

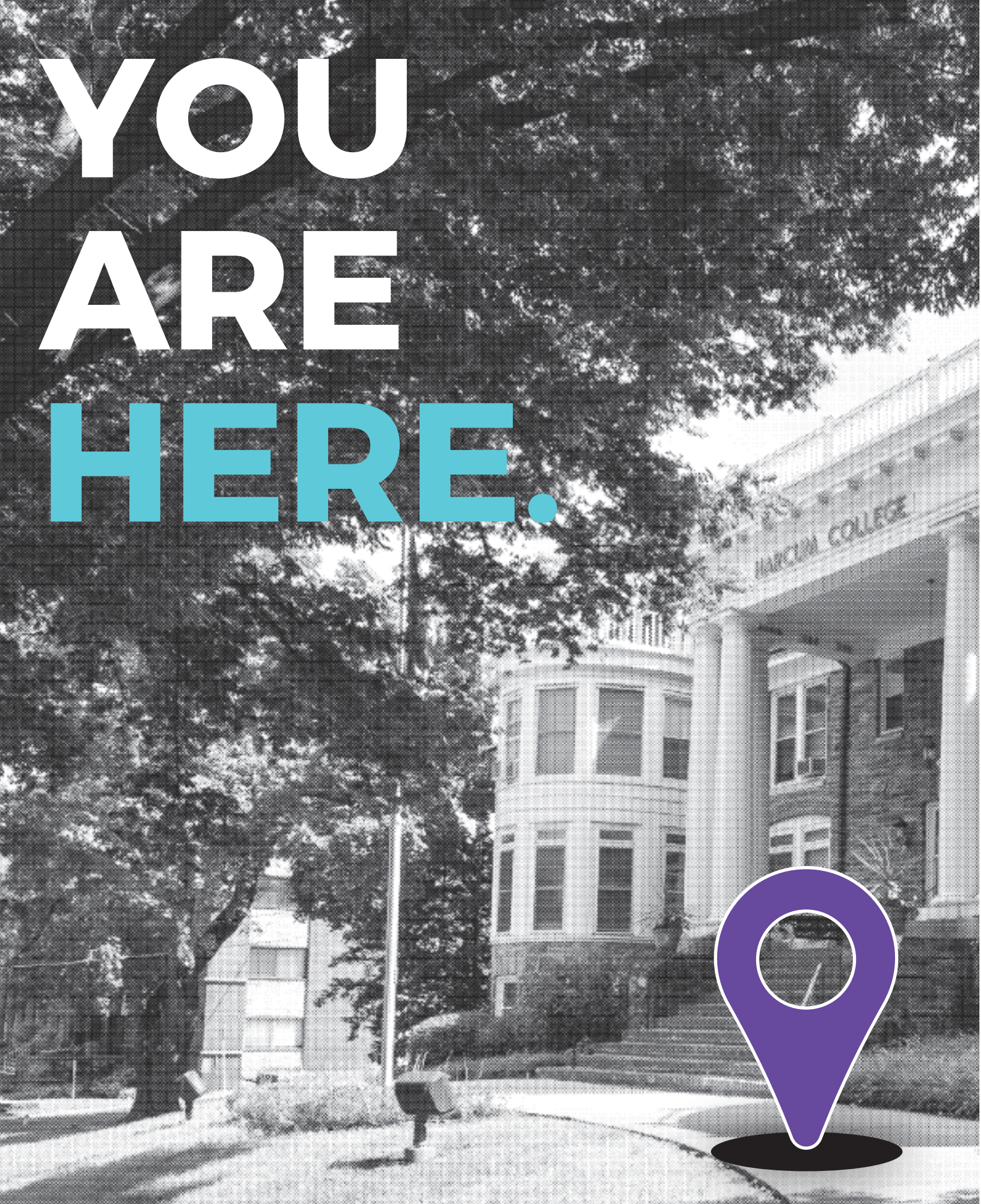


NEW STUDENT ORIENTATION

PARTNERSHIP SITES NEW STUDENT
ORIENTATION
— HANDBOOK —

The ultimate student guide to Harcum College and its Partnerships Sites.

**YOU
ARE
HERE.**





HARCUM COLLEGE

Founded by Edith Hatcher Harcum in 1915, the College has empowered generations of students by preparing them for dignified, remunerative, socially useful work. Providing tangible possibilities for individual success remains a central purpose of Harcum—"The College of Possibilities."

By coupling practical, experiential education with exposure to the liberal arts, Harcum, from its inception, has also sought to enrich its graduates by broadening their intellectual and cultural horizons.

For students who are uncertain about career choices, Harcum's mission is to encourage self-discovery and to promote learning for learning's sake. For those who see the liberal arts and sciences as a springboard to a specialized career, Harcum helps students identify appropriate directions for development.

OUR MISSION

Harcum College provides its students with outstanding academic and career preparation. We teach and prepare students for success in their chosen profession in a holistic and experiential environment where every student is valued and supported. The College embraces its core values of excellence, civility, empowerment, integrity, community service, and respect for diversity.

ACADEMIC CALENDAR PARTNERSHIP SITES

SPRING I SEMESTER 2018

New student orientation	Saturday January 13
MLK Day (College Closed)	Monday January 15
Classes begin at 5:30 p.m.	Tuesday January 16
Add/Drop period ends	Monday January 29
Last day to withdraw with a "W"	Friday February 9
Last Day of Classes	Monday March 05
Grades due by noon	Tuesday March 06

SPRING II SEMESTER 2018

Classes resume	Tuesday March 06
Add/Drop period ends	Monday March 19
Spring recess-no classes	Tuesday-Friday March 20-23
Pre-registration for Fall	Monday-Friday March 26-April 06
Last day to withdraw with a "W"	Friday April 06
Open registration	Monday April 09
Last day of classes	Thursday April 26
Grades due by noon	Monday April 30
Commencement	Saturday May 12

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SPRING I SEMESTER 2018

- CLASSES BEGIN AT 5:30PM ON TUESDAY, JANUARY 16TH

SPRING II SEMESTER 2018

- CLASSES RESUME ON TUESDAY, MARCH 6TH



COLLEGE IS A GREAT ADVENTURE.

SUPPORT & RESOURCES

ACCREDITATION

Harcum College is accredited by the Middle States Commission on Higher Education. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

ACADEMICS

Grades are available on line at the end of each semester. Students must access "Self Service" to view their grades. Upon enrollment, students are sent information on how to access their Harcum email account and login to "Self Service". Students are given a nine-digit unique student ID number that permits access.

FAMILY EDUCATIONAL RIGHTS TO PRIVACY ACT (FERPA)

This act, also known as the Buckley Amendment, provides for the privacy of a student's educational records. Unless a student provides the College with a signed release that allows the College to discuss the content of his/her academic records with specific individuals, the College is not permitted to discuss these records with anyone except the student.

ACADEMIC ADVISORS

In most programs the Program Director acts as the student's academic advisor.

ENROLLMENT

Students are required to meet with their program director to register for classes. Registration dates are indicated in the academic calendar that can be found in of this guide.

COURSE LOAD

Two seven - week sessions make up a semester. A student must attend at least 3 credits (1 class) per session to be eligible for Financial Aid. Most courses are 3 credits, so a normal load is 12 credits per semester.

STUDENT SUPPORT

Students are encouraged to contact their instructor if they are struggling with course material. Then contact their Program Director if they are still experiencing difficulties. Students are encouraged to visit the ESC Center (Educational Support Center Room AC 101) to

receive tutoring and other academic support services to assist them with their course work.

COURSE ADD/DROP

Courses may be added or dropped during the add/drop period following registration each semester. The add/drop period for each semester is listed in the academic calendar. No requests will be considered after that time. If a student drops a course before the end of the drop/add period, the course will not appear on the student's academic transcript. Students wishing to drop a course should contact their Program Director. Students need to remember that by dropping a course, their financial aid may be affected; therefore, students should contact the financial aid office before any decisions are made.

COURSE WITHDRAWAL

Students may withdraw from a course at any time during the semester prior to the last class meeting. Permission to withdraw from a course must be obtained in writing from your Program Director. A student who withdraws from a course prior to the midterm date automatically receives a grade of "W", which is not computed in the student's grade point average. Failure to attend class does not constitute a withdrawal; the student will fail the course unless a withdrawal form is completed and signed by the Executive Director of Partnership Sites. Students who have withdrawn from a course three times may not retake that course. Any change in course load may affect a student's financial aid; contact the Financial Aid Office for information.

REFUND POLICY

If a student must withdraw from the College, or is dismissed, the basic refund formula is as follows:

DATE OF WITHDRAWAL	% TUITION REFUNDED
Add/Drop Period	100%
1st week after Add/Drop	80%
2nd week after Add/Drop	40%
After 2nd week	No refund

ACADEMIC DISHONESTY

The Office of Academic Affairs is responsible for upholding the academic integrity of the College. Any student who is dishonest in any assignment, test, or examination will receive a grade of "F" and the incident is reported to the Vice President of Academic Affairs Penalties for academic honesty violations are cumulative. A second violation will result in failure of the course; the third will result in expulsion from the College.

ACADEMIC DISMISSAL

Dismissal includes forced withdrawal from courses. Academic Dismissal applies to the following students:

- Any student who is on academic probation for two consecutive semesters.
- Any student who receives a grade of "F" in three core curriculum or program-specific courses in any one semester. (Individual program of study requirements may differ from this policy)
- Any student who receives two consecutive failing grades in the same developmental course will be considered for academic dismissal. A student who is academically dismissed may apply to the Vice President of Academic Affairs for readmission after a full semester away from Harcum College.

COLLEGE TRANSFER CREDITS

Students may transfer any college credits from an accredited institution as long as they earned a letter grade of "C" or above. Credits will be transferred upon the receipt of an official college transcript. Receipt of an official college transcript, reflecting credits that you wish to transfer, must be received during the admissions process.

GRADES

A letter grading system with grade points is used to indicate the quality of a student's work. This quality is represented by a student's grade point average (GPA), which ranges from 0.00 to 4.0. Grades of C- or lower are not transferable to another institution.

LETTER GRADE	NUMERICAL GRADE	GRADE POINT
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	63-66	1.0
D-	60-62	0.7
F	BELOW 6	0.0

CLASSROOM DISRUPTION

Please turn off cell phones before entering class. Conduct that a reasonable person would view as substantially or repeatedly interfering with the conduct of a class is prohibited. Such conduct includes, but is not limited to, repeatedly leaving and entering the classroom without authorization, making loud or distracting noises, persisting in speaking without being recognized, or resorting

to physical threats or personal insults. Students are responsible for complying with an instructor's individual requests regarding appropriate classroom behavior as listed in a class syllabus.

DISORDERLY OR DISRUPTIVE CONDUCT

Conduct that interferes with the orderly conduct of the College and unreasonably impinges on the legitimate interests of others is prohibited. Such conduct includes but is not limited to excessive noise, public intoxication, loud, lewd, or indecent conduct.

CIVILITY STATEMENT

Harcum College defines civility as the demonstration of respect for others, basic courtesy, use of non-offensive language, reciprocity (treating others as we wish to be treated), and behavior that creates a positive environment in which to learn and work. All members of the Harcum community work to create a positive environment characterized by considerate and principled conduct.

DISABILITY SERVICES

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Harcum College through the Office of Disability Services (ODS), will provide appropriate and reasonable accommodations to qualified students who have documented physical, learning, psychological, or other disabilities that ensure quality access to the college's education programs. It is the responsibility of the student to disclose their disability to ODS. The student must submit appropriate documentation that presents impairment or condition that substantially limits one or more major life activities. The documentation must also be up-to-date, addressing current levels of functioning and the current impact of the impairment or condition in the academic environment.

The Office of Disability Services provides a number of supports to qualified students who are registered for services. These can include: counseling, specialized tutoring, assistive technology, adaptive equipment, workshops, study strategies, time management and organization skills. ODS makes available the latest assistive technology for students with learning differences and other impairments.

RICHARD COOPER (RCOOPER@HARCUM.EDU)

Director of Disability Services

610-526-6185

ROBYN GLEASON (RGLEASON@HARCUM.EDU)

Assistant Director of Disability Services

610-526-6185

LIBRARY

The Library is open seven days a week when school is in session. The Library's semester hours (Fall & Spring) are:

Monday-Thursday	8:00 am - 9:00 pm
Friday	8:00 am - 5:00 pm
Saturday	10:00 am - 4:00 pm
Sunday	2:00 pm - 8:00 pm

*Library hours are subject to change during semester breaks

COUNSELING SERVICES

Counseling services are available to all students free of charge to address life issues such as relationships, stress, depression, academics, etc. Individual sessions are provided. Group sessions are available upon request.

WHAT HAPPENS IF A STUDENT HAS A "CRISIS" AFTER HOURS?

- If a student is in crisis, depending on the severity, 911 or Counseling Services will be called. There is 24/7 coverage for Counseling Services.

WILL YOU LET FAMILY MEMBERS KNOW IF A STUDENT HAS COME IN FOR COUNSELING?

- No, all sessions are confidential unless the student gives written permission for family members to be contacted.

WHAT IF MY STUDENT IS IN RECOVERY—ARE THERE RESOURCES AVAILABLE?

- Counseling Services can work with your student until resources in the community are arranged. Counseling Services has information on support groups and partial programs in the surrounding area.

FREE PEER & PROFESSIONAL TUTORING AVAILABLE

Harcum College offers free peer and professional tutoring for all Harcum students. Students are eligible for two, nonconsecutive 45 minute sessions per class, per week. We tutor biology, English, math, nursing, reading, sociology, and writing (contact us if you have other needs). Students can email your papers to tutor@harcum.edu, and we will provide feedback within 24-48 hours.

The Educational Success Center is located on the Bryn Mawr Campus. All students are encouraged to visit the campus to use our services. For Spring 2015, tutoring will also occur at the Partnership Sites. To see when tutors will be at your site, please visit WWW.HARCUM.EDU/ESC.

HOURS

MON – THURS 9-5, FRI by appointment, the center can accommodate other hours if needed. Please email jvelez@harcum.edu or call 610-526-6103.

ONLINE TUTORING

Online tutoring available and video appointments through your Harcum email.

To sign-up for an appointment on the Bryn Mawr Campus, visit harcum.edu/esc and click "Schedule an Appointment." Select a tutor for the subject you are interested in. You will be taken to an online schedule. Any time available is in purple. To see up to two weeks in advance, click the right arrow to move to the next week. When you find a time you are interested in, click on the time you would like to start. Fill out the form and submit it. A reminder will be sent to the e-mail address you entered. All you have to do is show up for your appointment (either in person or online).

For online paper submission, you do not need to schedule an appointment in advance. Just e-mail your paper to tutor@harcum.edu.

To find updated schedules and information on tutoring at partnership sites, visit WWW.HARCUM.EDU/ESC

Or, email questions to: JVELEZ@HARCUM.EDU

ATTENDANCE

Class attendance is mandatory. Classes are presented in an accelerated seven-week format. Class time is from 5:30 p.m. to 9:30 p.m. If you are not able to attend a class, please contact your instructor for additional assignments and make up the work. Instructors will take attendance before each class. If you are not on the class list, contact your Program Director immediately.

SNOW DAYS: The advantage of attending an off-site location is that you are close to class. In the event that your Partnership Site is closed, you will be required to complete an assignment through the online Web Study Shell as outlined in your syllabus. Remember it is your responsibility to contact the instructor to make up the assignments that are missed due to inclement weather. If we close early, we will let your site coordinator know.

ACADEMIC HONORS

Attaining the following cumulative grade point average entitles the graduating student at Commencement to earn: Graduation with Honors - GPA 3.5 and higher. The following semester grade point averages entitle students to special honors in the academic year:

- **PRESIDENT'S LIST:** All full-time students who have earned letter grades with a GPA of 4.0 are eligible for the President's List.
- **DEAN'S LIST:** All full-time students who have completed at least 12 credits are eligible for the Dean's list if they have a 3.50-3.99 GPA.
- **HONORS LIST:** Part-time and Continuing Studies students who have earned 12 credits, are currently

taking 6 to 11 credits are eligible for the Honor's List if they have a 3.50-4.00 GPA. Students with incomplete (I) grades are not eligible for academic honors for that semester.

GRADUATION REQUIREMENTS

The following requirements must be met to obtain a degree from the College:

1. An Associate Degree student must have earned a minimum of 63 credit hours. Some programs require more than this minimum. The exact requirements for each program are indicated in the current catalog.
2. For the Associate Degree, a minimum of 30 credits must have been earned at Harcum and must include attendance at Harcum the last full semester.
3. For all degrees, a minimum grade point average of 2.0 is required. Basic Skills Standards (as outlined in the current catalog) must also be fulfilled. These credits for developmental courses do not count toward graduation.
4. All financial obligations to the College must be paid in full before a student may participate in the graduation exercises. The diploma and transcript of grades also will be withheld until the student meets his/her financial obligations.

COMMENCEMENT

Commencement exercises are held annually in May. Candidates for graduation must complete a graduation application and submit it to the Office of the Registrar during the semester preceding the one of expected graduation. Applications for graduation will be available from the student's advisor or the Office of the Registrar. May graduation applications are due by **DECEMBER 1ST**. August and December graduation applications are due by May 1st. To participate in the graduation ceremony, the candidate must complete all the requirements in his/her chosen curriculum. A student enrolled in a practicum or program which will be completed in June, as the final requirement for the program, may participate in the May graduation ceremony and receive his/her diploma upon completion of the curriculum. The graduation date on the diploma will be August 31st. All other exceptions must have written approval of the program director and the President of the College. All students who complete the requirements for graduation in August or December may participate the following May in the graduation ceremony.

EMERGENCY & WEATHER DELAYS

Harcum College uses an emergency alert system called **E2CAMPUS** to provide emergency text messaging and email to alert to students, faculty, and staff about potentially hazardous situations on campus, as well as weather-related delays and closings. Successful implementation of the alert system relies on campus-wide participation. Students are required to sign up with the e2Campus system before classes begin. To sign up

for emergency alerts visit: WWW.E2CAMPUS.NET/MY/HARCUM. The opt-out date is when the notification alert will expire. Students can use their expected date of graduation. A validation code will be sent to your phone. You must enter the code from your phone to complete the registration process.

HARCUM HATCH EMAIL ACCOUNTS

Your 'Hatch' email account is the primary way for instructors and administration to reach you. It also allows the College to send emergency alerts and weather related notifications. All students are required to step up and use their Harcum Hatch email account. Harcum Hatch is powered by Google.

IT Services [610-526-1867](tel:610-526-1867) / SUPPORT@HARCUM.EDU

HARCUM COLLEGE CAMPUS STORE

The Campus Store is located in the lower level of the Academic Center. It includes a student lounge, Coffee Bar, Sodexo's "Snack to Go" foods and is the source for purchase of Harcum gear and paraphernalia. Students are encouraged to order textbooks from the Harcum College Online Bookstore. Save money with used and rental books. Information about which textbooks you need will come from your class instructor. Be sure to set up your Hatch account for email and Harcum College updates. WWW.HARCUM.BKSTR.COM / [610-526-6041](tel:610-526-6041).

CAREER & TRANSFER SERVICES

Career Services works with students to select a major that best suits their interests and abilities. There are also several resources students can use to assess their aptitude, interests, and skills. These instruments can be administered by Career Services staff. Also, the Career Library houses numerous books and materials to help students learn more about a major or profession. Career Services provides individual and group sessions in resume and cover letter writing, interviewing skills, and dressing for success, as well as other areas to assist students in a successful job search. In addition we can discuss different career search strategies through workshops and individual counseling. Transfer advising assists students interested in transferring to a four-year college or university. Transfer advising services include: selecting the appropriate college or university, completing the application process, and writing the essay. Harcum also sponsors two Transfer Fairs each year that are well attended by area college and university admission representatives.

OFFICE OF CAREER & TRANSFER SERVICES

Academic Center, First Floor Room 110
610-526-6070
careertransfer@harcum.edu
www.harcum.edu/careertransfer

FINANCIAL AID

Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for all federal, state and institutional aid, including loans. To be considered for Federal Stafford Subsidized/Unsubsidized loans, all first time student borrowers, transfer students and students attending Harcum for the first time, must complete an Entrance Interview and a Master Promissory Note (MPN). All students receiving financial aid must maintain satisfactory academic progress requirements and adhere to the rules and regulations of the Anti-Drug Abuse Act in order to continue receiving aid. Harcum College's Federal School Code: 003272. A student must reapply for need-based financial aid by using the

FAFSA (Free Application for Student Financial Aid) or the Renewal FAFSA each year. The deadline for submitting the FAFSA or the Renewal FAFSA each year is May 1. A student must make progress toward his/her degree to be eligible for financial aid for the following academic year. A student must complete a minimum of 67% of attempted cumulative credits each year. A student must also maintain a minimum cumulative grade point average (GPA) based on the number of credits attempted.

The chart below shows the GPA required by credits attempted:

COLLEGE CREDITS ATTEMPTED	MIN. GPA REQUIRED
1-15	1
16-30	1.5
31-45	1.75
46 +	2

FINANCIAL AID AWARD

If a student is awarded any financial aid, he/she will receive an award letter. This award will be reflected on your invoice as anticipated aid, and subtracted from your bill. When the aid is received at Harcum it will then be posted to your bill as actual aid. There may be a difference between anticipated and actual aid, which is based upon many factors.

FEDERAL LOANS

Federal loans are applied to a student's account as anticipated aid as soon as they are awarded and reported to the College. Once received, the College posts the aid on the student's account as actual aid.

FINANCIAL AID OFFICE

Melville Hall, 2nd Floor
610-526-6098
finaid@harcum.edu

STUDENT ACCOUNTS (BURSAR)

The Office of Student Accounts (Bursar) is located on the 2nd floor of Melville Hall. The Office handles all billing and payments for tuition, room and board, and any related fees for the College. The Office also handles all financial holds. Students on financial hold must contact the Office of Student Accounts immediately by calling 610-526-6016 or by emailing studentaccounts@harcum.edu. While on a financial hold students are unable to register for classes, view grades, obtain transcripts, participate in commencement or receive a diploma. Harcum College reserves the right to transfer students with past-due balances to a collection agency, attorney, and/or credit bureau. At which time the student is responsible for all costs and fees associated with collection and litigation.

BILLING

Tuition Statements are posted electronically and are generated on a per semester basis. Statements for the fall semester are posted to Self-Service in July and statements for the spring are posted in November. Additionally, statements may also be obtained by visiting the Office of Student Accounts. Statements will continue to be posted on a monthly basis for those students carrying a balance. Failure to view or obtain a statement does not exclude students from paying their balance.

PAYMENTS

Payments are due in-full prior to the start of class for each term. Or, students must be current on the installment plan. Payments can be made through Power Campus Self-Service using a credit card, checking or savings account. All payments made through Self-Service will immediately post to the student's account. Additionally, payments can be made by visiting the Office of Student Accounts or by mailing a check or money order.

OFFICE OF STUDENT ACCOUNTS

Melville Hall, 2nd Floor
750 Montgomery Avenue
Bryn Mawr, PA 19010
610-526-6016
studentaccounts@harcum.edu

FREQUENTLY ASKED QUESTIONS

Q: WHY CAN'T I REGISTER MYSELF AND CHOOSE MY OWN CLASSES?

You are welcome to talk with your Program Director regarding the classes for which you have been scheduled. However, because of coding in the system, partnership students are not able to register themselves at this time.

Q: I CAN'T TAKE CLASSES ON CERTAIN NIGHTS OF THE WEEK. WILL YOU MAKE AN EXCEPTION?

When possible, Program Directors will work with your schedule. However, please understand that classes will only run on certain nights of the week and your schedule cannot always be accommodated. Allow yourself as much flexibility as possible.

Q: I CAN'T MAKE IT TO CLASS BY 5:30 PM. WHAT DO I DO?

Students are expected to come on time at 5:30 PM and remain in class until 9:30 PM. Instructors do not have the flexibility to back track and fill students in who are late or who have missed a portion of the class. Because it is important for you to receive all of the material in class, attendance and participation points may be deducted and you may miss assignments that are given at this time.

Q: WHAT IF I DON'T GO TO THE FIRST TWO NIGHTS OF CLASS?

You will automatically be dropped from the class and can no longer attend that class for the semester.

Q: WHAT IF I DON'T LIKE MY CLASS?

Contact your Program Director. You can only change your class within the add/drop period without financial penalty.

Q: WHAT IS THE ADD/DROP PERIOD?

The add/drop period is the first two weeks of class. If you miss the first two weeks of class you will be administratively dropped.

Q: WHAT IS THE BEST WAY OF GETTING IN TOUCH WITH MY PROGRAM DIRECTOR?

Please use your Harcum email.

Q: WHY CAN'T I USE MY PERSONAL EMAIL ADDRESS?

As Harcum students, you are required to use your Harcum email for all correspondence with the college. Offices throughout the campus will use your Harcum

email to reach you so please check it often. If you don't use your Harcum email, you will miss important information.

Q: WHEN DO I GRADUATE?

Continue to fill in the program that you have been provided with, also available under Academic plan in Self Serve. This will show what classes you have taken and what you have left. Then, you can estimate when you will graduate.

Q: HOW DO I FIND MY SCHEDULE?

From www.harcum.edu please click on "Login to the Hatch" at the top of the screen. From there, click on the "Self Serve" icon.

Q: DO I HAVE TO GET THE REQUIRED BOOKS?

Yes. They can be new, used, rented, digital, or purchased/borrowed from a former student. Talk with your teacher. Depending on the class, you may be able to use a different edition.

Q: HOW DO I KNOW WHAT BOOKS TO GET?

Visit the online bookstore at www.harcum.edu. Click on 'Academics,' then 'Campus Store,' and then 'Follett.'

Q: WHAT IF I HAVE A CONCERN ABOUT MY TEACHER OR GRADE?

Always correspond with your teacher first to try to resolve any disputes. Afterwards, please follow the instructions for an Academic Appeal on p. 51 of the catalog. You have until up until two weeks after the semester in which you earned the grade to appeal. Remember, students' grades are earned based on the number of points they receive out of the total number of points for the class.

Q: CAN I STILL APPLY FOR FINANCIAL AID EVEN THOUGH THE MAY 1 DEADLINE HAS PASSED?

Yes, however, eligibility may be limited to certain programs. Federal Pell Grant, Federal Stafford and PLUS loan, and Harcum Campus Based Grant programs are all available.

LETTER FROM STUDENT ACCOUNTS

January 13, 2018

Dear New Student,

On behalf of the Office of Student Accounts, welcome! We're very excited that you've chosen Harcum College to help achieve your educational goals. You may be new to the college experience, therefore we'd like to provide you with some important information regarding tuition.

The Office of Student Accounts handles all billing and billing related inquiries for tuition, room and board, and any related fees for the College. Our office is located on the 2nd floor of Melville Hall and is open Monday through Thursday 8:30am-5:30pm and Friday 8:30am-5:00pm. We're also available to assist students by telephone at 610-526-6016 or by email at studentaccounts@harcum.edu.

Once admitted, students will receive a Harcum Hatch e-mail account, as well as, log-in credentials for Power Campus Self-Service. Self-Service is an online tool where students can view bills, make payments, and enroll in eRefund. In addition, Self-Service provides students access to other essential information such as grades and financial aid. Therefore, it is important that students familiarize themselves with Self-Service and check their accounts regularly.

Tuition statements are posted electronically and are generated on a per semester basis. Statements for the fall semester are posted to Self-Service in July and statements for the spring are posted in November. Additionally, statements may also be obtained by visiting the Office of Student Accounts. Statements will continue to be posted on a monthly basis for those students carrying a balance. Failure to view or obtain a statement does not exclude students from paying their balance.

In order to be considered financially cleared and begin classes, payments for each semester are due in-full prior to the start of classes. Payments can be made through Self-Service using a credit card, checking or savings account. All payments made through Self-Service will immediately post to the student's account. Additionally, payments can be made by visiting the Office of Student Account or by mailing a check or money order.

To help manage tuition payments, the College offers a monthly installment plan. Students wishing to enroll in the installment plan may do so through Self-Service.

If you are anticipating a refund you may elect to have your refund directly deposited into your bank account by enrolling in eRefund through Self-Service. Please note, if the student's name does not match the name on the bank account the eRefund will not be processed by the bank.

Please remember we are here to help. Do not hesitate to contact us directly if you have any questions.

Again, welcome to the Harcum College Community. We wish you all the best!

LaShonda A. Thomas, MBA
Director of Student Accounts

FINANCIAL AID CHECKLIST

PART 1: I have applied to Harcum College. What's next?

- Complete the Free Application for Federal Student Aid (FAFSA) online
WWW.FAFSA.ED.GOV
- Pennsylvania State Residents must complete the Pennsylvania Higher Education Assistance Agency Program (PHEAA) Status Notice
WWW.PHEAA.ORG

PART 2: I have received my acceptance letter. What's next?

- Review the Financial Aid award letter that was received in the mail.
- Have I made my aid selections? Did I sign it?
- Did I return the award letter reply page to the Financial Aid office?
- Did I submit all documents listed on the award letter to the Financial Aid Office?
- Complete the Stafford Loan Entrance Counseling
WWW.STUDENTLOANS.GOV
- Complete the MaSter Promissory Note for the Federal Stafford Loans
WWW.STUDENTLOANS.GOV

PART 3: I was selected for verification. What is that? What's next?

Verification is the process where some students are randomly selected by the Department of Education to review their FAFSA records, the method by which we certify to state and federal agencies that the financial aid students receive is correct as determined by the FAFSA. If your file is selected for verification, we must receive all required documents (typically the Verification Worksheet, a copy of parents' federal tax return transcript, and a copy of the student's federal tax return transcript) before we can determine your financial aid eligibility.

- Did I use the IRS Data Retrieval on the FAFSA?
The IRS Data Retrieval Tool allows applicants who have already filed their federal income tax returns to prefill the answers to some questions on the FAFSA by transferring data from their federal income tax returns. This can save the family some time in completing the FAFSA. It may also reduce the likelihood that your FAFSA will be selected for verification.
- I didn't or was unable to use the IRS Data Retrieval Tool.
Order a "Tax Return" transcript at www.irs.gov or call 1-800-908-9946
- Have I completed and returned my Verification Worksheet?
Typically the Verification Worksheet, a copy of parents' federal tax return transcript, and a copy of the student's federal tax return transcript.

PART 4: I have completed all of the requirements above but I still have questions...

- Contact the Financial Aid office
Melville Hall, 2nd Floor
610-526-6098
finaid@harcum.edu



To access the library resources and services, please click on the LIBRARY SERVICES link located under “Quick Links” at: <http://www.harcum.edu>

CHARLES H. TROUT LIBRARY SERVICES

LIBRARY STAFF

MIMI BURSTEIN | mburstein@harcum.edu
Circulation & Reserve Desk Coordinator | 610-526-6085

DAN HODAS | dhodas@harcum.edu
Media Services Coordinator | 610-526-6167

KATIE MCGOWAN | cmcgowan@harcum.edu
Director of Library Services | 610-526-6062

ALICE PAKHTIGIAN | apakhtigian@harcum.edu
Reference Librarian | 610-526-6084

CLARA SALLOOM | csalloom@harcum.edu
Bibliographic Librarian | 610-526-6665

LIZ FARLEY | efarley@harcum.edu
Evening Weekend Librarian | 610-526-6066

ROXANNE SUTTON | rsutton@harcum.edu
Technical Services Librarian | 610-526-6066

SEMESTER HOURS (FALL & SPRING)

Monday through Thursday	8:00am - 9:00pm
Friday	8:00am - 5:00pm
Saturday	10:00am - 4:00pm
Sunday	2:00pm - 8:00pm

* LIBRARY HOURS ARE SUBJECT TO CHANGE DURING SEMESTER BREAKS

CIRCULATION PRIVILEGES

Your Harcum College student ID serves as your library card. Please be sure to register your student ID at the Circulation Desk to activate your borrowing privileges.

BOOKS & DVDS

Books may be checked out for 3 weeks; DVDs may be checked out for 7 days. Borrowed library books and DVDs can be renewed either in person or by phone. To renew books and/or DVDs by phone, please call 610-526-6085 on or before the due date. Journals do not circulate and are limited to in-library use. There is a photocopier for students on the main floor of the library. Photocopies are 15¢ per page.

LIBRARY COMPUTERS

The Trout Library has 30 computers available for academic use. These computers provide access to the Internet and

basic Microsoft Office applications (Word, Excel, Power-Point, and Publisher) along with various academic resources available online.

ELECTRONIC DATABASES

The library maintains subscriptions to many electronic databases. The electronic databases are available from the library's website, Research Guides, and through the Harcum Hatch portal. Use of the Trout Library's electronic databases for research is restricted to current Harcum College students, faculty, and staff. Off-campus access to the library's electronic databases is password protected. Authorized users will need the database password list to access a database from home (please see attachment).

INTERLIBRARY LOAN

If the library does not have the book or journal article you need, we may be able to borrow it from another library through Interlibrary Loan (ILL). To use this service, simply ask for a form at the Circulation Desk or complete the online form available on the library's website.

MEDIA SERVICES & TECHNOLOGY LABS

There are three Technology Labs available for students that are located on the second floor of the library. Technology Labs are available only by reservation and are restricted to current Harcum College students. Each Technology Lab is equipped with a LCD screen and a desktop computer. Software installed on the desktop computers includes the following:

- Microsoft Office Applications (Word, Excel, Access, Power-Point, Publisher)
- Internet
- CS5 Adobe Design Premium (Photoshop, InDesign, Illustrator, Dreamweaver)
- Camtasia Studio 8

These technology labs are to be utilized for academic purposes in support of the instruction, research, and study needs of all Harcum College students.

PLEASE REMEMBER

If you have any questions or need help with your research, please contact the Library. We are happy to help you. Good luck with your studies!

ELECTRONIC DATABASE PASSWORD LIST

! Off-campus access to Trout Library's electronic databases is **restricted** to current students, faculty, and staff.

PLEASE NOTE:

All usernames and passwords are case-sensitive.
Passwords change every semester.

CREDO REFERENCE

- Comprehensive digital library of reference materials
- Username: user@harcum.edu
Password: hocus888

EBSCOHOST RESEARCH DATABASES

- Please select the appropriate database for your research.
- Username: harcum
Password: troutlib750

Enter the username and password for access to the following EBSCO Research Databases:

- Academic Search Elite – education, humanities, social sciences and sciences
- Business Book Summaries – summaries on the best business books available
- Business Source Premiere – business, market research reports, industry reports, company profiles
- CINAHL with Full Text – nursing and allied health sciences
- Consumer Health Complete – allied health sciences and nursing
- Criminal Justice Abstracts with Full Text – criminology, criminal law and procedure, corrections and prisons, police and policing, criminal investigation, forensic sciences, substance abuse and addiction, probation and parole
- Dentistry & Oral Sciences Source – dental assisting and dental hygiene
- ERIC – early childhood education and other

education-related topics

- eBooks Collection: Academic Edition - over 160,000 multidisciplinary ebooks covering broad range of academic topics

LEXICOMP ONLINE

- Drug information, dosing guidelines, and medical conditions
- Username: harcumdental17
Password: lexicomp464

NEWSBANK

- Current and archived coverage of issues, events, people, government, sports and more with the largest collection of full-text U.S. newspapers
- Username: troutlib
Password: 750hatcher

SCIENCEDIRECT

- Full-text access to numerous scientific, technical, and medical journal articles and book titles
- Username: library@harcum.edu
Password: troutlib750

SIRS ISSUES RESEARCHER

- Business, science and social sciences topics
- Username: HARCUM
Password: Troutlib

5 CRITERIA FOR EVALUATING WEBPAGES

FROM: KAPOUN, JIM. "TEACHING UNDERGRADS WEB EVALUATION: A GUIDE FOR LIBRARY INSTRUCTION." COLLEGE & RESEARCH LIBRARIES NEWS (JULY/AUGUST 1998): 522-523.

HOW TO EVALUATE

1. ACCURACY OF WEB DOCUMENTS

- Who wrote the page and can you contact him/her?
- What is the purpose of the document and why was it produced?
- Is this person qualified to write this document?

2. AUTHORITY OF WEB DOCUMENTS

- Who published the document and is it separate from the "Webmaster?"
- Check the domain of the document. What institution publishes this document?
- Does the publisher list his or her qualifications?

3. OBJECTIVITY OF DOCUMENTS

- What goals/objectives does this page meet?
- How detailed is the information?
- What opinions (if any) are expressed by the author?

4. CURRENCY OF WEB DOCUMENTS

- When was it produced?
- When was it updated?
- How up-to-date are the links (if any)?

5. COVERAGE OF WEB DOCUMENTS

- Are the links (if any) evaluated and do they complement the documents' theme?
- Is it all images or a balance of text and images?
- Is the information presented cited correctly?

HOW TO INTERPRET

ACCURACY

Make sure author provides e-mail or a contact address/ phone number.

Know the distinction between author and Webmaster.

AUTHORITY

What credentials are listed for the authors?

Where is the document published? Check URL domain.

OBJECTIVITY

Determine if page is a mask for advertising; if so, information might be biased. View any Web page as you would an infomercial on television. Ask yourself why was this written and for whom?

CURRENCY

When was it produced?

When was it updated?

How up-to-date are the links (if any)?

COVERAGE

How many dead links are on the page?

Are the links current or updated regularly?

Is the information on the page outdated?

PUTTING IT ALL TOGETHER

- Accuracy. If your page lists the author and institution that published the page and provides a way of contacting him/her
- Authority. If your page lists the author credentials and its domain is preferred (.edu, .gov, .org, or .net)
- Objectivity. If your page provides accurate information with limited advertising and it is objective in presenting the information
- Currency. If your page is current and updated regularly (as stated on the page) and the links (if any) are also up-to-date
- Coverage. If you can view the information properly--not limited to fees, browser technology, or software requirement
- You may have a Web page that could be of value to your research!

CAREER & TRANSFER SERVICES

Office of Career & Transfer Services

Harcum College, Academic Center
First Floor, Room 110

610-526-6070

careertransfer@harcum.edu

WWW.HARCUM.COM/CAREERTRANSFER

ABOUT US

Our mission is to equip all Harcum College students and alumni with the skills necessary to have a competitive edge in their academic and career arenas. We seek to empower, educate, and train students to proactively engage in the career and transfer process as well as chart their path toward life-long career achievement.

SERVICES

- GOAL PLANNING
- INDIVIDUAL CAREER COUNSELING
- FOUR-YEAR COLLEGE EXPLORATION
- JOB SEARCH AND INTERVIEW PREPARATION
- INTERNSHIP SEARCH
- RESUME WRITING
- DRESS FOR SUCCESS
- CAREER EXPO (IN FALL AND SPRING)
- TRANSFER EXPO (IN FALL AND SPRING)
- JOB LISTING AND TRANSFER INFO
- 24-HOUR ONLINE ACCESS TO RESOURCES

IN-CLASSROOM WORKSHOPS/SEMINARS

The Career and Transfer team works closely with every academic department of the college. The team customizes, develops, and delivers career development workshops on an ongoing basis to ensure students are able to articulate and demonstrate their professional skills in their chosen profession.

SELF-ASSESSMENT RESOURCES

Self-assessment will help you to identify your strengths, interests, and capabilities. There are several options available for self-assessment both online through our online portal and in our offices in RM 110 located on the first floor of the Academic Center. Please email us or stop in to make an appointment.

TRANSFER SERVICES

Transfer Planning should begin during freshman year to ensure that your degree program and curriculum are consistent with your future career or educational plans. If you are thinking of transferring, make an appointment!

ONLINE ACCESS AND JOB BOARDS

We have resources available to you 24 hours a day, seven days a week. Our online career tool and online job board are always available through our website.

EMPOWER

Career & Transfer Services can help you identify future goals and develop your strengths.

EDUCATE

Our resources are available online 24/7.
ONLINE CAREER SERVICES:
WWW.PURPLEBRIEFCASE.COM

TRAIN

Our workshops, boot camps, and expos are opportunities to engage in the career and transfer process!

PARTNERSHIP SITES DIRECTORY

Our Campus Directory of professionals are here to support you and offer guidance over the course of your academic journey at Harcum.

BONNER/PRENDERGAST

Bonner & Prendergast High School
403 N Lansdowne Avenue
Drexel Hill, PA 19026
610-352-7008
C: 267-506-1837
Early Childhood Education

James Washington
jwashington@i-leadusa.org

CHESTER

St Luke CC Church
320 Tilghman Street
Chester PA 19103
484-480-8364
1-877-428-8092 ext. 603
Human Services
Early Childhood Education

Andrea Mathias
amathias@i-leadusa.org

COATESVILLE

53 S First Avenue
Coatesville PA 19320
610-810-1556
Human Services

Bill Shaw
bshaw@quietrevolution.org

Melanie Palmas
mpalmas@quietrevolution.org

CONGRESO

2830 N American Street
Philadelphia, PA 19133
215-425-4762
Human Services, Early Childhood
Education

Miriam Figueroa
figueroam@congreso.net

DELIVERANCE

2001 W Lehigh Ave
Philadelphia PA 19132
215-226-7600 x3142
Human Services
Early Childhood Education
Law & Justice
Business Management

Celeste Atkins
catkins@debi-education.org

Angel Skipper
askipper@I-Leadusa.org

DIVERSIFIED

1529 S 22nd Street
Philadelphia, PA 19146
215-586-0844
Human Services

Nydeerah Hatton
nhatton@dcsphila.org

E3 WEST

4111 Lancaster Ave
Philadelphia, PA 19104
215-387-2137
Early Childhood Education

Erinn Dadds
erin@phmc.org

Selena Tucker
stucker@phmc.org

GRACE TRINITY

5200 Oxford Avenue
Philadelphia, PA 19124
215-535-3885
215-535-2788
Early Childhood Education

Mrinalini Sebastian
harcum.grace.trinity@gmail.com

LITTLE PEOPLE'S VILLAGE

6522 Haverford Avenue
Philadelphia, PA 19151
215-474-3011
Early Childhood Education

Lisa Iliopoulos
littlepeoplesvillage@hotmail.com

Tanya Shired-Nutter

MOTHERS IN CHARGE

520 Delaware Ave #302
Philadelphia PA 19123
215-228-1718
Human Services

Toni Ebright
tmebright@mothersincharge.org

ONE BRIGHT RAY

1142 E Erie Ave
Philadelphia PA 19124
215-744-6000
Human Services
Law & Justice

Early Childhood Education
Business Management

Lauren Nelson
lnelson@onebrightray.org

Jose Cabrero
jcabrero@onebrightray.org

READING

401 Penn Street
Reading PA 19601
855-ILEADCS ext. 317
Human Services

Isamac Torres-Figueroa
isamactf@gmail.com

RHD

4700 Wissahickon Ave Suite 126
Philadelphia, PA 19144
215-951-0300
Human Services

Kelle Branche
kelleb@rhd.org

Amy Gibbs
amy.gibbs@rhd.org

WOODS SERVICES

Employee Training Center
10 Meadowood Drive
Langhorne, PA 19047
215-750-4236
Human Services

Valarie Durden
vdurden@woods.org

WHO TO CONTACT DIRECTORY



Our Partnership Site Directory of professionals supports you and offers guidance over the course of your academic journey at Harcum. You can find this list and more at: WWW.HARCUM.EDU

HARCUM ADMINISTRATION

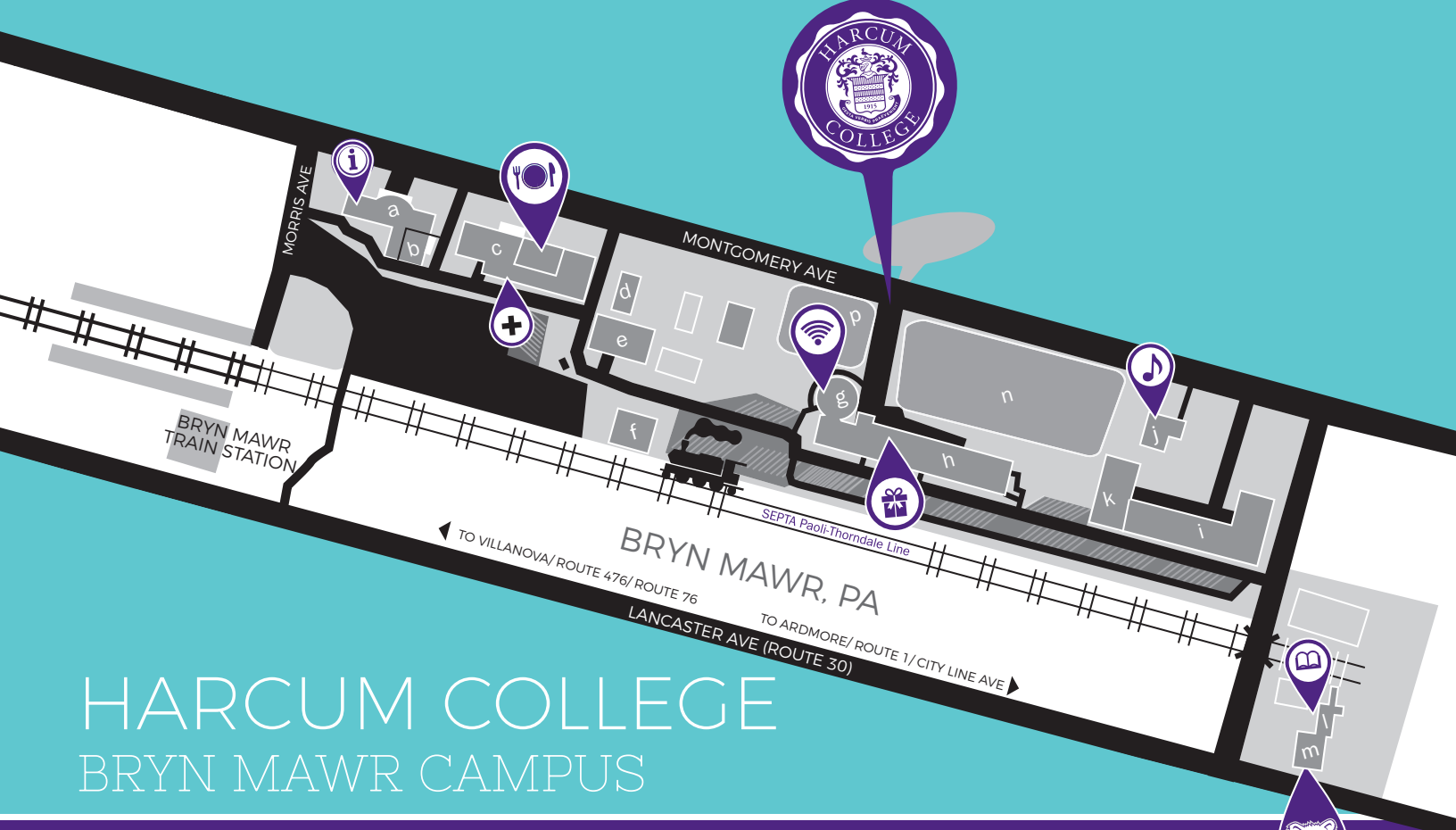
Executive Director, Partnership Sites	Evelyn Santana	610-526-6006	esantana@harcum.edu
Assistant Director, Patnership Sites	Jean Douglas-White	610-526-6037	jdouglas-white@harcum.edu
Career & Transfer Services	Danyeale Dove	610-526-6047	ddove@harcum.edu
Counseling Services	Kathy Anthony	610-526-6045	kanthony@harcum.edu
Disability Services	Dr. Richard Cooper	610-526-6036	rcooper@harcum.edu
Financial Aid	Melville Hall	610-526-6098	finaid@harcum.edu
IT Services	Academic Center	610-526-1867	support@harcum.edu
Library Services	Academic Center	610-526-6085	library@harcum.edu
Online Courses	Steve Pipitone	610-526-6053	spipitone@harcum.edu
Partnership Sites Office	Valerie McGruder-Cortes	610-526-6083	csauer@harcum.edu
Student Accounts	Melville Hall	610-526-6016	studentaccounts@harcum.edu
Tutoring Services	John Velez	610-526-6103	jvelez@harcum.edu
Campus Safety	Rick San Filippo	610-526-6099	rsanfilippo@harcum.edu
Developmental Assessment	David Weaver	610-526-3593	dweaver@harcum.edu

PROGRAM DIRECTORS

Business Management	Mike Prushan	610-526-1861	mprushan@harcum.edu
Early Childhood	Dr. Joanne Ricevuto	610-526-6035	jricevuto@harcum.edu
Human Services	Ashley Herr-Perrin	610-526-6175	aherr-perrin@harcum.edu
Law & Justice	Rick Austin	610-526-6025	raustin@harcum.edu

COORDINATORS

Business Management	Marcus Swinson	610-526-6091	mswinson@harcum.edu
Early Childhood Education	Pam Singleton	610-526-6145	psingleton@harcum.edu
Early Childhood Education	Dennis Arms	610-229-9325	darms@harcum.edu
General Studies	Jean Douglas-White	610-526-6037	jdouglas-white@harcum.edu
Human Services	Kevin Jones	610-526-6121	kjones@harcum.edu
Human Services	Vivianne Alves De Sa	267-788-6799	valvesdesa@harcum.edu
Operations	Devin McDonald	610-526-6954	dmcdonald@harcum.edu



HARCUM COLLEGE

BRYN MAWR CAMPUS



ADMINISTRATIVE OFFICES



BEAR CAFE & CAMPUS STORE



BEARS GYMNASIUM



CAMPUS DINING HALL



HARCUM MUSIC SCHOOL



CHARLES H. TROUT LIBRARY



NURSING DEPARTMENT



a. MELVILLE HALL

<i>Administrative Offices</i>	Office of the President
Admissions	Human Resources
Financial Aid	Finance & Business
Registrar & Student Records	Facilities
Bursar & Student Accounts	PR & Marketing

b. KEVIN D. MARLO LITTLE THEATRE

c. KLEIN HALL

Campus Dining	Residence Hall
Health Center	Student Life
Fitness Center/Gym	Campus Safety

d. BEDFORD HALL

Office of College Advancement
Alumni Relations

e. ABRAM & GOLDIE COHEN DENTAL CENTER

Harcum Dental Clinic

f. VETERINARY SERVICES

Veterinary Technology

g. CHARLES H. TROUT LIBRARY

h. ACADEMIC CENTER

Classrooms, Labs, Campus Store, Faculty Offices,
Student Lounge, Student Support Services

i. PENNSWOOD HALL

Residence Hall, Residence Life Office, KinderCare

j. RICHTER HALL

Art and Music Studios

k. KINDERCARE

l. OUR MOTHER OF GOOD COUNCIL

Nursing Department, Gymnasium

m. BEARS GYMNASIUM

n. THE GREAT LAWN OF THE ACADEMIC CENTER

p. CHARLES H. TROUT LAWN



BEDFORD HALL



RICHTER HALL



**KEVIN D. MARLO
LITTLE THEATRE**



**CHARLES H.
TROUT LIBRARY**



**ACADEMIC
CENTER**



HARCUM COLLEGE

750 Montgomery Ave
Bryn Mawr, PA 19010