

## STUDENT SERVICES

### RESIDENCE LIFE

#### Preamble

In order to fulfill the college's educational purposes, and because of financial commitments, Alderson-Broaddus College is primarily a residential college and requires all single students to reside on campus.

Living in the residence hall is a new experience for most students. Residence halls are a great starting place, especially during those first semesters on campus when the friendships made become valuable and lasting.

The Residence Life Office has a strong commitment to creating an environment in the residential setting that is supportive of the student's personal, spiritual, emotional, physical, social, and academic development. This philosophy demands the consideration of the whole student rather than emphasizing intellectual development alone.

#### Roommate Bill of Rights

The Residence Life program is based on the expectation of mature, responsible behavior by each member of the residence hall community. The student's enjoyment of residence life is based on thoughtful consideration of others. To this end, the following Roommate Bill of Rights is applicable to each resident.

- The right to read and study in one's room free from undue interference.
- The right to sleep without undue disturbance from noise, guests of roommates (suitemates), etc.
- The right to expect that a roommate will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from roommates or suitemates.
- The right to privacy.
- The right to host guests in one's room or suite with the expectation that guests are to respect the rights of roommates or suitemates and other hall residents.
- The right to have grievances addressed. (The RA, the RD, and MHC/AWS are available for assistance.)
- The right to be free from fear of intimidation, physical harm and emotional harm.
- The right to expect reasonable cooperation and the use of shared appliances and a commitment to honor agreed-upon payment procedures.

With these rights come responsibilities. Residents should communicate concerns directly to those involved. If this communication does not resolve the concern, the RA and RD are available for assistance in the mediation of concerns and problems.

## **Resident Director**

The Resident Director (RD) is a member of the Campus Life staff who lives in the residence hall. He or she has overall responsibility for hall programming and operations. On the community level, the director works with the hall staff and residents to plan social and cultural activities and to promote the development of a satisfying living environment for all residents.

## **Resident Assistants**

Resident Assistants (RAs) are upperclass students who are to provide information and assistance to hall residents through programming, service and facilitation. RAs are selected because of their leadership skills, and are available to answer questions about the college or help with personal, academic or other concerns which typically confront students. As members of the Campus Life staff, they are essential in the development of a healthy community environment within each residence hall.

## **Residence Hall Governance**

Residence hall governance can play a significant role in shaping the life of the residence hall in both the physical and social dimensions. While the vice president for student services and enrollment management is ultimately responsible for the residence halls, it is the responsibility of the students who live there to assist in developing a quality community living environment. The resident director, along with his/her resident assistant staff, provides group activities in the residence halls. Also, the Student Government Association, Association of Women Students, and Men's Hall Council are periodically asked for feedback regarding residence hall policy development.

## **FINANCIAL AID**

It is important for you to know that you and your family can afford Alderson-Broadbudd College. More than 95% of our students receive some type of financial aid. This assistance may come from many resources.

## Satisfactory Academic Progress

All students are required to complete and file a Free Application for Federal Student Aid each year. A-B's priority deadline for filing for financial aid is March 1.

In order to be eligible to receive federal, state and institutional financial aid, federal regulations require that a student be making satisfactory progress toward the completion of his/her degree or program. These standards apply to each potential financial aid recipient, whether a previous aid recipient or not.

Students who have attempted\* 1-34 credit hours must have completed 60% of the credit hours attempted and must have a cumulative grade point average of 1.60.

Students who have attempted\* 34-80 credit hours must have completed 70% of the credit hours attempted and must have a cumulative grade point average of 1.80.

Students who have attempted\* 81 + credit hours must have completed 80% of the credit hours attempted and must have a cumulative grade point average of 2.00.

\*See the complete Satisfactory Academic Progress Policy available in the Financial Aid Office or online at: [www.ab.edu/financial\\_aid/warning\\_or\\_probation.html](http://www.ab.edu/financial_aid/warning_or_probation.html)

## The Financial Aid Office

The Financial Aid Office is located on the ground floor of New Main. During the academic year the office hours are as follows:

Monday-Friday.....8:00 a.m. - 4:30 p.m.

If you have questions related to financing your education, please call 457-6354. The financial aid director and staff are available for appointments if you need assistance.

Financing your college education is a major part of your personal financial planning. You will want to take advantage of the many sources of aid available to you. A brief description of federal, state, college and community assistance programs follows.

## Federal/College Work Program

Students may earn up to \$1,400 a year (\$700 a semester) for federal/college work program. Work program is awarded based upon when the financial aid office received a student's completed FAFSA form. Once all the work

program positions have been awarded, students are then placed on a wait list and will be awarded work program when positions become available during the fall/spring semester.

A student must have been awarded work program, have a signed authorization form, and completed a W-4 form and state withholding form before they can begin working. Work program is not credited to a student's account until the student earns the money. You will not see work program on a student's bill until the student earns the money and applies it to their student account.

A student employment handbook outlining the policies and procedures of the Work Program is available in the Financial Aid Office or on Campus Cruiser.

The job book that lists positions that may be available is also found on Campus Cruiser.

### **College Grants and Scholarships**

***A-B Academic Scholarships*** are based upon grade point average and/or ACT or SAT score. They are renewable each year. Students must complete the FAFSA form. Amount is prorated if student is taking between 6-11 credit hours.

***A-B Performance Scholarships*** are awarded to students who possess certain skills or talents in a particular field such as athletics, music, or humanities. Student must complete a FAFSA form.

***A-B Endowed Scholarships*** are awarded based upon the FAFSA form each year. Students must be full-time. Amount may change if student lives on or off-campus. Students on financial aid probation are not eligible.

### **Federal Grants**

***Federal Supplemental Educational Opportunity Grant*** (Need Based) \$200 - \$1,000 is based upon need; application is the FAFSA form;

***Federal Pell Grant*** (Need Based) \$400 - \$4,050; application is the FAFSA form.

***Academic Competitive Grant*** is \$750 for 1<sup>st</sup> year students and \$1,300 for 2<sup>nd</sup> year students who are Pell Grant eligible, full-time, and completed a rigorous high school curriculum. Second year students must maintain a 3.0 cumulative grade point average.

**SMART Grant** is \$4,000 for 3<sup>rd</sup> and 4<sup>th</sup> year students who are Pell Grant eligible, full-time, have a 3.0 cumulative grade point average, and majoring in a bachelors degree program in Biology, Chemistry, Computer Science, Math, or Natural Science.

### State Scholarships and Grants

**Pennsylvania PHEAA Grant** \$600; Pennsylvania state resident; student must file their FAFSA by May 1.

**West Virginia Higher Education Grant** \$2,818; WV state resident; returning students must complete 24 credit hours in the fall/spring semester, maintain a 2.0 grade point average, and file the FAFSA by March 1. The Higher Education Grant is need-based and is renewable up to 8 semesters.

**West Virginia Promise Scholarship** \$3,758; awarded to a student when they graduate from high school; the Scholarship will automatically be renewed by the college if the student has at least an overall 2.75 GPA at the end of the first twelve-month period on college work attempted. Thereafter a 3.00 cumulative GPA is required. A student must complete thirty credit hours over a twelve-month period, beginning with a student's first year on a college campus. Once a student loses eligibility, they cannot regain eligibility. The Promise Scholarship is renewable up to 8 semesters.

### Educational Loans

**Federal Perkins Loan** – A federal program administered by the college and available to full or part-time students who demonstrate financial need. Repayment of principal and interest (five percent) begins nine months after the student graduates or when the student decides to attend less than half-time. The FAFSA must be submitted.

**Federal Subsidized Stafford Loans** are low-interest, federally subsidized loans made available to eligible students from American Education Services (AES) and PNC Bank to assist in paying educational expenses. AES funds come directly from PNC Bank to the school. Before applying for a subsidized Stafford Loan, you should first consider other forms of aid such as savings, family assistance, part-time employment, grants, scholarships, and awards. The interest rate is fixed at 6.8% for loans after July 1, 2006. Maximum loan amounts for 2006-2007 are \$2,625 for the first year of undergraduate studies, \$3,500 for the second year and \$5,500 each year for the third and fourth years, and \$8,500 each year for graduate studies. Repayment and interest begins six months after a student drops below half-time. Contact the Financial Aid Office for further information. The FAFSA must be submitted.

***Federal Unsubsidized Stafford Loans*** are for students who do not qualify for a full Federal Subsidized Stafford Loan. The government will not pay the interest on your unsubsidized Stafford Loan. Independent students or dependent students whose parents are denied on a PLUS loan are eligible to apply for an additional amount of unsubsidized loan if needed in the amounts of \$4,000 for the first two years and \$5,000 for the third and fourth years, and \$10,000 for each year of graduate studies.

***The Federal Parent Loan for Undergraduate Students (PLUS)*** is a loan that a parent may obtain on behalf of a dependent undergraduate student. The PLUS loan is also available to graduate students. A-B has partnered with American Education Services and PNC Bank for the PLUS loan. The interest rate is fixed at 8.5% for loans after July 1, 2006. The borrower pays a fee of 3% of the loan amount. PNC Bank offers an immediate 1% interest rate reduction and .25% interest rate reduction for automatic debit. Contact the Financial Aid Office for further information.

***Nursing Student Loan*** - A federal program administered by the college and available to full or part-time students who demonstrate financial need. Repayment of principal and interest (five percent) begins nine months after the student graduates or when the student decides to attend less than half-time. The FAFSA must be submitted.

***Alternative (Private) Loans*** - are private loans through a lending institution that are not part of the federal government programs. Eligibility is based upon credit. Interest rates are variable. Alternative loans are more expensive than federal government loans and should only be used when all other options have been exhausted.

For the purposes of federal loan eligibility, students are classified as follows:

- 0-24 credit hours earned — Freshman
- 25-48 credit hours earned — Sophomore
- 49-72 credit hours earned — Junior
- 73+ credit hours earned — Senior

Students who meet these credit hour minimums may be classified at a lower grade level by the program in which they are enrolled.

## **Verification**

Verification is a process of review that determines accuracy of the information submitted by the student and family on the FAFSA. To retain eligibility for federal, state and institutional financial aid, you are required by federal regulations to

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comply with our request for documentation. Your financial aid will not be official, nor will it be credited to your account, until all requested documentation is supplied and the verification process is completed. Failure to comply will result in the loss of federal, state and institutional financial aid.

### **Exit Interview**

Federal Regulations require, that any student, upon leaving an institution must complete an exit interview. This interview is for students who receive any student loans while at A-B. A student will not be cleared to graduate until the exit interview process is completed.

### **Other Sources of Information**

**A-B Financial Aid Website:** [www.ab.edu/financial\\_aid/index.html](http://www.ab.edu/financial_aid/index.html)

**A-B Financial Aid Informational Manual:** Campus Cruiser links

**A-B Student Employment Handbook:** Campus Cruiser links

#### **External Scholarships:**

[http://www.ab.edu/financial\\_aid/non\\_ab\\_scholarship\\_opportunities.html](http://www.ab.edu/financial_aid/non_ab_scholarship_opportunities.html)

**FAFSA:** [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

**Federal Student Aid:** [www.studentaid.ed.gov](http://www.studentaid.ed.gov)

#### **West Virginia Financial Aid Programs:**

<http://www.hepe.wvnet.edu/students/index.html>

## THE STUDENT DEVELOPMENT CENTER

### **Counseling**

The Counseling/Career Center offers the services of a full time, professional counselor to provide confidential personal counseling, crisis management, and adjustment/coping skills enhancement. With all counseling, emphasis is placed on self-development and personal growth. An effort is made to be responsive to the needs of traditional and non-traditional students. The Center offers programming throughout the academic year on problems/issues particularly relevant to college students. Students are encouraged to drop by the Center weekdays between 9:00 a.m. and 4:30 p.m.

In addition to the Counseling/Career Center, students may receive assistance from the College chaplain, vice president for student services and enrollment management, faculty, residence hall directors and others.

### **Career Planning and Placement Services**

Career planning and job search assistance are other services of the Counseling/

Career Center. Students may make use of various instruments designed to clarify interests and values, and may use career information materials combined with individualized counseling to establish career and educational goals. Faculty advisors are consulted as well to help students relate identified interests with their academic aptitudes.

All A-B students are encouraged to utilize job search services offered through the Counseling/Career Center. The Center maintains credential files (resume, references, etc.) for students using the service and assists students in the preparation of their credentials. Programming is offered in cooperation with academic departments on topics such as resume and cover letter writing, interviewing, etc. Individualized counseling is also available.

The Center also serves as a clearinghouse for employers seeking to hire A-B students, and maintains registration materials and information regarding graduate school entrance tests, as well as study guides for these tests. The Center assists students in locating up-to-date and detailed information about graduate school programs for every major.

### **THE LEARNING RESOURCE CENTER (LRC)**

The Learning Resource Center (LRC), located on the lower level of Pickett Library, seeks to identify the academic strengths and weaknesses of the students whether in one course or several, analyze those weaknesses, and offer advice and methods by which those weaknesses may be addressed by the students' strengths. **Thus, a student's ability to succeed academically is enhanced.**

The LRC mission seeks to meet the Institutional Goals (1) "To continue to provide and develop both traditional and innovative means of meeting educational needs of various and appropriate constituencies..." and (6) "To recruit, retain, and graduate able students."

#### **Student Support Functions**

*Tutoring* – walk-in and scheduled – course-specific tutoring as requested. Usually done by student workers.

*Formative Feedback for Papers* – assisting students in preparation of a paper. Done by LRC Director.

*Test Analysis* – assisting in the analysis of tests for type of test question and information required so as to design a best study method for similar tests. Done by LRC Director.

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*Academic Counseling* – aiding in designing a strategy for successful completion of a course or a series of courses at A-B. Done by LRC Director.

*Individual Instruction* – instructing individual students in skills such as reading, grammar, or study methods as required. Done by LRC Director.

## **The Academic Support Network**

The Academic Support Network (ASN) is coordinated through the LRC. Students admitted to the college as participants in the Academic Support Network have an individualized academic plan, consisting of no more than 12 semester hours, designed for them. Such a plan includes a one-credit course in Study Skills and may include English 180, Reading Skills, and/or basic algebra. In addition, students participating in the ASN may be required to participate in course specific tutoring and/or basic skill tutoring.

## **HAMER STUDENT CENTER**

The Hamer Student Center is the location of the following student services: Heiner Hall Cafeteria and Dining Room, Crim Dining Room and The Cave Snackbar. Hamer Center consists of recreation and lounge areas, a conference room, offices, a computer lab, and a TV room.

The hours of Hamer Student Center are:

Monday - Thursday.....	9:00 a.m. - midnight
Friday.....	9:00 a.m. - 2:00 a.m.
Saturday.....	1:00 p.m. - 2:00 a.m.
Sunday.....	1:00 p.m. - midnight

## **HEALTH SERVICES**

Within the limits described in the catalogue, the College provides a health service for all full-time students through Clinicare, located at Broaddus Hospital (approximately 1 1/2 miles from the campus). Medical services are available to students through Clinicare during their regular operating hours and when the college is in session. The Emergency Department of Broaddus Hospital is available to students 24 hours a day should illness or injury necessitate such care. Students will be charged individually for emergency services and for any services received during holidays or college recesses. Each academic year students are permitted to receive as a part of the College's health service medical services of up to \$100 for Clinicare visits and up to \$100 for laboratory and X-ray services for charges that are not covered by the student's personal medical insurance. These services must be for injury or illnesses.

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Students may report illnesses to the Clinicare staff. The nursing supervisor will report to the Campus Life Office the names of students who, on orders of the physician, are admitted to the hospital.

In the case of illness or emergency, students must notify the Campus Life Office on the day of the absence from class. The Campus Life Office will keep a list of students reporting illnesses or emergencies and will distribute the list to division/department chairpersons weekly. Such notification by the student serves to explain the absence of the student. However, excusing the absence remains the prerogative of the instructor.

As one of the requirements for admission to the college, each student, PRIOR to registration for his/her first semester, must submit an Alderson-Broaddus College Student Health Assessment form which includes medical history information, immunization information, and insurance information. Student Health Assessment Forms are kept in the Clinicare office at Broaddus Hospital.

Students are advised to maintain a health insurance policy which provides coverage beyond that noted above. The policy should include coverage for in-patient medical/hospital services. This policy may be one in which the student is covered under his/her parent's family policy; or the student may obtain at reasonable rates a basic hospitalization plan that will provide him/her coverage in the event he/she needs to be hospitalized. Arrangements for this basic hospitalization plan are made directly between the student and the insurance carrier. Further information concerning the group plan and the services it provides may be secured in the Business Office.

**NOTE:** The College assumes no responsibility/liability for injuries resulting from accidents except those which occur while the student is engaged in a college-sponsored intercollegiate sport.