



PARENT AND FAMILY HANDBOOK



2019-2020

Parent and Family Handbook

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DIRECTOR'S NOTE

Welcome to the Ram Fam!



Dear WCU parents and families,

First and foremost, congratulations and welcome to the Ram Fam! You are joining a community of engaged and active parents and family members who partner with the University and the Office of Parent and Family Relations to foster and support student success.

WCU is a special place, where we take pride in our services, programs, resources, and offices dedicated to supporting students and families through the successes and challenges that are common throughout the college experience.

We are thrilled that you and your student have chosen West Chester University. We know that this decision may have been difficult, so we feel privileged that you and your student have chosen to call WCU home. We commit to doing everything in our power to make this a positive and enriching experience for you and your student.

At WCU, parents and family members are truly valued partners. By "parents and families," we mean moms and dads (biological, adoptive, and foster), guardians, step-parents, grandparents, siblings, aunts, uncles - anyone who loves, cares, and supports your WCU student. We recognize that it takes a village!

We know that informed and engaged parents and families are critical to student success, and the Office of Parent and Family Relations is committed to providing parents and families with various resources (both print and digital) to be used as resources throughout their student's tenure at WCU. This handbook is just one of these many resources.

Within this handbook, you will find advice for the upcoming transition and an overview of the Office of Parent and Family Relations. You will also find, information related to FERPA, Academic Affairs, Student Affairs, housing, dining, health and wellness, billing, financial aid, and frequently asked questions.

*"At WCU,
parents and
family members
are truly valued
partners."*

My office should serve as a first-point-of inquiry. I am here to help with inquiries, concerns, and needs. Whatever your question, please feel free to contact me.

Sincerely,

A handwritten signature in dark ink, reading "Lexie McCarthy".

Lexie McCarthy
Director
610-436-2698



OFFICE OF PARENT & FAMILY RELATIONS

Mission

West Chester University's Office of Parent and Family Relations supports the mission and vision of the University and the Division of Student Affairs by recognizing our WCU community of educators *includes* parents and families, as we share a common goal of fostering student learning, development, and success.

The Office of Parent and Family Relations is committed to building lasting collaborative partnerships with parents and families by providing intentional information and meaningful engagement opportunities to ensure that students are supported in their personal and professional success.

Vision

West Chester University's Office of Parent and Family Relations will be a nationally recognized model for demonstrating excellence in partnership with parents and families to support student success on campus, preparing students to learn, lead, and serve in their communities after graduation.



Values

West Chester University's Office of Parent and Family Relations believes:

1. All parents and families should have access to accurate and timely information about WCU's services, programs, and opportunities, particularly those that contribute to student success.
2. Parents and family members provide invaluable expertise, wisdom, and referral power that can be harnessed to support and further University, Division, and department goals.
3. Intentional partnerships with parents and families strengthen and enhance the student experience and are integral to fostering student success, retention, and a lasting affinity to the institution.



PARENT & FAMILY PROGRAMS

Family Orientation

In conjunction with Orientation Part 1 held each term to welcome new and transfer students, New Student Programs also offers a Family Orientation. During orientation, students are placed into small groups according to their major, while families attend a separate schedule more tailored to their questions and needs. The family and guest program is a mix of group presentations and smaller sessions that one can choose to attend based on interest. This program also offers opportunities for parents, family members, and guests to have their questions answered.

Family Weekend

Each fall, West Chester University's Family Weekend gives parents, siblings, grandparents, and guests the perfect opportunity to enjoy WCU's campus, get to know the Golden Ram community, and spend quality time together.

Events include planetarium shows, family picnic, art exhibits, athletic events, campus history tours, department open houses, and other family-centered on and off campus engagement opportunities.



Newsletters

Ramping Up - First-year parent and family specific newsletter with curated content to help you help your student thrive during their first year on campus

Ram Fam Monthly - All parent and family newsletter with content relating to campus involvement opportunities and reminders from student services offices.

Facebook Group Community

We invite you to join our West Chester Parent and Family Facebook Group. Each day, posts are shared to keep parents and family members engaged and informed.

<https://www.facebook.com/groups/WCURamFam/>

Ongoing Initiatives

As a new department in the Division of Student Affairs, the Office of Parent and Family Relations is continuously adding new programs and creating new partnerships.

The office also works with individual campus departments to develop and update parent and family-specific materials to best meet the needs of our Golden Ram Family.

MANAGING TRANSITIONS

Setting Expectations

It is important to set expectations with your student each semester. This helps to proactively prevent any confusion. Key areas that are important to discuss are grades, schedule course load, and involvement opportunities. When setting expectations, keep the following things in mind:

- **Be realistic.** If your student was a B student in high school, it is not likely they will earn a 4.0 each semester – especially their first semester.
- **Be adventurous.** This is important when thinking of extracurricular activities. Auburn has over 500 student organizations; encourage your student to try something new!
- **Be consistent.** Get in the routine of setting expectations each semester. This should become a consistent process for you and your student.

How are you going to handle that?

Rather than solving the problem for your student, it is important to ask questions that are supportive and to encourage them to find a solution. A great thing to say is, “How are you going to handle that?” Through asking this open-ended question, your student is encouraged to have an open dialogue with you to discuss options of how to solve the situation. Your student will grow from learning how to handle problems on their own.

Summer-Before Tips for Families

- Let your student know that it is natural to have doubts and be unsure about academics or adapting to a new social environment. Express your trust in their ability to make the right choices.
- Don't overreact to mood changes.
- You know your student best: If something seems truly off, seek the help of professionals. Counseling may help your student manage this major change.
- Focus on important matters: discuss realistic, adventurous, and consistent expectations
- Guide, don't direct. Ask your student probing questions. When they own their decisions, they will grow and develop.



MANAGING TRANSITIONS

Communication Timeline

At certain points in the year, there will be issues on the forefront of your student's mind. August is all about transition. Whether your student is a first year or senior, each year is a new one, and everyone gets the chance to start over with a new academic year. During November, your student may be getting burned out. Talk about things in their classes that are exciting them and ask about how they are preparing for final exams. February and March revolve around finding a place to live for the upcoming year. Discuss realistic options. Regardless of the conversations, always ask open-ended questions. Questions that require a yes or no answer are going to get a yes or no answer.

First Semester Best Practices

- Continue to articulate your love and support - ask about classes and their social lives, not just grades.
- Revisit your expectations conversation. Consider if some parameters need to be adjusted.
- When an issue arises and you get "that phone call," encourage your student to problem-solve and resist the urge to step in immediately.
- Avoid "helicoptering" - be a coach and encourage your student to use resources available to them on campus.
- Encourage your student to get involved, but not to overextend themselves.
- If your student is living in the residence hall, do not allow them to come home within the first weekends.
- Continue to pay attention to changes in behavior and refer to professional counseling if necessary.

I love you; Go to Class

This one is simple. End every conversation with, "I love you; go to class." One of the key factors of student success is whether or not they are regularly attending class. This simple phrase serves as a gentle reminder of the importance of attending class. It may sound silly, but each year we have parents let us know that they use this little trick, and it makes a huge difference.



FERPA

FERPA Simplified

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that requires colleges and universities to protect the confidentiality of student education records.

West Chester University is committed to protecting the privacy of its students and to maintaining the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).



Students at WCU are afforded the following rights regarding their educational records:

1. The right to inspect and review their educational records within 45 days from the date the University receives the student's request for access.
2. The right to request an amendment to their educational records, if he or she believes the record contains inaccurate information.
3. The right to provide consent prior the disclosure of personally identifiable information contained in their education record.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by WCU to comply with FERPA.

****For more information, visit wcupa.edu/registrar/privacy***

Student Records: The Parent Portal

Students can use the Parent Portal to share pieces of their WCU record with parents and others. Permission to view student information is fully controlled by the student. The student is the *only person* who can grant others access to view their information. Students have full discretion over what pieces of information they make available to others, and have the ability to remove access at any time.

*Through the Parent Portal, students currently have access to choose which of the following pieces of information are shared with others: **Course history, end-of-term grades, addresses, class schedule, Financial Aid awards, and Financial Aid alerts***

Students wishing to share their information with others can elect to do so through myWCU. Student should login to myWCU and click on the Parent Portal link under Resource Links.

WCU POLICIES

The Ram's Eye View

The Ram's Eye View is the online Student Handbook that can be found at wcupa.edu/ramseyeview. The handbook provides information about the borough of West Chester related to voting and legal services as well as resources provided for students divided by academic and student life services. Finally, the handbook outlines General University Policies, Academic Policies, and Residence Life Policies. This resource is a one-stop-shop for resources, services, and policies that guide student life on and off campus.

Student Code of Conduct

The Student Code of Conduct guarantees due process and protects the individual freedom of the student as well as requiring accountability for their actions.

Disciplinary action may be imposed when a student engages in behavior, on or off University property that is not consistent with University community standards as defined by the West Chester University Student Code of Conduct. Students at West Chester University are expected to abide by the rules and regulations of the University, and local, state, federal, international laws



Academic Dishonesty

Academic dishonesty is prohibited and violations may result in disciplinary action up to and including expulsion from the University.

Academic dishonesty as it applies to students includes but is not limited to academic cheating; plagiarism; the sale, purchase, or exchange of term papers or research papers; using books or other materials without authorization while taking examinations; taking an examination for another person, or allowing another person to take an examination in one's place; copying from another's paper during an examination or allowing another person to copy from one's own; falsification of information which includes any form of providing false or misleading information, written, electronic, or oral; or of altering or falsifying official institutional records.

Plagiarism is defined as copying another's work or portions thereof and/or using ideas and concepts of another and presenting them as one's own without giving proper credit to the source.

NOTE: The Student Code of Conduct covers theft or attempted theft of property and/or services; destruction; vandalism; misuse or abuse of the real or personal property of the University, any organization, or any individual.

The Seven WCU Colleges

College of Arts and Humanities

CAH is the largest college at West Chester University. Programs feature small classes and highly qualified faculty who are committed to teaching excellence and a wide range of research interests. Programs provide students with internship opportunities. The College is comprised of the School of Visual and Performing Arts and the School of Humanities.

College of Health Sciences

The College of Health Sciences offers a diverse array of undergraduate and graduate programs. These programs are offered through the departments of Communication Sciences and Disorders, Health, Kinesiology, Nursing, Nutrition, and Sports Medicine.

College of Business and Public Management

Programs feature small classes and highly qualified faculty who are committed to teaching excellence and a wide range of research interests. Our programs provide students with internship opportunities. Majors include: accounting, criminal justice, economics, finance, geography and planning, marketing, etc.

College of Sciences and Mathematics

The College of the Sciences and Mathematics serves the students of West Chester University by creating and delivering innovative programs and curricula in the natural, mathematical, and social sciences including anthropology, political science, psychology, sociology.

College of Education and Social Work

The College of Education and Social Work is accredited by the National Council for Accreditation of Teacher Education, NCATE. This accreditation covers both initial teacher preparation programs and advanced educator preparation programs. The College also houses undergraduate and graduate social work.

University College

University College promotes academic excellence and contributes to the success of all students at West Chester University. University College is the college of exploration and the home to students working with the Exploratory Studies Program. If students find that the problems they want to help solve require expertise in various fields, they may major in one of the interdisciplinary programs in University College - the Liberal Studies major or the Professional Studies concentration. These programs allow students to build customized degrees that require students to build expertise in multiple areas.

Wells School of Music

Accredited by the National Association of Schools of Music, the West Chester University Wells School of Music prepares students to excel as talented, creative individuals in music. Programs are available in Music Performance, Education, Theory, History, Composition, and Music with Elective Studies in an Outside Field.



General Education Program

Overview

The General Education curriculum includes critical components recommended by the General Education Advisory Board informed by feedback received from the University Community over the past few years, including:

- A first year course, with a significant content shared across all programs
- A universal use of Electronic Portfolios to facilitate students' thinking across their Gen Ed and Major courses
- A universal implementation of capstone courses in the majors, with a requirement that students synthesize their entire undergraduate career (Gen Ed, major, minor, and co-curricular work)
- Development and implementation of pathways utilizing existing Gen Ed requirements which can lead to transcriptable certificates

First Year Experience	4
Academic Foundations	
English Composition (WRT 120/123 and 200-level WRT course)	6
Mathematics	3
Interdisciplinary	3
Diverse Communities	3
Distributive Requirements	
Science	6
Behavioral And Social Science	6
Humanities	6
Arts	3
Capstone	<i>major requirement</i>
Total Credits	40

E-Portfolio Program

We will encourage the use of an electronic portfolio in all General Education courses. The First Year Experience will introduce the e-portfolio as a way for students to collect their work; to work on developing their personal and professional identities online; to review their work for synthesis; and, in the capstone course, to generate an integrated overview of their career, including both Major and General Education courses.

The capstone assignment does not have to be a graded component of the course, but may be; it must be a requirement of the course. All Academic Foundations, Distributive, Interdisciplinary, Diverse Communities, and Writing Emphasis courses should try to incorporate the electronic portfolio in a way that encourages integration of student learning across courses.

Relevant Academic Policies and Procedures

Student Standing

A student's standing is determined by the number of semester hours of credit earned as follows:

First-year: 0 - 29.5 hours
Sophomore: 30 - 59.5 hours
Junior: 60 - 89.5 hours
Senior: 90 or more hours

Academic Load

Academic (or course) load refers to the number of credits taken by a student each semester. It is used to determine full- or less-than-full-time status and may change throughout a student's academic career. Students may change their academic load through the myWCU portal; consideration should be given to the impact it may have on financial aid, housing, and other credit-dependent services. Undergraduate academic loads for fall and spring are broken down as follows:

Less than 1/2 Time: 5.50 hrs. or less
1/2 Time: 6.00 - 8.50 hrs.
3/4 Time: 9.00 - 11.50 hrs.
Full-Time: 12.00 - 18.00 hrs.
Full-Time w/ Overload: >18.00 hrs.

First-Year Student Scheduling and Placement Exercises

In an effort to assist students in choosing the correct courses for their major and for timely progression to graduation, West Chester University creates a first semester schedule for all first-time, first-year students. Schedule prototypes are created by department faculty and reflect a combination of general education and major courses.

All students are required to take the Mathematics Placement Exam and the WRITE Survey prior to New Student Orientation. Some students (all B.A. candidates and Exploratory Studies/Undeclared students) are required to take the Second Language Placement Exam. Results from these placement exams/surveys and other specific student information, including Dual Enrollment and AP courses (if known), are taken into account when creating a student schedule. Students may adjust their schedules one week prior to the beginning of the semester but are encouraged to seek the advice of their advisor or department chair.

Grading System

Grade	Quality Points	Percentage Equivalents	Interpretation
A	4.000	93-100	Superior
A-	3.670	90-92	
B+	3.330	87-89	Excellent
B	3.000	83-86	
B-	2.670	80-82	
C+	2.330	77-79	Average
C	2.000	73-76	
C-	1.670	70-72	
D+	1.330	67-69	Below Average
D	1.000	63-66	
D-	0.670	60-62	
F	0.000	59 or lower	Failure

Dean's List: The names of degree-seeking students who complete 12 or more graded hours in an academic semester and achieve a semester GPA of 3.670 or better are placed on the dean's list.

ON-CAMPUS HOUSING

New Student Housing Process

When you apply for admission to WCU you should indicate your interest in living on campus on your admission application. Once you have been notified of your acceptance as a resident student, and paid your required deposit, you will receive information that will detail the steps necessary to secure your spot on campus. You will be required to complete and return the appropriate materials, which for the traditional residence halls includes the on-line Housing Application.

Once the deposit and on-line Housing Application have been submitted, then and only then will you be assigned a space on campus.

Room assignments are processed in July. Room assignment and roommate information will be e-mailed to students' WCU e-mail account in late July. Later applicants will be notified of their assignment on a rolling basis as space becomes available.

Residence Life and Housing Services Community Member Bill of Rights

- The right to read and study free from undue noise or disturbance in your assigned living area.
- The right to sleep without undue disturbance from music, your roommate's guests, your roommate studying (11:00 - 8:00 am), etc.
- The right to expect that a roommate or apartment/suite-mate will respect your personal belongings.
- The right to a clean room or apartment/suite.
- The right to free access to your room or apartment/suite.
- The right to personal privacy.
- The right to have guests with the understanding that guests are to respect the rights of your roommate or apartment/suite-mates and of the other residents in the building.
- The right to discuss questions or concerns. Residence Life and Housing Services staff members are available for assistance in settling conflicts between you and your roommate or others in your apartment/suite.
- The right to be free from intimidation, physical or emotional harm.





OFF-CAMPUS HOUSING

Off-Campus and Commuter Services

Off Campus & Commuter Services (OCCS) was established to meet the needs of the off-campus and commuter students by providing programs and resources to support your experience as a student at West Chester University. Off-campus or commuter students make up approximately 69% of our student body. To meet the needs of this population OCCS has the following:

- **Rambassadors** - Peers leaders that can assist off campus and commuter students
- **Off Campus and Commuter Association** - A Student governing body representing all off-campus and commuter students bridging the WCU community and borough of West Chester.
- **Free Student Legal Aid** - Sponsored by OCCA, RHA, and GSA. Schedule via myWCU.

Off-Campus Behavior

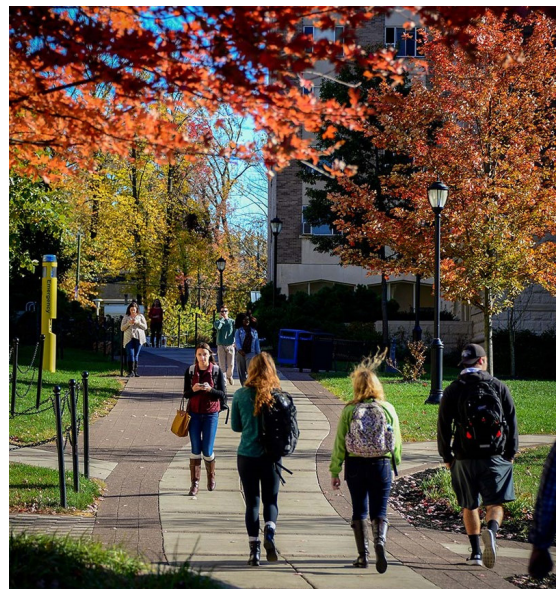
Students who choose to live in off campus housing in the Borough of West Chester are encouraged to be good neighbors who practice responsible citizenship and are respectful of the rules and laws that govern our community.

To ensure responsible citizenship, the WCU Student Code of Conduct encompasses both on campus and off campus behaviors which include violation of borough, state and federal laws. A student is responsible for their behavior, regardless of where they live, and violations will be processed in accordance with guidelines as outlined in the Student Code of Conduct.

Find Off-Campus Housing with Places4Students

West Chester University partners with Places4Students.com, a company that specializes in providing off campus housing solutions. This service is FREE for all students to use as an effective method of finding roommates and a place to live off campus. Property owners may list properties at rates that are very competitive and less than most other advertising media.

This listing of rental units is provided exclusively for West Chester University STUDENTS as a service for those seeking off campus housing. The University does not approve, investigate, or endorse the listed properties. For protection, prospective tenants are advised to acquaint themselves thoroughly with the rental units listed before signing any lease agreement.



ON-CAMPUS DINING

Dining Overview

All students residing in a North Campus residence hall must be on the University meal plan as a condition of occupancy. Students with medical issues who cannot meet this requirement may request a meal waiver by contacting the Office of Residence Life and Housing Services or set a meeting with the executive chef to develop a personalized menu for the student based on his/her dietary needs. Please contact the Office of Residence Life and Housing Services directly for more information.

Rollover Programs

Flex Rollover: Any unused flex does roll over from semester to semester AND year to year. However, any flex remaining on a student's account will be forfeited upon graduation or if the meal plan holder leaves the University

Meal Rollover: Any unused meals will rollover from week to week, but meals DO NOT carry over from semester to semester. Any unused meals remaining on the student's account at the end of the semester will be forfeited.

Meal Plans

All meal plans are weekly plans that guarantee a set number of meals per week throughout the entire semester based on the chosen plan. The meal week runs from Saturday brunch through Friday late night. With these plans, the meal-plan holders can choose to use as many or as few of the meals they have every week.

All Meal Plans come with five guest meals per semester, which the student can use to treat someone to a meal at Lawrence Dining Hall.

The following plans are available to all students and the cost for each plan includes \$250 in flex:

The Ram Ultimate Meal Plan: Includes unlimited access to Lawrence Dining Hall and up to three Meal Cash Credit (MCC) swipes per day

The Gold Plan: Includes 14 meals per week

The Purple Plan: Includes 12 meals per week

The WCU Plan: Includes 9 meals per week



STUDENT HEALTH SERVICES

Confidentiality

As a Health Care organization, Student Health Services has an explicit responsibility to protect and preserve the confidentiality of all medical information resulting from the professional relationships with patients within Student Health Services. Confidential information contained in medical records and associated papers are restricted to authorized personnel.

Exceptions to confidentiality can occur only under certain circumstances. These exceptions include a serious, immediate threat to a student's life or welfare or to the life or welfare of another person.

Fees and Payment

- All students who have paid the Student Health Services fee are eligible to use services. Fees are added to the tuition and fees bill for all full-time undergraduate and graduate students.
- There is a \$12 visit fee for all appointments at Student Health Services.
- Charges for visits will automatically be posted to your student's account. Charges will not reveal any confidential health information. You can pay for these charges at the Bursar's Office or via online QuikPay.
- ***The full fee schedule can be found at the Student Health Services website.***



What Your Student Can Expect at the Student Health Center:

1. Appointments should be arranged for all appointments with the exception of emergencies. Students should call 610-436-2509. Appointments for immunizations can be made through the WebPortal.
2. Students should bring their photo ID and health insurance card to their appointment. There is a \$12 visit fee and possible additional fees for medications and supplies.
3. The length of appointment depends on the severity of the illness and/or services provided. People that require immediate attention are seen immediately.
4. During the appointment, students should inform the nurse of any concerns. If they are not comfortable speaking with the nurse, your student can email Student Health Services at healthctr@wcupa.edu.



BILLING

Office of the Bursar

The Office of the Bursar is responsible for student billing and collection. When contacting our office, you must provide the student ID number before we are able assist you with an account.

West Chester University's primary source of communication is via the student's WCU email. Please help ensure your student's success by encouraging them to regularly monitor their WCU email.

Students will receive an email notification when new charges for the semester are posted to their account. Upon receipt of the email, students may view/print an on-demand Statement of Account via myWCU.

Payment Methods

1. Online via QuikPAY using an e-check or credit card
2. Mail a check to: Bursar's Office, 25 University Ave. Room #50 West Chester, PA 19383
3. In person with cash, check or money order

Once student's receive the email notification of charges for Fall, they MUST confirm their attendance /activate their account by the due date.

Access to Your Student's Bill

Students must grant access to parents/guardians to view charges and print an on-demand Statement of Account.

How to grant access:

- Log into myWCU
- Look for Student Resources section
- Select the Parent Portal
- Click on the "Share my Information" tab
- Click on the "Delegate Access to New Contact" button
- Select Account Summary access

Encourage your student to enroll you as an **Authorized Payer** so you will have access to our QuikPAY system. Authorized Payers can make payments and enroll in a payment plan via QuikPAY.

The Payment Plans

Fall and Spring Semester Payment Plans available via QuikPAY. WCU offers 3 plan options:

4 Installments (25% down payment required) *You must make 1st payment by bill due date to use this option.*

3 Installments (33% down payment required)

2 Installments (50% down payment required)
Payment Plan Fee \$35 per semester

Installments are automatically withdrawn from bank account or credit card.

Installment notices are sent electronically to the student's WCU email reminding that an automatic withdrawal is pending.

Frequently Asked Questions

Financial Aid Website

wcupa.edu/finaid

- **Calendar** of important dates
- **Ask Rammy** - Answers to your questions 24/7 via chatbot
- **Scholarship** listings and application
- **Work Study** application process and job descriptions
- **faTV** - Short videos to assist with your FAFSA application process with a special section for parents and families
- **Important Forms** - Related to verification, loans, etc.
- **#WCUfinlit** - Online tool kit with worksheets used for in-person trainings with student ambassadors
- **Out-of-pocket Cost Calculator**

Financial Aid Not in Place by Bill's Due Date?

1. *Least Popular:* Pay the bill in full and when aid arrives, a refund will be issued as appropriate.
2. *Most Popular:* Use the payment plan until the financial aid is approved.

How will my student know the current status of their financial aid package?

The student's financial package and their bill can be monitored online through their myWCU. Encourage them to login into myWCU, frequently. Most communication will be sent to the student via their student's WCU E-mail account, the student should be checking this frequently.

How can I help to ensure that there are no account holds or issues with the student's financial aid?

Encourage the student to promptly provide any documentation/missing information requested by the Financial Aid Office to secure their aid package.

How can I help to ensure that there are no account holds or issues with the student's financial aid?

Permission to view student information in myWCU is fully controlled by the student. The student is the only person who can grant other users, such as Parents or Guardians, access to view their information, and have the authority to remove access at any time.

If my student chooses to share this information with me, how do they grant me access?

Students may authorize or restrict the release of information pertaining to their individual record by submitting an Authorization To Release Information Form to our office via email, fax or in-person. Through the Parent Portal the student also has full discretion over what pieces of information they make available to other users. The Parent Portal is solely an informational site; parents (and others) won't have access to complete any transactions.

FINANCIAL AID PROCESS

apply, receive, review, accept & secure

01 APPLY

Complete the FAFSA online at <https://fafsa.gov> starting October 1st.

Priority Deadline: February 1st. The FAFSA will still be accepted after February 1st, but you may not be considered for all need-based programs.

- While completing your FAFSA, make sure that West Chester University (003328) is listed on the application as your current school/university.
- Work Study: Complete FWS application EVERY year which is located online at www.wcupa.edu/finaid under "Forms".
- Apply for WCU Scholarships using the General Application starting mid-February. Learn more about scholarships at www.wcupa.edu/scholarships.

02 RECEIVE

Once your FAFSA application is processed and your financial aid is awarded, you will receive an emailed Financial Aid Award Letter which will also be available on your MyWCU account. Please check your myWCU account to review and accept awarded aid.

03 REVIEW

Students can review their financial aid award under "View Awards" as well as check to see if they are missing any forms under "View Financial Aid Alerts." Both of these sections can be found on your myWCU account under the "Financial Aid Alerts" page/section. Any alert that has a status of "initiated" requires action by the student.

04 ACCEPT

Accept (or decline/reduce) your Direct loans online by logging on to your myWCU account at www.wcupa.edu/mywcu.

WEST CHESTER UNIVERSITY

05 SECURE

In order to secure your Direct subsidized and unsubsidized loans you must complete the following at <https://studentloans.gov> by logging in with your FSA ID and password:

1. Direct Subsidized/Unsubsidized Entrance Counseling
2. Direct Subsidized/Unsubsidized Master Promissory Note (MPN)

Additional Financing Options (if needed):

- Direct Parent PLUS Loan: Parents logon with their FSA ID at www.studentloans.gov.
- Private Education Loan (Google search for "private student loans" in order to compare lenders).
- Utilize the payment plan offered by the Bursar's Office.

Once you are billed by the Bursar's Office, you must activate your account and confirm your enrollment online, you can do this by logging into your myWCU and clicking the link "Confirm Enrollment (Activate Your Account)" on the left hand side.

Reminder: If your total amount due is "\$0" you will have no problem (Activating Your Account). However, IF you still owe a balance to the Bursar because your financial aid does not cover the total cost of your bill, you will be unable to (Activate); in this case, please contact the Bursar's Office to discuss payment options at (610) 436-2552.



Division of Student Affairs

The Division of Student Affairs is comprised of 17 departments, about 100 professional staff, and over 250 paraprofessional staff who provide programs and services that are outside of the classroom setting, but designed to complete the educational mission of WCU and contribute to the overall growth and development of our students.



Student Affairs Events and Traditions

Rams After Hours - Free, late night programming for West Chester University students occurring on Friday nights during the academic year from 9:00 p.m. to 12:00 a.m. in and around Sykes Student Union.

Homecoming - Each fall, the West Chester University community celebrates Homecoming with a kick-off party, the annual parade, the football game and tailgate party plus many other programs.

Dr. Martin Luther King, Jr. Day - Each spring, the Frederick Douglas Society and West Chester University honors the memory and legacy of Dr. Martin Luther King, Jr. with an awards brunch, service project, other programs.

Banana Day - For over 20 years, WCU students have Banana Day each spring. Games are played throughout campus, bananas are eaten, and everyone competes for a coveted Banana Day T-Shirt.

Miss WCU Pageant - The University hosts an annual pageant for students to showcase their talents, intelligence, and campus leadership. This pageant functions as a scholarship opportunity as well as a fundraiser.

Rampage Showcase - Rampage showcases a form of percussive dance that mixes movement, singing, speaking, chanting, and drama from students in fraternity and sorority life.

1871 Award - The 1871 Award was established in 2018 to recognize West Chester University juniors and seniors who are high-achieving in both the academic and co-curricular realms. Up to 71 students are awarded.

Student Leadership Awards - WCU recognizes excellence in programming, organizational development, individual leadership, and effective partnerships through our annual Student Leadership Awards ceremony.

Co-Curricular Experiences

Athletics

WCU Athletics is committed to the student-athlete experience by promoting an environment of academic and athletic excellence, sportsmanship, leadership and support. Through teaching, preparing, and empowering student-athletes, Athletics aims for success in competition and in life with the goal of enriching the Golden Ram community.

wcupagoldenrams.com

Campus Recreation

With a diverse line-up of competitive, fitness, leisure and recreational programs and services, Campus Recreation aspires to be the best part of your Ram day and your first choice for FUN! Mix in our nationally award winning sport club teams, our creative and cutting-edge intramural program, and our outstanding outdoor adventure program and you have a recipe for a healthier, happier you!

wcupa.edu/_services/campusrec



Center for Trans and Queer Advocacy

The Center for Trans and Queer Advocacy strives to be a catalyst in enhancing the experiences of lesbian, gay, bisexual, transgender, non-binary, queer, questioning, agender, asexual, aromantic, and intersex students, staff, and faculty at West Chester University and beyond. Through visibility, outreach, programming, education, and community building, the center works collectively to create an environment where trans and queer people feel supported and validated.

wcupa.edu/_services/transAndqueer

Center for Women and Gender Equity

CWGE provides education, resources, and advocacy primarily on gender-related issues. The department facilitates, sustains, and advance sdialogue about how gender intersects with race, ethnicity, class, sexual identity, ability, age, and nationality through intentional programming.

wcupa.edu/_services/stu.wce

Fraternity and Sorority Life

The Office of Fraternity and Sorority Life works with 35 fraternities and sororities at West Chester University. These values-based organizations promote friendship, leadership, scholarship, and service. With 35 fraternities and sororities across 4 councils, Fraternity and Sorority Life provides a unique opportunity for students to be a part of campus tradition that will last a lifetime.

wcupa.edu/_services/stu.greeklife

Co-Curricular Experiences

Lawrence A. Dowdy Multicultural Center

The Lawrence A. Dowdy Multicultural Center helps provide and maintain a supportive environment that promotes the academic achievement and personal development of more than 3,700 African-American, Latino/a, Asian-American, and Native American Indian students at the University. The Center serves as a home-base for students in the Multicultural Center Mentoring Program and the Multicultural Organizational Advisory Board.

wcupa.edu/_services/stu.mca

New Student Programs

New Student Programs offers orientation programming for new first-year, transfer and adult learner students as well as programs throughout the year to help new students with their transition to WCU. The office also offers programs designed specifically for new students' family members and guests so they can learn more about WCU and how to support their student throughout their academic career.

wcupa.edu/_services/stu.nsp

Off-Campus and Commuter Services

The Office of Off-Campus and Commuter Services supports the nearly 70% of WCU students who live off-campus or commute from another location. The department advocates for these students via their student Rambassadors and provides support for those seeking off-campus housing via Places4students.com.

wcupa.edu/_services/stu.occ

Twardowski Career Development Center

The Career Development Center is committed to supporting the success of all students in identifying and exploring options as well as building the skills necessary to develop rewarding careers. The department provides a range of services and special programs as well as host employers for interviews and career fairs to give WCU graduates a competitive edge in the job market.

wcupa.edu/_services/stu.car



Co-Curricular Experiences



Service Learning & Volunteer Programs

The Office of Service-Learning and Volunteer Programs promotes community engaged learning experiences that address critical community needs by building mutually beneficial partnerships and empowering students to be active citizens in their local, national, and global communities. Students can reach out to this office to find meaningful service experiences and/or projects that align with their values and skills.

wcupa.edu/_services/stu.slv

Student Activities

Student Activities at West Chester University encompass a wide range of cultural, social, educational, and recreational programs for a diverse student population. The Office of Student Activities oversees current movies, Homecoming, concerts, trips, national and cultural entertainment, and special events. The office also collaborates with Sykes Union with Rams After Hours, a weekly, late-night programming series.

ramconnect.wcupa.edu/sac

Student Leadership and Involvement

The Office of Student Leadership and involvement oversees over 290 WCU clubs and organizations and runs countless student leadership experiences on campus including the Women's Leadership Conference, EXPLORE: Residential Leadership Series, and the Multicultural Student Conference to name just a few.

ramconnect.wcupa.edu/sli

Sykes Student Union

Sykes Student Union is the center of community life on the campus of West Chester University. The Union promotes the development of the whole student by enhancing the classroom experience through experiential learning opportunities. This development is often accomplished through leadership opportunities, participatory decision-making, and empowerment connected with the operation of the facility.

wcupa.edu/_services/stu.syk

Wellness Promotion

The Office of Wellness Promotion provides free, confidential wellness consults (conversations) about alcohol or other drug use without judgement. The department also provides wellness education programming related to alcohol safety, campus resources, conflict resolution, and time management for student organizations, residence halls, and other groups led by peer wellness ambassadors.

wcupa.edu/_services/wellness

**WHO SHOULD
WE CONTACT?**

Academics and Learning Support

**Who can my student talk to
about choosing a major?**



Exploratory Studies

610-436-3505
advising@wcupa.edu

**Who can my student and I talk
to about accommodations?**



Services for Students with Disabilities

610-436-2564
ossd@wcupa.edu

**Where can my student get
tutoring support?**



Learning Assistance & Resource Center

610-436-2535
larc@wcupa.edu

**Who can my student talk to
about extended absences?**



Student Assistance

610-436-0165
CLanshe@wcupa.edu

**My student struggles with writing.
Where can they get support?**



Writing Center

610-436-5664
MErvin@wcupa.edu

**My student-athlete needs
support. Where should they go?**



Student Athlete Support Services

610-436-3573
KMilliner@wcupa.edu

**Where can we buy and rent
textbooks?**



Campus Bookstore

610-436-2242

**WHO SHOULD
WE CONTACT?**

Co-curricular Experiences

**Who can my student talk to
about getting involved?**



Student Leadership and Involvement

610-436-2117
CWarner@wcupa.edu

**Who do I call with questions
about Greek Life?**



Fraternity and Sorority Life

610-436-2117
FSL@wcupa.edu

**Who can my student talk to
if they want to volunteer?**



Service-Learning & Volunteer Programs

610-436-3379
JReindl@wcupa.edu

**Where can my student get involved with
intramural sports/club sports/outdoor
adventure pursuits?**



Campus Recreation

610-436-1732
campusrecreation@wcupa.edu

**What if my student wants to
study abroad?**



The Center for International Programs

610-436-3515
International@wcupa.edu

**What can my student
expect as a new student?**



New Student Programs

610-436-3305
Orientation@wcupa.edu

**Where can I call about career
and internship opportunities?**



Career Development Center

610-436-2501
CDC@wcupa.edu



WHO SHOULD WE CONTACT?

Student Support Services

Who should my student contact about their meal plan?



WCU Dining Services

610-436-2730
wcudiningservices@wcupa.edu

Where can my student ask questions about living on campus?



Residence Life and Housing

610-436-3306
housing@wcupa.edu

Who can my student talk to about off-campus living?



Off-Campus and Commuter Services

610-436-2209
SJones@wcupa.edu

Where can I talk about scholarships and financial aid?



Financial Aid

610-436-2627
finaid@wcupa.edu

Where can my student get support for technology issues?



Information Services and Technology

610-436-2739
helpdesk@wcupa.edu

Who do I call when I have billing or payment plan issues?



Bursar

610-436-2552

Where can I call to better understand judicial procedures?



Student Conduct

610-436-3511
CBrenner@wcupa.edu



WHO SHOULD WE CONTACT?

Student Identity, Health, and Wellness

Where can my student talk about their queer identity with professionals?



Center for Trans and Queer Advocacy
610-436-3147
TransandQueer@wcupa.edu

Where can my student go to talk about healthy goals?



Wellness Promotion
610-436-2509
healthctr@wcupa.edu

My student is sick. Where can they go?



Student Health Services
610-436-2509
healthctr@wcupa.edu

Where can my student get mental health support?



Counseling Center
610-436-2301
wcucc@wcupa.edu

Where can my student receive identity mentorship?



Lawrence Dowdy Multicultural Center
610-436-3273
multiculture@wcupa.edu

Where can my student-veteran receive support?



Veterans Center
610-436-2862
veteranscenter@wcupa.edu



CAMPUS RESOURCES

Emergency and Crisis Resources

WCU Public Safety (On-Campus Emergencies)
610-436-3311

Off-Campus Emergencies
911

Student Health Services
610-436-2509

Counseling Center
610-436-2301

Resident Director on Duty (North Campus)
484-885-9301

Resident Assistant on Duty (South Campus)
484-885-9306

On-Campus Parking Concerns
610-436-3345

National Suicide Prevention Lifeline
1-800-273-8255

Colleges

College of Arts and Humanities
- School of Humanities: 610-436-2420
- Art and Design: 610-436-2755
- Theater and Dance: 610-436-3463
- Poetry Center: 610-436-2598

College of Health Sciences
610-436-2825

College of Business and Public Management
610-436-2930

College of Sciences and Mathematics
610-436-3521

College of Education and Social Work
610-436-2321

University College
610-436-3416

Wells School of Music
610-436-2739

The Graduate School
610-436-2943

University Offices and Departments

Achieve! Program
610-436-3238

Admissions, Undergraduate Admissions
610-436-2943

Alumni Relations
610-436-2813

Academic Development Program
610-436-3274

Athletics
610-436-3555

Bookstore, WCU Campus Store
610-436-2242

Bursar (Billing and Payments)
610-436-2552

Campus Recreation, Student Recreation
610-436-1732

Career Development Center, Twardowski
610-436-2501

Conference Services
610-436-6931

Counseling Center
610-436-2301

Dean of Students
610-436-1074

Dining Services
610-436-2730

Dub-C Autism Program (D-CAP)
610-436-3168

Early Alert
610-436-2943

Fraternity and Sorority Life
610-436-2117

Health Services, Student
610-436-2509

Learning Assistance and Resource Center
610-436-2535

Multicultural Center, Lawrence A. Dowdy
610-436-3273

Off Campus and Commuter Services
610-436-2209

Parent and Family Relations, Office of
610-436-2698

Parent Fund, WCU Foundation
610-436-2868

Public Safety
610-436-3311

Registrar
610-436-3541

Residence Life and Housing
610-436-3307

ResNet Central
610-436-2660

Resource Pantry
610-436-2378

ROTC
610-430-4403

Service Learning and Volunteer Programs
610-436-3379

Services for Students with Disabilities, Office of
610-436-2564

Student Services Incorporated (SSI)
610-436-2955

Student Activities
610-436-3037

Student Conduct
610-436-3511

Student Leadership and Involvement
610-436-2117

Study Abroad and International Programs
610-436-3515

Sustainability, Office of
610-436-2053

Sykes Student Union
610-436-2984

Trans and Queer Advocacy, Center for
610-436-3147

Transportation and Parking Services
610-436-1053

University College
610-436-3416

University Student Housing (USH)
- Leasing: 610-430-4988
- Resident Accounts: 610-430-4980

Veterans Center, Greg and Sandra Weisenstein
610-436-2862

Vice President for Student Affairs
610-436-3301

Wellness Promotion, Office of
610-436-2509

Women and Gender Equity, Center for
610-436-2122

Writing Center, The
610-430-5664

WCU North Campus



WCU Foundation Parents Fund

The WCU Foundation Parents Fund supports projects that **directly impact** your student's environment and educational experience. These projects are designed to promote, satisfy, comfort, and create a home away from home for WCU students.

Over the past 20 years, parents and families have contributed nearly \$500,000 to fund many important projects on campus including:

- Emergency funds for students' unexpected financial crises, including funds for housing, food, textbooks and tuition
- Emergency telephones strategically located around campus
- Computers in the residence halls
- Automatic external defibrillators in locations frequented by students
- Improved campus safety, including increase police presence on streets frequented by students

Now and in the future parent and family support is needed to help maintain student emergency scholarships, university enhancements, extracurricular activities, and provide additional campus security.

Donate Today!



WEST CHESTER UNIVERSITY
FOUNDATION

www.wcufoundation.org

