

The College of

WOOSTER



Parents' Guide

2009-2010

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 2009

Tuesday, August 18

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

Wednesday, August 19

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.

8:00 a.m. Residence Halls/Houses Open

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

MOVE-IN

Your son or daughter is **encouraged** to move into his or her residence hall or program house on Tuesday, August 18, 2009. Residence halls and program houses will be open between 6:00 p.m. and 9:00 p.m. for that purpose. Your son or daughter, upon arriving on campus, should go directly to his/her assigned residence hall or program house where staff will be on hand to assist. **New students are permitted to stay in their assigned rooms on Tuesday night, August 18.** Move-in provides your student with the opportunity to settle in and meet new hall/house mates before the hectic pace of New Student Orientation begins. Of course, you may also choose to move your son or daughter into his/her room on Wednesday, August 19 at 8:00 a.m. Regardless of your choice, members of the Residence Life Staff will be on hand in the residence halls and program houses to welcome you, answer questions, and address concerns you may have.

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 other courier service. There is limited storage space on campus, so please plan for packages to arrive no more than 1 week prior to Orientation.

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

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 Move-In on Tuesday, August 18 between 6:00 p.m. – 9:00 p.m. It is located directly behind the Culbertson/Slater Complex, 602 E. Wayne Avenue.

CHECK-IN

You should plan to check in at Lowry Center on **Wednesday, August 19, between 7:30 a.m. and 10:30 a.m.** (If your son or daughter is participating in the special four-day program for international and exchange students, global nomads, and language assistants, he/she should plan to arrive in Wooster on Saturday, August 15.)

An orientation folder containing an orientation schedule, banking information, academic calendar, etc., will be given to students on Wednesday morning upon arrival at Lowry Center. If needed, a College I.D. photo will be taken. The College I.D. is an integral part of your student's activities at Wooster. Known as the C.O.W. Card, it is used to gain entry to the residence hall, the dining room, and to check out books from the libraries. The C.O.W. Card is also used as a debit card. After placing money into her/his individual debit account, your student may use the C.O.W. Card to make purchases at the Florence O. Wilson Bookstore, Mom's Truck Stop, Scot Lanes, and The Underground. Also, the C.O.W. Card is accepted in campus vending machines and laundry facilities located in residence halls. A detailed explanation of the C.O.W. Card and information regarding the optional debit card feature is located at www.wooster.edu/cowcard.

As your student proceeds through the Check-In line, she/he will receive other pertinent information. Most students will need to pick up information from the Post Office Station (individual post office box combination) and the Information Technology Station (personal private extension number, voice mail system and computer information). Some students may need to stop at the Student Wellness Center station to confirm health records. Representatives from local banks will be available in Lowry Center to answer questions and open new accounts.

Your student may register her/his automobile and receive a parking permit at the Safety and Security Building, between 8:00 a.m. and 10:30 a.m. 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 Booth located on the front patio 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 five 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 Orientation Committee. The Orientation Committee, consisting of 31 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 Wednesday, August 19 at 10:45 a.m., members of The Class of 2013 will gather at Kauke Hall, in front of The Delmar Archway, for their **Class picture**. Following the taking of the Class photograph, members of 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), dresser, desk and chair, bookshelf, and closet. Windows come equipped with shades, but your son or daughter 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 son’s or daughter’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 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. The following is a list of activities in which your son or daughter will be invited to participate.

The Floor Community

For each floor community in residence halls and program houses, we provide a Resident Assistant, an upperclass student leader with the training necessary to be a peer adviser and mentor, who will lead weekly 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.

Connection to Campus

The First-Year Program Council (FYPC), a group of first-year students, will provide an additional connection 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).

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 on the evening of check-in day. Advisers and students will meet again prior to registration in individual appointments to discuss course selection and the registration process. 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.

The Center for Advising, coordinated by the Director of the Lilly Project and by the Associate Deans for the Classes of 2013 and 2012, supports the academic adviser and provides general advising support to first-year students. The Center for Advising 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 at scheduled times on the Friday of orientation week. After meeting with his/her academic adviser each student will be assigned to a registration group and 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 on academic probation remain eligible for financial aid and 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” 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 provides all the required course materials for classes. 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. Students are advised to always **keep the sales receipt for all purchases** in the event a refund is necessary.

Other features of the Bookstore include a selection of over 10,000 titles in the general book area, school supplies, residence hall items, health and personal products, and a selection of emblematic Wooster items. The store also offers services such as FAX communication, FedEx and UPS shipping, dry cleaning, and the Financial Services Counter. Methods of payment include C.O.W. Card, cash, check, Visa, MasterCard, Discover or American Express.

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. Full payment of the spring semester fees is due by **January 10**.

The Monthly Payment Plan, administered by Tuition Management Systems (TMS), allows families to pay fees for the entire academic year in ten interest-free monthly installments 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 by July 31, a \$70 non-refundable application fee applies; the fee increases to \$125 for applications received by TMS after July. Call TMS at 1-888-713-7234 or visit www.afford.com/options for applications or further details.

Access to dining halls is not permitted, and registration for classes cannot be approved, until the student account balance is paid in full and/or the student is 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. Students who have not paid their account in full by the first day of classes will 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 card (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 qual-

ifying 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.

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

Many students have found that working on campus can be a meaningful and valuable part of their educational experience. While the Student Employment staff will refer and counsel a student on campus job opportunities, it does not guarantee, place, or assign students to campus jobs. The department that has the job opening will interview and hire the student that can best perform the work of the department.

A student who has work funds, such as Federal Work Study or a Campus Employment (*International Student*) allocation, will have

priority in the application and referral process for several weeks at the start of the Fall Semester. All students can take advantage of the application and referral process once the established time period has ended.

It is recommended that a new student attend the workshop on campus employment held during New Student Orientation. Staff members will review and answer questions on policies and procedures for campus employment. If a student is interested in working on campus, he/she should visit the Student Employment Office where a staff member can help with the details of the job search.

A student 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, motivation, and a willingness to learn will enhance a student's chance of being hired for a campus job.

A student must be enrolled in 3.000 or more credits per semester to work in a campus job. If a student takes a leave of absence, withdraws, or is dismissed for academic or disciplinary reasons, the student will no longer be eligible to work in a student job.

Before a student can start working he/she must complete all state and federal paperwork as well as any required pre-employment testing. So that there are no delays in starting work the student should bring the proper forms of identification when coming to school. The College has a mandatory direct deposit requirement for all college employees. Your student will need to provide such information as the name of the bank, account number, and ABA/routing number.

Student Employment can be contacted 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/seo.

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/policies/; paper copies are available in the offices of the Secretary of the College and the Dean of Students.

PERSONAL EMERGENCY

Students who must leave campus for personal illness or a family emergency are encouraged to inform 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 on 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 who wishes 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 (COW Card), vehicle information and license plate number. 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 — \$20
5. Visitor Permit (three consecutive days or less) — Free
After three days — \$5

Any vehicle parked in a College of Wooster lot must be registered. 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 MULTI-ETHNIC STUDENT AFFAIRS

The Office of Multi-ethnic 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 an annual leadership conference for students of color. 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, 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.

CAREER SERVICES

Career Services helps students BRIDGE their liberal arts education with their career journey. 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/career/. Students are encouraged to stop by the office located in the Rubbermaid Student Development Center.

HEALTH AND WELLNESS SERVICES

The Longbrake Student Wellness Center provides out-patient and overnight care, including treatment for illness, minor surgical problems, medical and psychological consultation, and cooperation with family physicians in the continuing medical care of your son/daughter. The medical staff consists of six physicians from the Cleveland Clinic Wooster, a Division of Regional Medical Practice of the Cleveland Clinic Foundation, a Nurse Director, one CNP and registered nurses, three licensed counselors, and three certified athletic trainers. The Wellness Center also has student rooms for students who require twenty-four hour attention. Please note that student health records are confidential and cannot be released to anyone without the student's permission. For more information regarding health care, see the *Student Accident and Sickness Plan* available from the Business Office, *Welcome to Wooster*, or at www.wooster.edu/health/.

RESIDENCE LIFE STAFF

Your daughter's or son's residence hall/house will be staffed by several Resident Assistants (RAs) and a Student Resident 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 Coordinator who is trained to assist students with social and academic issues. More information about the Residence Life Staff may be found in *Welcome to Wooster* and *The Scot's Key*, or you may visit the Residence Life home page at www.wooster.edu/reslife/.

SECURITY AND PROTECTIVE SERVICES

Security and Protective Services provides safety services and programs to ensure a safe, accident-free, and healthy work environments for the campus community and the visiting public. SPS monitors safety practices and procedures to make certain that the College is in compliance with local, state, and federal Occupational Safety and Health Administration (OSHA) rules and regulations. In addition, SPS: maintains 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.

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/policies/, or you may visit the Security and Protective Services Web page at www.wooster.edu/security.

GENERAL INFORMATION

BANKING

Students may cash checks (\$50 daily limit) at the Financial Services Counter in the Wilson Bookstore located in Lowry Center 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. Access to most electronic banking networks may be made through an automated teller machine (ATM) located in Lowry Center; if your son or daughter desires, he/she may open a checking/savings account with a local bank to minimize ATM transaction fees. As noted earlier in this brochure, representatives from local financial institutions will be available in Lowry Center at check-in to answer questions and open accounts. A list of area banks is included in *Welcome to Wooster*.

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 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:

Jake Wilson
Box C-1100
THE COLLEGE OF WOOSTER
1189 BEALL AVE
WOOSTER, OH 44691-2363

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

All student rooms are equipped with telephone service; occupants are required to provide 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 330-287-3000, and enter the four-digit extension number assigned to the student. On-campus calls can be completed by dialing the correct four-digit extension. Every student is provided with voice mail service. Students may place long distance calls using personal calling card, prepaid phone card, or calling collect. It is requested that students **do not accept** collect calls or bring phones with answering machines. Questions regarding telephone service may be directed to the Telephone Coordinator at 330-263-2393.

FAMILY WEEKEND

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 a faculty reception and lectures, sporting events, and a wide variety of entertainment options. Information about Family Weekend, October 23-25, 2009, will be mailed to you, but you may also visit the Website, www.wooster.edu/family, for the full list of activities and updates, and information about online registration. Hope to see you in the fall!

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, Ext. 2319

Questions about health insurance benefits?

Call the Longbrake Student Wellness Center, Ext. 2319

Want to cash a check?

Go to the Financial Services Counter in the Wilson Bookstore, Lowry Center (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 Lisa Crawford, Accounts Receivable Manager, in Galpin Hall, Ext. 2431

Need a small loan?

Go to the Dean of Students Office in Galpin Hall, Ext. 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/seu, or check the Jobs Board in Lowry Center.

Have questions concerning International Student Affairs?

Contact the Office of International Student Affairs in Babcock Hall.

Have questions concerning Multi-ethnic Student Affairs?

Contact Susan E. Lee, Assistant Dean of Students and Director of Multi-ethnic Student Affairs, in Babcock Hall.

Need career counseling?

Call Lisa Kastor, Director of Career Services, in the Rubbermaid Student Development Center, Ext. 2496

Interested in religious organizations?

Call The Rev. Dr. Linda Morgan-Clement, Henry Copeland Chaplain and Director of Interfaith Campus Ministry, Ext. 2602

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

Call Academic Adviser, Associate Dean for the Class of 2013, or the Dean for Curriculum and Academic Engagement, Ext. 2008

Having housing problems or want to change roommates?

Call Residence Life in the Culbertson/Slater Complex, Ext. 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, Ext. 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, Ext. 2545

TELEPHONE NUMBERS TO KNOW

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

Dean of the Faculty, Galpin Hall, 1st Floor	2008
Associate Dean, Class of 2013, Lilly House	TBA
Dean of Students, Galpin Hall, 1st Floor	2011
Senior Associate Dean of Students, Galpin Hall, 1st Floor	2631
Assistant Dean of Students and Director of Multi-ethnic Student Affairs, Babcock Hall, 1st Floor	TBA
Director of International Student Affairs, Babcock Hall, 1st Floor . .	TBA
Director of Lowry Center and Student Activities, Lowry Center, Lower Level	2062
Assistant Director of Student Activities, Lowry Center, Lower Level	2062
Associate Dean and Director of Residence Life Culbertson/Slater Complex	2498
Associate Director of Residence Life	2498
Assistant Director of Residence Life (for Staffing & Training)	2498
Assistant Director, Residential Custodial Services	2346
Director of Career Services, Rubbermaid Student Development Center	2496
Assistant Director of Career Services, Rubbermaid Student Development Center	2496
Director of Physical Education and Intercollegiate Athletics, Armington Physical Education Center	2189
Admissions, Gault Admissions Center	1-800-877-9905
Business Office/Controller, Galpin Hall, Lower Level	2321
Campus Chaplain, Overholt House	2602
Financial Aid, Flo K. Gault Library, Ground Floor	1-800-877-3688
Learning Center, Rubbermaid Student Development Center	2595
Lowry Center Information Desk	2566
Registrar, Flo K. Gault Library, Ground Floor	2366
Security and Protective Services, Culbertson/Slater Complex	2590
Student Employment, Human Resource Center	2234
Student Wellness Services, Longbrake Student Wellness Center	2319
Telephone Coordinator, Morgan Hall	2393

ACCOMMODATIONS IN THE WOOSTER AREA

(A complete listing is available at www.wooster.edu/area/hotels.php)

IN WOOSTER

- Best Western — Liberty & Bever 330/264-7750
- Days Inn — 789 E. Milltown Rd.,
(facing Cleveland Rd.) 330/345-1500
- Econo Lodge — S.R. 30 East,
2137 East Lincoln Way (330/264-8883) 800/424-6423
- 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
- Leila Belle Inn — 846 E. Bowman 330/262-8866
- Mirabelle Bed & Breakfast
1626 Beall Ave (330/264-6006) 888/294-7857
- Rodeway Inn — S.R. 30 East, 2055 E. Lincoln Way 330/262-5008
- 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

RESTAURANTS IN OR NEAR WOOSTER

ON CAMPUS

- The Wooster Inn (E. Wayne Avenue)
- Lowry Center Dining Hall (upper level of Lowry Center)
- Mom’s Truck Stop (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 orientation.wooster.edu)

- Amish Door of Wooster 6655 Lincoln Way East
- Applebee’s Grill and Bar 3989 Burbank Rd.
- The Barn Restaurant S.R. 585 (Smithville)
- Bob Evans 3660 Burbank Rd.
- Broken Rocks Café and Bakery 123 E. Liberty St.
- Buehler’s Towne Market Cafe 334 N. Market St.
- Buehler’s Milltown Restaurant 3540 Burbank Rd.
- Buffalo Wild Wings 4122 Burbank Rd.
- City Square Steakhouse 148 S. Market St.
- Coccia House Pizza 764 Pittsburgh Ave.
- Country Kitchen (Best Western) Bever & Liberty St.
- East of Chicago Pizza 801 West Lincoln Way
- El Campesino 177 W. Milltown Rd.
- El Canelo 4782 Cleveland 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.
- Jake’s 344 Riffel Rd.
- 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.
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	1799 Portage 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.
Subway	3853 Burbank Rd.
Taco Bell	1839 Beall Ave.
Wendy’s Old Fashioned Hamburgers	321 Beall Ave.

COFFEE SHOPS

Muddy Waters Café	146 E. Liberty St.
Starbucks Coffee	3872 Burbank Rd.
Tulipan Hungarian Pastry and Coffee Shop	122 S. Market St.

THE CALENDAR 2009-2010

SEMESTER I

- August 10 Semester I payment due
19 New Student Orientation begins, 7:30 a.m.
19 Residence halls open for new students, 8:00 a.m.
21 New student registration
22 Residence halls open for returning students,
10:00 a.m.
24 Classes begin, 8:00 a.m.
25 Opening Convocation, 11:05 a.m.
- September 4 Last day to add a course
25 – 26 Homecoming
- October 2 Last day to drop a course
2 Fall Break begins, 4:00 p.m.
7 Classes resume, 8:00 a.m.
23 – 25 Family Weekend
- November 24 Thanksgiving recess begins, 4:00 p.m.
30 Classes resume, 8:00 a.m.
- December 4 Classes end, 4:00 p.m.
5 – 7 Reading Days
8 – 11 Examinations
12 Residence halls close, 12:00 noon

THE CALENDAR 2009-2010

SEMESTER II

- January 9 Residence halls open, 12:00 Noon
10 Semester II payment due
10 First meal for students – dinner
11 Classes begin, 8:00 a.m.
22 Last day to add a course
- February 19 Last day to drop a course
- March 1 Off-Campus Study Applications due for
the following academic year
5 Spring recess begins, 4:00 p.m.
6 Residence halls close, 12:00 noon
20 Residence halls open, 12:00 noon
22 Classes resume, 8:00 a.m.
22 Senior thesis due, 5:00 p.m.
- April 30 Classes end, 4:00 p.m.
- May 1 – 2 Reading Days
3 – 7 Examinations
8 Residence halls close for those not participating
in Commencement, 12:00 noon
9 Baccalaureate, 10:00 a.m.
10 Commencement, 10:00 a.m.
10 Residence halls close, 8:00 p.m.

TRANSPORTATION 2009-2010

During the school year, the Student Government Association (SGA) provides ground transportation to and from the Cleveland Hopkins International Airport and the Akron-Canton Airport before and after the breaks. Tickets will be on sale at the Lowry Center Information Desk two weeks before a break. Ticket sales end 48 hours prior to the first bus departing campus. Buses leave Wooster from in front of Lowry Center. Students making the return trip to Wooster meet on the lower levels of the airport terminals (baggage claim areas). Since the bus trip is about an hour long, students should schedule flight plans accordingly. Please contact the Transportation Team Leader (lhans@wooster.edu or 330-263-2164), with any questions regarding transportation.

Local airport shuttle services offer transportation to and from Cleveland Hopkins International Airport. You may visit the Transportation Web site at www.wooster.edu/dos/transportation.php for additional information about local transportation services.

AIRPORT & LIMOUSINE SERVICE

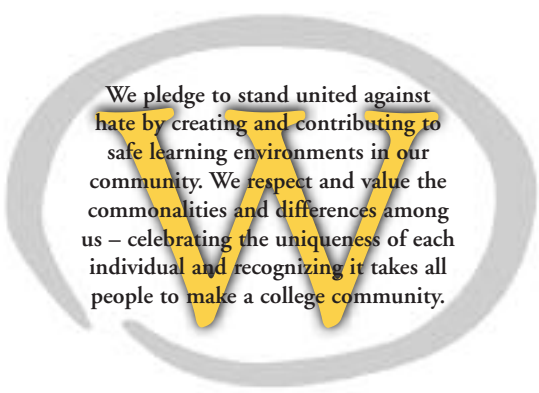
AIRPORT SERVICE

Miller Cab (only transports from Wooster) 330/262-8294
Rain Tree Cab 330/202-9000

LIMOUSINE SERVICE

First Class Limos, Inc. 1-888/51-LIMOS
(54667)
Limo Sensations 330/684-2524

For additional information, please visit the Transportation Web site at www.wooster.edu/dos/transportation.php.



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 COLLEGE OF

WOOSTER
