PARENTS' GUIDE

2012-2013

THE COLLEGE OF
WOOSTER

WELCOME PARENTS

Your daughter or son will soon join us as a student at The College of Wooster, so the first hurdle in the college process has been crossed successfully! The next step is college itself. Since a very special person in your life is about to leave home and you might have some unanswered questions, we have designed this booklet about The College of Wooster to provide information about its programs, people and policies, and to share some thoughts on life at a liberal arts college.

Paramount to understanding The College of Wooster is to know that we are a community committed to the education of young men and women in a safe and supportive environment. The following statements speak to our vision of community:

CIVILITY STATEMENT

We pledge to stand united against hate by creating and contributing to safe learning environments in our community. We respect and value the commonalities and differences among us — celebrating the uniqueness of each individual and recognizing it takes all people to make a college community.

THE WOOSTER ETHIC

I hereby join this community with a commitment to the Wooster Ethic upholding academic and personal integrity and a culture of honesty and trust in all my academic endeavors, social interactions, and official business of the College. I will submit only my own original work, and respect others and their property. I will not support by my actions or inactions the dishonest acts of others.

Likewise College is a time of challenge and exploration. That freedom comes with responsibilities as well. The College does not consider the misuse and abuse of alcoholic beverages and other drugs conducive to the process of higher education. Numerous aspects of life on campus, both subtle and overt, are outlined in this booklet.

We look forward to having your student join us in August and we are excited to have you as part of the College community as well.

Kurt C. Holmes
Dean of Students

PARENTS' SCHEDULE FOR NEW STUDENT ORIENTATION 2012

Wednesday, August 22

6:00 p.m. – 9:00 p.m.	Moove-In *(see page 5)*

Thursday, August 23

7:30 a.m. – 10:30 a.m.	Check-In for Students Lowry Center
7:30 a.m. – 10:30 a.m.	Complimentary Light Breakfast Lowry Center, Dining Room *College personnel will greet you and answer your questions.*
10:45 a.m.	Proceed to McGaw Chapel (to await students' arrival)
11:15 a.m. – Noon	President's Welcome McGaw Chapel
12:00 p.m. – 12:45 p.m.	Barbecue for New Students and Families Kauke Hall (South Lawn)

PARENTS' WORKSHOPS WILL PROCEED CONCURRENTLY

1:00 p.m. – 1:50 p.m.	1. "How to Be a Supportive Parent — Living Without the Kids" Scheide Music Center, Gault Recital Hall 2. "The Academic Environment" Freedlander Theatre
2:00 p.m. – 2:50 p.m.	1. "How to Be a Supportive Parent — Living Without the Kids" Scheide Music Center, Gault Recital Hall 2. "The Academic Environment" Freedlander Theatre
3:00 p.m. – 4:00 p.m.	President's Reception for Parents President's Home 433 East University *(Rain location: Freedlander Theatre Lobby)*
4:00 p.m. – 4:30 p.m.	**Family hugs and good-byes** *(Please arrange beforehand to meet with your student to say good-bye)*

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GETTING STARTED

MOOVE-IN

Your son or daughter will move into his or her residence hall on Wednesday, August 22, 2012, between 6:00 p.m. and 9:00 p.m. You will be welcomed to the Moove-In event with cheers and excitement. Please enter campus from the south entrance on Beall Avenue. Moove-In Volunteers will greet you and assist in moving your student's belongings in to his/her residence hall. Resident Assistants will be on your student's assigned floor for check-in. Parent drivers will be asked to continue moving in the traffic pattern to external parking and golf cart shuttles will be available to bring guests back to the residence halls.

Students will receive their College I. D. Cards, C.O.W. Card, at Moove-In. The College I.D. is an integral part of your student's activities at Wooster. A detailed explanation of the C.O.W. Card and information regarding the optional debit card feature are located on page 19.

New students will stay in their assigned rooms on Wednesday night, August 22. Moove-In provides your student with the opportunity to settle in and meet new hall mates before the hectic pace of New Student Orientation begins. Members of the Residence Life Staff will be on hand in the residence halls to welcome you, answer questions, and address your concerns. Details for Moove-In will be included in a newsletter which arrives with your student's room assignment in early August.

SHIPMENT OF PERSONAL EFFECTS

We recommend that students' most important items be brought with them. Items that cannot be brought may be shipped by United Parcel Service (UPS) or another courier service. There is limited storage space on campus, so please plan for packages to arrive no more than one week prior to Orientation.

When using a courier service, address all courier packages following this sample:

Student's Name
The College of Wooster
Service Building
580 E. Wayne Avenue
Wooster, OH 44691

Packages will not be delivered to residence halls or houses.

The Service Building will be open and staffed for your convenience during Moove-In on Wednesday, August 22 between 6:00 p.m. and 9:00 p.m. It is located directly behind the Culbertson/Slater Complex, 602 E. Wayne Avenue.

CHECK-IN

Your student should plan to check in at Lowry Center on **Thursday, August 23, between 7:30 a.m. and 10:30 a.m.**

As your student proceeds through the Check-In Line, he or she will receive the Orientation 2012 Folder containing

- Official Orientation Schedule
- Local banking information
- 2012-2013 Academic Schedule

Additional information located in the Check-In Line includes materials about student's campus post office box and Student Wellness Services. Representatives from local banks will be available in Lowry Center, on the upper level, to answer questions and open new accounts.

Your student may register his or her automobile and receive a parking permit, between 8:00 a.m. and 10:30 a.m., at Security and Protective Services. SPS is located in the Safety and Security Building, Culbertson/Slater Complex, 602 E. Wayne Avenue. Parking Permits **are** required for all students who wish to park on College property.

The check-in process may be completed at any time between 7:30 a.m. and 10:30 a.m. If questions arise we encourage you to find a member of the Dean of Students Staff, the Residence Life Staff, or stop by the Information Table located at the main entrance of Lowry Center.

NEW STUDENT ORIENTATION

The New Student Orientation Program, **required of *all* new students (first-years and transfers)**, is a series of academic and social activities designed to introduce your daughter/son to the College. This four day experience will provide your student with many opportunities to meet other new students, interact with staff, and participate in stimulating academic discussion with faculty.

The orientation program is planned and implemented by members of the Dean of Students Staff and the Student Orientation Committee. The Student Orientation Committee, consisting of 28 upper-class students,

will be among the first to greet you and will be available to answer any questions you or your daughter/son may have.

PARENTS' SCHEDULE

On Thursday, August 23 at 10:45 a.m., members of The Class of 2016 will gather at Kauke Hall, in front of The Delmar Archway, for their **Class picture**. Following the taking of the Class photograph, the **Class will be led by the Scot Pipers through "The Arch"** into McGaw Chapel, where **President Grant Cornwell** and others will welcome them, and you, into the College community. Following **lunch**, there are **afternoon workshops** designed specifically for parents. After the workshops, President and Mrs. Cornwell will host a **reception for parents** at the President's home. Most parents find the best time to begin their **trips home** to be just after the President's reception, as students will be participating in numerous required programs during the afternoon and evening. Please prearrange with your son/daughter a location to meet between 4:00 p.m. and 4:30 p.m. for last minute instructions and to say good-bye.

RESIDENCE HALL/PROGRAM HOUSE ROOMS

The residence hall/house rooms at Wooster are furnished with a twin bed (most are 80 inches long, Douglass is 84 inches), dresser, desk and chair, bookshelf, and closet. Windows come equipped with shades, but your student may want to bring additional window coverings. Many students also bring rugs, residence hall size microwaves, and small refrigerators for their rooms. Televisions, stereos, personal computers, and decorative items may be brought. We would like to remind you that water beds, pets, space heaters, candles, electric grills, and toaster ovens are **not permitted**. **Finally, since the College is not responsible for loss, theft, or damage of students' belongings, we encourage you to insure your student's belongings adequately through your homeowner's insurance or through a separate policy.** Security and Protective Services has engraving equipment which can be used to mark larger valuables.

THE FIRST-YEAR RESIDENTIAL PROGRAM

The First-Year Residential Program houses all first year students in the same residence halls which we refer to as First-Year Centers. The First-Year Residential Program helps incoming students through the normal academic and social transitions and gives students the opportunity to have some fun while learning about themselves and their new peer group. Your son or daughter will be invited to participate in the following:

The Floor Community

For each floor community in residence halls, we provide a Resident Assistant, an upperclass student leader with the training necessary to be a peer adviser and mentor, who will lead regular community meetings. RAs are available to help your son or daughter in his/her transition to the College environment and the many curricular and co-curricular activities that are available in the campus community.

The Campus Community

The Residence Hall Program Council (RHPC) will provide additional connections to the campus community. They will organize groups to attend campus events, create opportunities for social interactions between different floor communities, organize recycling efforts, and relay information between floor communities and the Student Government Association (SGA). This is an excellent opportunity for your student to become engaged in campus events and use leadership skills. It is often a springboard for leadership roles in other campus organizations.

ACADEMIC PROGRAM

OFFICE OF THE DEAN FOR CURRICULUM AND ACADEMIC ENGAGEMENT

The Office of the Dean for Curriculum and Academic Engagement is responsible for assisting students when they have concerns about academic policies and procedures. The office is located on the first floor of Galpin Hall.

ACADEMIC ADVISERS

The instructor of the **First-Year Seminar in Critical Inquiry** will be your daughter's/son's academic adviser until a major is declared. All students will meet their advisers and the other members of their Seminar group during August Orientation. Students will be given the opportunity to meet with their adviser in individual appointments prior to the beginning of classes to adjust course schedules if necessary. While most students remain with their first-year adviser until a major is declared, students are permitted to change advisers any time after completion of First-Year Seminar. In order to do so they should contact the Office of the Registrar.

APEX (Advising, Planning, Experiential Learning) is coordinated by the Associate Dean for Advising and supports the academic adviser and provides general advising support to first-year students. APEX works with other campus resources (Writing Center, Math Center, Learning Center, Wellness Center) to coordinate efforts and provide additional guidance to enhance student learning and well-being for ensuring student success.

Students are required to declare a major in February of the sophomore year, prior to the advising period for course registration for the junior year. At that time they are assigned new academic advisers in their chosen departments. Each pre-professional program at the College also has a faculty adviser for students who wish to concentrate in that program.

COURSE REGISTRATION

Registration will take place on the second day of the Summer ARCH program in June or, for those who have special circumstances, in August. After meeting with his/her academic adviser each student will be cleared to register on ScotWeb. Access times for each registration group will be rotated during subsequent registrations to assure equity. Registration adjustments (drop/add) are permitted during the first two weeks of the semester. Students may withdraw from a course before the end of the sixth week without penalty. All schedule adjustments after classes begin require completion of a drop/add form which may be obtained from the Registrar's Office. Drop/add forms must be signed by the instructor teaching the course and the student's faculty adviser and must be submitted by the student to the Registrar's Office prior to the deadline date. Students must carry at least three full courses of credit each semester to maintain their full-time status. The normal load is four full letter-graded courses.

ACADEMIC STANDING

In order to maintain good academic standing at The College of Wooster, any student regularly enrolled as a degree candidate must meet the following criteria:

1. Earn at least **three** full courses of credit in any semester;
2. Earn at least **seven** full courses of credit in two consecutive semesters;
3. Maintain a **semester** and **cumulative** grade point average of 2.000 each semester until graduation.

Any student who does not meet these criteria in any semester will be judged to be making less than satisfactory progress toward graduation. Whether a student is asked to withdraw or is placed on academic probation at the end of any semester will depend on the extent of the deficiency. Students who are placed on Academic Probation will subsequently lose merit aid awarded. However, each student is granted a one-semester grace period. If a student is able to successfully complete the next semester and is removed from Academic Probation, there will be no change in the student's financial aid package. Students on academic probation remain eligible for most campus activities. However, students on academic probation may not receive Incomplete grades at the end of the semester, serve as a Teaching Apprentice in any course, nor participate in an Off-Campus Study Program during the semester(s) they are on probation. Students who are not in good academic standing are ineligible to join a women's club or men's section.

Students who have been withdrawn from the College for academic or disciplinary reasons during or at the end of a semester may not participate in NCAC or NCAA postseason or championship play during or following the semester in which they are withdrawn.

Any student who is dismissed from the College for academic or disciplinary reasons or who voluntarily withdraws or takes a leave of absence, may not work at the College in a student position or continue in residence at the College.

CLASS STANDING

Sophomore standing – satisfactory completion of 7 credits.

Junior standing – satisfactory completion of 15 credits.

Senior standing – satisfactory completion of 24 credits.

ACADEMIC HONORS

LATIN HONORS are awarded at graduation based on overall grade point average in Wooster-graded courses: summa cum laude for 3.900 to 4.000; magna cum laude for 3.750 to 3.899; and cum laude for 3.500 to 3.749. To graduate summa cum laude, a student must also receive a grade of "H" (Honors) on the Senior I.S. Thesis.

THE DEAN'S LIST includes students meeting the following criteria during a semester: enrollment for at least 4.000 credits in letter-graded courses, a semester grade point average of 3.650 or higher and no final grade of I (Incomplete) or NC (No Credit). Students who demonstrate satisfactory progress in I.S. 451 or completion of I.S. 452 are eligible for the Dean's List with 3.000 credits that are letter-graded.

Students enrolled in a course other than an internship that is required to be graded on an S/NC basis are eligible for the Dean's List with 3.000 credits that are letter-graded, or two letter-graded courses and satisfactory progress in I.S. 451 or completion of I.S. 452.

DEPARTMENTAL HONORS are awarded at graduation to students who meet the following standards: (1) a grade of "H" on the Senior I.S. Thesis or unanimous vote of the department; (2) an average of 3.500 in all courses taken in the major department; (3) an overall average of 3.200 for four years at Wooster.

BOOKS AND SUPPLIES

Florence O. Wilson Bookstore is the official source of information regarding course materials (required and recommended). Booklists can be found and purchases can be made online as well as in the store. Course materials for new students can cost an average of $175 per course depending on the number of books and variance of courses. The availability of used books can lower the total cost of course materials as they are priced at 25% less than new books. The Book Department staff makes every effort to obtain as many used books as possible. Textbook rental services are also offered which may provide even further savings to students. Keeping sales receipts for all purchases is always advised in the event that a refund is necessary.

Other features of the campus store include a large selection of general book titles, magazines, newspapers, school and art supplies, dorm items, computer accessories, greeting cards and gifts. A broad offering of Wooster imprinted merchandise, ranging from T-shirts and mugs to college chairs can also be found at Wilson Bookstore. The store also offers several valuable services such as FAX communication, FedEx and UPS shipping, dry cleaning, binding, and the Financial Services Counter. Methods of payment include C.O.W. Card (debit feature), cash, check, Visa, MasterCard, or Discover (American Express can also be used for "in-store" purchases only).

FINANCES

BILLING AND PAYMENT PROCEDURES

An invoice for the fall semester, mailed in mid-July, is due in full by **August 10** unless proper enrollment in the Monthly Payment Plan for some or all of the entire year's expenses is completed prior to August 10. An invoice for the Spring semester is mailed in December and is due by

January 10. In addition to July and December, a monthly invoice will be mailed for any account with and outstanding balance and is due by the 10th of the following month.

Payments may be made in cash, check, money order, and credit cards. Payments by check or money order are accepted by mail or in person in the Business Office. Payments by credit card are accepted online and a 2.5% convenience fee is applied to the payment. Cash payments are accepted in person at the Business Office and the Wilson Bookstore.

The Monthly Payment Plan, administered by Tuition Management Systems (TMS), allows families to pay fees for the entire academic year in various interest-free monthly installment plans that can be adjusted to fit your budget beginning June 1. Total academic year expenses should be estimated (and may be later revised) if uncertain at the time of application. Applications received by TMS after June 1 must include the payment of any missed monthly installments. For applications received on or before July 31, a $70 non-refundable application fee applies; the fee increases to $125 for applications received by TMS after July 31. Call TMS at 1-888-285-3052 or visit www.afford.com/wooster for applications or further details.

Access to dining halls may be restricted, and registration for classes may be withheld, if the student account balance is not paid in full and/or the student is not properly enrolled in the Monthly Payment Plan option (including the remittance of all necessary back payments for late enrollment). If the above payment requirements are not satisfied by the payment due date, a 5% late payment fee, up to $300 maximum, will be assessed once per semester. Students who have not paid their account in full by the first day of classes may have their course registration cancelled, and a $200 re-registration fee will be assessed to students who complete their payment requirements after the first day of classes. Students will not be permitted to participate in pre-registration or housing selection, or receive transcripts of grades until all student account balances have been paid in full.

Other important student account matters which often generate questions include the following:

1. To waive the annual charge for the optional Sickness and Accident Medical Plan, the Business Office must receive a completed waiver (included with the fall semester bill) by August 10.
2. An optional Comprehensive Fee refund plan is available for insuring the full refund of fees in the event of a student's qualifying medical withdrawal from the College. Enrollment in this plan must be completed prior to the beginning of the semester.
3. An Enrollment and Security Deposit of $350 is required for all students. The deposit will be returned, following payment of all student account and other fees, upon graduation or withdrawal from the College with proper exit procedures completed with the Office of the Dean of Students.

Questions regarding billing or payment procedures may be addressed to the Business Office at 330-263-2321 or businessoffice@wooster.edu.

FINANCIAL AID

While the College believes that the primary responsibility for financing a college education rests with the student and her or his family, historically Wooster has offered generous financial aid both to help meet financial need and to reward academic accomplishment and intellectual potential. The College participates in all of the relevant federal and state financial aid programs, so it is able to extend aid in the form of scholarships, grants, loans, and work opportunities to supplement a family's financial resources.

Academic scholarships are awarded to members of the entering class and are renewable for up to four years. Aid to help meet financial need is offered annually; each year a family's financial need is reassessed to set the appropriate level of assistance. Thus, each year a family should complete the Free Application for Federal Student Aid (FAFSA) and the Wooster aid application. These forms are routinely provided to aid recipients each year. Aid awards to continuing students enrolled full-time are typically made over the summer, beginning in May or June.

STUDENT EMPLOYMENT

Students find working on campus is a meaningful and valuable addition to their educational experience. Students must apply for open positions through the Student Employment Office. Student Employment staff will refer and counsel a student on campus job opportunities, but the Student Employment Office does not guarantee, place, or assign students to campus jobs. Each department with a job opening will interview and hire the student that can best perform the work of the department.

A student with work funds, such as Federal Work Study or a Campus Employment *(International Student)* allocation, will have priority in the application process for the first three weeks at the start of the Fall Semester. All students can take advantage of the application process once the established time period has ended.

Students can work up to 20 hours per week during the academic year in approximately 90 different academic, administrative, and support service departments. Previous work experience, demonstrated job skills, motiva-

tion, and a willingness to learn can enhance a student's chance of being hired for a campus job.

After a student is hired, the student must complete all employment paperwork and present the proper identification documents to the Student Employment Office before beginning work. Acceptable documents must be original and unexpired. If there are any questions about what is acceptable, please contact the Student Employment Office for more information.

The Student Employment Office can be reached by calling 330-263-2234, 330-263-2626, or by email at studentjobs@wooster.edu. Additional information regarding employment for students is located at www.wooster.edu/Offices-Directories/Student-Employment-Office.

POLICIES

The College has a comprehensive set of policies on a variety of matters. Examples of these include: noise, hazing, non-discrimination, use of computers, and authorized use of alcohol. Specific information about college-wide policies may be found in the *Handbook of Selected College Policies*, and additional policy information governing student life is contained in *The Scot's Key*. These handbooks are available online at www.wooster.edu/Academics/Academic-Affairs/Academic-Policies.

PERSONAL EMERGENCY

Students who face personal illness or a family emergency should contact their faculty member(s) **and** the Dean of Students Office. Any arrangements to make up academic work missed during a personal illness or family emergency must be arranged directly with the individual faculty member(s).

RESIDENCE HALL/PROGRAM HOUSE VISITATION

All of Wooster's residence halls and program houses have a 24-hour visitation policy. With roommate approval, guests may reside in a student room or residential unit for no more than three separate occasions per semester with a maximum of three consecutive days per occasion. Cohabitation is **not** permitted in College residence halls/program houses. Students are reminded to respect the rights and feelings of those living with or around them regarding the number of visitors and the hours of visits.

VEHICLES

A student registered at the College as well as visitors who wish to park on College property must register his/her vehicle with Security and Protective Services and display a valid parking permit. The number of parking permits is limited and are sold first-come, first-served based on academic year. There usually are parking permits available for first-year students but may not be in a student's desired parking area.

At the time of registration, a student must provide his/her College of Wooster identification card (C.O.W. Card), vehicle information, license plate number, and contact information. Registration forms and parking permits will be available during the check-in process between 8:00 a.m. and 10:30 a.m. at Security and Protective Services (Culbertson/Slater Complex).

Registration fees are as follows:

1. Annual Parking Permit — $175
2. One Semester Permit — $100
3. Replacement Permit — $10
4. Summer Permit — $10
5. Visitor Permit (three consecutive days or less) — Free
   Students are not permitted to obtain visitor permits.

Any vehicle parked in a College of Wooster lot must be registered and must comply with the College's Parking Regulations. Vehicles found in violation of the College's Parking Regulations are subject to a fine and immobilization/ towing. Questions concerning parking, citations, or permits should be directed to Security and Protective Services.

STUDENT AFFAIRS STAFF

OFFICE OF THE DEAN OF STUDENTS

The Dean, Senior Associate Dean, and Associate/Assistant Deans of Students are available to assist students and/or parents regarding academic and/or personal concerns or with questions about College life or policies. Timely assistance with questions about co-curricular policy or programs, individual academic standing, leave status, withdrawal, readmission, or any concern which might arise or which affects the quality of student life will be addressed in a confidential and caring manner.

OFFICE OF MULTICULTURAL STUDENT AFFAIRS

The Office of Multicultural Student Affairs (OMSA) assists students as they encounter academic, financial, personal, and social concerns. In addition, OMSA works with all academic and administrative departments to promote and foster positive interactions within the entire College community. Programmatic efforts include diversity education workshops, guest speakers and artists, discussion groups, and opportunities for students to attend an annual leadership conference sponsored by the Great Lakes Colleges Association (GLCA). The office is located in the Center for Diversity and Global Engagement in Babcock Hall.

OFFICE OF INTERNATIONAL STUDENT AFFAIRS

The Office of International Student Affairs (OISA) works to support international and global nomad students as they adjust to a new culture, as well as to encourage and celebrate their unique contributions to the campus community. The office provides assistance regarding regulatory issues and provides support and referral regarding academic, financial, and personal concerns. The OISA also works to promote cross-cultural awareness through special programs and workshops, a monthly newsletter, COSMOS, and through Friends of International Students (FIS), which links international students with local host families.

The Ambassadors Program, in conjunction with the OISA, manages a cultural outreach program through which trained student ambassadors share their cultural insights in College classrooms, local schools, businesses, and community groups. The Office of International Student Affairs is located in the Center for Diversity and Global Engagement in Babcock Hall. For more information visit www.wooster.edu/Offices-Directories/Center-for-Diversity-and-Global-Engagement/Office-of-International-Student-Affairs.

CAREER SERVICES

Career Services engages motivated students and supports graduates by providing the guidance and the resources needed to integrate their unique backgrounds, liberal arts education, and experiences into meaningful career paths. The staff offers a comprehensive range of services including individual career advising and group programs. Staff members assist students in understanding their skills, interests, and values while linking this knowledge with various career options. Additionally, staff members help students plan their future whether that means learning about internships, seeking summer or full-time employment, or applying to graduate school. For more complete information visit the Web site at

www.wooster.edu/Academics/Student-Academic-Support-Centers/Career. Students are encouraged to stop by the office located in APEX, Gault Library for Independent Study, Lower Level I.

RESIDENCE LIFE STAFF

Your student's residence hall will be staffed by several Resident Assistants (RAs) and a Student Resident Director or professional live-in Area Director. RAs are upperclass students who provide leadership, direction, and programming for the hall. RAs answer questions, facilitate community gatherings, and listen to students' concerns.

The RA works closely with a Student Resident Director or Area Director who is trained to assist students with social and academic issues. There are a total of five professional Residence Life staff members who reside on campus to assist the student community beyond normal business hours. More information about the Residence Life Staff may be found in *The Scot's Key* (www.wooster.edu/Student-Life/Dean-of-Students) or you may visit the Residence Life home page at www.wooster.edu/ Student-Life/Residence-Life.

SECURITY AND PROTECTIVE SERVICES

Security and Protective Services provides safety services and programs to ensure a safe and welcoming campus community for all community members and the visiting public. SPS assists with the campus-wide Emergency Response Plan and Safety Contingency Plans, is responsible for campus-wide fire preparedness, plans and implements educational programs on fire safety for the benefit of the campus community, and provides safety and protective services to the campus and the visiting public. Officers are on duty 24 hours a day; their primary responsibilities are to patrol the College campus and enforce College policies. The officers also provide physical plant security, emergency medical assistance, safety escorts, and general community support and assistance. In addition, they enforce parking and fire safety regulations. The Safe Rides Program, for the personal safety of students, also is administered by SPS.

The Hertz-On-Demand car share program is offered by Security and Protective Services. The program offers cars for students to rent by the hour, day or week. Students will be able to access the car share membership program and scheduling at www.hertzondemand.com.

Emergency phones are situated in strategic locations on campus and are linked directly to Security and Protective Services. In addition, the Wooster City Police regularly patrol the community in which the College

is located. SPS has a cooperative relationship with the Wooster City Police and Fire Departments, maintains radio contact with them, and has operational procedures in the event of reported crimes and other emergencies. Students who bring landline telephones have access from their residence hall rooms to the police for emergencies through 911 service.

The College of Wooster Crime Statistics and related information are available in the *Handbook of Selected College Policies* which is available to all students and parents, www.wooster.edu/Academics/Academic-Affairs/Academic-Policies, or you may visit the Security and Protective Services Web page at www.wooster.edu/Student-Life/Security-and-Protective-Services.

WELLNESS CENTER

Student health care needs are provided on campus at the Longbrake Student Wellness Center. Students have access to 24-hour medical evaluation and care for injury and illness when the College is in session. Physician and GYN appointments, counseling visits, nurse evaluations, overnight stays, cold care and first aid center visits, travel consult, and physicals are available. Other services offered include immunizations, contraception, prescription medications, orthopedic supplies, lab testing, massage therapy and nutrition therapy. Please note that student health records are confidential and can be released with the student's permission. The Wellness Center staff consists of professionally licensed Cleveland Clinic Physicians, Registered Nurses, Certified Athletic Trainers, and Psychological Counselors. All students are required to carry health insurance. A health insurance plan is offered by the College and details will be mailed in July.

GENERAL INFORMATION

BANKING

Access to most electronic banking networks may be made through automated teller machines (ATM) located in Lowry Center and the Scot Center.

Students may cash checks at the Financial Services Counter in the Wilson Bookstore located in Lowry Center or the Business Office located in Galpin Hall ($50 daily limit) upon presentation of a valid student I.D. card (C.O.W. Card). A fee of $0.50 is charged for each non-College check

cashed; $25.00 is charged for each unpaid check returned to the College, and a student's check-cashing privilege may be denied for the remainder of the year if one or more checks are returned unpaid by the bank.

COLLEGE OF WOOSTER (C.O.W.) CARD

The College of Wooster (C.O.W.) Card is the College's identification card for all students. The C.O.W. Card features a bar code which is used to check out materials from the College libraries and to borrow materials from other academic libraries. When presented at the Physical Education Center and at other campus-sponsored events, the C.O.W. Card can serve as a ticket for admission. The C.O.W. Card is swiped to gain access to Lowry and Kittredge Dining Hall, and allows students to use their "Dining flex dollars" in all dining locations. For students living on campus, the C.O.W. Card is "swiped" to gain access to all residence halls, and several academic buildings.

Students, using their C.O.W. Card, can print from their personal computer to any on-campus public printing location simply by installing the printer setup package. Public printers and copiers are located in The Wired Scot (accessible 24/7), Andrews Library and the Timken Science Library. After submitting a job to the main queue, a student can swipe her/his C.O.W. Card at any of the public copiers to release the job up to 24-hours later.

Students may make an initial deposit to open and use the C.O.W. Card as a convenient payment method to make purchases at various locations and participating merchants. Students can make a deposit by registering online at https://wooster.managemyid.com. Once registered, students can add money to their accounts instantly using a credit card (MasterCard, Discover or American Express). Using the ManageMyID website, students can also check their balances, view their transactions, and even report their cards lost or found. Visit www.wooster.edu/current-students/cowcard for more information.

MAIL

The College has a postal contract station located in Lowry Center, so your daughter/son will be able to send and receive letters and packages on campus. UPS, and other courier service deliveries are also received by the College's postal contract station. Your daughter/son will receive a campus mailbox number during the summer. Mail should be addressed in the following format:

Student's Name
Box C-1100
THE COLLEGE OF WOOSTER
1189 BEALL AVE
WOOSTER, OH 44691-2363

Do not use nicknames when addressing mail. Mail that is sent without the student's full and proper name in the address could cause a delay in delivery. Be sure to use C plus the mailbox number on all of your correspondence. Please **DO NOT** use the name of your daughter's/son's residence hall. It should be understood the College does not assume any responsibility for lost or stolen packages.

It is important that you begin using your daughter's/son's box number as soon as she/he has received it. The mail will arrive faster. However, until you know the box number, your student will receive any mail you send to The College of Wooster.

TELEPHONE SERVICE

Student rooms are **not** equipped with dial tone for local phone services. Students requiring college-provided phone service must request the service from the Telephone Coordinator at 330-263-2393. Students requesting service will be provided with a phone number and single voice mail box for the room, but will be responsible for providing their own telephone device. Incoming calls to The College of Wooster can be made to the College's main number (330-263-2000), where an operator is on duty 24-hours a day. To reach a student at the College, the caller must dial 330-287 and the four-digit extension number assigned to the student. On-campus calls can be completed by dialing the correct four-digit extension. Students may place long distance calls using personal calling cards, prepaid phone cards, or calling collect. It is requested that students do not accept collect calls. Questions regarding telephone service may be directed to the Telephone Coordinator at 330-263-2393.

TRANSPORTATION

During the school year, the Student Government Association (SGA) provides transportation to and from Cleveland Hopkins International Airport and the Akron-Canton Airport before and after breaks. Students/parents may purchase tickets online up to 24 hours prior to departure. Tickets purchased after the 24-hour deadline will be assessed a $10 late fee. To

find the shuttle schedule and to purchase tickets, please visit the web page at www.wooster.edu/Student-Life/Dean-of-Students/Transportation. Any questions regarding this service should be directed to the Transportation Team Leader, lhans@wooster.edu or 330-263-2164.

Shuttles leave Wooster from Babcock Circle. Students returning to Wooster from the Cleveland Hopkins Airport should meet on the lower level, near exit door 6. From Akron-Canton Airport, the shuttle will board at the main exit/entrance door. Each of these airports are approximately one hour away, so flight plans should be scheduled accordingly.

LOCAL TRANSPORTATION

The Wooster Transit System is a dedicated transportation service for Wooster and surrounding areas. This transportation system maintains two routes a day to various locations throughout Wooster, Monday through Friday 8am – 9pm and Saturday 2pm – 10pm. College of Wooster students ride locally for free with a College I.D. The limousine service offers a wide variety of services from airport service to simple transport from point A to point B. Contact Wooster Hospitality Transit at 330-601-1616 or www.woosterhospitalitytransit.com.

ADDITIONAL TRANSPORTATION OPTIONS

Luxury Limousine. 330-263-LIMO (5466)
Call for current rates to: Cleveland and Akron/Canton Airports, as well as service to Ashland, Holmes, Medina, Stark, Summit and Wayne counties.

Holmes Transportation System. 330-674-2000

Rain Tree Cab Service (local) 330-202-9000
Call for current rates; Discount for COW students

Miller Cab (local) 330-262-8294
Call for current rates to: Cleveland Airport, Akron/Canton Airport

Limo Sensations 330-684-2524
Call for current rates to: Cleveland, Akron, Columbus

First Class Limos, Inc. 1-888-51-LIMOS (54667)
Call for current rates to: Cleveland, Akron, Columbus

VIP Limo 330-940-1556
Call for current rates to Cleveland, Akron, Columbus, Cincinnati, and Toledo

For additional information, please visit the Transportation Web site at www.wooster.edu/Student-Life/Dean-of-Students/Transportation.

BEING A SUPPORTIVE PARENT

A FEW TIPS

As you are aware, raising children is a never-ending series of milestones: the first tooth, the first day of school, the brand-new driver's license. You and your daughter or son are about to reach another milestone, and it is a good time to recall that you and your child have successfully passed many previous milestones. You will undoubtedly survive this one, too.

This person is about to tread steps that millions have trod before, but it's her or his *first and only time* to be a newcomer in that venture. Here are some suggestions that may help you balance your involvement in your child's life at college with her or his need to make important, independent decisions:

- **Don't** rush in and "save the day." Encourage your student to work through the inevitable adjustments every student has to make.
- **Don't** worry (too much) about the grades your first-year student will earn.
- **Don't** worry (too much) about the career consequences of a college program.
- **Don't** insist on a commitment to a major, now.
- **Do** listen.
- **Do** take the view that college is just one more milestone.
- **Do** express belief that your son or daughter will succeed.
- **Do** keep your perspective and a calm head. Your son or daughter may act a little impulsively during the first year, until he or she finally feels settled.
- **Do** focus on the satisfactions that the many facets of the college experience can bring.
- **Do** keep the lines of communication open. The art of letter writing may be dying. While your son or daughter is away at school, it is a good idea to try to breathe a little life back into that art.

- Finally, *take care of yourself.*

  Your daughter or son may have filled more hours than you realize, and even if all of those hours haven't been pleasant, there may now be a void. Find something to do to fill the emptiness.

  When he or she does come home, take care of yourself then, too.

  If you're looking forward to some good family time, say so. If your son or daughter wants to dump his or her laundry and spend all the time with friends, and you're unhappy with that, say so.

  If you're thrilled with the growth and the progress and the maturity you see, say that too.

  Stay connected, but let go.

"Being A Supportive Parent: A Few Tips"adapted from Beymer, Lawrence, and Richard C. Nelson. 1990. *Parenting a College Student: Do's and Don'ts for Making Effective Choices* (West Lafayette, IN: Nelson Communications).

An additional resource for parents is the book: *Letting Go, A Parent's Guide to Understanding the College Years.* (Coburn and Treeger, Quill, 2003).

FREQUENTLY ASKED QUESTIONS

Does your student have a problem? Here's your answer!

Sick or in need of counseling?

Call the Longbrake Student Wellness Center, 330-263-2319.

Questions about health insurance benefits?

Call the Longbrake Student Wellness Center, 330-263-2319.

Want to cash a check?

Go to the Financial Services Counter in the Wilson Bookstore, Lowry Center or the Business Office in Galpin Hall (amount must be $50 or less). Student must present C.O.W. Card. A fee of $0.50 is charged for each check cashed.

Have a question about tuition bills or obtaining health insurance?

Call Krista Way, Accounts Receivable Manager, in Galpin Hall, 330-263-2007.

Need a small loan?

Go to the Dean of Students Office in Galpin Hall, 330-263-2545. Student must present C.O.W. Card.

Looking for a job?

Contact the Student Employment Office, located in the Human Resource Center, 580 East Wayne Avenue, 330-263-2234, visit www.wooster.edu/Offices-Directories/Student-Employment-Office, or check the Jobs Board in Lowry Center.

Have questions concerning International Student Affairs?

Contact Yorgun Marcel, Assistant Dean of Students / Director of International Student Affairs, in Babcock Hall, 330-263-2434.

Have questions concerning Multicultural Student Affairs?

Contact Susan E. Lee, Associate Dean of Students for Multicultural Affairs, in Babcock Hall, 330-263-2434.

Need career advising?

Call Lisa Kastor, Director of Career Services, in APEX, Gault Library for Independent Study, Lower Level I, 330-263-2496.

Interested in religious organizations?

Call The Rev. Dr. Linda Morgan-Clement, Henry Copeland Chaplain and Director of Interfaith Campus Ministries, 330-263-2602.

Having scheduling problems, need to change or drop a course?

Call Academic Adviser, Associate Dean for Advising at 330-263-2638, or the Dean for Curriculum and Academic Engagement, 330-263-2008.

Having issues with housing?

Call Residence Life in the Culbertson/Slater Complex, 330-263-2498.

Have a maintenance problem?

See Resident Assistant or Resident Director.

Having concerns regarding dining services, menus, and dietary needs?

Call Chuck Wagers, Director of Hospitality Services in Lowry Center, 330-263-2108.

Where can I find information about an office or service not listed in this Parents' Guide?

Visit our Web site at www.wooster.edu.

Do you have a problem not covered here?

Call the Dean of Students Office in Galpin Hall, 330-263-2545.

FAMILY WEEKEND

October 26 – 28, 2012

Held annually in the fall, Family Weekend provides an opportunity for parents and families of Wooster students to participate in the life of the campus. Activities include departmental open houses, faculty lectures, sporting events, and a wide variety of entertainment options. Please visit the Family Weekend website, www.wooster.edu/family, for the full list of activities, updates, and information about online registration.

TELEPHONE NUMBERS TO KNOW

To call a specific College of Wooster office, dial (330) 263 and the extension given below.

Dean for Curriculum and Academic Engagement
Galpin Hall, 1st Floor 2008
Associate Dean for Advising
APEX, Gault Independent Study Library, Lower Level I 2638
Dean of Students, Galpin Hall, 1st Floor 2011
Senior Associate Dean of Students, Galpin Hall, 1st Floor 2631
Associate Dean of Students for Academic Success and Retention . . 2545
Assistant Dean of Students for Retention and
Academic Engagement 2545
Assistant Dean of Students and Director of Special Programs 2545
Associate Dean of Students for Multicultural Affairs
Babcock Hall, 1st Floor 2434
Assistant Dean of Students / Director of International Student Affairs
Babcock Hall, 1st Floor 2434
Associate Dean of Students
Lowry Center 2062
Director of Residence Life 2498
Director of Career Services,
APEX, Gault Independent Study Library, Lower Level I 2496
Director of Physical Education and Intercollegiate Athletics
The Scot Center 2189
Admissions, Gault Admissions Center 1-800-877-9905
Business Office/Controller, Galpin Hall, Lower Level 2321
Campus Chaplain, Babcock Hall, 1st Floor 2558
Financial Aid, Pearl House 1-800-877-3688
Learning Center, APEX, Gault Independent Study Library,
Lower Level I 2595
Lowry Center Post Office 2394
Registrar, Gault Independent Study Library, Lower Level I 2366
Security and Protective Services, Culbertson/Slater Complex 2590
Student Employment, Human Resource Center 2234
Student Wellness Services, Longbrake Student Wellness Center 2319

WOOSTER AREA ACCOMMODATIONS

A complete listing is available at
www.wooster.edu/About-Wooster/Visiting-Wooster/Lodging-Options

IN WOOSTER

Best Western — 243 East Liberty 330-264-7750
800-528-1234

Days Inn — 789 E. Milltown Rd.,
(facing Cleveland Rd.) 330-345-1500

Gasche House Bed & Breakfast — 340 N. Bever St. 330-264-8231

Hampton Inn — S.R. 83 North,
4253 Burbank Rd . . . . . (330-345-4424) 800-426-7866

Hilton Garden Inn — 959 Dover Rd. 330-202-7701

Mirabelle Bed & Breakfast
1626 Beall Ave . . . . . (330-264-6006) 888-294-7857

The Wooster Inn — 801 East Wayne 330-263-2660

OUTSIDE WOOSTER AREA

AmeriHost — US 250 & I-71, Ashland 419-281-8090

Carlisle Village Inn — 4949 SR 515, Walnut Creek 330-893-3636
877-422-7547

Comfort Inn — Jct. SR 3 & I-76, 1 mile east of I-71,
4949 Park Ave., W., Seville 330-769-4949

Days Inn Ashland
1423 County Rd. 1575. . . . . (419-289-0101) 800-DAYS-INN

The Inn at Honey Run
6920 County Rd. 203, Millersburg . . . . . (330-674-0011) 800-468-6639

Ramada Ltd. — SR 94 (5 Park Centre Blvd.),
Wadsworth . . . . . (330-336-7692) 800-2-RAMADA

Royal Star Inn
11980 E. Lincoln Way, Orrville . . . . . .(330-683-7827) 888-711-8110

WOOSTER AREA RESTAURANTS

ON CAMPUS

The Wooster Inn (E. Wayne Avenue)
Lowry Center Dining Hall (upper level of Lowry Center)
Mom's (lower level of Lowry Center)
Old Main Café (lower level of Kauke Hall)

OFF CAMPUS SIT-DOWN DINING

(A complete listing of restaurants and motels is available at www.wooster.edu/About-Wooster/Visiting-Wooster/Dining-Options)

Applebee's Grill and Bar	3989 Burbank Rd.
The Barn Restaurant	S.R. 585 (Smithville)
Omahoma Bob's BBQ	128 S. Market St.
Bob Evans	3660 Burbank Rd.
Broken Rocks Café and Bakery	123 E. Liberty St.
Buehler's Milltown Restaurant	3540 Burbank Rd.
Buehler's Towne Market Cafe	334 N. Market St.
Buffalo Wild Wings	4122 Burbank Rd.
China Garden	305 Beall Ave.
City Square Steakhouse	148 S. Market St.
Coccia House Pizza	764 Pittsburgh Ave.
East of Chicago Pizza	801 West Lincoln Way
El Campesino	177 W. Milltown Rd.
El Rancho Grande	117 W. Liberty St.
Farmer Boy	2558 Cleveland Rd.
Great American Grill – Hilton Garden Inn	959 Dover Rd.
Green Leaf Restaurant	2905 Cleveland Rd.
Henry Station	244 E. Henry St.
Jake's	6655 E. Lincoln Way
Kaffee Haus	2730 Cleveland Rd.
Longhorn Steakhouse	4049 Burbank Rd.
Matsos Family Restaurant	154 West Liberty St.
Olde Jaol Brewing Company	215 N. Walnut St.
Panera Bread	3934 Burbank Rd.
Pine Tree Barn - The Granary	S.R. 226 (Shreve)

Pizza Hut	1831 Beall Ave.
Red Lobster	3805 Burbank Rd.
Ryan's Family Steak House	3743 Burbank Rd.
South Market Bistro	151 S. Market St.
Sue Min's Chinese Gourmet	1535 Madison Ave.
T.J.'s/C.W. Burgerstein/Melvin's	359 W. Liberty St.
Tumbleweed (Southwest Mesquite Grill and Bar)	4147 Burbank Rd.
Wild Ginger China Bistro	3694 Burbank Rd.

OFF CAMPUS FAST FOOD

Arby's	428 Beall Ave.
Burger King	1907 Cleveland Rd.
Chipotle Mexican Grill	4124 Burbank Rd.
Dari-Land	306 W. Liberty St.
Dairy Queen	4771 Cleveland Rd.
Domino's Pizza	132 W. Milltown Rd.
Hero House	141 N. Bever St.
Hop Hing Chinese Carry-out	1805 Beall Ave.
Kate's Treats and Eats	206 Beall Ave.
K-D Pizza and Subs	602 E. Bowman St.
Kentucky Fried Chicken	440 Beall Ave.
Little Caesar's Pizza	4124 Burbank Rd.
Long John Silver's	647 Portage Rd.
McDonald's	Bowman St. & Beall Ave.
Papa John's Pizza	1677 Beall Ave.
Quiznos Sub	4182 Burbank Rd.
Spoon Market	147 S. Market St.
Subway	3853 Burbank Rd.
Taco Bell	1839 Beall Ave.
Wendy's Old Fashioned Hamburgers	321 Beall Ave.

COFFEE SHOPS

Muddy Waters Café	116 E. Liberty St.
Starbucks Coffee	3872 Burbank Rd.
Tulipan Hungarian Pastry and Coffee Shop	122 S. Market St.
Woo's Brews	131 N. Market St.

SEMESTER I

August	10	Semester I payment due
	22	Residence halls open for new students, 6:00 p.m. – 9:00 p.m.
	23	New Student Orientation begins, 7:30 a.m.
	25	Residence halls open for returning students, 10:00 a.m.
	27	Classes begin, 8:00 a.m.
	28	Opening Convocation, 11:05 a.m.
September	7	Last day to add a course
	21 – 23	Homecoming Weekend
October	5	Last day to drop a course
	12	Fall Break begins, 4:00 p.m.
	17	Classes resume, 8:00 a.m.
	26 – 28	Family Weekend
November	20	Thanksgiving recess begins, 4:00 p.m.
	26	Classes resume, 8:00 a.m.
December	7	Classes end, 4:00 p.m.
	8 – 9	Reading Days
	10 – 13	Examinations
	14	Residence halls close, 10:00 a.m. (Students with Friday exams or Saturday travel requirements may register for late checkout.)

THE CALENDAR 2012-2013

SEMESTER II

January	10	Semester II payment due
	12	Residence halls open, 10:00 a.m.
	13	First meal for students – dinner
	14	Classes begin, 8:00 a.m.
	25	Last day to add a course
February	22	Last day to drop a course
March	8	Spring recess begins, 4:00 p.m.
	8	Residence halls close, 6:00 p.m.
	23	Residence halls open, 10:00 a.m.
	25	Classes resume, 8:00 a.m.
	25	Senior thesis due, 5:00 p.m.
May	3	Classes end, 4:00 p.m.
	4 – 5	Reading Days
	6 – 9	Examinations
	10	Residence halls close for those not participating in Commencement, 10:00 a.m.
	12	Baccalaureate, 10:00 a.m.
	13	Commencement, 10:00 a.m.
	13	Residence halls close, 8:00 p.m.