week of the semester: 100%
- during the second week of the semester: 50%
- after the second week of the semester: NO REFUND OR FINANCIAL CREDIT

Refunds refer to the tuition portion of charges only; fees are not refundable. Refunds are computed according to the date when you submit the form—not, e.g., the date when you happen to cease attending. Students who neglect to submit the form receive no refund and are liable for all charges.

Grade Implication – Dropping/Withdrawing From a Course:
Depending on the date you drop or withdraw from the course, there may or may not be a record of the course on your transcript nor a grade. See the schedule below to determine how the drop date may determine whether or not you receive a grade in the course.

**SCHEDULE FOR WITHDRAWAL GRADES**

<table>
<thead>
<tr>
<th>DATE WHEN CHANGE OF REGISTRATION FORM IS RECEIVED</th>
<th>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Period</td>
<td>Grade</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>during first seven weeks of the term</td>
<td>NO GRADE</td>
</tr>
<tr>
<td>8th through 10th weeks</td>
<td>W</td>
</tr>
<tr>
<td>11th through 16th weeks</td>
<td>F (NC for first-semester freshmen)</td>
</tr>
</tbody>
</table>

Neither W (Withdrawal) nor NC (No Credit) has an effect on the Grade Point Average. An F grade, however, has a significant negative effect on the GPA. *Students receiving financial aid (including Student Loans) or VA benefits must always inform the SCE Office of this status when contemplating withdrawal and must consult the Financial Aid Office about consequences.* The act of withdrawal can affect your status for present and future terms, both financially and in terms of your GPA.

*Summer Session uses a different schedule for grades and refunds.*
PAYMENT PROCEDURES

The only “up front” payment required for registration is the $40 Admission fee for newly entering students. Although charges include a Registration and Support Fee, this is included in the total charges for the term. Here is how our payment system operates.

Billing Statements and Payment Options
Once you register, the Student Accounts Office will email you a statement of charges to your Wittenberg email account. Wittenberg has established a payment system whereby adults can: (1) pay tuition in full by statement due date, or (2) pay by Installment through a partnership with Tuition Management Systems with the Interest-Free Monthly Payment Option. (If your financial aid does not appear on your statement, contact the Financial Aid Office if you have any concerns.)

Deferred Payment
If you are entitled to employer or VA reimbursement and provide a completed Verification form, you may extend the final payment date to the third Friday after the week of final examinations. You must complete a Deferred Payment Agreement in order to activate this privilege. Failure to pay by the deferred date (third Friday after week of final exams) subjects registration for any subsequent term to cancellation and may result in removal from classes. The student may also be barred from using the Deferred Payment option for future terms.

Failure to Pay
Students who fail to pay their entire balance (including any Library fines) will incur a financial hold. Students with such holds cannot register for any subsequent term or receive a transcript of academic credits and grades. In addition, they incur a Late Payment penalty charge and their outstanding balance shall bear interest at the rate of 12% per annum, computed from the due date until the obligation is paid in full.

Modes of Payment
Check or money order (be sure to identify your name for proper assignment to your account) is the preferred method. Submit payments, either by mail or in person, directly to Student Accounts—third floor of Recitation Hall. Any cash payments must be made to Student Accounts. You may also pay by MasterCard, VISA, Discover, or American Express. Such payment must be processed at the SCE Office (in person or by phone). The Bookstore also accepts such payment for books and other items—and you can “charge” Bookstore purchases to your student account if you wish (not valid for Summer Session).

Financial Aid
For complete detail, contact the Financial Aid Office at (937) 327-7318.

Satisfactory Progress:
Federal regulations require that you complete a minimum number of credits per year (24 for the first and a varying number thereafter) and maintain a minimum cumulative GPA (1.75 for the first year, 2.0 thereafter) in order to maintain eligibility for federally-funded aid. A table of credits per year is available in the Financial Aid Office. The maximum duration of federal and state aid eligibility is 10 semesters, including all prior schooling in which you have received aid.

Should a student fall short of the credit minimums listed or exceed the maximum number of semesters, the Financial Aid Office is required to terminate the aid in question. Students receiving government-funded aid should be especially careful in considering withdrawal from courses and should always consult the Financial Aid Office first. For further details, such as the status of the Summer Session and the standing of transfer credits, consult that office.

**Phi Theta Kappa Award:**

Phi Theta Kappa (PTK) is the principal honorary society for students in two-year schools. Students who have maintained PTK membership and are transferring to Wittenberg will receive a half-tuition scholarship award. This award applies to students in both the traditional and adult/nontraditional classifications, enrolling either full-time or part-time. (For part-time students, the award is based on the term tuition charge calculated per credit.) The award applies to all terms of the academic year, including Summer Session.

The scholarship is renewable as long as the student maintains a GPA of 3.2 or higher. Students who fail to maintain the required 3.2 GPA can appeal for continuation of their award to the Director of Financial Aid.

The PTK award covers up to half the semester’s tuition as determined by the SCE per credit charge multiplied by the number of credits in a given semester. For these students who receive other grants, including government-funded, the PTK award shall be capped at an amount equating to the remainder of non-covered tuition and fee charges for a term and including the prevailing SCE book allowance, currently $100 per course (maximum: $300 per semester).
ACADEMIC RECORD

This matter is treated in the Academic Catalog (online access). Some items, however, merit either reiteration or adaptation to SCE concerns.

Transfer Credits
While your acceptable transfer coursework is converted into Wittenberg semester credits and applied to your Wittenberg degree requirements, grades for this coursework are not included in your Wittenberg grade point average.

Grade Point Average (GPA)
This is the result of a calculation dividing quality points (grade points x number of credits) by number of graded (“calculated”) Wittenberg credits attempted for a specified period. The grade points given for each grade per credit are:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.0</td>
</tr>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>

Courses with grades of S, NC, NR, W, X, or I are withheld from the calculation.

Here’s an illustration of the calculation. For example, a student completes ENGL 101E (4 credits) with a B and GEOG 210S (4 credits) with a C+:

ENGL 101  B: 3 grade points x 4 credits = 12 quality points

GEOG 210  C+: 2.33 grade points x 4 credits = 9.32 quality points

TOTAL: 21.33 quality points

Term Grade Point Average: 21.33 quality points / 8 credits = 2.67 GPA

Your grade report for each semester lists both the term GPA and the cumulative GPA for all Wittenberg coursework completed.

Audit
An audit results in neither grade (other than L, the code for a completed audit) nor credit. One who audits a course cannot later receive credit for it either by repeat enrollment or by exam. A student who seeks to change from audit to credit or credit to audit must do so (by completing a Course Change form) by the end of the second week of the semester.

An auditor who fails to participate adequately in coursework will receive no record of enrollment, not even the L-mark. Note that certain courses do not lend themselves well
to auditing and that instructors may refuse to accept an auditor in a section. Audit enrollment is on a "space available" basis and requires permission of the instructor.

**Independent Study and Internships**

Students who devise a well-conceived topic or project and secure the agreement of a faculty member to guide and evaluate their work may register for an Independent Study or Internship experience.

**Independent Study:**

Students should secure the Independent Study Form from either SCE or the Registrar’s Office. In consultation with the study supervisor for the Independent Study, complete the form. The procedure requires the signature of the academic adviser, study supervisor (faculty member assigning the grade), the department chair, and the Registrar. Tuition is the same as that for classroom credits.

**Internship:**

Obtain the Internship Agreement Form from Career Services (210 Shouvlin), the Registrar’s Office, or SCE. In consultation with the faculty supervisor for the internship, complete the form. The form must be approved by the academic adviser, faculty supervisor, department chair, site supervisor, and the Career Services Director.

**NOTE:** Normally, students may enroll for a maximum of 8 credits for Internships and 8 credits for Independent Study and/or Senior Thesis for a combined total of 16 credits during their time at Wittenberg.

**Pass/Fail (Credit/No Credit) Option**

See the Academic Catalog for a detailed explanation. Note that SCE students must be enrolled for at least 12 credits in a semester (including Summer Session) to exercise this option—normally restricted to non-major courses.

**Mid-Term Grades**

Instructors submit mid-term reports for students whose work to that point is at C- to F level. (These are not true “grades,” for they do not appear on students’ records. Rather they are warnings intended to stimulate improvement.) In addition, instructors in Writing Intensive courses submit marks of NC for students whose writing is not meeting the standards required for attainment of Writing Intensive credit. The Registrar’s Office sends notification to these students so that they can take steps necessary to improve their work.

**Dean’s List**

For traditional students the basic requirement is a semester GPA of 3.5 or higher for at least 12 semester hours. Criteria for SCE students reflect the varying enrollment patterns typical of the group. SCE students are eligible for the Dean’s List when they achieve a 3.5 GPA for one of the periods and minimum enrollment levels listed below:
--8 credits within one semester
--16 credits within a combination of semesters

Credits refer to graded credits only; grades of I, NC, or NR within the period calculated render a student ineligible. Students must earn at least 4 semester credits with a grade of at least A- during the most recent semester. Students who have earned sufficient credits to qualify under the briefer span may not in the same semester qualify under the longer span. The calculation may not extend beyond two calendar years, including the most recent semester; the interval between the most recent semester and the one preceding may not exceed one regular semester. Students who have made the Dean's List must complete at least 8 additional credits in order to attain repeat recognition. There is a Dean's List for each semester, as well as the Summer Session.

Students who make the Dean's List for a given term receive a letter of acknowledgment from the Provost, and their names are included in an announcement to local newspapers. In addition, "Dean's List" is entered into the term record on their transcript.

Graduation Honors

Latin Honors:
These are based entirely on cumulative Wittenberg GPA. See the section in the Academic Catalog. Transfer grades are not used in the calculation.

\[
\text{cum laude (with praise)} \\
\text{magna cum laude (with high praise)} \\
\text{summa cum laude (with highest praise)}
\]

Departmental Honors:
These are awarded by various major departments to students who attain high achievement and complete a senior honors thesis or project in the major.

University Honors:
These are awarded to students who meet the requirements of the Honors Program—basically, completion of at least two courses with the prefix HONR and a senior honors thesis or project that meets the requirements of the Honors Program. Go to http://www.wittenberg.edu/academics/honorsprogram.html for details.

Awards Specific to SCE

Award for Excellence in Liberal Studies:
Established in 1990, this award goes annually to an upper level student judged as the outstanding scholar in the Liberal Studies major. Selection is determined via the Community Education Committee. Any student or faculty member can submit a nomination to the Committee. Guidelines for the award are:

1. completion of 48 or more credits at Wittenberg
2. high scholastic achievement

3. demonstration of excellence in relation to those principles that exemplify the program

The person selected receives a certificate of award and a gift and is included in the University's Spring Honors Convocation.

Alpha Sigma Lambda:
In 1991 SCE established the Eta Sigma chapter of Alpha Sigma Lambda, a national honor society for adult/non-traditional students. Criteria for selection are:

1. Completion of at least 24 graded credits at Wittenberg and enrollment in a declared program

2. Inclusion in one's Wittenberg credits of at least 50% of coursework in liberal arts and science subjects outside a major discipline

3. Wittenberg cumulative GPA in the top 10% of all students meeting the first criterion (minimum permissible: 3.2)

Our membership exceeds 200 members. Once inducted, a student remains a member for life; new members are added annually in a nationally prescribed ritual at the SCE Spring Reception. They receive official pins, keys, and certificates. Alpha Sigma Lambda members are included in the annual Honors Convocation and are listed in the Commencement program. Alpha Sigma Lambda elects officers each year, and the group has been active in such efforts as coordinating Orientation events for new adult students and social events for all SCE students.

Other Awards:
SCE students enrolled in majors other than Liberal Studies have received various Senior awards through their academic departments.

Probation, Suspension, Dismissal (Academic Action)
As with the criteria for the Dean's List, Wittenberg has established Academic Action criteria for SCE students that reflect the varied pace of their studies as opposed to the 16-credit semester typical of traditional students. These somewhat detailed criteria are listed in the Faculty Manual, and a copy is sent to any student involved in the probation process. For purposes of Academic Action, the Summer Session is considered a single semester.

The minimum standard for satisfactory work is the following scale; the credit totals include transfer credits accepted.

1.67 through completion of 16 credits
1.75 through completion of 32 credits
1.85 through completion of 48 credits
2.0 upon completion of 49 or more credits

**Grading Disputes**
Such matters generally originate in problems involving a) unclear expectations or
b) perceived inequity or inaccuracy in computation. Concerning the first, the best
procedure is to insist on a clear set of expectations *at the beginning of a course.* SCE
requires Evening/Weekend instructors to distribute a syllabus at the beginning of each
course. This document is to include the system of evaluating student achievement. As
for the second problem, immediate recourse should be the instructor. In certain cases,
such as a simple computation error (on either the instructor's or the student's part), the
problem can be resolved in short order. Should the consultation with the instructor fail
to produce an acceptable resolution, consult the Dean of SCE. This officer may decide
to refer to another party such as a department chair or the Provost.

**Academic Dishonesty—Honor Code (including plagiarism)**
The University's official statement on this matter is located on the Web site under
Students → Honor Council. Here is a summary:

Academic dishonesty is any treatment or representation of work as if one were
fully responsible for it, when it is, in fact, the work of another person or work in
which one has received unacknowledged assistance from others. It includes, but
is not limited to:

1. Intentionally submitting any fraudulent or plagiarized academic
work. Examples include but are not limited to:
   - verbatim use of a quote without quotation marks
   - use of another person's idea without acknowledging its use
   - submission of work prepared by another person as one's
     own work
   - fabrication or falsification of information

2. Giving or receiving answers and/or any materials pertinent to an
   examination without the permission of the instructor.

3. Stealing, manipulating or interfering with any academic work of another
   student.

4. Failing to report instances of academic dishonesty.

It is the responsibility of the professor at the beginning of each term to provide
additional clarification or examples particularly appropriate to the discipline, if
such elaboration is necessary. Academic dishonesty is a serious violation that is
counter to the purpose and aims of Wittenberg University. A substantial case of
academic dishonesty may result in:
1. Permanent dismissal from the University
2. Suspension for a designated period of time
3. Lesser sanction as deemed appropriate
4. A grade of XF – Failure due to academic dishonesty, which will be reported on the transcript

Specific processes and procedures in case of alleged incidents and the sanctions for substantiated incidents are listed on the Honor Council section of the Web site (see above).

Repeating a Course
If you have earned a low grade in a Wittenberg course, you can significantly improve your cumulative GPA by repeating the course and earning a higher grade. In such cases, two factors operate to raise the GPA: 1) the higher grade itself and 2) the deletion of the GPA effect from the initial course. For instance, let's say that a student has taken 50 credits, including SOCI 101S (4 credits) with a grade of F, and has a cumulative GPA of 2.5 (125 Quality Points divided by 50 credits). If her next course is an official repeat of SOCI 101 and she earns a grade of B (worth 12 Quality Points), the computations would be:

**Original calculation**
With F grade

\[
\frac{125}{50} = 2.5 \text{ GPA}
\]

**Repeating the F Course**
Without deleting the F course
(without repeat factor)

\[
\frac{137}{54} = 2.54 \text{ GPA}
\]

**Repeating the F course**
Deleting the F course and replacing with the new grade
(with repeat factor)

\[
\frac{137}{50} = 2.74 \text{ GPA}
\]

With the Repeat factor, the numerical values of the credits (4) and the Quality Points (0 for an F grade) for the initial course are nullified. While the initial course grade still appears on the transcript, it no longer carries any mathematical effect; its "dead weight" is removed.

The Repeat process does not apply to transfer courses. A Repeat course with a grade lower than the initial grade (e.g., student repeats a grade of D, only to earn an F) forfeits the Quality Points attaching to the initial grade.

The "I" (Incomplete) Grade
This grade is used sparingly, and only in cases where serious emergency or illness prevents completion of assigned work during the term. SCE students should realize that natural occurrences in adult life, such as the need to devote time to typical family illnesses or assignment to a few days of company travel or overtime, do not constitute a "serious emergency." In the event that a student feels that an “I” grade is necessary, the student is responsible for requesting the grade from the instructor. The instructor is not obligated to issue an “I” grade if he/she feels that the work cannot be completed in a satisfactory manner. Students receiving a grade of “I” must complete the missed work by the close of the eighth week of the next semester. In very serious circumstances, an extension may be granted at the request of the instructor. An “I” grade left unresolved beyond the deadline reverts to an F automatically.

Transcript
This is the cumulative record of all Wittenberg academic work, including grades and GPA, plus transfer courses and credits accepted. It also contains such items as declared major and minor; matriculation date; indication of honors, Dean's List, and academic action; and finally, statement of degree completion.

You may access an unofficial personal version of your transcript through myWitt Portal at any time. An official copy may be obtained from the Registrar's Office for a nominal charge. Transcripts are issued only upon written request by the student. The Registrar's Office is on the first floor of Recitation Hall, (937) 327-6131.
GRADUATION/DEGREE COMPLETION

In addition to the completion of 130 credits, including General Education learning goals and Major requirements, students must address the following:

Math Placement

Requirements:
Most students enter Wittenberg needing to complete at least two requirements relating to Mathematics: 1) General Education 3 [GE-3]: four credits in mathematics, statistics or computer science (i.e., a “Q-course”) with a minimum grade of C-; and 2) General Education 4 [GE-4]: an additional course involving sufficient math reasoning to merit an M or Z suffix (i.e., an “M or Z-course”) with a minimum grade of C-. Entry into all M or Z-courses and the lower-level Q-courses (COMP 121, MATH 112, MATH 118, etc.) that meet the General Education requirements for most major programs requires a minimum score of Level 22 on the Math Placement exam. A second Q-course will also meet the GE-4 requirement. SCE students who have not met the Q and/or M-course requirements must take this exam no later than one year from the start of their first term of enrollment at Wittenberg.

The Q-courses required for certain other majors require either a higher Placement level or completion of a prerequisite course. For instance, in order to take the Calculus I course required for the Computer Science major, students must either attain a Level 25 Placement score or must complete MATH 120Q—Elementary Functions (itself requiring a Level 24 Placement score for entry).

In certain cases, transfer students will not need to take either a Q-course or M-course at Wittenberg, if they have completed the transfer equivalents of the Wittenberg courses required for their programs. (Approval of such courses as “equivalent” may involve the approval of the student’s major department and may take into account such factors as age of credits, relative credit value, and grades.) The transfer credits, although satisfying a higher-level requirement in mathematics, do not substitute for the Math Placement Level prerequisite for subsequent Wittenberg courses.

Students take the Math Placement exam only once. If you don’t score at the Level required for your program, consult the Math Workshop to identify areas needing improvement and to devise an independent program for attaining that improvement. Once you have attained it, the Math Workshop Director enters into your official record the Level attained, and you are then cleared to enter any courses requiring that Level.

Skill Levels:
The Levels attaching to the Placement exam are below (first digit refers to the Basic/Skills portion; the second digit, to the algebra portion):
Level 11 or 12 or 21  not ready for any Q and M course  
Level 22  ready for such courses as COMP 121, ECON 190, MATH 112, MATH 118  
Level 23  ready for MATH 127 or PSYC 107 (Statistics courses)  
Level 24  ready for MATH 120—Elementary Functions (Pre-Calculus)  
Level 25  ready for MATH 131 or 201 (first Calculus course)  

A sample Placement exam is available in SCE. The Workshop now offers MathZone (pre-exam) and ALEKS (post-exam) online programs, which have proven both convenient and effective for adult students. Consult the Workshop Director to discuss the best options for you.

Writing Proficiency
Wittenberg is strongly committed to the attainment of writing ability as an outcome for all students. It embodies this commitment in a continuous emphasis on writing throughout the curriculum and a continuous system of monitoring student progress. The writing requirement has three steps.

1. Complete ENGL 101E—Expository Writing (with a grade of C- or higher) or its transfer equivalent.

2. You must complete 7 courses with the Writing Intensive (W or Z) designation. Two of these must be in the major. Transfer students receive a pro-rata allowance of one such course for each 18.5 credits applying to their program, to a maximum of 3.

3. Third is the provision for Continued Writing Proficiency. Students in Writing Intensive courses receive a regular course grade plus an evaluation relating to satisfactory writing—CR or NC. Should a final NC mark result in a student’s failure to meet the seven-course requirement, the student must enroll in an additional Writing Intensive course and attain a CR evaluation for that course. Students who are experiencing difficulties in their writing, including those receiving mid-term NC notices—are to make use of the Writing Center. See the heading in the Services section.

Community Service
In keeping with Wittenberg’s mission commitment to apply one’s learning toward the good of other people and the improvement of one’s society, students must complete a service experience of at least 30 hours approved by the Director of Community Service. There are two methods for adults completing this requirement.

Prior Community Service Experience:
If you have already engaged in significant service during your adult years and the Director judges that activity to be in keeping with the expectations of the program, you may document this experience for the review by the Director.

No Prior Community Service Experience:
If you do not have such experience, you are to arrange a service project with the Director. In either case, a reflection exercise is part of the process. The Director works closely with adults to devise projects that match their interests, schedule and place of residence. *SCE students should complete this requirement early in their Wittenberg studies.* Projects may be initiated during any period of the year and may take place in either Springfield or the student’s home community. There is no charge for this activity. Upon completion of initial arrangements with Community Service and their authorization, the student registers for CMSV 100 (no credit, no charge) in the upcoming semester. Upon satisfactory completion, the student's grade report for the semester will include CMSV 100 with a mark of “S”. To begin the process, contact Community Service located in the Hagen Center at 723 N. Fountain Avenue (next door to SCE)—(937) 327-7523.

Senior End-Point Assessment (Comprehensive) Experience
Every major includes a summative exercise that provides students the opportunity to demonstrate Senior-level competency in their major program. The nature of the exercise varies from one program to another. For instance, Art students present a Senior exhibit of their works; Education majors take the PRAXIS II exam; English majors take a departmental comprehensive examination with both a written and oral component; Management majors present a portfolio of work completed in their required courses. Students in the Liberal Studies concentration make an oral executive briefing based on their written seminar project. Although no formal grade attaches to the Senior Assessment exercise, students receive an evaluation for their own use and for the department’s assessment of its program.

Colloquia
Certain majors such as Biology, Computer Science, and History require participation in non-credit colloquia during Junior and/or Senior year.

Diploma & Commencement
**Diplomas:**
Diplomas are issued only in May, August and December of each year and only to students who have completed all degree requirements during the academic year. The diploma states the degree (not major) and the year of the graduating class. The official certification of degree completion for most purposes is not the diploma but the transcript. Thus, e.g., a student who finishes all requirements by February due to an “I-grade” will not receive a diploma until the May Commencement, but can request an official transcript indicating degree completion as soon as any pending Fall grades have been posted. Students can also request a letter of degree completion from the Registrar.
May Commencement:
Wittenberg offers one commencement ceremony per year—in May. Although not a requirement for the degree, participation in the May Commencement ceremony is a highlight of an academic career and a well-earned festivity for SCE students in particular. Eligibility requires completion of all degree requirements as of the Spring semester.

**EXCEPTION:** a student who needs 9 or fewer credits after the Spring semester and who has registered for those credits in the Summer Session may petition the Registrar to participate in the May Commencement of the current year. The diploma, however, will be issued only after completion of the Summer credits along with any other requirements outstanding.

Graduation Card:
During the Fall semester before commencement, anticipated graduates will complete a graduation card—available in the SCE office. The card alerts the Registrar and the Dean to review your course standing for graduation.
OTHER SERVICES AND PROCEDURES
Listed alphabetically

Academic Catalog
Except for individual hard copies given to academic advisers (including the Dean and Director in SCE), this is an online document. On the Wittenberg Web site select Academic Catalog from the Wittenberg home page under the Academics. (Adobe Reader required to download.) If you want to look at descriptions of courses, select Course Descriptions under Academics.

Bookstore
Located on the first floor of the Student Center, the Bookstore buys back used books at the end of each term. Students who can demonstrate formal enrollment—e.g., via student ID or copy of the SCE registration form—may charge their books and supplies to their University account. Such charges will appear in the next regular billing from Student Accounts. The Bookstore also accepts credit card and debit card payment. Contact the Bookstore at (937) 327-7457 for evening and weekend hours.

BOOK RETURNS:
Refunds are issued only upon presentation of a cash register receipt and an unmarked book by the return date established by the Bookstore. Students may resell books to the Bookstore or to outside vendors after each term.

Campus Life/Student Activities
For most adults the social aspect of student development is centered in family and work life. The Wittenberg campus, however, is the locus of many events and activities that SCE students and their families often find of interest. These include SCE's own auditing option and occasional non-credit courses, CMD community music instruction for adults and children, and the Ohio Post-Secondary Enrollment Options Program (PSEOP) for qualified high school students. The Athletics Department also sponsors various sports camps for pre-college students.

In addition, the University sponsors such free events as the Wittenberg Series (performances by groups of national stature) and the IBM and Leventhal Lectures. Throughout the year a number of other lecturers and performers visit the campus for talks, performances, and workshops. The Theatre and Dance Department mounts productions each semester in the Chakeres Memorial Theatre at a nominal charge. The Music Department hosts a number of free recitals and other events throughout the year. Art exhibits by faculty, students and guest artists are held in Koch Hall at various times. And, of course, Wittenberg's athletic teams play throughout the year on campus. (Properly identified SCE students pay a nominal fee for a general admission seat at those contests—men's football and basketball—that have an admission charge.)
Campus events are published through the Wittenberg Home Page, Weekly Events announcements posted to the e-mail system each week, *The Torch* (Wittenberg's student newspaper), and *Around the Hollow* (a weekly Web publication).

**Career Services**  
Career Services resources are available to SCE students. Career Services is located at: 210 Shouvlin Center, (937) 327-7521. Also, see their offerings on the Web site under Academics → Student Success Resources. Some services are:

*Workshops* throughout the year on resumé writing, job search strategies, interviewing skills, and other topics – times published on the Career Services’ web calendar.

**Community Education Committee**  
This official faculty task committee is SCE’s principal means of maintaining integration with the University’s faculty governance process and, thereby, initiating key policies and procedures. It consists of six faculty members, the Dean of SCE, and four students. Three of the students are SCE students. The Committee meets approximately twice each term, generally in the late afternoon. If you are interested in representing the interests of your fellow students on this important committee, contact the Dean.

**Directory**  
The Wittenberg Faculty/Staff Directory and Student Directory are obtainable in the myWitt Portal.

**Disability**  
The University’s official statement, including ADA compliance, can be found on the Wittenberg Web site under Academics → Office of the Provost. Select the Resources tab → Academic Support Services. Concerning accommodation for learning disabilities, the primary contact is the Assistant Provost for Academic Services, 2nd floor of Recitation Hall.

**Evaluations of Courses and Faculty**  
Course and Faculty evaluations are completed online. Students will receive an email indicating the time period to submit the evaluations.

**Financial Aid and Tax Benefits**  
The forms for grant and loan aid typically available to SCE students are detailed in the information sheet "Financial Aid for Adult/Non-Traditional Students" available in the SCE Office. Applications for the Adult Access Award are handled directly by SCE. Students who wish to inquire about additional forms of aid should contact the Financial Aid Office, first floor of Recitation Hall, (937) 327-7318.

**Health, Physical Education and Recreation Center (HPERC)**
SCE students may obtain a term pass for use of this splendid facility for a charge of $75 (2014) per semester. The pass is valid only for the student (there is a Guest Pass charge per visit for anyone accompanying the student) and only during terms in which students are actually registered. Students may also purchase a family pass for $175 (2014) per semester. The HPERC complex contains numerous basketball and racquetball courts, an Olympic-size swimming and diving pool, fully equipped Fitness Center, lighted tennis courts, granutron track, and other features. Interested students should contact the manager at the HPERC lobby, (937) 327-6415. Upon presenting their ID, however, they may attend men’s varsity football and both men’s and women’s basketball games for a nominal fee. Games in other sports carry no charge.

NOTE: SCE students may not participate in varsity or intramural athletics.

Health and Counseling Center
This facility is funded by traditional student charges and is not open to SCE students. For students experiencing emotional difficulties, however, the University Counselor will make referrals to appropriate community resources: 003 Shouvlin Center—(937) 327-7811. Although a student health insurance policy is available for purchase (only by those enrolled full time), it is of a type which provides primarily “major medical” coverage and at very low maximums. It is intended as a supplement to a more comprehensive policy, such as that carried by one’s parents. In general, the assumption is that SCE students attend to their health care needs as independent adults.

ID Cards
Once you have submitted an initial registration, Student Accounts will generate a non-photo plastic ID/Mastercard (debit card) which will be mailed prior to the start of any given semester. Keep this card throughout your Wittenberg studies and carry it with you at all times. It serves as your Library card and your identification for the Solution Center and Security, as well as various transactions.

NOTE: There is a replacement charge for lost ID cards.

Information Technology (IT)
Consult the Information Technology (IT) Web site under Academics on the Wittenberg Web site for full information about hardware, software, and various services offered.

Solution Center:
This is Wittenberg’s help desk. If you need help with a problem or procedure or an answer to a question, and you don’t readily find it at the IT Web site section, contact them by one of the following means: solution@wittenberg.edu or (937) 525-3801 or in the Thomas Library on the Main Level (next to the AV Theatre). Check Web site for hours.

Library
All library services are open to properly identified SCE students. The Thomas Library houses over 350,000 items, including extensive magazine and A-V collections and a large list of electronic resources. Wittenberg's membership in Ohio Link also provides access to a host of resources throughout the state. The entire catalog is accessible through a user-friendly computerized system called EZRA that students can access from off-site locations. Students may also wander through the stacks and use the old-fashioned method. Video and audio equipment is available for student use. Thomas Library is also a pleasant place to study and houses a major computer lab. See the Library web page for hours.

Math Workshop
This is a free support service for students working to attain the Math Placement level required for their program or for those engaged in Math and related courses: Rm. 370 Barbara Deer Kuss Science Center—(937) 327-6155. Many SCE students have availed themselves of the Workshop's services—including the MathZone and ALEKS online preparatory options—with great success.

Meals & Snacks
Post 95, our cafeteria-style dining place on the street level of the Student Center, provides à la carte breakfast, lunch, and light dinner choices during day, evening and weekend hours. SCE students may also arrange for meal passes in the Student Dining Room (CDR—2nd floor, Student Center) at the Student Center Office.

Oral Communication Center
The Oral Communication Center, located in Thomas Library, provides consulting services to all students who are preparing for any kind of oral assignment, including but not limited to participating in discussions, leading a class session, giving an individual or group presentation, or taking part in a debate. Call (937) 327-7870 for hours.

Parking
Students may park on campus (lots or roadways) after 5:00 p.m. without displaying a University auto tag. Prior to this hour, one must have a tag (obtained—at no charge—through the Wittenberg Police Division located in the Recitation Annex) and use a designated Student Parking area. One such area is the Shouvlin/Student Center lot and the lot next to Krieg Hall. Students without a tag must use Visitors' Parking areas for occasional parking on campus (but repeated use of these areas carries a hefty fine).

Registrar Office
The Registrar's Office supervises scheduling of and registration for classes, issues grade reports, qualifies candidates for graduation, maintains academic records, and issues official transcripts. This office is located on the first floor of Recitation Hall.

Regulations Governing Students and Personnel
The Faculty Manual and the Wittenberg Student Handbook contain sections on such matters as affirmative action policy, sexual harassment, and public gatherings. You can access both documents on the Web site. For the Faculty Manual, look under Academics → Office of the Provost → Faculty Manual. For the Wittenberg Student Handbook, click Students → Policies and Handbook.

**Religious Activities**
University Pastors welcome the interest of adult students of all faiths. Students can arrange for personal conferences by appointment (937) 327-7411). Weaver Chapel is open to visitors from morning through evening. Regular Chapel activities include both Lutheran and Catholic services on Sundays and briefer services prior to the noon hour on Tuesdays and Thursdays. Related activities include the Weaver Chapel Association, Newman Club, and various study groups.

**Student Accounts**
This office oversees the billing of tuition and fees for students. Student Accounts is located on the third floor of Recitation Hall.

**Student Center (officially the Benham-Pence Student Center)**
The ground floor and basement levels include the Bookstore, Post 95 cafeteria, Games Room (billiards and video games), Founders (special events), limited computer service access, and Service Center—mail, FAX, check cashing (limit: $50), stamps, UPS service—and a fireplace lounge and cybercafé. There is also an ATM. SCE students are welcome to use any of these facilities.

**Web Site:** [www.wittenberg.edu](http://www.wittenberg.edu)
This is the source for information about both general University affairs and particular offices. A weekly Web publication, *Around the Hollow*, keeps you abreast of University people and events. One also goes here to access up-to-date semester course schedules (including spaces available at a given juncture) and course descriptions. Through the myWitt Portal, students can also access their academic and financial records and initiate such transactions as change of address and password change.

**Wittenberg Police Division**
Wittenberg makes a serious effort to maintain a secure campus. Students should exercise prudence in their campus travels, especially after dark. Use common sense appropriate to any urban setting: parking in well-lighted areas, avoiding shortcuts through dark and isolated areas, and traveling in pairs whenever possible.

In an Emergency:
Contact Wittenberg Police Division at (937) 327-6363. Or simply dial the Switchboard at -0- (zero) from a campus phone. Don’t hesitate to call them if you want to call something to their attention or need their assistance. There are also blue-lighted emergency phones at various outdoor points. Take the time to note the nearest location each term.
Fire and Emergency Rescue:
- Call 911—off campus / 9 + 911 on campus
- In addition, call (937) 327-6363 to alert Wittenberg Police Division

Non-Emergency:
The non-emergency number is (937) 327-6231—the campus switchboard.

Campus Phones:
Campus phones are located at all computer lab locations in the following buildings: Blair, Hollenbeck, Science, and Zimmerman. There is also a phone on the top floor of Krieg Hall, the 2nd floor and the basement of Koch Hall, and on the 2nd floor of Shouvlin (near walkway to the Student Center) as well as the SCE Office and the Student Center Desk.

Escort Service:
The Wittenberg Police Division also provides an Escort Service for students who wish to be accompanied in their campus walks during evening hours. Simply call (937) 327-7900.

Writing Center
This is a free support service, available to students at any point in their program, from a beginning writing course to a Senior seminar. Open during Day and Evening hours, it is located in 112 Hollenbeck Hall—(937) 327-6154. The Center will not write term papers for you, but it can provide valuable assistance in reviewing your outlines and first drafts and helping you to understand comments on submitted drafts.
PHONE NUMBERS AND LOCATIONS
(All Wittenberg offices, except the Solution Center, have a (937) area code and 327 prefix)

Bookstore………………………………………………………………………………………… 7457
Benham-Pence Student Center

Career Services………………………………………………………………………………… 7521
210 Shouvlin Center

Community Education, School of (SCE)……………………………………………… 7012
101 Shouvlin Center

Community Service………………………………………………………………………. 7523
723 N. Fountain Avenue – The Hagen Center

Financial Aid—Assistant Director…………………………………………………… 7318
2 Recitation Hall

Health, Physical Education and Recreation Center………………………………………. 6415
gym, fitness center, pool, tennis courts, etc.

IT and Solution Center…………………………………………………………………… 525-3801
Thomas Library – Main Level

Library (Circulation)………………………………………………………………………… 7512
Thomas Library

Math Workshop……………………………………………………………………………… 6155
370 Barbara Deer Kuss Science Center

Oral Communication Center…………………………………………………………… 7870
Thomas Library

Registrar…………………………………………………………………………………… 6131
21 Recitation Hall

Student Accounts………………………………………………………………………… 6146
3rd floor, Recitation Hall

Switchboard………………………………………………………………………………… 6231
Recitation Annex (FAX 6340)

Wittenberg Police Division—Emergencies…………………………………………… 6363
Office—Recitation Annex………………………………………………………. 7307

Writing Center……………………………………………………………………………… 6154
112 Hollenbeck Hall