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Note to readers:

The Guide to Graduate Life is a work in progress, some parts remaining since major efforts years ago, other parts updated by more recent GSA officers. It certainly had good information, as well as some mistakes. If you find misleading or inaccurate information, or if you ever think of something that could be added to the document to help incoming students, please let us know!

Thanks very much,

GSA

GENERAL INFORMATION

Access Account Signature Station: Signature Stations are located at the following locations (a campus map and hours for each location can be obtained at <http://clc.its.psu.edu/labs>):

103 Boucke Building
 101 Computer Building
 215 Computer Building
 6 Findlay Commons
 W113 Pattee Library

201 Pollock Library
 107 Waring Commons
 108 Warnock Commons
 2 Willard Building

I believe I may need the services of an attorney. Who can I turn to for legal advice?
<http://www.sa.psu.edu/ocl/legal.shtml>

District Justice Courts.....237-4981
Keystone Legal Service.....238-4958
PSU Off-Campus Living.....865-2346

CALENDER:

Fall 2007

Intent to Graduate - Activation Period	Monday - Monday	August 20 - September 10
^{1 3} Arrival Day - New Students	Friday - Saturday	August 24 - 25
^{1 3} Arrival Day - Returning Students	Saturday - Sunday	August 25 - 26
Leave of Absence - Deadline	Friday	August 24
Student Registration - Deadline	Sunday	August 26
Classes Begin	Monday	August 27
² Drop/Add Period	Monday - Wednesday	August 27 - September 5
Labor Day Holiday - No Classes	Monday	September 3
² Late Registration and Late Drop Begin	Thursday	September 6
Final Exam Conflict - Filing Period	Monday - Sunday	October 1 - 21
² Late Drop - Deadline	Friday	November 16
Thanksgiving Holiday - No Classes	Monday - Friday	November 19 - 23

Withdrawal - Deadline	Friday	December 14
Classes End	Friday	December 14
³ Study Days - No Classes	Saturday - Sunday	December 15 - 16
³ Final Exams	Monday - Friday	December 17 - 21
³ Commencement	Saturday	December 22

Spring 2008

Intent to Graduate - Activation Period	Wednesday - Monday	January 2 - 28
Leave of Absence - Deadline	Friday	January 11
^{1 3} Arrival Day - New Students	Saturday	January 12
Student Registration - Deadline	Sunday	January 13
Classes Begin	Monday	January 14
² Drop/Add Period	Monday - Wednesday	January 14 - 23
Martin Luther King Day - No Classes	Monday	January 21
² Late Registration and Late Drop Begin	Thursday	January 24
Final Exam Conflict - Filing Period	Monday - Sunday	February 18 - March 2
Spring Break - No Classes	Monday - Friday	March 10 - 14
² Late Drop - Deadline	Friday	April 11
Withdrawal - Deadline	Friday	May 2
Classes End	Friday	May 2
³ Study Days	Saturday - Sunday	May 3 - 4
³ Final Exams	Monday - Friday	May 5 - 9
³ Commencement	Friday - Sunday	May 16 - 18

Spring 2008

	First Six-Week Session		Second Six-Week Session	
^{1 3} Arrival Day - New Students	Sunday	May 18	Sunday	June 29
Student Registration - Deadline	Sunday	May 18	Tuesday	July 1
Intent to Graduate - Activation Period	Mon - Mon	May 19 - June 20	Mon - Mon	May 19 - June 20
Classes Begin	Monday	May 19	Wednesday	July 2
² Drop/Add Period	Mon - Thurs	May 19 - 22	Wed - Mon	July 2 - 7
² Late Registration and Late Drop Begin	Friday	May 23	Tuesday	July 8
Memorial Day Holiday - No Classes	Monday	May 26	-----	-----
Independence Day Holiday - No Classes	-----	-----	Friday	July 4
² Late Drop - Deadline	Thursday	June 19	Monday	August 4
Withdrawal - Deadline	Friday	June 27	Wednesday	August 13
Classes End	Friday	June 27	Wednesday	August 13
³ Study Days	Sat - Sun	June 28 - June 29	Thursday	August 14
³ Final Exams	Monday	June 30	Friday	August 15
³ Commencement	Saturday	August 16	Saturday	August 16

Calendar Footnotes

¹New international students will arrive several days prior to this date.

²These dates apply to full semester courses. Refer to the eLion "Course Drop Dates" application for further information. Starting with the first day of the class, a tuition penalty may be charged if the course is dropped.

³These dates may vary at some non-University Park locations.

IMPORTANT PHONE NUMBERS

Academic Support Center for Student Athletes	865-0407
Accident - Emergency	911
Adelphia Cable Services	888-683-1000
Admissions, Graduate	865-1795
Adult Education	863-3781
Adult Learner Enrollment Services	865-5403
Adult Literacy, Institute	863-3777
Affirmative Action Office	863-0471
AIDS Project, State College	234-7087
Airport, University Park	
Business Office	865-5511
Hertz Car Rental	237-1728
National Car Rental	237-1771
Parking Information	237-1684
United Express Office	237-1714
US Air Express Office	237-1774
Northwest Airline Office	237-9730
Alcoholics Anonymous	237-3757
Alumni Association	865-6516
Ambulance	911
American Civil Liberties Union (ACLU)	355-7175
American Indian Leadership	863-1626
American Red Cross	237-2713
Assignment Office for Campus Residences	865-7501
Associated Student Activities	865-1947
Association of Residence Hall Students	863-ARHS
Athletic Ticket Office	863-1000
Attorney for Students	863-7094
Audio Visual Services	865-5400
Ben Franklin Technology Center	863-4558
Bennett OK family Center	865-4057
Billiard Room	865-6839
Black Caucus	863-0047
Black Graduate Student Association	865-3338
Boal Barn Playhouse	466-7141
Board of Trustees	865-2521
Bookstore, Penn State	863-0205
Borough of State College	234-7110
Bursar	865-6528
Buses (Greyhound)	238-7971
Campus Escort Service	865-WALK
Campus Shuttle Buses	863-0164
Campus Tours	865-8687
Career Services	865-2377
Center for Academic Computing	863-2494
Center for Counseling & Psychological Services (CAPS)	863-0395

Center for Performing Arts	863-0255
Center for Women Students	863-2027
Centre County Board of Assistance	800-355-6024
Centre County Drug & Alcohol Program	355-6744
Centre County Help line	800-643-5432
Centre Daily Times, Subscriptions	237-3800
Centre for Arts and Crafts	863-0611
Centre Homecare, Bellefonte	237-7400
Centre Line Buses	238-CATA
Chamber of Commerce	
Bellefonte	355-2917
State College	237-7644
Child Care, Penn State	861-4391
Child Care Program Services	865-4057
Child Development and Family Council	238-5480
Child Development Lab	863-0267
Children & Youth Services of Centre County	355-6755
Club Sports	865-9202
Collegian, Daily, business office	865-2531
Collegian, Daily, editorials and News	865-1828
Commencement, ceremonies	865-6357
Commission for Women	865-1683
Computer Learning Center	863-4392
Continuing Education Evening Courses	865-3443
Copy Center Services	863-0580
Counseling, Career	865-2377
Counseling, Psychological	865-2191
Creamery	865-7535
Credit Union	865-7728
Crisis Intervention or Suicide Prevention	355-6786
Development Center for Adults	359-3069
Diplomas (Registrar)	865-6357
Disabled Services, Students	863-1807
District Attorney	355-6735
District Justices	
Bellefonte	355-6739
State College	237-4981
Drivers License, PA	800-932-4600
Eco-Action, Recycling	863-1972
Education Abroad Programs	865-7681
Eisenhower Chapel	865-6548
Eisenhower Park Deck	865-6391
Emergency - Ambulance	911
Emergency - Family	863-2020
Emergency - Fire or Accident	911
Emergency - Police Services	911
Emergency Medical Service	865-1772
Employment, Student	865-6301
Employment, University	865-1387
Faculty Senate, University	863-0221
Fellowships & Awards, Office	865-2514

Fire - Emergency	911
Food Bank, State College Area	234-2310
Football Tickets & Information	863-1000
Golf Information- Pro Shop & Tee Times	863-0257
Graduate Admissions & Programs	865-1795
Graduate Record Exam info	866-473-4373
Graduate School	865-2516
Harassment, Sexual	863-2027
Health Promotion & Education	863-0461
Health Services	
Appointments	863-0774
Information	865-6556
Insurance	865-7467
HIV Counseling & Testing	865-6538
Hospitals	
Geisinger Medical Center	800-275-6401
Hershey Medical Center	717-531-8521
Meadows Psychiatric	800-641-7529
Mountain Nittany Medical Center	231-7000
Healthsouth of Nittany Valley	359-3421
Housing	
Assignment Office (On-Campus)	865-7501
Off-Campus Living	865-2346
Department of Town Affairs	865-6851
Housing Authority-Centre County	355-6750
HUB Information Desk	865-2000
Ice Skating Rink	863-2039
Identification Cards, Student	865-7590
Immigration & Alien Matters	865-6348
Independent Learning	865-5403
Information Technology Services	863-3746
Information, University	865-4700
Instruction Support Center	863-1654
Insurance	
Penn State Plan (MEGA)	865-7467
MEGA Life & Health Insurance Co.	800-767-0700
Capital Blue Cross (Harrisburg)	800-958-5558
Worker's Compensation	865-0424
Intercom, Penn State	865-7517
International Student Council	863-4299
International Students, Office of	865-7681
Intramural Sports	865-5401
Kern Cafeteria, Otto's	865-6886
La Vie	865-2602
Learning Assistance Center	865-1841
Legal Affairs, USG	863-1874
Legal Service, MidPenn	238-4958
Libraries	
Architecture	865-3614
Arts and Humanity	865-6481
Earth & Mineral Sciences	865-9517

Engineering	865-3451
Mathematics	865-6822
Physical Sciences	865-7617
Pollock	865-7391
Gateway Commons	865-6368
Hours	865-3063
Information	865-2112
Interlibrary Loan	865-3489
Lending Services	865-5429
Microforms	863-0377
University Archives	865-7931
Reserve Reading Room	863-0323
Renewal Services	863-2174
Library, Schlow	237-6236
Lion Ambassadors	863-3752
Lost and Found	865-2000
Media & Technology Support and Services	865-5400
Minority Graduate Opportunities	863-1663
Minority Student Counseling	865-0904
Museums	
Anthropology	865-3853
Art	865-7672
Earth & Mineral	865-6427
Nittany Apartments	863-2577
Nittany Lion Inn	865-8500
Noll Physiology Research Center	865-3453
Nutrition Clinic	
Observatories	863-0613
Astronomy Department	863-2305
Black Moshannon	342-1092
Meteorology Department	863-1588
Outing Club, Penn State	865-2472
Parking Office	863-7021
Parking, Overnight Street	234-7150
Paul Robeson Cultural Center	865-3776
Peace Corps Information	865-2377
Penn State Press	865-1327
PA Centre Stage & School of Theatre	863-0381
Pharmacy	865-9321
Poison Control	800-222-1222
Police Services - Emergency	911
Police Services - On campus	863-1111
Police Services - downtown	234-7150
Post Office, U.S.	238-2435
Pregnancy Services	
A Woman's Concern	234-7340
Abortion Hotline	800-772-9100
Childbirth Education Association	237-4232
Children & Youth Services	355-6755
Family Health Services	355-2762
Women's Resource Center	234-5222

Project Upward Bound	865-2320
Psych. Clinic – Miller Analogies Tests	865-2191
Public Defender	355-6798
Public Information _ Penn State	865-7517
Red Cross	237-3162
Registrar- Class Reg. & Student Records	865-6357
Regulatory Compliance, Office of	865-1775
Religious Affairs	865-6548
Research Publications	866-3477
Salvation Army	861-1785
School District, State College	231-1011
Sexual Assault/Domestic Violence	234-5050
Shaver’s Creek Environmental Center	863-2000
Shreyer Institute for Teaching Excellence	863-2599
Speech & Debate	865-3461
Speech & Hearing Clinic	865-5414
State College Municipal Bldg.	234-7100
Stone Valley Cabin and Lodge Rentals	863-0762
Stormbreak- Runaways Shelter	234-2100
Student Aid, Office of	865-6301
Suicide Prevention	355-6786
Swimming Pools	
McCoy Natatorium	865-1432
White Bldg	863-2833
Pool Hours	865-3488
Taxi by Handy Delivery	353-6001
Telephone Directories	
Penn State	863-1870
Verizon PA/Donnelly	865-6881
Tennis Courts, Indoor	865-1381
Thesis Office	865-5448
Trains, Amtrak	800-872-7245
United Campus Ministries	865-7627
University Club	237-2391
University Concert Committee	865-1975
University Telephone Information	865-4700
Verizon	800-640-1232
Veterans Affairs, Centre County	355-6812
Veterans Organization	863-3275
Victims/Witness Advocate	865-1864
Voluntary Action Center	234-8222
Weather Report	863-1588
Women, Commission for	865-1683
Women’s Health	863-2633
Women’s Resource Center	234-5222
Women’s Resource Center HOTLINE	234-5050
Work/Life Programs	865-5886
WPSU - Requests	865-3333

USEFUL WORLD WIDE WEB ADDRESSES

Graduate Student Association (GSA)	http://www.clubs.psu.edu/up/gsa/index.html
African Students Association	
Questions and Answers	
Career Development and Placement	http://www.sa.psu.edu/career/
Caribbean Student Association	http://www.clubs.psu.edu/csa/
Chinese Friendship Association	http://www.psucfa.org/
European Student Club	http://www.clubs.psu.edu/esc/
Services	http://cac.psu.edu/consulting/
Students	http://www.psu.edu/dept/cws
Digital Collegian	http://www.collegian.psu.edu/
FastWEB Student Services	http://www.studentservices.com/fastweb
Friends of Brazil	http://www.clubs.psu.edu/fob
Graduate Degree Programs Bulletin	http://www.psu.edu/bulletins/whitebook/
Hellenic Society	http://www.clubs.psu.edu/hellenic/
Indian Graduate Student Association	http://www.clubs.psu.edu/up/igsa/
Indian Student (Undergraduate) Association	http://www.clubs.psu.edu/isa/
Indonesian Student Association	http://www.clubs.psu.edu/permias
Iranian Student Association	http://www.clubs.psu.edu/iranian/
International Programs	http://www.international.psu.edu/
Japanese Friendship Association	http://www.clubs.psu.edu/jfa
Korean Association	http://www.psuksa.org
Latin American Student Association	http://www.clubs.psu.edu/lasa
Lesbian, Gay, Bisexual Services	http://www.sa.psu.edu/lgbt
Muslim Student Association	http://www.clubs.psu.edu/msa
National Association of Graduate and Professional Students (NAGPS)	http://www.nagps.org/
Palmer Museum of Art	http://www.psu.edu/dept/palmermuseum/
Penn State Christian Grads	http://www.clubs.psu.edu/pscg
Shaver's Creek Environmental Center	http://app.outreach.psu.edu/shaverscreek/
Singapore Students Association	http://www.clubs.psu.edu/singapore
Taiwanese Student Association	http://www.clubs.psu.edu/up/taiwan/
Thai Student Association	http://www.clubs.psu.edu/thai
Turkish Student Association	http://www.clubs.psu.edu/tsa
Turkish Assoc for Secularism & Kemalism	http://www.clubs.psu.edu/up/task
University Health Services	http://www.psu.edu/dept/UHS/
Weather Forecasts	http://www.psu.edu/weather/

CHAPTER 1

About the Graduate Student Association

111B Kern Graduate Building

(814) 865-4211/ (814) 865-3033 (fax)

Monday - Friday, 9:00 am - 5:00 pm

<http://www.clubs.psu.edu/up/gsa/index.html>

gsa@psu.edu

GSA MISSION STATEMENT

The mission of The Pennsylvania State University Graduate Student Association (GSA) is to represent and support the interests of the University's current and future graduate student community by supporting scholarly activities, as well as providing leadership, service, and social opportunities. GSA exists to enrich the experience of the University's graduate students, all of whom are members of GSA. GSA accomplishes these objectives by flexibly responding to the changing collective needs of our primary constituents – graduate students. GSA, recognized by the University as the graduate students' central organization, is appropriately organized to accomplish the following unique functions:

- advocate the position of the graduate student body to other University and external constituencies;
- represent the broad interests of graduate students to the University's academic units through a network of departmental delegates;
- furnish accessible, reliable, and valuable information, services, and programs to current and prospective graduate students;
- provide a forum for interaction among an extraordinarily diverse graduate student population;
- encourage and facilitate communication with and interaction among other graduate student organizations;
- seek funding to support organizational activities;
- and promote a sense of community among graduate students and their families.

GSA STRUCTURE

Assembly – All graduate students are eligible to attend Assembly meetings, whether they wish to comment on their viewpoint about a particular issue or just if they have an interest in graduate student affairs. The Assembly generally meets in the HUB-Robeson Building on Wednesday evenings at 6:00 pm. Meetings are normally held the second Wednesday of the month during the regular academic year and as announced during the summer. Contact the GSA office or webpage for the current schedule.

Executive Board – This Board consists of the five GSA officers (President, Vice Presidents of Internal and External Affairs, Treasurer, and Executive Secretary), representatives from the Graduate Council and the Faculty Senate, the chair of the Judiciary committee, and the GSA Advisor (who is the liaison from Student Services). The Board meets bi-weekly and is responsible for decisions, which wait for full approval by the Assembly.

Judiciary – Five graduate students are chosen by the GSA President and then confirmed by the Assembly to serve as the judicial branch of GSA. Under the direction of the Judiciary chair, the Judiciary committee reviews charters and maintains updated officer listings of graduate student organizations, arbitrates disputes, and conducts GSA officer elections each spring.

GSA COMMITTEES

The GSA committees oversee the many facets of graduate life to ensure that all aspects of the graduate student's experience have a forum for discussion and proposals of change. Committees are formed and dissolve based on the involvement of interested parties. Current and recent committees include:

Academics – This committee works on academic issues of interest and concern to graduate students. This committee also researches graduate-related issues that arise from two policy-making bodies, the Faculty Senate and the Graduate Council. In 1997-98 the committee researched quality of graduate advising. This work is ongoing.

Community Service – This committee participates in service-oriented activities both on campus and in the surrounding community. The main focus of this committee is to sponsor Red Cross blood drives throughout the year.

Film Committee – Responsible for all aspects of the GSA C.A.F.E. (Critically Acclaimed Film Experience) free weekend and summer series. This committee selects films, and coordinates booking, publicity, and marketing.

Human Diversity – This committee helps address the needs and concerns of minorities. Activities may be conducted in conjunction with other organizations such as the Black Graduate Student Association, Native American Indian Student Association, and the Paul Robeson Cultural Center.

International Student Concerns – One third of the graduate population is comprised of international students. The adjustment to a new culture and a difficult language can pose many problems. Issues can include acquiring a driver's license, availability and cost of the TOEFL exam, language proficiency for teaching assistants, and health insurance needs. This committee may help nationality organizations, the International Student Council and Office of International Students with events such as international student orientation.

Judiciary – (See description on page 1 in the "GSA Structure" section.)

Social – Graduate students enjoy music and free refreshments at GSA socials. These events are usually sponsored once per semester. This committee also sponsors ice-skating parties, tailgates, and summer volleyball games.

Student Housing – This committee monitors the housing situations on and off campus, maintains the housing web page, represents graduate students at borough council meetings, and coordinates its efforts with other housing offices on campus to tackle such issues as Fair Housing (where students may live off campus).

Tax – Members of this committee update the annual GSA Tax Guide, which is available to graduate students by the end of February. The committee reviews the most recent, applicable tax legislation and works with federal, state, and local officials to determine the tax status of graduate students for the current year. A tax workshop is provided each year.

Women's Issues – This committee focuses on issues such as women's health care and the climate in the classroom. This committee also provides information about on campus events that address women's concerns and may coordinate activities with the Center for Women Students, the Women's Resource Center, and other organizations.

The GSA OFFICE

The GSA office is available to assist graduate students. The office staff, officers, and committee heads are available to help you with any questions you might have, to help you become more involved (academically or socially) in university life, to supply you with our many helpful publications or to elucidate the mysteries of health insurance.

The GSA office has information on many other services available at Penn State. Examples include: campus and community maps, a brochure comparing local banks and their services, bus schedules, Child Care Facilities information, and copies of Student Guide to University Policies and Rules.

The GSA office will also assist in finding answers to any questions you might have. Many University offices routinely refer students to GSA for questions on many subjects. Any student who has a question for which they cannot find an answer should feel free to stop by or give us a call. The GSA also welcomes volunteers to help with projects. We appreciate suggestions to help serve you better.

GSA OFFICE SERVICES:

- **Answering questions** about a variety of topics.
- Supplying **thesis quality paper**. More information about thesis paper is available in Chapter 9: Finishing Up.
- **Parking Lot 10** applications. More information about Parking Lot 10 is located below in the GSA Services section.
- Administering the GSA listserv and web site. If you wish to receive GSA notices of events, just provide your name, department, and e-mail address (if you would like to receive information electronically) to the office.
- Summer **garden plots** applications. More information about garden plots is located below in GSA Services.

GSA PUBLICATIONS: (available at the GSA Office)

- **GSA Newsletter** – GSA publishes a newsletter based on articles and announcements sent to our office. It is available at GSA’s website, <http://www.clubs.psu.edu/up/gsa/index.html>. There is always room for new information in the Newsletter. Items must be submitted before the tenth of the month for inclusion in next month’s newsletter. The Newsletter is available on our website. The Newsletter is monthly during the school year and is submitted the 10th of the month that it is due out.
- **GSA Tax Guide** – This guide exists to help graduate students with their taxes. Often, the tax rules governing students are quite different from the more familiar regulations and this guide provides the answers to the most common tax questions.
- **Health Insurance Questions and Answers** – Predominantly an updated version of the Health Insurance section of the Guide to Graduate Life, this guide generally describes the health insurance situation for graduate students at Penn State and provides answers for some of the most commonly asked questions.
- **Babysitter List** – GSA compiles a list of individuals willing to baby-sit. Anyone wishing to be added to the list can obtain an application at the GSA office. This list is updated once each year.
- **Typist/Editor List** – GSA compiles a list of individuals who will type or edit papers, theses, or dissertations, as well as a few who will do graphing, artwork, or drafting. Anyone wishing to be added to the list can obtain an application at the GSA office. This list is updated annually.
- And, naturally, the **Guide to Graduate Life**, available at the GSA office to graduate students at Penn State at any time.

GSA SERVICES

GRADUATE WRITING CENTER

Created in 1999, the Graduate Writing Center provides free support for graduate students at any stage of their degree programs. You and a consultant can spend up to an hour talking about writing-related questions you may have. The GSA assists the Writing Center by setting up appointments for those who wish to use this service. Call or visit the GSA office if you are interested in making an appointment (see page 1 for contact information). Keep in mind, a waiting list of up to two weeks could exist, so please call as early as possible.

FILM SERIES

Each semester, GSA sponsors the GSA C.A.F.E. (Critically Acclaimed Film Experience), which is a free film series featuring international and art house films. Films are shown most weekends in Kern or Chambers Building. Call the GSA office for information on scheduled films. Movie listings can also be found in the GSA Newsletter, the Weekend section of The Centre Daily Times on Fridays, and The Daily Collegian. GSA C.A.F.E. is managed by the GSA Film Committee and funded by the Student Activity Fee.

GRAD FAIR

In October of each year, the Career Development and Placement Services Office, in conjunction with GSA, invites graduate recruiters and representatives from colleges and universities across the country to participate in a day long fair. During the past decade, under the sole guidance of the GSA, the fair has evolved to become one of the largest in the United States with over 160 graduate schools and programs participating.

ORIENTATION

While a few programs and departments have their own orientations, GSA sponsors the only University-wide program for graduate students. Activities are offered for both new and returning students at the beginning of fall and spring semesters. Popular orientation events include workshops on how to "survive" Penn State and free movies.

PARKING LOT 10

Lot 10 is across Atherton Street at the edge of the golf course. This lot is made available for use by graduate students who have already purchased a university parking permit and have office space on the western half of campus. Students can apply for space each semester at the GSA office. There is no additional charge for a Lot 10 permit.

WORKSHOPS

In the past, GSA has sponsored workshops on tax preparation, thesis writing, resume preparation, health insurance, renting in State College, tips on financial aid, and general survival skills. Watch the GSA Newsletter and The Daily Collegian for upcoming workshops or call the GSA office.

FREE MICROWAVE SERVICE

GSA provides this service in 111 Kern. Please help yourselves to use the microwave and enjoy!

GSA WEB SITE, E-MAIL & LISTSERV

The GSA has much of our published information (including this Guide!) and event listings on the Internet. These are updated regularly. The address for our Web page is: www.clubs.psu.edu/up/gsa/index.html. You can also send any questions about the GSA or its services to our e-mail address, gsa@psu.edu.

Information is also sent out to anyone who provides us their e-mail address and requests to be on our listserv. The request can be made to sec-gsa@psu.edu or you can subscribe directly by sending the following message to LISTSERV@lists.psu.edu (with no text in the subject line) and the following message: "subscribe L-GSA [your name]"

GRADUATE STUDENT ORGANIZATIONS

The GSA Judiciary Committee governs the application and status of graduate student organizations at Penn State (undergraduate organizations are governed through the office of Student Activities). Any organization wishing to become official and gain the privileges of reserving rooms on campus or requesting funds from the university simply needs to apply for official status at the Student Activities Office (207 Hub-Rob. Ctr.). Applications consist of a constitution, officers' list and a membership listing. The Student Activities Office has a model constitution available to use as a basis for other student organization constitutions. The Judiciary Committee reviews each application. When it has confirmed that the student organization is ready to be officially recognized, the organization is granted provisional status. After one semester, the organization submits a request for permanent status. The Judiciary committee serves to ensure the continuance of the student organization by keeping annually updated officers' lists.

STUDENT REPRESENTATION

The GSA is the representational body for graduate students. If a student has a problem concerning University or departmental policies, these concerns can be addressed at the Assembly meetings or by talking to GSA officers or delegates.

JOINT PROGRAMMING WITH OTHER OFFICES AND ORGANIZATIONS

GSA works closely with many University offices and organizations. Our ability to help students would be severely hampered without the cooperation of the Graduate School whose staff often helps with workshops. Most of our programming takes place in the Kern Graduate Commons, a unit of Student Affairs.

Since almost one-third of the full time graduate students are international, the GSA often conducts programming with the Office of International Students and the International Student Council.

The GSA also works closely with the Adult Learner Enrollment Services, the Adult Learners at Penn State student organization, and Veterans' Affairs, because graduate students share many of the same concerns as returning adults.

GSA works with other major student organizations as a member of the Student of Graduate and Professional Students.

UNIVERSITY-WIDE COMMITTEES

GSA elects, appoints, or nominates students to serve on a variety of University committees; Adult Learner Enrollment Services Advisory Committee; Commission for Women; Electronic Thesis and Dissertation Implementation Committee; Equal Opportunity Planning Committee; Faculty Senate; Graduate Council; Housing Fair Planning Committee; Martin Luther King Jr. Commemoration Planning Committee; National Collegiate Alcohol Awareness Week Planning Committee; Parking Appeals Committee; Parking Implementation Task Force; President's International Council; President's Planning and Budget Advisory Committee; Programming Coordination Board; Search Committees; Student Discrimination Appeals; Student Health Insurance Committee; University Appeals Board; University Committee on Honorary Degrees; University Concert Committee; University Council on Continuous Quality Improvement; University Hearing Board; University Park Allocation Committee (UPAC); University Policy Committee; Waste Reduction Committee; Webmentor.



If you would be interested in working on any of these committees as a representative of the GSA, please contact our office.

NATIONAL ASSOCIATION OF GRADUATE AND PROFESSIONAL STUDENTS

<http://www.nagps2.org/>

The National Association of Graduate and Professional Students (NAGPS) is a non-profit organization dedicated to improving the quality of graduate and professional student life in the United States of America. To this end, NAGPS works to actively promote the interests and welfare of graduate and professional-degree-seeking students in public and private universities, as well as in the public and private agencies at the local, state, and national levels. In addition, through its national office and regional networks, NAGPS acts as a

clearinghouse for information on graduate and professional student groups at all stages of development.

GSA at Penn State is one of the founding members of NAGPS and receives benefits as a result of its membership. Among these material benefits are access to an on-line Job Bank, Fellowship and Grants Internet search engines, and student discounts in travel and purchases. NAGPS also holds national conferences and makes students aware of changes in legislation, financial aid, or income tax policies that may affect graduate students.

Whatever your interests, there's an organization for you.

COMMONLY ASKED QUESTIONS

Who is the GSA?

You are. We are. All graduate students at Penn State University are.

How do I become a delegate?

Departments and programs may choose up to three representatives, all of who are required to serve on one GSA committee. Students interested in being a delegate to the GSA Assembly should check to see if their department or program holds regular elections for these positions. If the department does not hold elections, a note written to the department head expressing interest in serving on the Assembly should suffice. If no delegate has been chosen by October 1, students may elect themselves as a representative from their department to the Assembly. Official delegates to the Assembly must complete an official delegate information form, available at the GSA office or at Assembly meetings in the fall semester.

What does a delegate do?

A delegate represents their department specifically and graduate students in general. A delegate remains aware of issues of concern in their department and is that department's representative at GSA Assembly meetings. Relaying information between the students in the department and at the Assembly is one of the most important duties of a delegate. Many graduate students can easily become unaware of issues arising in the university that can affect them. In order to enrich the delegate's experience further, the delegate also must serve on either an internal (GSA) committee or an external committee (representing GSA to other offices). The delegates may select which committee on which to serve based on their own personal interests.

How do I serve on a committee?

Once you have discovered which committee you would enjoy serving on, contact either one of the GSA officers (for external committees) or the committee head (for internal committees). They will inform you of what you need to do.

What kind of committees are there to serve?

As seen on page 4 in the Student Representation section of this chapter, there are a wide variety of committees available. Some directly address graduate student life while others involve it indirectly. Certain committees focus on broader, university-wide issues, whereas others might concern topics of interest only to a small segment of the graduate student population. If there is some aspect of university life that interests you, no doubt there is a committee eager for you to volunteer your services.

How do I volunteer to help others?

The first person to contact would be the GSA Community Service committee head. Since this committee devotes itself to helping the community through volunteering their services, this would be an ideal beginning point. Outside of the GSA, there are as many opportunities as you have interests. The AT&T Center for Service Leadership, 863-4624, in 207 Hub-Roberson Center has information about joining volunteer organizations such as Big Brother, Into the Streets, literacy programs for adults, and many others.

What do I do if I have a problem in my department?

As in any other business, you begin with the supervisors close to you. In an academic setting, this would be your professor(s) or your advisor. If you feel that the problem cannot be resolved on this level (if they are part of the problem or seem unsympathetic), consult their supervisor, your department head and then, if necessary, the dean of your college. If none of these individuals can resolve your problem, consult the GSA President or Vice-President (at the GSA office). They can serve as your intermediaries and help you achieve a resolution. They can also refer you to other helpful sources.

How do I stay informed about events that affect me?

There are a variety of ways to remain aware of local events. The Daily Collegian and The Centre Daily Times are an obvious and easy starting point. However, they do not routinely provide coverage of current issues affecting graduate student issues until the issue has come to some resolution. For more timely information, rely on the GSA: attend GSA Assembly meetings (every other Wednesday night at 6:00 pm in 102 Kern Building), sign up to be on our listserv, or visit our Web site.

WHAT YOU CAN DO FOR THE GSA (and graduate students in general)

Get involved. Be a delegate from your department. Represent your peers. Serve on GSA internal and external committees. Become aware of the university outside of your department. Inform your peers of current events. Get involved. Change university policy as it relates to graduate students. Volunteer your services or time to those who need it. Donate blood. Improve the position of graduate students at Penn State. Meet University administrators. Attend a GSA Assembly meeting. Get involved.

CHAPTER 2

Key Academic & Administrative Offices

GENERAL INFORMATION

There are two offices on campus of which every graduate student should be aware.

THE REGISTRAR'S OFFICE, first floor of Shields Building, 865-6357, is responsible for student course registration, diplomas, and processing student transcripts. Unofficial transcripts are free to currently enrolled students. Official transcripts are available for \$6 per copy. Information about the Registrar's Office can also be found on the internet: <http://www.psu.edu/registrar/>

If your address or name changes while you are at the university, this is the office you should contact. From this office, all other offices and departments will be informed of the change. There are two exceptions to this: the libraries and the GSA. To change your address or name with the library, please do so at the circulation desk in Pattee. To change your address/name with the GSA, please contact our office.

THE BURSAR'S OFFICE, 103 Shields Building, 865-6528, is responsible for your student financial account at the university. This is the office that handles tuition payments and refunds. It is in charge of any academic fees you will need to pay while at the university and any charges you might incur (such as through the health center). Student loan disbursements also are processed through this office. Information about the Bursar's Office can also be found on the Internet: www.bursar.psu.edu

THE GRADUATE SCHOOL

<http://www.gradsch.psu.edu/>

The Graduate School provides a common voice and facilitation for graduate education at Penn State, unified data systems and other information necessary for assessing program and student performance, a wide variety of services and programs for students from matriculation to graduation, a focus for minority student and faculty development activities, and a vehicle through which to research additional resources for graduate education. Students needing assistance may contact any of the Graduate School's offices, which are briefly described in this Guide.

The Graduate Degree Programs Bulletin is also an excellent resource and contains information on procedures, policies, and programs of study. It can be purchased at the Kern Information Desk and at the Penn State Bookstore, or it can be accessed at the following Web site: <http://www.psu.edu/academic/whitebook>

GRADUATE ENROLLMENT SERVICES

114 and 115 Kern Building, 865-1795

<http://www.gradsch.psu.edu>

The functions of the Office of Graduate Enrollment Services encompass responsibilities for the academic involvement and concerns of all graduate students from the time they apply until they graduate, such as: (a) registration; (b) re-admission; (c) maintenance of records; (d) appointment of graduate committees for doctoral students; (e) scheduling graduate student comprehensive and final oral examinations; (f) checking for completion of graduate requirements for all advanced degrees and preparation of official commencement lists; and (g) attention to student academic problems.

GRADUATE EDUCATIONAL EQUITY PROGRAMS

303 Kern Building, 863-1663

<http://www.gradsch.psu.edu/diversity/>

The Center's objectives are to increase the number of underrepresented minority graduate students at Penn State through aggressive recruitment strategies, to retain students until they have successfully completed requirements for graduation, and to provide opportunities for underrepresented minority graduate students' professional and personal development. Information can be obtained from the Senior Director of the Graduate Educational Equity Programs, 303 Kern Building, 863-166.

GRADUATE FELLOWSHIPS AND AWARDS ADMINISTRATION

313 Kern Building, 865-2514

<http://www.gradsch.psu.edu/prospective/funding/programs.html>

The Office of Graduate Fellowships and Awards Administration supports graduate education through several avenues:

- 1) Distribution of financial awards to recognize academic excellence by means of nomination/appointment processes involving the academic colleges, Intercollege Graduate Degree Programs (IGDPs) and a special committee of Graduate Council.
- 2) Allocation of block funds to the academic colleges and IGDPs to support recruitment of excellent graduate students and professional development activities such as student travel to professional conferences or other events related to graduate student scholarship.
- 3) Coordination and oversight of central funding programs for graduate education that is available to the academic colleges and IGDPs.

- 4) Serving as the coordinating office for students who have received external fellowships (e.g., NSF, Hertz, Ford, Howard Hughes, etc.) prior to admission and elect to attend Penn State as their graduate institution.
- 5) Identification and pursuit of external funding opportunities that will expand resources available to graduate students and recognize excellence in academic achievement.

Funding Reference Web sites:

Graduate School Funding Site: <http://www.gradsch.psu.edu/current/funding.html>

Office of Student Aid: <http://www.psu.edu/dept/studentaid/>

University Fellowship Office: <http://www.ufo.psu.edu/>

THESIS OFFICE

115 Kern Building, 865-5448

<http://www.gradsch.psu.edu/current/thesis.html>

The Thesis office is responsible for reviewing all master's and doctoral theses to ensure that they meet format requirements consistent with the attainment of high scholarly standards (see Chapter 9 for more information about the thesis office and writing theses).

PENN STATE CONTINUING EDUCATION

865-3443

www.PSU4You.org

Penn State Continuing Education offers undergraduate and advanced level courses during the evening hours and on weekends. Formal admittance to the University is not required to take credit courses through Continuing Education.

Career and academic counseling is available for students who need assistance. Information will be provided about the two bachelor's degree programs, seven associate degree programs and the numerous certificate programs available through Continuing Education.

For information on courses and programs offered through Penn State Continuing Education, please write or call our office. Business hours for the University Park Office of Continuing Education are 8:00 am - 8:00 pm, Mondays through Thursdays, and 8:00 am - 5:00 pm on Fridays.



Marketing contact person: Laura Miller <lum1@outreach.psu.edu>

PENN STATE WORLD CAMPUS

<http://www.worldcampus.psu.edu/>
The Pennsylvania State University
128 Outreach Building
University Park PA 16802

In 1998 Penn State World Campus was launched as the 25th campus of the University. Since its initiation it has grown to include exceptional adult learners from all 50 states and from all 7 continents. These students are all part of our global learning community, interacting with faculty and exchanging ideas and expertise with one another, as they strive to meet their personal educational and career goals. Adults can earn a Penn State degree, develop professional skills through online certificate programs, or take courses anytime, anywhere. Along with highly regarded degree programs, Penn State's online students take advantage of services such as technical support, academic advising, and Penn State's library resources.

OFFICE FOR RESEARCH PROTECTIONS

201 Kern Graduate Building, (814) 865-1775
<http://www.research.psu.edu/orp/>

To ensure compliance with applicable federal, state, and local laws, research, conducted under the auspices of Penn State University, may require review and approval by appointed institutional review committees. Projects involving human participants, vertebrate animals, biohazards or isotopes must be submitted to the Office for Research Protection for review and approval before the project is initiated.

To ensure compliance with applicable federal and state laws, research, conducted under the auspices of Penn State University, may require review and approval by appointed institutional review committees. Projects involving human subjects, vertebrate animals, biohazards or isotopes must be submitted to the Office for Research Protections for review and approval before the project is initiated.



EDUCATION ABROAD AND INTERNATIONAL STUDENT SERVICES

410 Boucke, 814-865-6348
www.international.psu.edu

International Programs (IP), located in 410 Boucke Building, provides services to both international and American students. International Student Services (ISS) serves international students at Penn State and Education Abroad (EA) promotes programs for Penn State students wishing to study outside of the U.S. for a year, a semester, or for short-term. IP works to enrich the educational experience at the University by involving international and U.S. students and faculty in intercultural and international activities. Recognizing that international students have cultural similarities and differences, legal requirements, and practical needs which must be

addressed, ISS provides an orientation program for all new international students upon their arrival at Penn State as well as a number of services:

1. Pre-Arrival and Initial Document Services. This unit assists prospective international students in the final stages of the admissions process. Each prospective student will receive the appropriate visa documents and pre-arrival booklet that contains helpful material on services, programs, and life at Penn State.

2. New International Student Orientation. ISS offers a comprehensive orientation program for new international students that in addition to sessions on such topics as immigration requirements and enrollment logistics, includes social, educational, and cultural activities designed to introduce students to the campus and the community.

3. Immigration Regulations and General Advising. Foreign student advisers guide and assist students through a wide range of procedures and policies, including immigration requirements, enrollment, financial and employment issues, cultural adjustment, housing, health insurance and concerns, and many more. ISS staff work closely with the U.S. Department of Homeland Security, the Department of State, foreign governments, and international agencies.

4. Student Records and Immigration Documents. Assistance is provided for I-20, DS-2019, and I-9 forms, off-campus work permits, supporting documentation for driver's licenses, taxes, and other transactions.

5. Cultural Programming. ISS offers many activities and events for international students throughout the year. The International Lounge, located in 410 Boucke Building, is available for use by students for meetings, social events, or just relaxing with friends. The Lounge is a comfortable place for international and American students to meet informally, to read international periodicals, to view international TV cable programming in a variety of languages, and to participate in special international programs. Every Thursday afternoon, from 3:30-5:00 p.m., ISS hosts an International Coffee Hour with fair trade coffees and teas.

6. Global Connections. ISS collaborates on many programs and activities with Global Connections (GC) (formerly the International Hospitality Council), a community volunteer organization located in 404A Boucke Building. For further information about GC and its programs, contact Merrill David, executive director, at 814-863-3927.

7. International Student Council. ISS works closely with the International Student Council (ISC), the Graduate Student Association (GSA), and with international student organizations. The office serves as an intermediary between international students and the University administration. The ISC has an office in 221D HUB-Robeson Center and may be reached by calling 814-863-4299. Their web site is: www.clubs.psu.edu/up/isc.

OTHER OPEN LEARNING RESOURCES

WPSX-TV

102 Wagner Building

Media and Technology Support Services

26 Willard Building



OTHER IMPORTANT ACADEMIC INFORMATION

Since Fall 1996, all graduate and undergraduate students at Penn State began being graded with the +/- system. The system is as follows: A (4.0), A- (3.67), B+ (3.33), B (3.0), B- (2.67), C+ (2.33), C (2.0), D (1.00), F (0.00). A deferred grade is noted as DF, an audited course is AU, a course dropped after the late drop/add period is marked W for withdrawn, and research credits are R.

If you decide to audit a course, you are allowed to sit in on the course, although you are not required to take quizzes, exams, or complete homework or term paper assignments. The professor of the course must approve the audit prior to attending. When you receive your semester grades, the course will be listed on your transcript; in place of earned credits will be the letters AU indicating that you audited this course. This allows graduate students to take courses outside their field or that would not count towards their degree but would increase their knowledge and experience. Audited credits do not count towards your grade point average (GPA), but do appear on your transcript.

You may also visit or “sit in” on a course as long as you are a registered full-time student. As with audited courses, sitting in on courses allows graduate students to increase their knowledge without the responsibility of earning a grade. Contact the professor in advance for permission to sit in. No registration for the course is necessary and the course does not appear on your transcript.

Research credits (600, 610) are credits that a graduate student earns while working on their thesis or doctoral research. When conducting research for your thesis or dissertation in addition to other coursework, you may register for thesis research (600 for on-campus research, 610 courses for off-campus research). As with normal and/or audited courses, you must register for these credits. 600 or 610 credits may be taken alone or in conjunction to other courses to fill out your schedule and remain a full-time student (maintaining full-time status is important for deferring repayment of student loans). 600 and 610 research credits count towards your degree and are marked with an R on your transcript; they do not count towards your GPA.

Dissertation writing credits (601, 611) are credits for doctoral students who are preparing to write their dissertation. These are zero (0) credit courses that register you with the University as either as a full-time (601) or part-time (611) student. They appear on your transcript, but do not add to your total number of credits nor your GPA. You must pay a special dissertation fee for these credits, rather than paying tuition.

If you have been a graduate assistant or fellow for both fall and spring semesters, then you are eligible to take coursework over the summer and have the cost of tuition paid by the university. A Summer Tuition Assistance Program application must be filed through your department at the end of the spring semester for summer registration. Please keep in mind that Summer Tuition Assistance Program covers no more than 9 credit hours during Summer I and Summer II sessions.

CHAPTER 3

Student Services

CAREER SERVICES

101 MBNA Career Service Center
865-2377
<http://www.sa.psu.edu/career>

Services are available that can be quite useful for graduate students throughout the job search process, from determining career choices to the job interview itself.

1. Career Counseling (Individual and Group):

An intake counselor is available on a drop-in basis Monday through Friday, 8:30 am to 5:00 pm in 101 MBNA Career Service Center to answer immediate career planning questions and provide information about other services. Individual one-hour appointments with a career services counselor can be made through intake. These counselors can assist all graduate students with a variety of career concerns. For example, graduate students may wish to evaluate their interests, abilities, values, and motivations as they relate to their academic plans and careers in academia, business, industrial, not-for-profit, or government settings.

Counselors can also help individuals identify potential employers, translate experiences into relevant skills, and write a well-documented, well-designed resume or vita. Counselors have the skills and resources to assist graduate students in identifying and exploring employment possibilities and developing effective job search strategies.

2. Occupational Information, Recruiting Literature, and Employer Directories:

The Career Information Center in 101 MBNA Career Service Center holds a variety of resources, such as salary surveys, occupational outlook, and materials helpful in conducting a job search. The Career Library in MBNA Career Service Center houses literature on over 1,000 employers.

3. Weekly Seminars:

Several seminars, including Resume Preparation, Interview Skills, Networking in the Job Search, Letters for the Job Search, and Job Searching on the Internet are offered each week throughout Fall and Spring semesters. No prior sign-up is required. If the times at which workshops are offered above do not fit your schedule, the information is offered through an interactive online workshop accessible through ANGEL. In addition to the informational component, you will have the opportunity to ask questions; share insights with other online participants, and drop your resume for review.

4. Mock Interviews: Graduate students have the opportunity to participate in a “mock” interview – a simulated job interview that is videotaped and then replayed so that students can receive feedback from trained interviewers. Appointments for mock interviews can be made in MBNA Career Service Center.

5. On-Campus Recruiting: We anticipate close to 1,000 employer visits for the 2007-2008 recruiting season. There will be ample opportunities for students to interview with employers from a wide variety of fields for full-time positions after graduation as well as a few internship opportunities for undergrads. You are REQUIRED to register with Career Services' On-Campus Recruiting service (OCR) for all on-campus interviews. Attendance at an on-campus recruiting orientation is MANDATORY for registration with OCR. Please visit the website for a schedule of OCR orientations. Deadlines for requesting interviews are as early as September 20th, so get started early! To request interviews for the first set of jobs, you must register by September 15th.

Education Placement – Vacancy listings are available in the Career Library’s employment files. More listings for are located on-line at Nittany Lion Recruiting <http://www.sa.psu.edu/career/nlr/>. Please check the site for registration instructions. A credentials file can be set up for graduate students intending to enter the field of education for use when applying for employment, click here for details <https://www.sa.psu.edu/career/ecredentials/>. Credentials file materials are available in 105 MBNA Career Service Center. The intake counselor can answer questions related to setting up the credentials file and conducting the job search.

Career Services’ home page (<http://www.sa.psu.edu/career>) offers access to many of our services and materials including on-campus recruiting postings, our handout series, and the education vacancy listings. We have established links to some of the many sites on the web that allow you to research careers, including salaries; identify and research companies; and search job listings. We also have a calendar to keep you current on the activities at Career Services. If you have a question you would like to have answered, you may want to e-mail us at ask-career-services@psu.edu. One of our career counselors will respond to your inquiry via e-mail. Note: due to the nature of this medium, such inquiries must be limited to where you can find information, recommendations for resources, or other quick questions. We cannot provide career counseling via e-mail!

ADULT LEARNER ENROLLMENT SERVICES

128 Outreach Bldg

800-252-3592 or 865-5403

<http://www.outreach.psu.edu/cals/>

Have you returned to higher education after a hiatus, or are you thinking about graduate study after working or raising a family? The Adult Learner Enrollment Services can provide you with information about admissions, registration and other academic procedures, local childcare resources, housing, and other services to ease the transition to graduate life. Center hours are 8:00 am to 5:00 pm, Monday through Friday.

CENTER FOR WOMEN STUDENTS

204 Boucke Building
863-2027, cws@sa.psu.edu
<http://www.sa.psu.edu/CWS/>

The Center for Women Students is designed to provide a central focus for meeting the needs of women students. Although all units within the University have a responsibility to address these needs, the Center provides a “point of entry” where women students’ concerns can be handled directly or referred to appropriate units in the University or local community.

The Center has six primary objectives: advocacy, information, educational programming, services and referrals, coordination with existing groups, and liaison with the Commonwealth campuses. Specific problems and issues addressed include classroom and campus climate issues, campus safety, institutionalized sexism, sex-based discrimination, sexual harassment, and sexual assault.

The commitment to inclusion is a key component in all Centers for Women Students programs and services. The Center, in both philosophy and program implementation, is committed to being a multiracial, multicultural unit, providing services for all women. Accordingly, the Center for Women Students concerns itself with the unique situations where women have been discriminated against on the basis of race, ethnicity, sexual orientation, age, and/or disability.

Programs and services of the Center, although designed primarily to address the needs of women students, are open to all students of the University. Men interested in and concerned about the problems and issues of women students are encouraged to participate in the Center’s activities. Other members of the University and local community are also welcome to attend all Centers for Women Students educational programs.



For further information, please contact Peggy Lorah, CWS Director, or Susan Del Ponte, CWS Program Assistant II.

SHREYER INSTITUTE FOR TEACHING EXCELLENCE

301 Rider Building II
227 West Beaver Avenue
814-863-2599
<http://www.schreyerinstitutione.psu.edu/>

At the Schreyer Institute for Teaching Excellence, we work collaboratively with faculty, departments and colleges to develop teaching strategies that enhance student learning

experiences, and assessment plans to determine the effectiveness of classroom innovations in improving student learning.

Course in College Teaching – Faculty, TAs, and instructors who want to take their teaching to new heights will benefit from this popular ten-week class.

Workshops – The Institute offers a range of workshops and competitive programs for faculty, which are designed to address a number of educational concerns. Check our Web site at www.schreyerinstitutione.psu.edu/ for current offerings.

Assessment Services – Our consultants are available to assist with a variety of assessments used in higher education. These include test design and analysis, test scanning and reporting, computer-based testing, setting up a test item database, and a grade book service. Contact the Institute for more information on these and other Assessment services.

Mid-semester Feedback Activities – In order that instructors can obtain student data about their teaching while there is still time to respond to that feedback, the Institute offers sample mid-semester activities, helps teachers design such activities for their own classes, provides guidelines for analyzing student feedback, and arranges consultations with the staff. For more information, go to <http://www.schreyerinstitutione.psu.edu/Services/Assessment/MidsemesterFeedback/>

Schreyer Institute Teaching Luncheons – Teachers from all disciplines come together in an informal setting to discuss an assortment of topics centered on the challenges and opportunities of teaching and learning at Penn State.

Resources – Search our extensive database of internal and external resources using your own key words to tap into information on everything from academic policies to teaching tips to working with teams. Find it at www.schreyerinstitutione.psu.edu/Resources/ In addition, our extensive library of printed material is available to you on loan. You can order titles through our Web site at www.schreyerinstitutione.psu.edu/Library/ and have them delivered to your office via campus mail.

To keep current with our activities, sign up for our monthly electronic newsletter. Please e-mail us at teachinglearning@psu.edu to get on our newsletter mailing list.

Consultations – The Schreyer Institute will be happy to meet with you personally to discuss a wide range of teaching and learning issues. E-mail schreyerprojects@psu.edu with the subject line “Consultation Request” for an appointment.

COPY CENTERS & FAX SERVICES

Several copy centers are located on campus and provide a number of copies and fax services for the university community. Copy centers marked with an asterisk (*) have fax services available at a cost of \$1 per page.

122 Ag Admin Bldg	865-0406	108B Keller Bldg (*)	863-8223
107 Business Services Bldg (*)	865-7544	211 IST Bldg	863-8846
B9 Hub-Robeson Center (*)	863-2988	107 Business Services Bldg (*)	865-7554

RESOURCES FOR STUDENTS WITH DISABILITIES

116 Boucke Building
863-1807
www.equity.psu.edu/ods

The Office for Disability Services (ODS) provides academic adjustments, auxiliary aids, and services to qualified students with disabilities. ODS assists students within a broad range of disability categories including but not limited to Attention Deficit/Hyperactivity Disorders, hearing impairments, learning disabilities, neurological impairments, physical disabilities, psychological disabilities, and visual impairments.

Students who are seeking assistance through ODS must follow the following procedures:

1. Self-disclose the need for services to ODS at University Park or to the DCL at other Penn State campuses. The student should contact ODS or the DCL to schedule an appointment for an intake interview. During the intake interview the student's disorder/impairment and academic history are discussed, services are explained, and the rights and responsibilities of the student and Penn State are reviewed.
2. Each student is required to provide diagnostic documentation from a licensed professional. It is the responsibility of the student to obtain documentation and present a copy to ODS at the University Park location or to the DCL at other Penn State campuses for review. The documentation must meet Penn State's guidelines for appropriate documentation. For detailed information regarding Penn State's guidelines for documenting a specific disability, go to the following section of this web site: http://www.equity.psu.edu/ods/student/student_info.asp
3. The documentation is reviewed and evaluated to determine if Penn State's documentation guidelines have been met, and to determine if the student's disorder/impairment meets the criteria for having a disability. A disability (as defined by the Rehabilitation Act, 1973, and the American's with Disabilities Act, 1990) is defined as a physical or mental impairment that substantially limits one or more major life activities. The determination for reasonable academic adjustments, auxiliary aids, and/or services is an interactive process that is determined on a case by case and a course by course basis.

Students interested in obtaining services at Penn State for a disability should begin the process described above as soon as possible. If additional information is needed at any time during the process, the procedure of reviewing documentation can be delayed, which may also delay the delivery of academic adjustments, auxiliary aids, and/or services.

For further information on eligibility for services go to the ODS Web site under the Prospective Student section at http://www.equity.psu.edu/ods/pros_students.asp.

JUDICIAL AFFAIRS

135 Boucke Building
863-0342
<http://www.sa.psu.edu/ja>

This office, located in 135 Boucke, handles discipline cases for the University. Students who feel that they have been the victims of a violation of University conduct rules should contact the office. Student Guide to University Policies and Rules is a reference guide containing information about student rights and responsibilities including the Code of Conduct, University regulations on computer misuse, discrimination, and academic dishonesty. Graduate student TAs should be familiar with this material. This publication can be obtained from 135 Boucke or from the College Dean's offices. The Judicial Affairs Web Page provides a wealth of information concerning university disciplinary procedures for both accusers and accused.

LEGAL SERVICES

In case of any legal problems, criminal or civil, there are some sources of assistance besides hiring a private lawyer.

1. Legal Services (863-7094): This office is closed down. Please refer to the phone number for any future operation.

2. Public Defender (355-6798): Centre County provides a free lawyer for misdemeanor criminal matters and felonies if the defendant shows sufficient need and meets the financial guidelines.

3-Victim/Witness Advocate (865-1864);
www.psu.edu/dept/police/victimservices.html

Any Penn State student, employee or guest of the University—who has been the victim of or a witness to a crime, either on or off campus, may request the following services, which are provided free of charge:

- Crisis intervention
- Referral for counseling and/or other appropriate services
- Explanation of court and legal procedures
- Assistance in preparing for court appearances
- Accompaniment to police interviews, court appearances, and Office of Judicial Affairs
- Information regarding victim's rights, crime victim's compensation, and restitution
- Verification provided to employers or instructors of time missed from class or work due to the crime or to participation in the legal system
- Assistance in obtaining protection from intimidation and harassment
- Ongoing information pertaining to case status
- Information on personal safety and minimizing the risks of being victimized

4. Midpen Legal Services (238-4958): A free lawyer can be provided for civil matters if the client meets the income requirements.

SERVICES FOR LESBIAN, GAY, BISEXUAL AND TRANSGENDER COMMUNITIES

There are a number of resources available to lesbian, gay, bisexual and transgender graduate students at Penn State. Some of these are specifically related to the campus student, staff, faculty and administration, while others community-based. For more information, and complete descriptions of these groups and other groups not listed, please contact the LGBTA Student Resource Center 814-863-1248 or visit their website www.sa.psu.edu/lgbt

Lesbian, Gay, Bisexual, Transgender & Ally Student Resource Center

101 Boucke Building
Hours: M-F 8am-5pm
(814)863-1248
www.sa.psu.edu/lgbt

For a complete listing of all current student groups, please see the “Resources” section of the website.

Resources

The LGBTA Student Resource Center provides a comprehensive range of education, information and advocacy services. We work to create and maintain an open, safe and inclusive environment for lesbian, gay, bisexual and transgender students, staff, and faculty at Penn State University.

The Center houses a wealth of information and provides a variety of resources and programming including: a larger library of LGBTA materials; educational and social programming; LGBTA Lecture & Film Series; The Lavender Graduation Celebration; and administrative work for the LGBT Support Network.

Graduate Assistantships

The Center offers one graduate assistantship each academic year. Applications for the positions are available in the Center in early spring for the following academic year. Other intern and volunteer opportunities are also available throughout the year.

Coalition of LGBTA Graduate Students

Sarah Conner - sconner@cse.psu.edu ,
Tom Koerber - rtk138@psu.edu
www.clubs.psu.edu/psupride/

Undertones

Undertones@psu.edu
<http://www.clubs.psu.edu/up/undertones/>

GLBT Switchboard

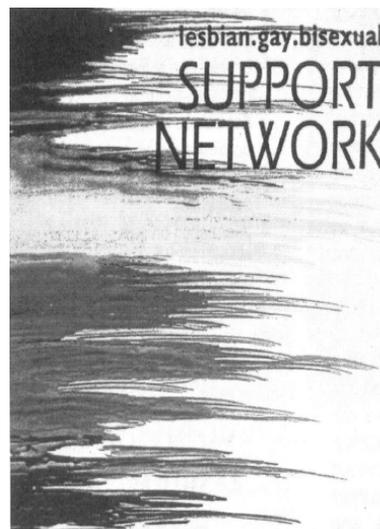
glbtswitchboard@hotmail.com

Commission on LGBT Equity

<http://www.equity.psu.edu/clgbte/>

LGBT Support Network

<http://www.sa.psu.edu/lgbt/index.cfm>



L_Pride Listerve

mailto: 1-pride-subscribe-request@lists.psu.edu

Q-News(Weekly Events Calendar)

mailto: q-news-subscribe-request@lists.psu.edu

Speakout (formerly Allies)

allies@psu.edu

www.clubs.psu.edu/Allies

oSTEM - Out in Science, Technology, Engineering & Mathematics

Eric Patridge - evp106@psu.edu

Between Women

814-863-0395

Gay & Bi Men's Therapy Group

Stephen Shetler 814-863-0395

Center for Counseling & Psychological Services (CAPS)

863-0395

NOTARY PUBLIC SERVICES

1 Eisenhower Parking Deck

865-1865

A Notary Public is available at Room 1, Eisenhower Parking Deck, Department of University Safety, from 9:00 am to 4:00 pm. Notary services performed are limited to University-related documents for students, faculty, and staff. No other notary public services are permitted. No fee will be charged.

POLICE SERVICES

University Police

30 Eisenhower Parking Deck

Police: 863-1111, Emergency: 911

www.psu.edu/dept/police/ and www.psu.edu/dept/police/victimservices.html

University Police is responsible for the protection of and service to its students, faculty, staff, employees, and visitors. Any Penn State student, employee or guest of the University who has been the victim of or witness to a crime, either on or off campus, may request services which are free of charge (please refer to the Legal Services section in the previous section). In addition, University Police is charged with the protection of property and maintenance of order as well as

the enforcement of both the laws of the Commonwealth and University regulations. University Police has full law enforcement authority.



University Police employs a total of forty-six armed, sworn Police Service Officers and Supervisors, four Property Protection Guards, one Parking Enforcement Worker, and five Police Telecommunicators who provide protection and service twenty-four hours a day, 365 days a year. In addition to the full-time staff, University Police employs Auxiliary Officers who aid in fulfilling the mission of this division, and are used most frequently in parking enforcement, security services, residence hall security, walking escorts, and special events. Officers have first-aid training as Emergency Responders and provide first rescue response and fire suppression services to the campus. To increase interaction with the public, the University Police maintains a bicycle patrol unit as well as an explosives detection canine unit.

CENTER FOR ETHICS AND RELIGIOUS AFFAIRS

EISENHOWER CHAPEL

Eisenhower Chapel

865-6548

<http://www.sa.psu.edu/cera>



(Photo courtesy Penn State Alumni Society)

Located in the Helen Eakin Eisenhower Chapel, an all-faith facility on Curtin Road, the Center for Ethics and Religious Affairs sponsors a number of services for students and the University community. The Chapel building includes the All-Faith Chapel, Meditation Chapel, Main Worship Hall, a variety of small meeting rooms, an inter-faith library, the Frizzell Memorial Room (a large multi-purpose room), and staff offices. The facilities are available for the performance of sacraments, such as weddings or baptisms. Worship services are conducted by various faiths and denominations. Counseling and advising are provided in Chapel offices by the

Affiliate Staff. Meeting facilities are offered for University-related groups and organizations. A wide variety of churches and worship groups exist on campus and in the State College area. For more information, contact the Center for Ethics and Religious Affairs in the Eisenhower Chapel, 865-6548, or stop and pick up the Worship Schedule.

SEXUAL HARASSMENT

Graduate students have the right to pursue their education in a supportive environment. Students who would like information or wish to discuss a concern about sexual harassment or consensual relationship issues should contact the Office of Student Affairs, 222 J Boucke Building, 865-7661.

THE CENTER FOR STUDENT ACTIVITIES AND PROGRAMMING

222 HUB-Robeson Center

<http://www.sa.psu.edu/usa/studentactivities>

The Center for Student Activities and Programming is responsible for engaging students and staff in new and ongoing efforts to shape a robust and comprehensive cultural, educational, and social, co-curricular program for students that supports their learning and cultivates full engagement in the University community. In addition to leading and managing several functional units within the student union (including Late-Night-Penn State, the Center for Arts and Crafts, the Distinguished Speaker Series, and the Student Programming Association), the office will also work in a consultative role with the professional staff and students involved in programming efforts at all Penn State campuses and with other key units in Student Affairs.

THE CENTER FOR STUDENT ENGAGEMENT

209 Hub-Robeson Center

863-4624

The Center for Student Engagement was created to serve students and their organizations by providing consultation on leadership development, community service opportunities, and guidance on how to make the most of their out-of-class experience. Student organizations can meet with a staff member to discuss issues or concerns and develop a plan of action to come to a solution.

We offer a variety of opportunities to develop leadership skills, including a complete library of resource materials. Students are always welcome to stop in and meet with a member of our professional staff to determine strategies for improving the functioning of an organization or the many opportunities for involvement at Penn State.

STUDIO 204

204 Undergraduate Library, Pollock Computer Lab

Students assigned video projects including interviews, presentations, e-portfolio introductions, and demonstrations can use Studio 204's professional equipment and draw on the expertise of multimedia consultants to make their projects sparkle.

Equipment includes high-end digital video and still cameras, professional lighting, wireless and boom microphones, green and gray screens, and basic presentation props.

Studio 204 is open twenty-four hours a day, seven days a week. First-time users must complete a twenty minute orientation. For more information or to schedule an orientation, phone 814-574-9721, e-mail studio204@psu.edu, or visit <http://lt.its.psu.edu/studio204/>.

Studio 204 is a service of Teaching and Learning with Technology, a unit of Information Technology Services.

LION SUPPORT

www.sa.psu.edu/sd/lionsupport/
863-2020

If you would like a student's perspective regarding a concern you may have, call the Lion Support Staff at 863-2020, between 5:00 pm and midnight, seven days a week during fall and spring semesters. Lion Support Staff are "students helping students." They are carefully selected and trained volunteers who provide assistance, information, or a listening ear during hours when most University offices are closed. Graduate students have often found this service helpful.



VETERANS PROGRAMS

325 Boucke Building
863-3275

This office has the responsibility of handling all applications for Department of Veterans Affairs educational benefits at this campus. Counseling services and short-term emergency loans are also available. The Penn State University Veterans Organization is a student organization which provides a variety of social and civic activities for student veterans and their families. Their website is www.psuvo.org.

WORK/LIFE PROGRAMS

Office of Human Resources

Rider Building

865-5886

<http://www.ohr.psu.edu/worklife>

With assistance from campus advisory and executive groups, Work/Life Programs works to provide quality child care program information and services. The services are available to all University faculty, staff, and students. The services include full-day and flex-care programs for children, six weeks of age to five years, at Penn State Child Care in CEDAR Building. Children from 3-5 years old can also attend Imagination Station. This innovative full time program combines pre-school and early intervention programming. Work Life Programs also facilitates evening care at the CEDAR Building Center and school-aged programming in the summer. Some limited scholarship assistance or fee reduction is available for students.

A “Mommy and Me” program is offered to Penn State parents. Crafts, songs, and learning activities are designed to provide socialization and a sharing experience for parents and their children. The program is located at the University Apartments Community Center, Eastview Terrace. For more information, call 865-5886.

“Penn Pals” is a partnership program sponsored by the Penn State Office of Human Resources and Penn State Housing. This is a “parent participatory” playgroup where parents assist a Penn Pals teacher by working with the playgroups an average of two shifts per month. There are two age groups: 2 - 3½ year olds who meet two mornings per week, and 3½ - 5 year olds who meet two afternoons per week. Both groups meet on campus at Eastview Terrace.

Parent education meetings are also held each semester. Their primary goal is to educate parents in ways to enhance their relationships with their children. These programs are open to University employees and student parents. For more information, call Work Life Programs at 865-5886.

ELION

eLion is a Web-based system that provides students with current student records, registration, and transcripts. Students can view their unofficial transcripts, check on registration, look at course schedules, drop/add classes, and check on the status of their loans and any fees charged to their account. In addition, students can send suggestions to eLion developers about possible changes to the system. Access to student records is restricted by the student’s access account.

eLion stations are available throughout University Park. Each computer lab has access to eLion through the Penn State main web page, as well as computer terminals in the HUB, Shields Building, and Kern Building.

eLion can be accessed any place where there is an internal connection. If you are having problems using any of the elion services, contact the AIS Support Center at (814) 863-2276.

STUDENT GUIDE TO UNIVERSITY POLICIES AND RULES

It is important for each graduate student to have a copy of this document, which includes information about student responsibilities, the code of conduct and discipline system, academic progress requirements for financial aid, regulations about posting materials, and using facilities on campus. In addition, TAs should refer to this publication for information about the scheduling of exams, disruptive classroom behaviors, and other academic policies and procedures. Copies of Policies and Rules are available from the GSA Office, from each College Dean's Office, or at <http://www.sa.psu.edu/ja/procedures.shtml>

CHAPTER 4

Computer & Library Resources

INFORMATION TECHNOLOGY SERVICES

<http://its.psu.edu>

The Information Technology Services provides Penn State's academic community with high-quality computing and related information technology services. The ITS provides computer labs, Internet access, a computer store, dial-up service, computer training, consulting services, and publications. Information about these resources and services is summarized below.

ACCESS ACCOUNTS

<http://aset.its.psu.edu/accounts/access.html>

With your Access Account you can access Penn State and Internet resources such as electronic mail, on-line news, local and worldwide electronic bulletin boards, academic records, library catalogs and databases, and, on certain operating systems, course software and assignments made available by instructors.

WHERE TO GET YOUR ACCESS ACCOUNT

To get your Access Account, take your current Penn State photo ID card to an automatic signature station and follow the instructions there. Stations are located at 103 Boucke Building, 101 and 215 Computer Building, 2 Willard Building, 6 Findlay Commons, 113 W Pattee, 201 Pollock, 107 Waring Commons, and 108 Warnock Commons. (Note that only the first four locations listed are open during the summer.) Hours are available on the World Wide Web.

WHAT IS AN ACCESS ACCOUNT?

A Penn State Access Account is a user ID and password that enables Penn State students, faculty, and staff to use the full range of Internet services on or off campus, at computer labs or on personal computers. It also allows you to use the ITS student computing labs. (Note that it does not enable access to all computer systems. Systems such as TSM typically require a separate account or authorization.)

Your user ID is the "public" part of your Penn State Access Account. This is the part you should share with others so that they know where to send you electronic mail. Your user ID (sometimes referred to as "username" or "userid") is usually your initials followed by a 1- to 4-digit number such as xyz101. The letters are lowercase.

For information regarding Access Account qualifications and duration, see the policy Penn State Access Account Qualifications.

Your user ID is the "public" part of your Access Account. This is the part you should share with others so that they know where to send you electronic mail. Your user ID is usually your initials followed by a 1- to 4-digit number such as xyz101. The letters are lowercase.

Your password, on the other hand, should be kept private. Your password is the "key" that lets you open electronic doors. Guard your password just as you guard your bank card PIN. Don't write it down or make it easy for someone to "crack." Don't share your password with others, as they would then have the opportunity to read your email, see your grades, obtain your transcript, and forge email and news postings from you.

You should change your password as soon as you get your account.

Here are some guidelines that should help you when changing your password. You should also read the ITS password policy.

- Use at least eight new letters and at least one number.
- Make sure the "caps lock" is not on.
- Note that your password will not show as you type, so be careful not to make mistakes.
- The use of special characters in your Penn State Access Account password is acceptable however there is the possibility that these special characters will not work on all software applications.
- Change it to something you can remember but that others won't be able to figure out. For example, don't set your password to your name, your license plate, your friend's name, your pet's name, your favorite drink, or anything else that someone else might easily guess.
- Change it as often as you wish, but at least once every six months.
- Note that Access Account passwords are "case-sensitive." This means that uppercase and lowercase letters are recognized as different characters.

Note that the Change password menu items in the Macintosh and PC Eudora programs do not work at Penn State. The only way to change your password is by using the methods described above.

If you forget your password, present your Penn State photo ID at the ITS consulting locations, the ITS Computer Accounts Office or to other computer support staff. Staff will help you request a password reset.

Additional information can also be found in Your Guide to Information Technology @ Penn State.

The Information Technology Services provides Penn State's academic community with high-quality computing and related information technology services. The ITS provides computer labs, Internet access, a computer store, dial-up service, computer training, consulting services, and publications. Information about these resources and services is summarized below.

The ITS Accounts Office will give you a temporary password with your new Access Account. Your password is the "private" part of your Access Account and should not be shared with others. It's the "key" that lets you open electronic doors. Guard your password just as you guard your bankcard PIN. Don't write it down or make it easy for someone to guess. Don't share your password with others, as they would then have the opportunity to see your grades, obtain your transcript, and forge E-mail from you.

It's important for you to change your password as soon as possible. You can change your password on the World Wide Web. Go to <http://www.work.psu.edu> and click on "Change your password". You will need to sign in with your current user ID and password and follow the instructions provided on that page.

WHERE TO USE YOUR ACCESS ACCOUNT

COMPUTER LABS

<http://clc.its.psu.edu/labs/>

Computer labs are provided for general academic use, instruction, and research. A comprehensive suite of software is provided for a wide variety of tasks ranging from word processing to statistical analysis. Labs are connected to the campus network, enabling access to other computers such as the Library Information Access System (LIAS). Lab users can use electronic mail and Internet services such as the World Wide Web.

ITS computer labs have Windows, Macintosh, and Linux computers. Lab users are required to "login" (identify themselves) by entering their Access Account user ID and password when prompted. Although lab hours vary while classes are in session, most are open from 8:00 a.m. until late evening, with several open 24 hours a day. Additional information available on the lab Web site includes announcements, printing information, machine availability, hours, and more.

DIAL-UP SERVICE

Students who live off-campus who do not have access to cable modem or DSL can use a modem to dial into the Access Server at 863-2222 for 56K modem. System and software requirements can be found in the Your Guide to Information Technology Services @ Penn State, available electronically on the Web at

<http://www.pac-its.psu.edu/windows/dialup/XP/xpdialup.htm> and in printed form at the ITS Help Desks.

RESIDENCE HALL CONNECTIONS

<http://www.rescom.psu.edu/NewResident/default2.htm>

Students who live in residence halls and have a computer should request an Internet connection (currently available in all residence halls except Nittany Hall, Nittany Apartments, East View Terrace, and Graduate Circle). An Internet connection (also known as a backbone, data, or Ethernet connection) is vastly superior to a modem connection. It can be up to 100 times faster than the fastest modem you can buy and does not tie up your phone line.



OTHER INTERNET SERVICES

In-depth information about computing resources is provided on the Web. To access the Web, go to a Macintosh or Windows computer at one of the ITS labs and log in with your Access Account user ID and password. Double-click the Mozilla Firefox program icon, which accesses the World Wide Web.

Not only can you “surf the ‘net,” you can create your own Web page. ITS offers Web space to all students at Penn State, and provides seminars to help you get started. An application form, information, and instructions are provided at <http://www.psu.edu/publish/> on the Web.

Any Penn State student group or organization can apply for Web space through Student Affairs. Visit the Student Activity Server at <http://www.clubs.psu.edu/> on the Web for more information.

WHERE TO GET HELP

SEMINARS

The ITS provides free hands-on seminars, where you can improve your computer skills. Learn how to use word processing packages, spreadsheets, drawing packages, Internet services, and more. Schedules and descriptions are available at <http://its.psu.edu/training/> on the Web. Call 814-863-9522 for assistance.

ASSISTIVE TECHNOLOGY

The ITS encourages persons with disabilities to participate in its programs and activities. The ITS supports specialized labs in 103 Boucke Building and W113 Pattee Library that have assistive technologies. All labs are accessible to patrons in wheelchairs. Additional information can be obtained by selecting “Assistive Technology” at <http://clc.its.psu.edu/labs/> on the Web. Students who need any type of accommodation or have questions about the physical access provided should contact the ITS at 814-865-0800.

HELP DESKS

The ITS provides computer assistance at two Help Desks and various lab locations. In addition to walk-in service, the Help Desk provides support by phone and e-mail.

2 Willard Building

(814) 863-1035

Toll free: 1-888-778-4010 in PA

Monday-Thursday, 9:00 a.m.-10:30 p.m.

Friday 9:00 am – 4:30 pm

Sunday, 6:30 pm -10:30 p.m.

215 Computer Building

(814) 863-2494

Monday - Friday

9:00 a.m. to 5:00 p.m.

Email: helpdesk@psu.edu

Student consultants at a number of computer labs can help with general questions about Access Accounts, lab equipment, software, and printing, but are not permitted to help students with course assignments. Assistance in the Residence Halls is available through ResCom. Additional information can be found at <http://www.rescom.psu.edu>

PENN STATE COMPUTER STORE

12 Willard Building

865-2100

1-800-251-9281

<http://computerstore.psu.edu>

Students can purchase computer systems, peripherals, and software from vendors such as Apple, IBM, Compaq, Dell, Gateway, NEC, Tangent HP and Microsoft, at an academic discount. Internet connection packages for residence hall students are also available. A full range of products is available for hands-on evaluation at the Systems Evaluation Laboratory (SEL). The sales office and SEL are located in 12 Willard Building. The Computer store can be reached at 865-2100 (e-mail address: computerstore@psu.edu). Hours are Monday through Friday from 9:00 a.m. to 5:00 p.m.

COMPUTER LABS ON CAMPUS

<https://clc.its.psu.edu/labhours/default.aspx>

The Student Computing Labs at University Park are available to faculty, staff, and students. The labs enable users to perform general computing tasks, such as word processing, email, and Internet surfing, as well as more advanced computing required for course work and research.

There are over 50 labs on campus, as well as over 1000 mobile computing ports that provide users with workstations and peripherals for Windows, Macintosh, and Unix platforms. The labs are equipped with printers and scanners, as well as more specialized hardware such as digital cameras and CD burners.

Each lab machine has a basic software configuration on the desktop, with a more comprehensive software grouping available in the workstation's programs list. To find out more about the labs, expand the Labs node on the folder tree to the left. You can also use the search box at the top right of this page to locate the information you need.

Please visit <https://clc.its.psu.edu/labhours/> to get information about ITS Computer lab hours and locations.

TEACHING WITH TECHNOLOGY CERTIFICATE PROGRAM

<http://tlt.its.psu.edu/support/twt/>

Any Penn State graduate teaching assistant may participate in the free Teaching with Technology (TWT) certificate program, which allows you to develop and demonstrate effective, innovative uses of technology for teaching in order to improve your skills as an instructor and sharpen your edge in the job market.

The TWT program allows you the freedom to choose the training and timeline that best suits your goals; there are no required courses.

As a TWT program participant, you create a Web-based portfolio showcasing your knowledge, skills, and achievements using technology for teaching. The portfolio is then reviewed by a committee within your academic unit. Once the portfolio is approved, The Graduate School awards the certificate.

For more information e-mail twtc@psu.edu.

TECHNOLOGY TUTORS

Students who enjoy working with technology and faculty can enhance their resume by becoming a technology tutor. Student technology tutors work one-on-one with faculty members to help them obtain the skills necessary to use ANGEL, create Web pages, develop PowerPoint presentations, work with digital images, keep a grade book, etc. For more information or to apply online, visit: <http://tlt.its.psu.edu/support/tla/>.

The Technology Tutor program is sponsored by the College of Information Sciences and Technology, the College of Education Instructional Systems program, and Teaching and Learning with Technology, a unit of Information Technology Services.

UNIVERSITY LIBRARIES

<http://www.libraries.psu.edu/>

The University Libraries are composed of an array of libraries devoted to the disciplines and programs offered at Penn State. Take a moment to identify the subject library related to your program of study. Consulting with a librarian on the information research portion of your thesis or dissertation will assist you in identifying work that has already been done and help identify areas in need of further study. Contact the subject library related to your discipline for an individual consultation or a group instruction session in your discipline. A list of librarians with their subject specialties is located at: <http://apps.libraries.psu.edu/questions/brochure.cfm>

Seminars are held on searching LIAS in specific subjects. For information, go to:
<http://www.libraries.psu.edu/instruction/>. For more information, inquire at any libraries service desks.

Pattee Library and Paterno Library:

Hours – 865-3063 or <http://www.libraries.psu.edu/hours/>

Information - 865-2112

Renewal Services - 863-2174

<http://www.libraries.psu.edu/>

Architecture and Landscape Architecture Library:

111 Stuckeman Family Bl. - 865-3614

<http://www.libraries.psu.edu/architecture/>

Art and Humanities Library:

Pattee Library, second and third floors

865-6481

<http://www.libraries.psu.edu/artshumanities/>

Business Library:

301 Paterno Library

865-6369

<http://www.libraries.psu.edu/business/>

Earth and Mineral Sciences Library:

105 Deike - 865-9517

<http://www.libraries.psu.edu/emsl/>

Education and Behavioral Library:

501 Paterno Library- 865-2842

<http://www.libraries.psu.edu/ebsl/>

Engineering Library:

325 Hammond - 865-3451

<http://www.libraries.psu.edu/eng/>

Gateway Library

104 Pattee Library – 865-6368

<http://www.libraries.psu.edu/gateway/>

Life Sciences Library

401 Paterno Library – 865-7056

<http://www.libraries.psu.edu/lifesciences/>

Maps Library:

1 Paterno Library - 863-0094

<http://www.libraries.psu.edu/maps/>

News and Microforms Library

21 Pattee Library, west, 863-0377

<http://www.libraries.psu.edu/newsandmicroforms/>

Physical and Mathematical Sciences Library:

201 Davey Lab - 865-7617

<http://www.libraries.psu.edu/pams/>

Social Sciences Library

201 Paterno Library 865-4861

<http://www.libraries.psu.edu/socialsciences/>

Special Collections Library

104 Paterno Library 865-1793

<http://www.libraries.psu.edu/speccolls/>



LIBRARY HOURS

<http://www.libraries.psu.edu/hours>

Note: Hours vary during final examination periods, summer sessions, and vacation periods.
Please call or check the web site listed above.

Pattee Library and Paterno Library

Including: Arts and Humanities, Business, Education and Behavioral Sciences, Gateway ,
Interlibrary Loan, Lending Services, Life Sciences, Maps, Music and Media Center, and Social
Sciences

Monday–Thursday	7:45 a.m.-midnight
Friday	7:45 a.m.-9:00 p.m.
Saturday	9:00 a.m.-9:00 p.m.
Sunday	noon-midnight

Extended Hours Area

News and Microforms Library and Course Reserves

Monday–Thursday	7:45 a.m.-2:00 a.m.
Friday	7:45 a.m.–midnight
Saturday	9:00 a.m.–midnight
Sunday	noon–2:00 a.m.

Maps Library

Paterno Library, ground floor

Monday–Thursday	7:45 a.m.-10:00 p.m.
Friday	7:45 a.m.-7:00 p.m.
Saturday	9:00 a.m.-5:00 p.m.
Sunday	noon–10:00 p.m.

Special Collections Library

Historical Collections and Labor Archives

Rare Books and Manuscripts

Penn State University Archives

104 Paterno Library

Monday-Thursday	8:00 a.m.-6:30 p.m.
Friday	8:00 a.m.–5:00 p.m.
Closed Saturday and Sunday	

Fred Waring's America Collection

313 Pattee Library

Monday-Friday	9:00 a.m.-5:00 p.m.*
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*Hours may vary. If collection is closed, for assistance call the Special Collections desk, on the first floor of Paterno Library, at 814-865-7931..

University Park Branch Library Locations
Architecture, Earth and Mineral Sciences, Engineering, and Physical and Mathematical Sciences

Monday–Thursday	7:45 a.m.-11:00 p.m.
Friday	7:45 a.m.-9:00 p.m.
Saturday	9:00 a.m.-9:00 p.m.
Sunday	noon–11:00 p.m.

Library Annex
In Academic Activities Building on Bigler Road

Tuesday and Thursday 8:00 a.m.–noon

COLLECTIONS

<http://www.libraries.psu.edu>



The University Libraries constitute a major resource for students and researchers in all fields of study. The Libraries, ranked 13th nationally by the Association of Research Libraries, contain more than 4.9 million volumes, 5.2 million microforms, 58,459 serial subscriptions, plus more than 420 databases and 13,700 E-journals—most with full text. The University Libraries include a central location and branch libraries at University Park campus, plus libraries at 23 Penn State locations throughout the state.

At University Park, the Arts and Humanities, Business, Education and Behavioral Sciences, Social Sciences, Maps, Life Sciences, Special Collections, and News and Microforms libraries are maintained in Pattee Library and Paterno Library. The branch libraries include the Architecture Library, Earth and Mineral Sciences Library, Engineering, and the Physical and Mathematical Sciences Libraries.

Among special collections of national importance are those on Arnold Bennett, Kenneth Burke, Jean Giraudoux, John O'Hara, Vance Packard, Joseph Priestley, Conrad Richter; the Allison-Shelley collection of Anglo-Americana-Germanica; and materials on Utopian literature and on Australia. The Historical Collections and Labor Archives contains a wide variety of documentary sources, including the papers of Pennsylvania leaders and businesses and records of labor unions. The most notable of these documents are those of Richard Schweiker, William Scranton, the United Steelworkers of America, and the United Mine Workers of America. The Penn State University Archives, housing an extensive collection of materials about the University and the surrounding community. Special collections also support a web site: <http://www.libraries.psu.edu/speccolls/>.

Penn State holds membership in the Association of Research Libraries, the Research Libraries Group, the Consortium for Institutional Cooperation, and the Online Computer Library Center (OCLC). Participation in these organizations provides faculty and students with access to the collections of more than 2,500 libraries across the United States and internationally, including major research libraries.

With the exception of periodicals, reference books, and items in special collections, most books and other library materials circulate. Users who want to borrow materials must have a current University ID.

The Library Information Access System (LIAS), gives the user direct access to databases and services, including "The Cat," Penn State Libraries online catalog, containing bibliographical information about most of the Libraries' resources. Terminals are located at Pattee Library, Paterno Library, and branches at University Park Campus, and the other Penn State campuses. LIAS can be accessed from any computer with a web connection.

The CAT provides many features, including if the libraries have a particular book, where the book is located, and if it is currently available. It also enables the user to browse the libraries' holdings in call number order without going to the shelves.

New searching features have been developed that facilitate and enhance the identification of materials in the Libraries' collections. In over 420 databases offer access among others to ABI/INFORM (business and finance), AGRICOLA (agriculture), Anthropological Literature (anthropology), ARTFL (French literature), Avery Index (architecture), BIP (Books in Print), CINAHL (nursing and allied health), EIP (engineering), ERIC (education), ESTC (English Short Title Catalogue), GPO Access (bills, debates, regulations), Index to Government Publications (government), Mass Media Index (mass media journals), Medianet (AVS films and videotapes), MEDLINE (medicine and allied health), MLA International Bibliography (Modern Language Association), Newspaper Abstracts (general information), NTIS (government research), PAIS (contemporary issues), PENPages (agriculture and nutrition), PsychInfo (psychology), RLIN (Research Libraries Database), and Table of Contents (multidisciplinary).

Maintained by Academic Services and Emerging Technologies (ASET), the lab on the first floor of Pattee Library contains computers, printers and a large assortment of software packages.

INTERLIBRARY LOAN

<http://www.libraries.psu.edu/tas/ill/>

Interlibrary Loan obtains material not owned by the Penn State University Libraries from other libraries and document delivery sources. Interlibrary Loan service is available to all Penn State faculty, students and staff who are currently registered with the University Libraries. Requests are placed through a request management system called ILLiad - <https://ill.libraries.psu.edu/>. Patrons are notified via email when their material becomes available. Articles are delivered electronically and can be accessed via ILLiad. Loans are picked up from the Lending Services Desk, 105 Pattee Library or at a pre-specified branch library. For further information please check out the Interlibrary Loan web site.

SUGGESTIONS FOR PURCHASES

In addition, the Libraries also encourage recommendations for purchase and will carefully consider all such suggestions in light of the Libraries' collection policies and goals. Send suggestions electronically to buybooks@psulias.psu.edu.

MEDIA & TECHNOLOGY SUPPORT SERVICES

<http://www.libraries.psu.edu/mtss/>

The Libraries' Media and Technology Support Services has more than 24,000 films, videotapes, and DVDs for use with credit. Instruction. A comprehensive listing is available at www.libraries.psu.edu/mtss/catalog.html Services include consultation for purchase of technology, equipment scheduling, preview facilities, program scheduling, and repair and installation.. For more information, call 814-863-3202

SPECIAL SERVICES

Additional library services include assigned study carrels, network printing, id+ card, lioncash machines, photo duplication services and equipment, a student lounge with vending machines, change machines, and services for persons with disabilities. Students interested in obtaining study carrels should inquire at the Circulation Desk; these are assigned on a semester basis at no charge.

Tours of the branch libraries the beginning of each semester can be scheduled by calling the appropriate service desk. Information about library materials, hours, services, and facilities is available at the welcome desks or on the Web (<http://www.libraries.psu.edu/>). More extensive information needs may be better served at the various subject service desks.. A Guide to the University Libraries is available at all services areas.

A variety of services and equipment are available for students, staff, and faculty with disabilities in the Libraries at University Park. Equipment includes optical enlargers, a limited number of portable tape cassette player/recorders, Braille typewriters, stylus and slates, talking calculators, PC's and closed circuit TV magnifiers for patrons with visual handicaps. The Kurzweil Reading Machine, a small computer that converts print into speech, is also available for use in Pattee. In addition to equipment, information is available at Pattee on how to acquire reading materials in Braille and recorded form. In cooperation with the Faculty Women's Club of State College, the Libraries will arrange for textbooks and classroom-related materials to be recorded on tape. Catalogs of publications and recordings, as well as lists of agencies offering Braille transcribing and recording services, are also on file. Inquiries about these and other services should be directed to Susan Hayya, Library Services for Persons with Disabilities, 865-0284.

SCHLOW MEMORIAL LIBRARY

211 S. Allen St., State College, PA 16801

Telephone: 237-6236, fax: 814-238-8508

Website address: <http://schlowlibrary.org/> Email: refdesk@schlowlibrary.org



HOURS

Monday-Wednesday 9:00 am - 9:00 pm

Thursday, 12:00 noon - 9:00 pm

Friday, 9:00 am - 6:00 pm

Saturday, 9:00 am - 5:00 pm

Sunday, 1:30 pm - 5:00 pm (Sept-May)

Schlow Centre Region Library is a public library that provides free library service to all residents of the Centre Region, including university students. The library has a collection of 123,000 general interest books and other materials for children and adults. The children's department is located on the first floor, and contains books, magazines, toys and computer

terminals. The adult department and the reference desk are located on the second floor.

Library cards are available without charge to all Centre County residents and residents of other areas of Pennsylvania. The library participates in the Access Pennsylvania statewide borrowing program, which allows patrons to borrow from other participating libraries across the state. Schlow Library cards may be used at the public libraries in Bellefonte, Clearfield, Lewistown, and Mifflintown. Likewise, their cards are honored at Schlow Library. To obtain a Schlow Library card, fill out an application and bring some form of identification to the circulation desk.

Books, compact discs, audiocassettes, books on tape and CD, toys and cassette players may be borrowed for three weeks. Newspapers, reference materials, videocassettes, DVDs and VCRs may be borrowed for a few days. Late fees are levied against library materials returned late. Books and other materials may be renewed twice, if the material is not overdue or reserved by another patron.

The library has a computerized library catalog. If you need assistance or cannot find an item, consult the reference desk for help. Patrons can use 16 computer stations to access the Penn State catalog LIAS, other on-line databases, and perform searches on the Internet. In addition to Access Pennsylvania, materials may be borrowed through interlibrary loan.

A photocopier, electric typewriter, and microcomputers are available for public use. There is free wireless access. VCRs and slide projectors may be borrowed from the reference desk. Large print books and talking book service is available for the blind and handicapped. The library is wheelchair accessible and has an elevator to reach the adult section on the second floor.

Two public meeting rooms are available for scheduled meetings and conferences. Schlow Library bi-monthly art exhibits in the first floor gallery. A book sale is held at regular intervals; proceeds are used to support the library. Story hours, Toddler Time, and a summer reading program are among the regularly scheduled children's activities. Young adult and adult programs include computer orientations and summer reading programs for teens and adults.

CHAPTER 5

Finances

STUDENT AID

<http://www.psu.edu/studentaid/>

There are several separate avenues graduate students can explore when seeking financial assistance in meeting educational costs: your academic department, the Graduate School, “outside sources,” and the Office of Student Aid. The University’s Graduate Degree Programs Bulletin summarizes each of these avenues. The deadlines for submitting applications to these funding sources vary and often occur prior to the final deadline for submitting an admission application. Since early applicants are the most likely to receive favorable consideration, it is a good idea to apply for all types of assistance simultaneously and early to maximize your funding options. By waiting to hear from one source before applying for another, you may miss an opportunity for support.

ASSISTANTSHIPS

An assistantship is a position designed to help students attend school while working. A half-time assistantship enables the student to work 20 hours a week (doing research, teaching, grading, or administrative work) and study/attend classes 20 hours a week. Usually, assistantships are granted through the student’s academic department. Students should check with their department about obtaining an assistantship. However, there are certain offices and departments on campus, which have assistantship possibilities for students in any major. Also, check the Daily Collegian for advertisements about these positions.

FELLOWSHIPS

The Graduate School annually awards a limited number of fellowships to scholastically outstanding Penn State students. A listing of these awards available to prospective students can be found on the web at <http://www.gradsch.psu.edu/prospective/funding/programs.html>. For continuing students, please see <http://www.gradsch.psu.edu/current/funding/programs.html>

Also note that individual Colleges and/or departments may administer their own graduate fellowship program(s), and students are encouraged to explore these potential opportunities as well.

Additional funding opportunities can be found through academic departments, Student Aid, Pattee Library, and some other offices.

INTERNET RESOURCES

Fastweb is an excellent resource in the search for funding sources.

The Internet and World Wide Web offer alternate avenues for finding financial aid. Students are encouraged to take advantage of WWW search engines to find additional outside sources for funding.

A few off-campus sites to check are the fastWeb ([http:// www.fastweb.com](http://www.fastweb.com)), a WWW search engine that allows students to search electronic postings of assistantships, fellowships, and grants according to their field of study and deadlines.

The Pennsylvania Higher Education Assistance Agency maintains a web site (<http://www.pheaa.com>) for students to visit for more information about filing applications, availability, and deadlines.

- The Graduate School's home page
<http://www.gradsch.psu.edu>
- FASTWEB Scholarship Search
<http://www.fastweb.com>

LOANS AND WORK STUDY

FEDERAL PERKINS LOAN (NDSL)

The Perkins Loan Program offers a long term, low interest loan to graduate students who complete the Free Application for Federal Student Aid (FAFSA) (also called a need analysis document) and demonstrate financial need. Repayment begins nine months after ceasing enrollment.

FEDERAL STAFFORD LOAN

The Federal Stafford Loan Program offers long term, low interest variable rate loans to students. These loans are underwritten by the U.S. Government and are made to students through lending institutions. The Federal Stafford Loan Program offers both subsidized loans (for students who demonstrate financial aid) and unsubsidized loans (for those who do not demonstrate financial need). Repayment begins six months after ceasing enrollment.

While borrowing limits in the Stafford Loan Program are capped per academic year, federal law stipulates a graduate student's total support (including assistantships, fellowships, grants-in-aid, and other student aid) cannot exceed Penn State's cost of education. Only in rare cases can a student borrow the full capped amount per year (Fall/Spring/Summer Sessions) on a Federal Stafford loan.

To receive a Stafford loan you must enroll for a minimum of five credits per semester (unless you are completing doctoral study and are taking dissertation credits) and complete an analysis document. Need Analysis documents (FAFSA) are available at the Office of Student Aid, 314 Shields, at the University Park campus or in the student affairs office at your campus of enrollment.

UNIVERSITY LOANS

University Loans are long term, low interest loan funds established by donors to assist students with high documented need. Repayment begins six months after ceasing enrollment. Funds in this program are extremely limited and are typically awarded to students who have unique circumstances and have exhausted all other funding possibilities. Students would check with his/her academic department or the Office of Student Aid, 314 Shields, to determine whether loan funds are available.

EMERGENCY LOAN PROGRAM

Students whose Federal Stafford Loan proceeds are not available due to delays created by the delivery system (beyond the student's control) may be able to receive emergency loan consideration from the Office of Student Aid, 314 Shields Building. Students experiencing other emergencies may be eligible and should contact this office. The loans are interest-free provided they are paid back within the grace period; afterwards they earn 6% interest. Emergency Loan Funds are not available for students whose loan proceeds are not available due to the timeliness of their Stafford Loan application. International students should contact the Office of International Programs, 410 Boucke Building, 865-7681.

SUMMER SESSION FINANCIAL AID

Students interested in Federal Stafford Loans or Federal Work-Study for summer session(s) enrollment must complete separate applications available after March 1.

PROGRAMS FOR TUITION PAYMENT



Tuition Assistance Program

Students who have been supported through an assistantship or full fellowship (stipend and tuition) for fall and spring semesters should contact their department for an application for a summer grant to cover tuition. The deadline is in early April.

Grants-in-aid

International students should check with the Office of International Programs in 410 Boucke for information and applications on their tuition assistance program.

EMPLOYMENT

FOR STUDENTS ON CAMPUS

Assistantships/Fellowships: See the information provided at the beginning of this chapter.

Work Study: If you file for federal student aid, one avenue of financial aid may come in the form of work-study. The federal and/or state government awards you with a certain amount of money that you earn by working in an office on-campus or an off-campus nonprofit organization. Almost every office on campus will hire students with work-study. The total amount of money may not be increased once it has been awarded. If you use up your work-study aid before the end of the semester, you may be forced to stop working, unless the office you are working for can pay you through wage payroll until the end of the semester.

OFF CAMPUS EMPLOYMENT

Temporary Agencies: State College offers a number of agencies that provide temporary employees to work at local businesses and offices located on-campus. Most duties are clerical, thus most agencies require a typing, spelling, and grammar test. Positions are also available in accounting, data entry, drafting, engineering, legal support, light industrial, marketing,

programming, and telephone reception. Some agencies also offer health benefits and provide training for word processing and computer use. Look through the Yellow Pages under “Employment Contractors-Temporary Help”.

Regular Positions: Food establishments both on campus (dining halls & HUB eateries) and off campus always seem to be hiring. Also, bookstores that sell student textbooks frequently need individuals to help on a temporary basis in the beginning of the semester when there is a rush on books.

NUMBERS TO CALL

Dining Commons Jobs, check with individual dining commons about part-time jobs. Also check with the HUB Eateries, Otto’s at Kern, and individual snack bars for positions.

Library Jobs, 863-4949. Check with Pattee Library for part-time employment.

University Employment, 865-1387, 120 S. Burrowes Street, Rider Bldg. Employment on campus can take a number of different forms, including performing research.

Penn State Job Information, 865-1387, 120 S. Burrowes St., Rider Bldg. Recorded messages on employment opportunities. This service is available 24 hours/day, 7 days/week. Staff postings are also available on the PSU web page: <http://www.ohr.psu.edu/emplment/home.htm>

NEWSPAPERS

Check both the Daily Collegian and the Centre Daily Times classified sections for information about employment possibilities.

CHECKING AND BANKING

There are several advantages to opening a checking and/or savings account in State College. Some local businesses will not accept out-of-town checks. Local banks do not enjoy cashing checks for non-patrons and may even refuse. Those businesses that are willing to cash checks on out-of-town accounts often charge for the service and limit the amount of the check. Also, it is difficult and unsafe to manage large sums of undeposited money.



Some banks in State College require \$300.00 minimum balances per month or a \$500.00 average balance for free checking. You may have to resign yourself to paying monthly service charges for banking privileges. In addition, there are fees when ordering new checks, stopping payment on checks, and bouncing checks. Some banks even have special accounts for those people who only do banking through bankcards (MAC cards) and electronic transfers. Banks vary in how much they charge for each service, so find out the details before opening an account.

If you decide to open an account, do so before the beginning of the term unless you like standing in long lines. And remember, when you open the account with a check from an out-of-town bank, there is a five to ten day delay on using the new account.

The local banks are as follows:

MBNA Marketing Systems
2568 Park Center Blvd, 234-7600

Citizens Bank
122 W. College, 234-6311
Nittany Mall, 234-6434
1826 N. Atherton, 234-6468
1248 S. Atherton, 234-6364

M & T Bank
main office 234-5151
1330 S. Atherton, 234-5171
1900 Cliff Drive, 861 23 06

Nittany Bank
116 E. College, 234-7320
1276 N. Atherton, 238-2620

Northwest Savings Bank
201 W. Beaver, 237-6854
1524 W. College, 231-1550
611 University Drive, 234-4234

Omega Bank
117 S. Allen, 231-4541
Westerly Parkway Center, 231-5433
1667 N. Atherton, 1 800 494 18 10

PNC Bank
122 E. College, 231-1676
1408 N. Atherton, 231-1700
1601 S. Atherton, 231-1710

Unitas National Bank
1690 North Atherton, 238 05 78

Only the State College offices of the above banks have been listed. There are branch locations in Bellefonte, Boalsburg, Lemont, and other surrounding towns. Each bank usually has an Automated Teller Machine (ATM), which is part of the MAC/PLUS network or the CIRRUS/CASHSTREAM network.

MAC machines are located in the Kern Graduate Building, in the HUB-Robeson Center, near the PSU Credit Union Building, and in Waring Commons.

PENN STATE FEDERAL CREDIT UNION

814-865-7728 or 814-863-0265

Toll free: 800-828-4636

Fax: 814- 863-6163

info@pennstatefederal.com, www.pennstatefederal.com

Locations:

102 HUB-Robeson Center
University Park, PA 16802
Monday through Friday, 9:00am to 4:00pm

1937 N. Atherton Street
State College, PA 16803
Monday through Friday, 9:00am to 4:00pm
Thursday, 9:00am to 6:00pm

Penn State Federal Credit Union has served the Penn State Community since 1959 and membership is open to faculty, staff, students and retirees of Penn State University. The credit union provides low-fee financial services and unparalleled customer commitment, working to preserve members' assets while providing financial services to meet members' needs. A small one-time membership fee and a small deposit to a savings account is all you need to start experiencing the credit union difference.

Penn State Federal offers savings and checking accounts, loans, Visa debit and credit cards, free online and telephone account access plus so much more.

Two full-service ATMs are always available in the ATM lobby on the main floor of the HUB-Robeson Center, which is accessible to members even when the HUB is closed.

Penn State Federal provides members with free access to several Centre county ATMs, over 800 Pennsylvania ATMs and more than 2,000 shared branch locations across the United States.

Penn State Federal Credit Union is insured by NCUA and is an Equal Housing Lender.



TAXES

FEDERAL INCOME TAX (IRS):

<http://www.irs.ustreas.gov/>

PA DEPT OF REVENUE (STATE TAX):

<http://www.revenue.state.pa.us/>

GSA TAX GUIDE:

<http://www.clubs.psu.edu/gsa>

The rules and regulations determining whether or not income is taxable varies with each level of government and requires special attention on the part of the graduate student. For example, if you seek and receive a refund from state taxes, this does not imply that refunds can be sought from the federal, FICA, or local levels. Likewise, if you file for an exemption from taxes and later receive a tax refund, the refund does not insure that your tax-exempt status has been approved. In fact, the IRS can audit your refund claim for up to three (3) years after the date the taxes were due or filed,



whichever is later. Because of these audits, some students may have to pay back large sums of money to the IRS because their tax-exempt status had not been approved.

Graduate student stipends have been and still are treated in differing and inconsistent ways by both the University and by graduate students. Advice to graduate students regarding the tax status of stipends has been particularly confusing. The Tax Reform Act of 1986 made graduate stipends from fellowships and assistantships taxable income.

The Tax Reform Act of 1986 states that a fellowship or scholarship dated after August 16, 1986 is fully taxable at the federal level, even if no services are required to receive the income. Certain educational expenses can be deducted if receipts are provided. The entire stipend of a graduate assistant is federally taxable, although the tuition waiver is considered non-taxable income. Graduate students can take two deductions on their income tax returns: a Standard Deduction and a Personal Exemption. It may be possible to deduct an additional amount through allowable educational expenses. However, these expenses must be itemized on the tax return and must be accompanied by documenting receipts. Most graduate students prefer to take the Standard Deduction and the Personal Exemption rather than itemize all of their educational expenses. All earned income is taxable for Social Security (FICA); however, any income which is excluded from your federal tax is also exempt from the FICA tax.

Scholarships, assistantships, stipends, and grants are taxable income according to the State of Pennsylvania, if services are required to receive the income. If services are not required to receive the income, a specific letter is required in order to exempt any income from state taxation.

The states of Indiana, Maryland, New Jersey, Ohio, Virginia, and West Virginia have reciprocity agreements with Pennsylvania so that state taxes on all income are paid to only the state of residence on all moneys earned. Pennsylvania does allow a Resident Credit (if claiming PA residency) if taxable income was earned in a state without a reciprocity agreement with Pennsylvania. Also, special tax provisions exist for individuals at low-income levels, and Schedule SP should be completed along with the PA-40 long form.

Graduate students may be assessed for several local taxes. A \$10.00 Occupational Privilege Tax is automatically deducted after \$1,000 of income is earned. A \$28.50 Occupational Assessment Tax is assessed to graduate assistants who are Pennsylvania residents. Any non-resident of Pennsylvania must file Form 175 to be exempt from the Occupational Assessment Tax. Pennsylvania residents of the Centre Region are assessed a Local Wage Tax based on domicile location. Non-residents must pay a wage tax of 0.5% to 1.0% and must show proof of non-residency. Per Capita Tax and Real Estate Taxes may also be assessed.

The addresses where you can obtain more information are:

Federal

Internal Revenue Service
2038 Sandy Drive
State College, PA 16803
814-234-8735
1-800-829-1040

Social Security Admin.
901 University Drive
State College, PA 16801
1-800-772-1213
238-5035
www.ssa.gov

State

Department of Revenue
Commonwealth of Pennsylvania

Strawberry Square
Harrisburg, PA 17127
(888)728-2937

Local

State College Borough:

243 S. Allen Street, State College, PA 16801
234-7110

College Township:

1481 E. College, State College, PA 16801
231-3021

Ferguson Township:

3147 Research Drive, State College, PA 16801
238-4651

Harris Township:

224 E. Main St., Boalsburg, PA 16827
466-6205

Patton Township:

100 Patton Plaza, State College, PA 16803
237-1283

Potter Township:

124 Short Road, Spring Mills, PA 16875
364-9176

CHAPTER 6

Health Care & Health Insurance

GENERAL HEALTH CARE PROVIDERS

UNIVERSITY HEALTH SERVICES

Clinic location: Ritenour Building
Student Insurance Office: 208 Boucke Building
General Information: 865-6556
<http://www.sa.psu.edu/UHS>

CLINIC HOURS

Monday-Friday (except Wednesday): 8:00 am - 5:00 pm
Wednesday: 9:00 am - 5:00 pm
Saturdays during Fall and Spring Semester: 11 a.m. – 3:00 p.m. (**Urgent Care only**)
Clinic hours will vary during University vacation periods.

IMPORTANT TELEPHONE

Available 24 hours a day, 7 days a week:

Ambulance: 911 (please identify that the patient is a Penn State student)
Telephone Advice Nurse: 863-4463

Available during regular office hours:

Appointments: 863-0774
General Information: 865-6556
Insurance Office - 865-7467

UNIVERSITY HEALTH SERVICES

When you are sick or need health care advice, University Health Services (UHS) is your resource on University Park campus. UHS provides high-quality health services to all Penn State students registered for the current semester and the spouses of students covered in the Penn State Student Accident and Sickness Plan (also known as MEGA) and the Penn State Graduate Assistant and Graduate Fellow Health Insurance Plan. Experienced and caring professionals provide a wide range of services including acute care, preventive medicine, and health education.



CONFIDENTIALITY

University Health Services assures that all health care providers and supporting health services staff adhere to established ethical principles and codes of professional practice including patient confidentiality, privacy, dignity, and informed consent. All medical records are held in the same strict confidence as in other health concerns. Although this high degree of confidentiality is often a concern to parents seeking information, medical information is released only with the student's written consent, or by a court-ordered subpoena.

ELIGIBILITY FOR SERVICES

All students registered for the current semester and spouses enrolled in the MEGA Student Injury and Sickness Insurance Plan and the Penn State Graduate Assistant and Graduate Fellow Health Insurance Plan are eligible for all UHS clinical services. There is a basic clinic visit fee that covers most supplies and procedures performed. Lab tests, physical therapy treatment, X-rays, and pharmacy involve separate charges. The non-student rate will apply to student spouses, students registered for spring and fall semesters who receive health care during the intervening summer, and certain other groups (e.g., summer program participants, sports campers, conferees) receiving urgent health care. All students and spouses enrolled in the MEGA Student Insurance Plan must obtain health care through University Health Services except under those conditions specified in the plan.

CLINICAL SERVICES

General Medicine: Primary-care physicians, nurse practitioners, physician assistants, and registered nurses diagnose and treat acute illnesses and injuries. Appointments may be made to see any primary-care practitioner. Primary-care practitioners also provide continuing care for chronic medical conditions. Physical exams (for driver's or marriage licenses, pre-employment or other purposes) are offered by appointment only. Should you require more specialized care, you may be referred by a primary-care practitioner to see a specialist for further evaluation and treatment. If you find that you like a particular practitioner at UHS, you can request him or her whenever you make an appointment. **Please call before coming; appointments are usually available in a timely manner**

Urgent Care: If you have a medical illness or injury that requires urgent medical attention, urgent care services are available during general medicine department hours on Monday, Tuesday, Thursday, and Friday from 8:00 a.m. to 5:00 p.m., and Wednesdays from 9:00 a.m. to 5:00 p.m. Urgent Care is also available on Saturdays during the Fall and Spring Semesters from 11:00 a.m. to 3:00 p.m. Persons with life-threatening illnesses or injuries should go directly to the Mt. Nittanny Medical Center Emergency Department. Students without an appointment will be seen in order of medical priority. Even with urgent problems, it is best to call first.

Advice Nurse 863-4463

Telephone advice about health concerns is offered to Penn State students 24 hours a day, 7 days a week. Registered nurses answer all calls for advice. The advice nurse will discuss health-related questions, such as how to deal with injured ankles, sore throats, immunizations, medications, specific disease processes, and explanations of test results. Students using this service will be educated on how to initiate their own care and when it would be appropriate to seek professional medical care. If necessary, the student may be asked to schedule an appointment with a clinician.

Test Results

Call: 863-4463

Patients who have laboratory tests done at University Health Services can call a nurse and receive results and explanations of test results.

Women's Health

Services provided include: routine pelvic exams (including pap smears); breast examinations; treatment of gynecological problems; colposcopy; contraceptive counseling and services; postcoital and pregnancy testing; options counseling; diagnosis and treatment of sexually

transmitted diseases (STDs); and evaluation, treatment, counseling, and referral for victims of sexual assault or other forms of violence.

HIV Services - Counseling and Testing (Ritenour Building) 865-6538

Confidential HIV antibody testing is available for all Penn State students by appointment. This procedure tests for antibodies to the human immunodeficiency virus (HIV) that causes AIDS. Pre- and post-test counseling is provided as an integral part of this testing service. As with other chronic health conditions, students who test positive for HIV can be followed by their primary-care practitioner at University Health Services. Referrals to specialists will be made if necessary.

**Allergy/Immunization Clinic
863-0774**

The nurses in this clinic provide allergy injections and immunizations during Allergy Clinic hours. See <http://www.sa.psu.edu/uhs/basics/allergyinjections.cfm> for current hours of service. The student's allergist must supply detailed instructions and serum. Serum can be stored at University Health Services.

No Show Charge

If you have scheduled an appointment at UHS and do not cancel it *prior to one hour* before the appointment, you will incur a "No Show Charge." So, be sure to call and cancel your appointments!

ANCILLARY SERVICES

- Clinical Laboratory**
865-6212 (33 Ritenour Building)
- X-Ray**
863-1976 (34 Ritenour Bldg)
- Physical Therapy**
865-7381 (2 Ritenour Building)

UHS has clinical laboratory, X-Ray, and physical therapy departments. Lab tests, x-rays, and physical therapy can be ordered either by a UHS clinician or a private physician. The Physical Therapy Department provides a broad range of therapeutic and rehabilitative services. These departments are open during Clinic Services hours. Physical therapy services are available by appointment only.



Pharmacy
865-9321 (130 Ritenour Bldg)

Prescription services, over-the-counter medicine, and health care products are available from the UHS Pharmacy. Medication information is provided on request.

Health Promotion & Education
863-0461 (237 Ritenour Building)

The Office of Health Promotion and Education promotes health awareness, positive health behaviors, and disease prevention. The office helps students adopt and maintain healthy behaviors by offering such programs as information about alcohol and other drugs, stress management, HIV prevention and education, safer sex contraception, nutrition, wellness, and self-care. Professional and peer health educators are available for one-on-one appointments or for group presentations.

If you have any questions or if you would like to make an appointment with a peer educator or schedule a group presentation, call 863-2500 or drop by Health Works in rooms 19-20 Ritenour

Building. Peer educators are Penn State students who promote healthy lifestyles throughout the community. Specific peer education opportunities exist in the areas of alcohol and other drugs, sexual health, nutrition, wellness, and self-care.

Health Works Hazen Health Promotion and Education Library
863-2500 (19-20 Ritenour Building)

The Hazen Health Promotion and Education Library serves as a drop-in center for students with questions about a variety of health topics. Health education materials, including brochures, informational handouts, articles, and books are available for personal use and/or research. Audio and video tapes are also available for loan. The Hazen Library is an associate library of the University Libraries.

Men's Preventive Health
863-0774

This program is geared to provide male students with information about health risk behaviors, self-exams, contraception choices, and acute care needs. In addition, men are encouraged to discuss their own personal questions/concerns with their health care provider.

Cross Cultural Health Program
863-7134

The Cross Cultural Health Program, located in 238 Ritenour Building, works to improve access to health information and health care for U.S. minority and international students. Health resource materials are available in a variety of languages and peer assistants can assist individuals in accessing health care or understanding health issues.

Nutrition Clinic
863-7414 (235 Ritenour Building)

Individual nutrition counseling is available to all Penn State students; a clinical referral is unnecessary. The Nutrition Clinic is sponsored jointly by UHS and the Department of Nutrition.

HEALTH INFORMATION MANAGEMENT
863-1975

The Health Information Management department ensures that an accurate, efficient medical record be maintained for each patient. It is responsible for storing the record in a secure manner, safeguarding the record while providing access to medical information by authorized personnel.

VERIFICATION OF SIGNIFICANT ILLNESS OR INJURY

If you have experienced a significant illness or injury that has resulted in academic problems, University Health Services will provide verification to the faculty. However, it must be a *documented serious, prolonged* illness or injury.

Missing a class due to a routine or less serious illness, such as sore throats, colds, or similar health problems, does *not* qualify you for a formal "Verification of Illness." In those cases, you should either e-mail or call the faculty member as soon as possible.

FEES AND INSURANCE

All charges are your responsibility. You must pay at the time of service by either having the charge billed to your Penn State student account or paying by check, cash, ATM card, VISA, or MasterCard.

Except for our pharmacy, UHS does not have contracts for direct payment with any health insurance companies. **UHS does not direct bill insurance companies.** You are responsible for paying all bills you incur at UHS (clinic visits, lab, X-ray, physical therapy, and ambulance service).

However, you can then submit the receipt for these services to your insurance company for possible reimbursement (which, of course, depends on your coverage). So be sure to save your yellow “Super Bill” receipt.

HEALTH INSURANCE

865-7467

(Also check the health insurance section in this chapter for more information)

The Student Insurance Office can answer student questions regarding health insurance. Health insurance is required for international students, their spouses, and their children. Graduate assistants and University fellows are automatically enrolled in the health insurance but it is required only for those graduate assistants and University fellows that are also international students. Domestic graduate assistants and University fellows may decline the health insurance if they wish. Health insurance is strongly recommended for all students. Penn State’s Student Health Insurance Plan, underwritten by the MEGA Life and Health Insurance Company, is available to all students, their spouses, and/or their children. The Penn State Student Insurance Plan works in conjunction with UHS. Students and spouses with the Penn State plan are eligible for 100 percent reimbursement of charges for covered UHS services. In order for students attending up campus to seek medical care outside UHS, a student or spouse must receive a referral from UHS.

SPOUSES AND DEPENDENTS

Spouses and dependents that are not enrolled as students are not eligible to use UHS, except for spouses insured under the Penn State Insurance Plan and the Penn State Graduate Assistant and Graduate Fellow Health Insurance Plan. Spouses and dependents who want on-going care can obtain a listing of names and telephone numbers of local physicians from the Office of Health Promotion and Education, 237 Ritenour Building, or the information desk on the first floor, 863-0461.

INTERNATIONAL STUDENTS

The United States does not have socialized medicine. Most medical care in this country is private and expensive. Students in the University receive medical care through UHS, but spouses and children must seek health care elsewhere. Health insurance is mandatory for all international students and their dependents. Students can meet this requirement by purchasing the Penn State Student Insurance Plan, the Penn State Graduate Assistant and Graduate Fellow Health Insurance Plan or by showing proof of comparable coverage to the Student Insurance Office.

More information about the mandatory insurance program is available from the Student Insurance Office in 208 Boucke Building, 865-7467.

EMERGENCY MEDICAL SERVICES

206 Ritenour Building

Ambulance: 911

Office: 865-1772



training. The EMS office also provides and manages on-site EMS for all Penn State's special events (e.g., concerts, athletic events, etc.)

The Office of Emergency Medical Services (EMS) coordinates emergency medical services at the University Park campus. EMS staff are responsible for the 24-hour a day University Ambulance Service. University ambulance service is available to all Penn State students within a 10-mile radius of campus and answers all calls on campus and adjacent to University property. There is a fee for ambulance services. The EMS office provides educational programs including cardiopulmonary resuscitation (CPR), first aid, and emergency medical technician

MT. NITTANY MEDICAL CENTER

1800 East Park Avenue

(past Beaver Stadium)

State College, PA 16803

231-7000

<http://www.mountnittany.org/>

Mt. Nittany Medical Center is a non-profit, 200-bed, acute care facility offering comprehensive medical, surgical, obstetric, and psychiatric services. Other services include MRI and CAT scanning; sleep lab; physical, occupational, and speech rehabilitation; same day surgery; and cancer treatment. Twenty-four hour paramedic and emergency services are available.

CENTRE COUNTY STATE HEALTH CENTER

280 W. Hamilton Avenue

State College, PA 16801

865-0932

The Centre County State Health Center, under the auspices of the Pennsylvania Department of Health, offers various clinical services by appointment only. Eligibility, when applicable, will vary between programs and situations. The office is open from 8:00 am to 4:00 pm, weekdays except holidays, and Public Health Emergencies after 4:00 pm can be handled at (570) 327-3400. Services available include tuberculosis prevention and control, communicable disease investigation, HIV testing, and immunizations. When appropriate, referrals are made to agencies

for children and adults. Call the Center for details and a schedule. Also available are Community Health Nursing Services for health supervision, education, and information. The State Health Department makes immunizations available at a \$5 fee per visit per client. Call early to get registration completed before the immunizations are needed.

CENTER HUNTINGTON TAPESTRY OF HEALTH

**241 MATCH FACTORY PLACE
Belleville, PA 16823
355-2762**

HOURS:

Daytime, evening, and Saturday hours are available by appointment.

Family Health Services offers a variety of health services and programs for men, women, and children, including STD and HIV testing and counseling.

Eligibility requirements must be met for the WIC program. Other programs and services are available to anyone on an appointment basis.

Reduced fees are offered for full-time students. All services are strictly confidential and tailored to meet the individual's needs.

Reproductive Health Care: Services include pap tests, annual gynecological exams, pregnancy testing and confirmation, specialized cervical cancer screening, contraceptive counseling and supplies, sexually transmitted disease testing and treatment, genetic screening for men and women, and HIV testing.

Supplemental Nutrition: The Women, Infants, and Children (WIC) nutrition program is designed to improve pregnancy outcome and early child development through supplemental foods and nutrition information. Pregnant or breast-feeding women, infants, and children up to age 5 with a health, nutrition, and/or economic need may be eligible for this free program. The vouchers may be used at most local grocery stores.

Prenatal Classes: A seven-week series of prenatal classes are offered to expectant parents. There is no charge for the classes. Emphasis is on discussion of the physical and emotional changes of pregnancy and preparation for parenthood.

Physical Exams: Physical exams for employment, school, premarital, and driver's license purposes are offered.

Community Education: a variety of formal and informal programs on health issues, nutrition, and parenting topics is available through the education department.

OBTAINING A PHYSICIAN

The Yellow Pages of the Bellefonte - State College telephone directory lists over 100 doctors under the heading "Physicians and Surgeons - Medical, M.D." A list of names and telephone numbers of physicians is also available from the Office of Health Promotion and Education, 237 Ritenour, or the Information Desk in Ritenour.

SPECIAL HEALTH CARE PROVIDERS: ON-CAMPUS

CENTER FOR
COUNSELING AND
PSYCHOLOGICAL
SERVICES (CAPS)
221 Ritenour Building
863-0395

OFFICE HOURS

Monday-Friday, 8:00 am - 5:00 pm

TELEPHONE HOURS

Monday-Friday, 8:00 am - 5:00 pm

CAPS provide group and individual counseling, crisis intervention, psychological evaluations and psychiatric services for undergraduate and graduate students, as well as prevention and consultation services for the entire University community. The professional staff includes psychologists, psychiatrists, social workers, and graduate trainees. Services are available to help students resolve personal concerns that may interfere with their academic progress, social development, and satisfaction at Penn State. Some of the more common concerns include difficulty with friends, roommates, or family members; depression and anxiety; sexual concerns; lack of motivation; difficulty in relaxing, concentrating, or studying; eating disorders; and uncertainties about personal values and beliefs. In addition, CAPS offers specialized treatment for sexual assault victims and substance abusers.

CAPS acts as a central intake center for students seeking personal counseling services on campus. During your intake session you will be asked to express your concerns to a counselor who will help determine the best way to resolve your concerns. Among the follow-up options would be group therapy, individual counseling or referral to other service providers on or off campus.

Group therapy provides a unique opportunity for small groups of students to meet and share common concerns, explore personal issues, and learn new skills under the guidance of professional staff. New groups are formed at the beginning of each semester and typically meet once each week. A list of groups appears in *The Daily Collegian* at the start of each semester. As an alternative to group therapy, problems may be better resolved through an individual strategy, such as short term one-to-one counseling.

At certain times students may find that they are experiencing an intense emotional crisis and cannot wait for an appointment. During regular office hours (8:00 - 5:00) you may call or come by for a crisis appointment. Such a crisis may include feelings of disorientation and confusion, panic or anxiety attack, or consideration of suicide. For 24-hour emergencies call the Centre County help line at 1-800-643-5432.

On occasion, a student may wish to talk with a CAPS professional about a friend suffering from emotional stress, about counseling referrals, or other related matters. Such consultations are available by appointment or by telephone. Finally, in addition to working directly with students, CAPS offers educational programs of general interest to the university community.

All CAPS records are strictly confidential and do not become part of University or University Health Services records. They can be released only upon written consent of the student. The

only exceptions to this strict confidentiality occur in rare instances such as when a student poses a threat of serious harm to self or others.

An appointment for an intake interview can be made by calling 863-0395 or by visiting the Center at 221 Ritenour during office hours.

PENN STATE SPEECH AND HEARING CLINIC

111 Moore Building
865-5414

The Speech and Hearing Clinic offers both diagnostic and therapy services to persons of all ages. The Speech and Language Clinic services clients with articulation disorders or differences, language disorders, fluency disorders, and voice disorders. Persons interested in services first participate in a comprehensive evaluation of speech and language skills. Typically, evaluations are 2-3 hours in duration. Following the evaluation, recommendations regarding the benefit of therapy are discussed. If warranted, a therapy program is established. The Hearing Clinic offers many audiological services including complete hearing evaluations, tympanometry, hearing aid sales and services, aural rehabilitation groups, auditory brainstem response testing, and otoacoustic emission screenings. Additional information regarding services is available within the Clinic Brochure. Interested persons may also call one of the Clinical Supervisors at the Clinic to discuss specific questions.

Specific Health Care Providers: Off-Campus

CENTRE COUNTY CHILDREN AND YOUTH SERVICES

420 Holmes Street
Willowbank Office Building
Bellefonte, PA 16823-1488
355-6755

This county government agency provides children's services including: information, screening and referral, parent education, counseling, child abuse protective services, general protective services, foster family care, services to unmarried parents, adoption services to birth parents, homemaker services, and emergency services and placement (available 24 hours). Office hours are Monday through Friday, 8:30 am - 5:00 pm. The after-hours emergency telephone number is 1-800-479-0050. Fees are charged for some services.



CENTRE COUNTY WOMEN'S RESOURCE CENTER

140 W. Nittany Avenue
State College, PA 16801
24-Hour Hotline: 234-5050
In Philipsburg: 342-6990
Free Line: 1-877-234-5050
<http://www.ccwrc.org>

OFFICE HOURS:

9:00 am - 7:00 pm, Monday-Friday

INFORMATION AND REFERRAL:

234-5050

BUSINESS: 238-7066

The Women's Resource Center (WRC) offers a variety of services to survivors of domestic and sexual assault and their supporters. Services include: a 24-hour rape/abuse hotline, individual counseling, support groups, legal advocacy for persons filing Protection from Abuse orders, and a children's program. The WRC operates a shelter for battered women and their children, and transitional living programs for families leaving the shelter. Services are also available throughout the county via a rural advocacy program. Prevention and educational programs are offered to community groups and schools in the areas of child sexual abuse, sexual assault, dating violence, and domestic violence. All services offered by the WRC are free of charge and confidential. Students are encouraged to get involved with the WRC by becoming volunteers. The WRC conducts a comprehensive training class for hotline counselors/ advocates three times a year (fall, spring, summer).

CENTRE HOMECARE

2437 Commercial Boulevard
State College, PA 16801
237-7400; 1-800-700-3498

Visiting Nurse Association provides professional help at home for clients of all ages with illnesses or disabilities. Services available include speech, physical, and occupational therapies; nursing; home health aides; nutrition consultation; medical social services; health education; private duty; maternal/child health nursing; psychiatric nursing; and hospice care. Payment sources include Medicare, Medicaid, private insurance, or self pay. For more information, e-mail centrehomecare@hotmail.com.

A WOMAN'S CONCERN: PREGNANCY RESOURCE CLINIC

423 S. Pugh Street
State College, PA 16801
234-7341
office@awomansconcern.com

HOURS:

9:00 am - 3:00 pm, Monday - Friday;

6:00 pm - 9:00 pm, Monday and Thursday

HOTLINE: 234-7340

1-888-253-HOPE (4673)

The Center's services include free pregnancy tests, 24-hour hotline, medical referral, education, counseling, support groups; single parents support groups, post-abortion support groups, housing, childbirth education, prenatal guidance, financial assistance, clothing and furnishing, and postnatal guidance. The Center also provides assistance with medical and legal questions, adoption, and foster care. Other services include youth discussion groups and a speaker's bureau on a variety of related subjects. All services are free and confidential.

CHILD DEVELOPMENT AND FAMILY COUNCIL OF CENTRE COUNTY

2565 Park Center Blvd.
Suite 100
State College, PA 16801
238-5480; 238-2765 (fax)

The Council operates the following programs dedicated to making quality day care service available to children in Centre County:

Child Care Program Services provides quality, educational programming for children from six weeks through school age in day care centers, group day care homes and school-age summer camps located throughout Centre County. Programs are open Monday through Friday, from 6:00/7:30 am to 6:00 pm. All programs are licensed through the PA Department of Public Welfare and most operate year round. A waiting list determines placement in available openings. There is a fee for service which includes hot meals and snack. The "Fun on the Run" program offers care for children by contract during evenings for Fall and Spring semesters.

Early Childhood Consultation Services offers professional staff development and training, consultation services, and a Resource Center for parents and educators.

Child Care Options - Centre County Child Care (231-1352) manages the distribution of state funds to eligible Centre County residents for child care subsidies through the PA Department of Public Welfare to eligible Centre County residents. Parents pay on a sliding fee scale and can choose the type of care and the location they find most convenient. The Agency establishes agreements with interested providers to offer services for subsidized children. To qualify, parents must be U.S. citizens or permanent residents, must be employed in vocational training at least 5 hours a week, and must meet income requirements.

Other Health Issues & Information Sources

CENTRE HEALTH LINE

355-1531

This is a telephone library of taped health and medical messages. Topics range from childhood diseases to parenting issues. These tapes are easy to understand and are designed to help you adjust to serious illnesses or to recognize early signs of illnesses and decide when to consult your doctor. See the blue pages in the telephone book for a complete listing of the tapes available. You can reach the health line, Monday to Thursday, 9:00 am - 9:00 pm; Friday, 9:00 am - 5:00 pm; and Saturdays, 9:00 am - 12:00 noon.

FOOD STAMPS

Information regarding the food stamp program is available by calling the Centre County Board of Assistance, 342-0404 or 1-800-822-2610. A student may be eligible for this program if he/she meets specific criteria. A student must be one of the following to be included in the food stamp household: (1) under age 18; (2) age 50 or over; (3) physically or mentally unfit; (4) attending high school; (5) responsible for the care of a dependent household member under age 6; (6) responsible for the care of a dependent household member who is above age 5 but is under age 12 if adequate child care is not available; (7) participating in an on-the-job training program; (8) working 20 hours per week or be self-employed and have weekly earnings equal to at least 20 hours times the federal minimum hourly wage; (9) participating in a work study program funded under Title IV of the Higher Education Act of 1965; (10) receiving AFDC benefits; (11) attending a school or training program which is not an institution of higher education; (12) enrolled in an institution of higher education less than half-time as determined by the institution; or (13) enrolled in an institution of higher education through or in compliance with JTPA requirements.

The County Board of Assistance will count the income and resources of an eligible student when determining eligibility and the amount of the allotment.

MEDICAL AID

Medical Assistance is a federal and state program that pays for specific kinds of medical care and treatment for low income families. Nationally, it is known as MEDICAID. In some cases, graduate students may qualify for low-income status, and although health insurance is available, it is not always affordable. Medical Aid may be available to the graduate student in those emergency cases. A student may qualify if they meet one or more of the following: (1) have a disability verified by a physician; (2) are taking health-sustaining medications; (3) under age 21; (4) over age 59; (5) If between ages 21-59, must be working 100+ hours per month at minimum wage or better; or (6) are the custodial parent of a child under age 21. Some of the services covered are: inpatient hospital care, outpatient clinic services, private and public skilled nursing facility services, physician services in home or office, chiropractic services, ambulance service, and drug and alcohol clinic services.

You may apply for Medical Aid at Centre County Board of Assistance, 206 W. High Street, Bellefonte, PA 16823. Medical assistance can be approved 90 days retroactive from the date of application for benefits. When you apply, you will be asked to show eligibility information such as a payroll statement proving your present income.

Once you have been accepted, an ID card will be issued to you. Present this card to a participating physician, druggist, laboratory, or hospital at time of service. They will then bill the

Department of Public Welfare. For information about income limitations or for answers to other questions, call 863-6571.

Mt. Nittany Medical Center will provide services at no charge to those who meet the eligibility requirements. Upon request for free care, the Hospital will determine eligibility within two working days. Upon acceptance, the individual will receive written notice including the amount that will be allocated for free care. Denial will also be done in writing with an explanation. For more information, contact Mt. Nittany Medical Center Business Office at 234-6171.

WORKER'S COMPENSATION

If you have an assistantship and are injured while furthering the business of the University, you are covered by the University's Worker's Compensation Insurance. For further information, call Human Resources at 865-0424.



WHAT YOU SHOULD KNOW ABOUT HEALTH INSURANCE

Below are some of the most commonly asked questions about health insurance:

Why is it important to have health insurance? It is important to have health insurance because the costs for a minor injury or illness may be very high. Also, you may not qualify for financial assistance or none may be available to you. You may be denied medical services by some doctors, hospitals, and other health care providers if you do not have health insurance.

Will all my medical expenses be taken care of after I purchase health insurance? No. Having health insurance does not mean that all your medical expenses will be paid for by the insurance company. Some expenses may not be covered by your policy. Further, most policies require that you pay part of your expenses. Health care providers do not have to accept your insurance. They may ask you to pay for your expenses, and then you must submit a claim to your insurance company for reimbursement. Ultimately, you, not the insurance company, are responsible for your medical expenses. Nevertheless, because of the unexpected nature of health care needs and their high cost, it may be very important for you to have health insurance.

What is a "good" health insurance policy? In order to decide what is a good policy for you, you must consider your insurance needs, your financial situation, the company's reputation and credibility, what the policy covers and does not cover, and how much or what percent you will be required to pay for covered expenses. In particular, you may want to find out about the following features of a policy.

Deductible. This is the amount of money you need to spend each year or per incident before the insurance company will pay for any covered expense. Some policies require you to pay a portion of EACH EXPENSE before they will cover any costs. Other policies may have deductibles, but limit your out-of-pocket expense to a certain dollar amount annually. The deductible also may be limited to a maximum dollar amount per family per year.

Co-payment. This is the portion of covered medical expenses **that you must pay yourself**. It is not unusual for a policy to pay only part of a covered expense and require you to pay the rest. Note that co-payment may exist along with a deductible. In other words, you may have to satisfy your deductible and be required to make co-payments.

Choice of physician, hospital, etc. Some policies require you to go to certain doctors or hospitals within their “network” to qualify for any reimbursement. Others may penalize you if you receive services from providers other than those in their network. Providers within a network normally agree to charge patients on a particular policy less and therefore save the insurance company some money. Of course, there are policies which give you the freedom to use the medical facilities of your choice.

Exclusions and limitations. A policy may cover certain expenses and exclude others. Make sure you clearly understand what is covered and what is not. **Read the policy brochure carefully.**

Major Medical. Some policies have a component which supplements other parts of the policy. This component usually becomes effective after expenses have reached a certain level or have exceeded prescribed limits. The level at which the major medical component is activated may be very important if some expenses are only covered by the major medical portion of the policy.

Pre-existing conditions. According to Pennsylvania Law, a pre-existing condition is any condition for which medical advice or treatment was given within 90 days prior to the effective date of coverage. Policies written outside of Pennsylvania may allow for a broader definition, usually specifying a longer period of time. Any health problems which you are aware of when you sign up for a policy are pre-existing conditions. Some policies do not pay for any expenses incurred as a result of a pre-existing condition, while others may pay for part or all of those expenses after you remain enrolled in the policy for a certain period of time. Others may pay for any covered expense regardless of whether or not it is for a pre-existing condition. Make sure you understand a policy’s definition of a pre-existing condition and how it is covered.

Dental and vision coverage. Most student health insurance policies either do not cover these expenses or pay very little towards them (unless as a result of an accident), unless there is a separate dental or vision policy added to existing coverage.

Preventative health. Few insurance policies pay for such procedures as physical check-ups or certain preventative or diagnostic tests for women unless they are medically necessary.

Other conditions. Find out if and how a policy may cover other expenses such as those for treatment of allergies, psychiatric care, prescription drugs, physical therapy, and well-baby care.

Pre-certification. If you are going to be hospitalized, your insurance company may require your stay to be “pre-certified.” This is done by either you, your doctor, or a hospital official calling the insurance company in advance and giving them certain information. Based on that information, your insurance company will decide whether your stay is covered or not. In the case of an emergency, you or someone such as your physician or a hospital official may have to contact your insurance company within a specified time period after you are admitted. Note that pre-certification of a hospital stay does not mean that your company has agreed to pay 100 percent of your expenses nor is it a guarantee that benefits will be paid.

Extension of benefits after *termination*. Some policies will continue to cover you for an illness or injury, including hospitalization, even after your policy ends. Others may do so for a certain period after termination of policy or not do so at all.

Note that while it may be desirable to purchase a policy with many good features, the cost of the policy may be expensive. Therefore, you need to carefully balance your needs with what you can afford.

HEALTH INSURANCE AT PENN STATE

GENERAL INFORMATION

University Park Campus has two offices in which health insurance information is available to students. The Student Insurance Office (which is part of Student Affairs, University Health Services) is located at 208 Boucke Building, (814) 865-7467. The Student Insurance Office administers the Student Accident and Sickness Insurance Plan and the Graduate Assistant and Graduate Fellow Health Insurance Plan. Both plans are underwritten by The MEGA Life and Health Insurance Company. The Graduate Student Association (GSA) Office administers a Blue Cross/Blue Shield (BC/BS) plan. The BC/BS plan offers a basic dental option. The GSA Office is located at 111B Kern Building, (814) 865-4211.

WHO MAY ENROLL

Registered graduate students may enroll in the Penn State Student Accident and Sickness Plan or in the GSA's Blue Cross/Blue Shield policy.

Graduate Assistants and Graduate Fellows may enroll in the Penn State GA/Fellow Plan. For more information you may contact your department or the Student Insurance Office.

Undergraduates registered for a minimum of three credits can enroll in the Penn State Student Plan. If registered for six or more credits, undergraduates may enroll in GSA's Blue Cross/Blue Shield policy.

Eligible dependents of students enrolled in any of the above policies may enroll in the same policy. Plans consider eligible dependents to be the spouse of the policyholder and any unmarried children under 19 years of age. Both plans consider unmarried children age 19 to 23 that are enrolled as full-time students in an accredited college, university, technical, or specialized school to be eligible dependents of the policyholder.

Postdoctoral scholars may enroll in Healthpass effective with the date of appointment. Postdoctoral scholars who enroll will contribute for Healthpass coverage on the same basis and at the same rates as regular faculty and staff members. Payments must be made in advance for the period of the appointment. Please call the Employee Benefits Office, (814) 865-1473, for further information.

ARE YOU REQUIRED TO HAVE HEALTH INSURANCE?

University regulations require that you have acceptable health insurance if you fall into at least one of the following categories: (1) international student (permanent residents and naturalized

citizens not included) and (2) dependents (spouses and/or children) of all international students who are required to have health insurance coverage.

If you are required to have health insurance, you may enroll in The Penn State Student Accident and Sickness Plan available through the University, underwritten by The MEGA Life and Health Insurance Company. Other insurance policies will be accepted as alternate plans provided they meet certain minimum standards set by the University. Capital Blue Cross/Blue Shield (BC/BS) offers a policy through the Graduate Student Association (GSA). Depending on your situation, this policy may or may not be accepted as a fulfillment of your insurance requirements.

The Penn State Student Accident and Sickness Plan are available to any eligible Penn State student (graduate or undergraduate) and his/her eligible dependents. The premiums and coverage of both policies are independent of whether or not you or your dependents are required to have health insurance.

If you are a graduate assistant or fellow and choose to enroll in the Penn State Graduate Assistant and Graduate Fellow Insurance Plan, the University will pay 80 percent of your annual premium and 70 percent of your dependents annual premium. You are responsible for the rest of your premium as well as that of your dependents. **THE UNIVERSITY WILL ONLY CONTRIBUTE TOWARDS THE PENN STATE STUDENT INSURANCE PLAN.**

COMMONLY ASKED QUESTIONS

I am required to have health insurance for myself and/or my dependents. What happens if I fail to satisfy this University requirement? Students who are required to have acceptable health insurance for themselves and/or their dependents and fail to obtain it may be disenrolled from the University. A \$50 late fee (\$100 late fee if more than one occurrence) will be charged for students who fail to comply with the requirement by the semester's established deadline.

I do not have health insurance. Can I enroll my dependents only in any of these policies? No, non-student dependents may be enrolled only if the student is enrolled in the same policy.

I am required to have insurance but my dependents are not. Can I enroll my dependents in one of these policies? Only if your dependents enroll in the same policy in which you are enrolled. Having separate policies for the student and the family is not allowed unless members of a family are eligible students and enroll individually. Please note that some plans allow members to enroll during designated enrollment periods only.

I am required to have health insurance but I would like to enroll in a different policy other than one of the Penn State Student Insurance Plans. How do I waive the Penn State coverage? You must submit a waiver request to the Student Insurance Office every fall semester before the established deadline. You need to do this for yourself and any dependents that are required to have insurance. Contact the Student Health Insurance Office, 208 Boucke Building, to obtain forms and for more information.

What are the University's Waiver Standards? If the University requires you (student or dependent) to have health insurance and you wish to enroll in a policy other than that offered by the Penn State Plan, your policy has to meet the following minimum standards to be acceptable. It must (1) include coverage for both accident and sickness (this applies to the student only); (2) include coverage for all pre-existing conditions; (3) have a deductible not in excess of \$500 per

individual per year; (4) have maternity benefits for the student and dependents. These benefits should be the same as benefits for an illness. If they are not the same, the maternity benefit must meet all applicable waiver standards; (5) have a maximum benefit of not less than \$50,000 per incident; (6) have inpatient and outpatient mental and nervous disorder benefits; (7) pay benefits worldwide; (8) have a provision for medical evacuation of not less than \$10,000 to an international student's home country; (9) have a provision for repatriation (after death, removal of remains) of not less than \$7,500 to an international student's home country; and (10) include coverage for HIV infection, including Acquired Immune Deficiency Syndrome (AIDS), AIDS-related complex, and Positive HIV Test.

I am a graduate student and have to spend several months in another location a distance away from State College. Will I be treated any differently? No. All rules and regulations are the same for you as they are for any student here at University Park regardless of the policy in which you are enrolled. The Penn State Student Insurance Plan bases UCR on an average of several regions within Pennsylvania. Blue Cross/Blue Shield will pay according to the usual, customary, and reasonable (UCR) cost of the area where services are performed, if they are in Pennsylvania. Outside of Pennsylvania, payments will be based on the State College UCR. Costs in areas such as Philadelphia and Pittsburgh may exceed the State College UCR.

Am I covered if I plan to go to my home country for some time or plan to go overseas for school work or pleasure? Yes. The Penn State Student Insurance Plans and the BC/BS policy provide coverage worldwide. If you plan to go abroad, contact the Student Insurance Office (for the Penn State Plan) or the GSA office (for BC/BS policy) to find out more about what you need to do if you receive treatment overseas.

I am a graduate assistant (or a fellow) on the Penn State Plan. When, where, and how do I pay my share of the premium? If you are a graduate assistant or a fellow and enroll in the Penn State GA/fellow plan, you do not need to worry about making payments for your premium. Your share will be automatically deducted from your stipend check starting in September and ending in May. Please check your stipend check for deductions.

Important: If a graduate assistant or graduate fellow wishes to enroll dependents on their plan, the graduate assistant or fellow must contact the Student Insurance Office before established semester deadline.

I am required to have health insurance and had a medical expense when I arrived in town before I have a chance to purchase a policy. Am I covered? Maybe. If it is a covered expense which occurred after the date you were required to be at the University and you enroll in either policy before the deadline, you still may be able to file a claim for that expense. Please check with the relevant insurance office for more information.

Are there any difficulties in seeing a physician? Last year, a number of new BC/BS subscribers experienced difficulty in making appointments with family practices and pediatricians in State College. A number of physicians left the State College area within the past year, leaving the remaining family practices and pediatricians with an overwhelming number of patients. As a result, a majority of State College practices will only accept new patients from their waiting list which may be as long as three to six months. The Graduate Student Association filed a formal complaint through the Pennsylvania Medical Society in Harrisburg and they have opened an investigation. However, GSA has received no indication whether anything will be done to rectify this situation or when/if any changes may be seen.

A temporary solution was achieved through the efforts of Dr. Margaret Spear, director of University Health Services. University Physicians Group (235-2480) has been accepting new patients, both adult and children.

Generally, if you wish to see a family physician or pediatrician in State College, GSA strongly recommends for new students and families to arrange to make appointments as soon as possible, even if no one feels ill; seeing a physician or pediatrician now means not being placed on a waiting list in the future when you become sick.

Do I or my dependents have to go to University Health Services first for treatment? For student and spouses, the Penn State Plans require that you go to University Health Services first for treatment except: (1) in emergencies, (2) if you are more than 20 miles away from State College, (3) when University Health Services is closed, (4) if care is received at another facility during semester breaks or vacation periods, (5) for medical care obtained when a student is no longer able to use UHS due to a change in the student's status, (6) for maternity services, or (7) for psychotherapy services. Other than the exceptions stated, expenses incurred for medical treatment rendered outside of the University Health Service for which no prior approval or referral is obtained are excluded from coverage. University Health Services cannot treat children. Therefore, they are exempt from the above limitations and requirements. The Blue Cross/Blue Shield policy offered through the GSA does not have any limitations on which provider you visit for your first or subsequent visits.

Why should or shouldn't I use University Health Services? The University Health Services (UHS) are available to all registered students regardless of their health insurance status. Using this facility saves insurance companies costs which could result in lower premiums in the future. Unfortunately, UHS will only see dependent spouses insured under one of the Penn State Student Plans and may not have the facilities or specialists you require. Contact UHS to verify.

CHAPTER 7

Moving to State College/University Park

GENERAL INFORMATION ABOUT THE AREA

ABOUT STATE COLLEGE



State College is a mid-sized community of 50,000 that has grown up with the University (although the town prefers to maintain a certain independence from Penn State). It is located in the geographic center of Pennsylvania, which places it approximately three hours away from Philadelphia and Pittsburgh, four hours away from Washington, DC, and five hours away from New York. Nevertheless, State College offers numerous national retail stores, restaurants, hotels, and other forms of entertainment that can satisfy those who need both urban and suburban culture. At the same time, State College is located in the middle of farming lands, which means that a student does not have to travel very far before becoming immersed in rural Pennsylvania. The town is sprinkled with little neighborhoods. Downtown State College is the center of town and is located on the south side of campus. This is also where the fraternity houses are located. The residential neighborhoods south of downtown, and to the north and west of campus have quiet, tree-lined streets with houses and apartment buildings that graduate students, faculty, and professionals prefer. Bellefonte, Boalsburg, and Lemont are smaller communities lying outside State College. These are

nice areas to live if you prefer to live away from campus or downtown and do not mind commuting. Both State College and the University have well-run, money-saving recycling programs. Centre County recycles about 44% of all municipal waste, almost double the rate for most other counties in Pennsylvania. The University recycles office papers, cardboard, newspaper, plastic bottles, and aluminum cans whereas State College recycles newspaper, glass, plastic, and aluminum cans. Several townships offer a grass recycling program, whereby residents drop off their grass clippings and get free compost for their gardens in return. For electronic information about government services, public schools and libraries, job listings, and more in Centre County and State College, visit the Centre County web page at <http://countrystore.org/>.

ABOUT THE UNIVERSITY

The Pennsylvania State University is a land-grant university and a member of the Big 10 schools. It was founded as an agricultural college in 1855, but has since expanded to including education in the liberal arts, sciences, agriculture, arts and architecture, and engineering. The University Park campus serves as the primary campus for an undergraduate student population of 37,000 and a graduate student population of 6,400. University Park offers over 100 graduate degree

programs, while four of the Commonwealth locations offer specific graduate programs. Penn State Erie, the Behrend campus, offers a MBA program. Penn State Harrisburg offers twelve masters programs and two doctorate programs. The Milton Hershey Medical Center in Hershey, PA, offers several masters programs and a doctoral program in medicine, biology, and related sciences. Penn State Great Valley offers four masters programs in education, engineering, management, and science.

University Park is about $\frac{3}{4}$ mile wide and 1 mile long; walking from one end of the campus to the other takes 20-30 minutes. Commuter buses make the journey much easier. Engineering and science buildings are located in the west and southwest of campus, business is on the northern side, arts and humanities are in the central and northern parts, while chemistry, biology, and agricultural sciences are located in the central and eastern parts. Financial administration and student records are located on the eastern side of campus in Shields Building, away from most other administrative units and offices. The HUB-Robeson Center student union building is in the center of campus.

AREA WEATHER

Penn State is located in the central mountains of Pennsylvania, in a valley between two mountain ranges (because of the secluded location, this area is also known as “Happy Valley”). The weather is typical of the northeastern United States, varying between high temperatures in the summer and lots of snow in the winter. If you are not acclimatized to colder weather, bring plenty of warm clothing and heavy jackets. When students arrive in the late summer, the weather is sunny, often humid (80-90°F). As the fall semester progresses into late September through November, the days become cooler (50-70°F). The leaves change colors in mid-October through early November, becoming different shades of yellow, orange, scarlet, and purple. Winter sets in early December as temperatures fall to 20-40°F and the days become overcast. The snows start in mid-December and last through March or even April. The normal snowfall is 50-60 inches and so be prepared to walk from one class to another in the snow and cold. On the other hand, this means plenty of opportunities for sledding, skiing, and building snowmen. Once the snows melt, spring lasts through May as temperatures climb back up into the 40-60°F range. The weather varies between days of clear, bright sunshine and days of overcast skies and rain. Summer resumes in June and lasts through early September, with 70-80°F in June and mid-July, rising to 80-90°F July through late August.

PENNSYLVANIA

RESIDENCY

103 Shields Building 865-6528
www.psu.edu/bulletins/bluebook/intro/gi-051.htm

The policy for determining a student’s residency status can be found in the appendices of the Graduate Degree Programs Bulletin, which states that a student shall be classified as a Pennsylvania resident for tuition purposes if that student has resided in Pennsylvania for at least one calendar year before enrolling at Penn State. Students wishing to appeal for reclassification as a Pennsylvania resident should submit their request to the Fee Assessor in 108 Shields

Building. A basic guide to the procedure and requirements can be found in the Graduate Degree Programs Bulletin. For further contact details, refer the following link:

http://www.registrar.psu.edu/contact/administrative_contacts.html

POST OFFICES The following is a selected list of post offices in the State College area. Please note that mail dropped off at the University Park Campus takes a day longer to deliver, as it first goes to the South Fraser Street post office in State College before being distributed.

Bellefonte	
132 N. Allegheny	355-2821
Boalsburg	
110 West Pine St.	466-6326
Lemont	
141 Mary St.	238-3965
State College	
237 South Fraser St.	238-2435
202 East Calder Way	238-2435
University Park	238-2435

CALL 1-800-ASK-USPS for any information regarding any postal service/post office.

Once you move into your new apartment, leave a note in your mailbox alerting the local postman that you will be receiving mail here and under what name(s) mail will be sent to you.

PUBLIC SCHOOLS & CHILD CARE

AREA SCHOOL DISTRICT REGISTRATION If you arrive in town during the school year, state law requires that school-age children be registered within three days of their arrival. Contact the State College Area School District, Student Registration Office, 154 W. Nittany Avenue, 231-1017. Hours: 8:00 am - 12:00 noon and 1:00 pm - 4:00 pm. You will need your child's birth certificate or passport, immunization record, social security number (if the child has one), and any academic records which you might have. For Bellefonte area schools, a birth certificate and immunization record are needed for out-of-state children only; Pennsylvania residents do not need to supply these records. Social security numbers are also required. However, if your child does not have a social security number, the Bellefonte Area School District will assign a temporary ID number until the child receives his/her social security number. Parents do not have to supply academic records because the Bellefonte school district will request these records directly from previously attended schools. For more information, please contact the school in which you will be enrolling your child or children.

CHILD CARE State College offers many child care options from which to choose. Private sitters can usually be found through the newspapers' classified sections. GSA also prepares a Babysitter's List of students and other adults who are interested in babysitting children of varying ages. This list is updated each semester and is available in departments and at the GSA office. There are many state licensed child care facilities and preschools located in State College, a few of which are located on campus. Some child care programs offer subsidized child care to parents who qualify. Services vary, but most offer supervised activities and education, development of interpersonal and physical skills, snacks, breakfast, and/or lunch. Keep in mind, however, that many of these child care centers have waiting periods of six months or more when full.

STATE COLLEGE BOROUGH COUNCIL

Most Penn State students either live downtown or frequent the downtown on a daily basis and should be aware of the laws pertaining to them. Local laws are generated by the State College Borough Council, a seven-member legislative body elected at large for four-year, overlapping terms. Council meetings are held on the first and third Mondays of each month in the Municipal Building, 234 S. Allen St. An elected Mayor is the ceremonial head of the government, and he/she serves as the Presiding Officer at Council meetings. An appointed Manager acts on behalf of the Council in administrative and non-legislative matters. The Manager is the executive officer of the government. Executive offices are located in the Municipal Building on Fraser Street. Questions about and requests for government-related services may be directed to the following:

- General Information - 234-7100
- Police Services - 234-7150
(non-emergency)
- Tax Office - 234-7120
- Public Works/Refuse/Sanitation
- 234-7140
- Health/Animal Control - 234-7191
- Planning/Zoning - 234-7109
- Parking Enforcement - 234-7102

For Easy access to local government, visit the Centre County Government's web site at : <http://www.co.centre.pa.us>. This site is user friendly with access to information on all aspects of local government.

Questions can also be answered on a 24-hour basis from touch-tone telephones by CAL, the Borough's Citizens' Answer Line. To reach CAL, call 234-7106, 234-7110, or pick one up at the Municipal Building.



STATE COLLEGE CONSUMER AWARENESS

For consumers with complaints, two offices can help work towards a solution: The Better Business Bureau is located in Pittsburgh, but governs the Centre County area. Contact this office at 412-456-2700. Consumer Protection, which is part of the Attorney General's office in Harrisburg, can inform people as to their rights as a consumer, and can investigate possible scams. This office can be reached at 800-441-2555.

VOTER REGISTRATION

In order to vote in Pennsylvania, you can register at the County Courthouse in Bellefonte. You can also find mail forms in post offices, state stores, public libraries, and municipal buildings. You must plan in advance if you want to vote in an election because the last day to register is at least 30 days before election day. If the County Board of Elections accepts your application, they will send you a wallet size voter identification card. Once you get this card, all you have to do is

show up in the appropriate district and vote. It is located at the Willowbank Building in Bellefonte (355-6703).

WOMEN'S GROUPS

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN (AAUW) The State College Branch of AAUW was founded in 1916 and is made up of approximately 200 members who continually seek ways to work toward improving the lives of all women. The State College branch has a long history of commitment to community service and members contribute through a variety of activities. Some past and ongoing activities include: founding of the Voluntary Action Center, Family Health Services and Phone Friend, a help-line for "latchkey" children; making financial contributions to local non-profit charitable organizations which include women, serve women, and whose primary thrust is educational; encouraging further intellectual growth and study by annually awarding grants to adult women in Centre County who are resuming their academic work; following issues related to education, advancement, and protection of the rights of women. The Public Policy Committee monitors, supports, and keeps abreast of pending legislation that promotes AAUW's mission and calls members to action in influencing public policy at the local, state, and federal levels; assisting with the League of Women Voters voter registration and Candidate's Night; and holding an annual used book sale to raise money for women's activities. Anyone with a bachelor's degree or higher from an accredited college or university is eligible for membership. Undergraduates may join as Student Affiliates. In principle and practice, AAUW values and seeks a diverse membership and anyone can be a member regardless of gender, race, creed, age, sexual orientation, national origin, or disability. Membership dues are used to cover membership in the local (branch), state, and national levels of AAUW. For further information, contact 118 Sparks, State College, PA 16803, (814) 235-6884.

WOMEN'S WELCOME CLUB OF STATE COLLEGE This group welcomes newcomers to State College and invites long-term residents to join, make new friends, and share common interests. WWC general meetings are held every second Wednesday from September to May at 7:30 pm and feature programs of interest to new residents. WWC meets at the Oakwood Presbyterian Church, 1901 Waddle Road, State College, although WWC is not affiliated with the church. Many activities occur throughout the year including general meetings, Tuesday morning coffee, and socials. Interest groups plan activities on a monthly basis. The following is a list of current or planned interests of the WWC: antiques, book review, bowling, bridge, bus tours, camping, crafts, games, herbs, vitamins and your health, interdenominational Bible study, Ladies Night Out, lunches and dinners, Moms and Tots, music appreciation, parenting, stitch and chat, and walkers. For more information about the Women's Welcome Club, please log onto <http://www.personal.psu.edu/org/uwc>

HOUSING INFORMATION

ON-CAMPUS HOUSING

Penn State graduate students have an opportunity to live in apartments operated by the University. Besides the unbeatable location, University housing provides various support services to its residents, including accommodations for residents with disabilities. Generally, University housing assignments are made on a first-come, first-served basis, so it is important to apply early.

One advantage to living on campus is that when a student living in West Campus graduates or leaves school, their Housing Contract is terminated at the end of that semester and the student does not have to worry about subletting their apartment for the rest of the year.

For additional information about on-campus housing and to print off a waiting list application, please visit our website at www.hfs.psu.edu/graduates . These apartments do fill up quickly, so it is important that you submit your application early.

When you visit the website for West Campus Housing you will see that it consists of two types of housing, designated for either single graduate students or graduate and undergraduate students who have children.

West Campus housing has four-bedroom, single graduate student apartments and family apartments with one-, two-, or three-bedrooms. Each apartment features a full kitchen, including washer and dryer, and all utilities are included in the rent. Internet access, telephone hook-up, and expanded cable service is also available in each unit. Tenants are not permitted to have pets. Parking is available and one parking permit per apartment may be purchased from the Parking Office.

Located in the heart of the neighborhood is a community center, which serves as the hub for many activities. The facility, which houses meeting rooms, study spaces, a conference room, fireside lounge, multi-purpose room, and kitchen, can be used for a variety of neighborhood activities. There is a children's playground adjacent to the building and a variety of programs are available for children, families, and single residents. Also, residents may reserve space in the community center for personal gatherings by contacting the University Apartments office.

Rates for the various apartments can be found at www.hfs.psu.edu/rates . You may or may not choose to select a meal plan. Information about the meal plan is linked to either website by clicking on the meal plan link.

On-campus housing questions can be directed to assignmentoffice@psu.edu.

OFF-CAMPUS HOUSING

135 Boucke Building 865-2346 www.sa.psu.edu/ocl

The incoming graduate student should plan early to find a place to live. The options for living situations vary widely within the State College area. The majority of housing available is in apartment complexes, but it is also possible to rent rooms in private homes or rent an entire house. Again, remember the best and least expensive places go first, and that the closer you get to campus the higher the rent will be. Therefore, if you don't mind walking a short distance or catching a bus, you might want to investigate these options. Furnished and unfurnished apartments are available, and utilities may or may not be included in the rent. Average starting rent for an efficiency apartment is \$450, a one bedroom apartment is \$650, and it is \$700 for a two bedroom apartment. The approximate monthly cost of a single bedroom within a house, utilities included, is approximately \$350. However, rental prices may vary considerably depending on what utilities are included, if any.

The cost of renting may drop considerably when one leaves State College and looks into outlying towns such as Boalsburg, Bellefonte, Lemont, Pine Grove Mills, and Port Matilda. Most of these towns are serviced by public transportation.

Aside from the cost of rental, several factors should be taken into consideration when seeking a dwelling. By choosing not to live close to the University, the cost and frequency of transportation become important. You should also consider whether you wish to take a bus, to carpool with friends or neighbors, or to have a bike, and what problems may be encountered from adverse weather. In town, parking is hard to come by and is often not included in the rent. Also, the undergraduate population is greater downtown, which could affect noise levels. Certain landlords rent only to graduate students and professionals for this reason. Other factors which should be kept in mind are proximity of shopping and laundry facilities.



One heartening piece of information is that, while housing is still expensive, there are more available apartments than ever. In addition, a somewhat higher vacancy rate is causing many landlords to offer extras such as free HBO or microwave ovens in the apartment as inducements for early signing of leases.

Finally, if you are moving to State College during the summer, there are many summer sublets available which are very inexpensive, as individuals charge considerably less than the normal rates to recoup some money before leaving town for the summer. Listed in the order of usefulness, the following are sources to consult for housing information:

THE UNIVERSITY CLUB The University Club is a community living environment for graduate students and faculty. Conveniently located on the corner of W. College and N. Atherton (Next to the Kinko's), the University Club has 39 single furnished rooms, a chef to make meals, parking, laundry facilities and maintenance and cleaning staff. The club provides a nice alternative to apartment living especially for new graduate students wanting to live in a social environment that has lots of amenities. If you wish to speak to the house manager, please call 1-814-237-6576 Monday through Friday 9:00am-1:15pm. If you have general questions please call 1-814-237-2391 and leave a message. Visit for further details: www.uclubstatecollege.com

NEWSPAPER ADVERTISEMENTS Check the local newspaper, The Centre Daily Times, as well as the campus newspaper, The Daily Collegian. You may find it helpful to familiarize yourself with the area by subscribing to The Centre Daily Times, especially if you live far from Pennsylvania. The subscription number is 1-888-237-3801 or look them up on the web at <http://www.centredaily.com> or for subscription, visit the link: www.CDTsubscribe.com

THE YELLOW PAGES Let your fingers do the walking. Call realtors for price comparisons and apartment showings.

DEPARTMENTS: Ask people in your department for advice. Also, ask other students and your advisor. They have been through the search too.

HOTELS/MOTELS

If you are coming into the area for a few days to look for housing for the following semester or are simply coming to start school prior to obtaining housing, you will need a place to stay until you find an apartment or house. If you do not have friends or family living in State College, or someone in your department who will let you stay with them for a few days, there are a number of hotels and motels in State College. There usually is not a problem in getting a room with the exception of football weekends during the Fall, commencement weekends, and during the Central Pennsylvania Festival of the Arts (usually the second week in July). Below is a listing of some of the hotels and motels in State College. For information on prices and advance reservations, call the number listed below. Atherton Hotel 125 S. Atherton, 231-2100, Autoport Motel 1405 S. Atherton, 238-2333, Days Inn Penn State 240 S. Pugh, 238-8454, Hampton Inn 1101 E. College, 231-1590, Happy Valley Motor Inn 1245 S. Atherton, 228-4864, Holiday Inn Express 971 North Eagle Valley Road, 355-7521, Hotel State College 100 W. College, 237-4350, Imperial Motor Inn 118 S. Atherton, 237-7686, Motel 6 – State College 1274 N. Atherton, 234-1600, Nittany Lion Inn N. Atherton at Park, 865-8500, Ramada Penn State 1450 S. Atherton, 238-3001, Rodeway Inn 1040 N. Atherton, 238-6783, Sleep Inn 111 Village Drive (off of N. Atherton), 235-1020, Tofrees Hotel 1 Country Club Lane, 234-8000.

HOUSING ISSUES

LEASES

Don't sign anything or fill out an application until you are certain you have the unit you want. Filling out an application for a lease is tantamount to committing yourself financially to the lease. Once you have found your dream apartment or when you are tired of searching and will settle for anything close to habitable, you will have to sign a lease. Leases may be verbal or written. Verbal agreements between a landlord and a tenant are legally binding; it is just more difficult to prove the terms in a court of law unless there are sufficient witnesses. This may cause unexpected problems so get everything in writing. A written lease often ranks with an insurance policy in terms of complexity. However, as of March 1994, the state of Pennsylvania enacted a law that states all leases must be in plain English. This means that leases should not be written in "legalese." Despite this law, you should still make sure you understand all of the terms in your lease. Once you sign a lease, you are legally bound to the agreement it contains. Read your lease very carefully. Several clauses are present in many State College area leases that are worth your attention:

1. Escalation: The landlord has the right to raise the rent whenever he or she wants. Sometimes specific conditions such as rising utility costs are attached to this clause. 2. Automatic Renewal: This lease states that you must notify your landlord that you wish to terminate your lease a certain amount of time before the end of your lease, such as 30 or 60 days. If you fail to give this notification, preferably in writing, your lease will automatically renew itself, leaving you legally bound for the rent payments for the next year.

MOVERS/STORAGE

Trucks, vans, or trailers are available for rent if you plan to move your belongings yourself. Most companies allow you to leave the vehicle at a branch office close to your new residence for an additional service charge. Some companies also stipulate how much gas must be in the gas tank when the vehicle is returned. If you have to move an entire household, another option is to pay for a professional moving company to move everything in and out of your apartment for you. If your new apartment is not large enough to hold everything, you can arrange to have your belongings stored in a secure facility. Storage companies generally have 24 hour access, good

security, and climate controlled facilities. Some storage companies will come to your apartment and move everything you need into storage for you, as well as deliver everything in storage to your next residence. For more information, consult the Yellow Pages under “Movers” and “Storage - Household & Commercial”.

RENTER’S INSURANCE

Because leases generally relieve the landlord of liability for you and your personal goods, it is wise to check into renter’s insurance. It is possible that you may be covered by your parents’ homeowners’ policy, but verify this to be safe. Individual policies are available from a number of companies. Coverage can include fire, theft, vandalism, flood, and liability. The cost and amount of coverage will vary, depending on what you need, the type of deductible you choose, and the structure in which you live. For a list of insurance firms, consult The Yellow Pages. Therefore, a small policy on this item may be worth investigating. You may also want to insure your bike. For any problems beyond fine print, you can contact the Complaint Division of the Pennsylvania Insurance Department in Harrisburg, 717-787-2317.

ROOMMATES

If you are looking for a roommate, there are several options. You can contact your department for help. They may be able to put you in contact with someone in the same situation. You can send a couple of notices suitable for posting (nothing larger than 3" x 5") on bulletin boards near the GSA office or visit: www.statecollege.com. Another option is to place a classified ad in The Daily Collegian or The Centre Daily Times. Assuming you are fairly congenial, a roommate can save you money and provide you someone with whom to share the ordeal of graduate life.

SECURITY DEPOSITS

Security deposit disputes are the cause of most of the trouble between landlords and tenants. Most landlords charge one month’s rent; however, a security deposit may be as much as two months’ rent. Make sure you know how much is required before you sign the lease and how and when you can get it back. There are a few simple procedures to follow for your own protection that may avoid future problems. Before you move in all your belongings, go through every room in the apartment and make a detailed list of damages (scratches, cracks, burns). Let nothing pass, no matter how slight, and do not assume the landlord will consider any damage as normal wear and tear. Make a duplicate copy, date both copies, sign them, with witnesses if possible, and have the landlord sign them. If your landlord refuses to sign the list, have friends serve as witnesses and have the list notarized. Give one copy to your landlord and keep the other copy for your records. In addition, take pictures/videos of the unit and date them. Give the landlord a copy of the dated pictures. This may sound like an alarmist attitude, but it may save a lot of trouble and money when it is time to move out and you want your deposit returned.

UTILITIES

GAS Columbia Gas of Pennsylvania, 1-800-275-4674.

State College Bulk Trash Collection, 234-7135

WATER State College Water Authority, 238-6766

PHONES Call Verizon-PA at 1-800-640-1232 or visit: www.verizon.com

Call D&E Communications at 1-877-4DE-TODAY

CABLE TELEVISION

If you have a television, you will need a cable hookup for clear pictures and home entertainment. For more information, contact Adelphia, 1-800-992-3515.

You can also call D&E Communications at 1-877-4DE-TODAY for cable connections.

ELECTRIC CONNECTIONS

When you move in, you must apply for service immediately. Allegheny Power requires you to complete an Electric Service Application giving West Penn Power 3 to 7 days notice of the date you are moving in (3 days if the power is already on, but 7 days if they have to turn on the power at the residence). A good rule of thumb is to apply 7 days in advance in order to have power when you move in. If you are moving out of an apartment, notify Allegheny Power 7 days in advance to insure an actual reading on that date. This keeps your records straight and avoids the possibility of you being charged for electricity used by the new tenant. Applications can be obtained at the West Penn Power office located at 2800 East College Avenue. You may handle your disconnection by telephone at 1-800-255-3443 or contact the office with any other questions. You can call 1-800-ALLEGHENY between 6:00 am and 8:00 pm on weekdays and between 8:00 am and 4:30pm on weekends for any queries.

ENERGY ASSISTANCE PROGRAM

This is a program of the Centre County Board of Assistance. If eligible for this program, you may receive financial assistance with your heating bill whether you pay your own heat or if it is included in your rent. The company providing your electricity or fuel oil receives direct financial compensation. If you are currently on a budget payment plan, the money will be credited to your account. The paper work takes some time to process, so mail your application early for consideration. The program runs from approximately early December to early January. Only Pennsylvania residents are eligible for this assistance.

TRANSPORTATION

State College is located close to the center of the state. Unless you have a car, transportation in and out of State College can be difficult. However, there are buses, planes, and trains to get you here. Students who need a ride or riders to travel with them place their names and telephone numbers on the board and hope someone will call. With about 38,000 students, chances are good you will find a ride to where you want to go at a reasonable price (often just splitting the cost of gas). There are also several car rental agencies listed in the local yellow pages.

BUSES

<http://catabus.com>

LOCAL BUSES (CATA) The University and Centre Region are well served by a regional bus service (CENTRE LINE) and a Penn State Campus - Downtown College circulator (The LOOP). CENTRE LINE (operated by CATA) provides Bus service throughout the Centre Region, serving most commercial and residential areas and other points of interest. The LOOP is composed of the TOWN LOOP (operated by CATA - the Centre Area Transportation Authority) and the CAMPUS LOOP (operated by Penn State). Both LOOPS provide frequent shuttle bus service between downtown State College and the Penn State Campus. Schedules for the LOOP and CENTRE LINE routes are available on all LOOP and CENTRE LINE buses, at both CATA offices listed below, the HUB information desk, the Graduate Commons information desk in the Kern Building, the public library downtown (Schlow Library) and the information desk at the Nittany Mall. For route and schedule information call 238-CATA (2282), 24 hours a day, 7 days a week or 1-888-738-CATA.

CATA's Administrative Office 2081 West Whitehall Road State College, PA 16801 814-238-CATA (2282)

CATA's Downtown Office 108,E.Beaver Avenue(near Schlow Library) State College, PA 16801 814-238-CATA(2282)

THE LOOP and THE LINK



Campus has several free busses for everyone to ride around campus--the Blue Loop, White Loop, Red Link, and Green Link. The Blue Loop goes around campus clockwise from the parking lots around Beaver Stadium to College Ave. up Atherton, and back across Curtin Road. The White Loop makes a similar circle in the opposite direction but goes further into downtown by taking Beaver Ave. The Red Link goes back and forth across north campus along Curtin Road, all the way from White Course Apartments to Innovation Park. During rush hours, the Green Link goes

back and forth between north campus and the Beaver Stadium parking lots. Information about these services, such as maps and schedules, are available from the CATA website, <http://www.catabus.com/sslooplink.htm>, or call 865-7571.

CENTRE LINE buses are orange and white. Bus stop signs are white with the international bus symbol accented in orange. Each of CENTRE LINE's twelve routes is designated by a letter. The bus stop will be marked with the route's letters corresponding to the routes which serve that stop. Check the bus' destination sign (the top front of the bus) for the route that bus is serving and its destinations. The cash fare for CENTRE LINE is \$1.25 and exact fare is required. CATA also offers the ONE PASS, which allows the patron to buy unlimited bus access in calendar month increments (passes purchased after the 15th of the month will be pro-rated) up to one year (discounts are applied as more months are purchased). CATA tokens cost \$24 for a roll of twenty. Below is a description of each route's major service points (may be out of date):

- A Park Hills, Park Forest Jr. High, Circleville Road, State College, Penn State
- B Boalsburg, State College, Penn State (flexible Boalsburg routing-includes Willowbrook Kaywood & Country Place)
- C, CS Greentree, Corl Street, Holmes-Foster Park, Orchard Park, State College, Penn State
- ES EVENING & WEEKEND SERVICE-Park Forest, Vairo Blvd., North Atherton Place (Wal-Mart), Northland Center, State College, Penn State, State College High School, Waupelani Drive
- F Pine Grove Mills, The Meadows, Fairbrook, Cato Park, District Magistrate's Office, State College, Penn State
- H Toftrees, North Atherton Place (Wal-Mart), Woodycrest, Heritage Oaks, Vairo Boulevard, Overlook Heights, State College, Penn State
- M Nittany Mall, Wal-Mart/Sam's Club, Lemont, Pugh Street, State College, Penn State
- PG Pleasant Gap
- R Waupelani Drive, Southgate Drive, Stratford Drive, Blue Course Drive, Westerly Parkway, State College, Penn State
- S, SP Scenery Park, Mt. Nittany Residences, Hills Plaza, Foxdale Village, University Drive, State College, Penn State
- T SEASONAL SERVICE ONLY-Tussey Mountain (Ski Resort), State College, Penn State

W K-Mart, Park Forest Village, State College Park, Northland Center, North Atherton Street, State College, Penn State

X Bellefonte, Centre County Courthouse, Willowbank Building - County Offices, Centre Crest, Nittany Mall, State College, and Penn State.

V Vairo Blvd., Downtown State College, Penn State Campus, N. Atherton, N. Atherton Place, Heritage Oaks.

Curb-to-curb transportation for senior citizens and people with disabilities which prevent use of the CENTRE LINE buses is provided on CENTRE LINE. Please call 238-2282 for more information.

OUT-OF-TOWN BUSES Greyhound and Fullington Trailways, 238-7971, have offices in the same bus station, located at 152-154 N. Atherton Street. Greyhound offers special student discounts for certain routes. During holidays and term breaks, the Under-graduate Student Government (USG) sponsors chartered buses to Philadelphia, Pittsburgh, and New York City/Long Island at a price lower than regularly scheduled commercial buses. Space is limited and the days and times you must leave and return are not always compatible with graduate student schedules.

PLANES, TRAINS, LIMOS, & TAXIS

AIR TRAVEL The University Park Airport continues to grow with flights arriving and departing throughout the day. Three airlines provide direct flights to Philadelphia, Pittsburgh, Detroit, and Washington DC, which will connect you with the rest of the world. For more information, stop at the airline terminal, contact a travel agency, or call the airline reservations numbers. U.S. Air Ways Reservations -1-800-428-4322 United Airlines Reservations -1-800-241-6522 Northwest Reservations - 1-800-225-2525 Delta – 1-800-221-1212.

NITTANY EXPRESS AIRPORT SHUTTLE The cost for this service is \$8.00, anywhere in State College. For pick-up, one can call one of the numbers below. A shuttle van and the driver are usually always present for every incoming flight at the University Park airport. More info can be obtained directly from the Nittany Express Shuttle Service @ 814-867-4646 / 814-880-6234.

LIMOUSINE SERVICE If you need a ride and a friend cannot drive you, the limousine is a convenient alternative to taking a taxi. Several services are available: Tim Fischer's Limo Service, 234-3335; VIP Limo by Fullington, 1-800-435-6556.

TAXIS Call Taxi By Handy Delivery, 353-6001, when you need a taxi. Taxis are prompt and run 24 hours per day. They will pick up and deliver packages and messages. A limousine rental service is also available.

TRAINS Train stations are located in Altoona (approximately 45 minutes away) and in Lewistown (approximately 40 minutes away). Call Amtrak at 1-800-USA-RAIL. Buses can take you to the Lewistown and Altoona train stations. Call Greyhound or Trailways for more information. Train tickets are available through local travel agencies.

BICYCLES

Two selected policies that often apply to students & staff. Please visit University Police Website at <http://www.psu.edu/dept/police/>

Bicycles can be a convenient transportation option to driving a car. This is particularly true on campus, where parking is at a premium and cars must be left in student parking lots that are located far from classes, department offices, and research facilities. Most campus buildings have bicycle racks conveniently located outside the main entrances. In addition, State College offers a number of bicycle paths for people to enjoy and get exercise. If you decide to use a bicycle on campus or in town, make certain to register your bicycle with the University police, the State College Borough, or local townships. The University and Centre Region governments require all bicycles to be registered. Failure to register your bicycle or to keep the registration current can result in a fine if you are stopped by the police. Also, University Police will impound any unregistered bikes that they find on campus, locks or chains notwithstanding. Most importantly, the registration is the most helpful device for police in finding a lost or stolen bicycle. Bicycle registration is free of charge if you register it on campus. This registration is the same as that issued by the Borough and townships and is honored in those jurisdictions. There is a small fee if you register the bike at a bicycle shop or at one of the local municipal buildings. Your bike may be registered on campus at any of the information booths, Monday through Friday, between the hours of 7:00 am and 4:30 pm. At other times, the bicycle may be registered at University Police. You will need to bring the bike and your current student ID.

Remember, your bicycle is considered a vehicle by the Pennsylvania Vehicle Code. If you are riding at night, you must have a headlight and a tail reflector or light. You must also obey all the rules of the road, including stopping at stop signs and using hand signals for turning. When your bike is registered, you will receive a copy of the bicycle rules and regulations. Violations of the Vehicle Code and the University bicycle rules are enforced by the local police departments as well as University Police Services. Off-campus local bicycle laws are summarized in the brochure, Selected Ordinances, which can be obtained at the State College Municipal Building on S.Allen Street.



AUTOMOBILES

PENNSYLVANIA DRIVER'S LICENSE CENTER (570-893-2983, Mill Hall, PA 17751)

Learner's permits (all classes of driver licenses), out of state transfers to Pennsylvania, ID cards (available to all Pennsylvania residents over 16 years of age), CDL skills (by appointment), and CDL knowledge testing. All manuals and publications relevant to laws and regulations governing driver licensing are available at the Rockview Driver License Center, located on Route 26, Pleasant Gap. The state requires persons residing in Pennsylvania for more than 60 days (30 days for commercial drivers) to obtain a Pennsylvania driver's license and auto registration. If you already have a valid driver's license from another state, you may not have to take a driving test to get your Pennsylvania license. However, you must pass a vision screening. It is suggested that you review the Pennsylvania Manual for Drivers for information and then go to the nearest Driver's License Center to transfer your out-of-state license. Make sure you have in your possession your valid out-of-state license and your social security card. After an eye screening test and verification of driving record, you will be asked to complete a license application and pay the application fee of \$24.00 (with a check or money order; cash and credit cards are not

accepted). A camera card will be then be provided which you will take to the photo counter to have your photo taken and the license issued. Please note that full-time students, including graduate assistants, their spouses or children, are not exempt from this requirement. Pennsylvania requires yearly automobile safety inspections and a separate motorcycle license. If your home state driver's license covers cars and motorcycles, you do not need a Pennsylvania motorcycle license. Also, if you have surrendered your license from another state which covered both automobiles and motorcycles, both licenses will be transferred to your Pennsylvania license. If your out-of-state license has expired, or if you have an international driving permit and a valid foreign license, you must apply for a Pennsylvania learner's permit before getting a new license. The procedures for obtaining a Pennsylvania Learner's Permit are outlined in the Pennsylvania Manual for Drivers which can be obtained at the Driver's License Center, or on the Internet at the following web site: <http://www.ppt.psu.edu/open/nf/d&vserve/padrive/toc.htm>. If you simply need to renew your out-of-state license, you may contact your home state for an extension. Pennsylvania ID cards are also available to PENNSYLVANIA RESIDENTS who are 16 years of age or older for non-operating purposes or if your license has been suspended or revoked for one year or more. Internationals or non-residents are not eligible.

REGISTERING A VEHICLE To register a vehicle in Pennsylvania, go to any "Tag and Title" shop (in the State College area, go to Tri-County Tag Service, 253 Benner Pike, 237-2957), to the AAA (Triple A) office, 200 Shiloh Road, 237-2701, or to a car dealership and fill out the required form. You must present verification of Pennsylvania auto insurance and title to your car. For a fee plus registration and title costs (about \$36/car or \$58.50/truck, depends on weight. Fee for paperwork, and an additional \$22.50 Title Fee for a license plate), they will present you with a Pennsylvania license plate and take care of all the other details. You may also go to the Driver License Center to obtain the transfer application forms to mail to Harrisburg.

PARKING

Parking Information

The Borough of State College maintains over 1600 parking spaces in the downtown to serve a wide variety of parking needs. This provides a valuable service to shoppers, diners, movie goers, visitors and employees of downtown businesses, and the Penn State campus. You may contact the Parking Office by calling (814) 234-7102.

Parking Meters

- Over 420 meters exist along our downtown streets. Gold meters offer 1 or 2 hour parking, red meters are high-turnover, 30 minute meters, and silver meters offer parking for 5 hours. Tickets will be issued to vehicles that remain at a meter past the stated time limit.
- The rate for the meters is \$.75 per hour. Meters accept nickels, dimes, and quarters.

Meters are enforced Monday through Saturday from 8:00 a.m. to 6:00 p.m.

Parking Ticket Appeals

- If you feel a parking ticket has been issued unjustly because of extenuating circumstances beyond your control, an appeal may be filed by contacting the Police Department.

- All appeals should be made within 48 hours of ticket issuance and must be made in person.
- For further information, please call 234-7150.

Parking Lots

- The parking lots located on Fraser Street and Beaver Avenue both contain 3 hour meters. The McAllister Parking deck features 3 and 5 hour meters. The 2nd level of the parking deck is reserved for monthly renters from 7:30 a.m. to 5:30 p.m., Monday through Friday.
- The rate for the meters is \$.75 per hour. Meters accept nickels, dimes, and quarters.
- The meters in the lots are enforced Monday through Saturday from 8:00 a.m. to 10:00 p.m.
- All municipal meters are free on Thursdays after 6:00 p.m.
- All municipal meters are free all day Sunday.

Parking Garages

- Two attended garages are located downtown. One is located in the 100 block of Fraser Street and the other in the 100 block of Pugh Street.
- The garages are open 7 days a week, 24 hours a day.
- The rate is \$.75 for the first hour, then \$.25 for each additional twenty minutes.
- Parking is free on Sunday, except during special events and football weekend.
- Parking is free in both garages from 1:30 a.m. to 6:30 a.m. daily.
- A limited number of monthly passes are available in the garages. Call the parking office for more information.

Merchant Validation

- Several merchants in the downtown validate parking in the municipal garages. Contact the offices of the Downtown State College Partnership at 238-7004 for a list of participating merchants.
- www.downtownstatecollege.com

Monthly Rentals

- Monthly rental permits for non-reserved parking are offered in both garages and McAllister Deck. Reserved parking is available in the Sparks Street lot.
- On-street commuter permits are available. This zone includes non-metered blocks of various streets in the downtown area. The permits are \$35 per month and must be renewed monthly. The business district of downtown is served by a park and ride system. The park and ride parking lot is located on the Penn State campus and is served by CATA buses that run every 20 minutes (more frequent during peak hours). For more information, or to acquire a pass, please call 238-CATA or stop by the CATA sales office located at 127 South Fraser Street.

Hassle-Free Parking Options

- A cash key can be purchased in the municipal parking office. Simply insert the key into any municipal meters and you can purchase time without having to carry coins!

- The EZ Card allows cash-free parking in the Pugh Street Garage. No more waiting in line to pay every time you park!

Permit Parking Zones

- The "R" residential district includes most streets between Hamilton Avenue and the Easterly/Westerly Parkway corridor, most streets from Gill Street west to the Borough line, and most streets in College Heights west of Atherton Street.
- Residents along these streets may purchase a permit which allows their vehicles to remain on the street past the posted time limit.
- The "R-1" district includes most streets between campus and Hamilton Avenue which are not metered or in the commuter district.
- The streets in the districts are signed to allow 2 hour parking between 6:00 a.m. and 6:00 p.m., Monday through Friday.
- Residents of these districts may purchase the permits to allow their vehicle to remain past the two-hour time limit.
- All residential permits require the purchaser to present proof of vehicle ownership and proof of residence in a qualifying property. Proof of residence can be a listing on the Borough's tax rolls or a copy of a signed lease.

Overnight Parking

- Many streets prohibit parking from 2:00 a.m. and 6:00 a.m. This is to allow for easier snow removal, proper street sweeping, and it reduces the unsightly warehousing of cars on the streets.
- Reduced rates are offered in the garages for overnight parking. If this service is used on a regular basis, a permit is available. The permit allows you to park your car after 6:00 p.m. and leave it until 8:30 a.m. the next morning. Parking before or after the hours cited will require payment of regular parking rates.
- Residents may request one or two nights' exception to the overnight restriction when a guest is staying over or a vehicle has experienced a breakdown. To receive a special exception, contact the police at 234-7150 prior to 10:00 p.m.

Loading Zones and Permits

- The Borough has specially designated loading zones on the streets of the central business district.
- The zones are for use by commercial trucks to load and unload out of the travel lanes.
- Others whose business requires frequent loading and unloading may purchase a permit to use these zones under the same conditions as commercial vehicles.
- If you would like further information, call or visit the Parking Office in the Municipal Building located at 243 S. Allen Street.

Handicap Parking Placard

- Pennsylvania issues permanent and temporary parking placards and permanent license plates for individuals with mobility impairments.
- These placards and plates authorize persons with such disabilities (or those providing transportation to them) to park in specially designated handicapped parking spaces.

- Applications for placards and plates are available in the State College Police Department, 243 South Allen Street, at many doctor's offices, or any Notary Public office.

On-Street Parking During Snow Emergencies

- All cars must be removed from the streets whenever a snowfall has reached three inches in depth.
- Vehicles parked in violation of this prohibition may be towed at the owner's expense.
- This regulation is in place to allow proper and safe removal of snow and ice from the streets without having to maneuver around parked vehicles.
- During normal business hours, employees in the Parking Office can advise you if a snow emergency exists; otherwise, call the Police Department at 814-234-7150.
- If you believe your car was towed during a snow emergency, contact the Police Department.

For further information on parking rates and parking available outside of the downtown area, call the State College Borough Parking Office at 234-7100 or e-mail kmm@gov.state-college.pa.us.

ON-CAMPUS PARKING



Parking Office 1 Eisenhower Parking Deck
865-1436 <http://www.transportation.psu.edu>

Most parking lots throughout campus are reserved for faculty and staff members. Commuter students must park on the eastern campus perimeter in the designated commuter parking area. The Loop and link bus will shuttle you to central campus while classes are in session. Each student who wishes to park on campus must register his/her vehicle with the Parking Office. Students must register their vehicles as soon as they arrive at University Park or the next business day. If you fail to

obtain a student parking permit and are ticketed, it is a \$15 violation per offense. If you fail to pay that ticket within 30 days, it will be processed to the District Justice's office as a citation and may be at least \$59. Parking areas are patrolled daily. You will receive a ticket if you park in a location where your permit is not valid. If you pay a ticket written on a currently registered vehicle within three business days, the amount of the ticket will be reduced by \$2. If you do not pay within 30 days, a "hold" will be placed on your University transcript and registration privileges, and the ticket amount will increase by \$3. Permits can be obtained at 1 Eisenhower Parking Deck. You will need to present a current driver's license and current vehicle registration card to obtain a permit. Listed below are the types of stickers.

1. RED COMMUTER PERMIT: This is for parking in designated commuter Lot 44 and Stadium West. Parking is prohibited in these areas from 2:00 am - 4:00 am, Monday through Friday. (See the map distributed when you register your vehicle for specific location.) Cost: \$30 per semester; \$50 for the academic year (fall and spring semesters); undetermined for the summer. It is crucial to pay attention to the parking signs on campus to avoid fines.

2. BLUE PERMIT: Blue permits are restricted to students living on campus. South Halls (Blue 81), East Halls (Blue 82), Graduate Circle (Blue 23) and remote resident storage (Blue 83) are

restricted to resident students living in the specific area and parking in the designated lot. Each permit group is specific to a designated lot or group of lots and is not permitted in any other student lot. All permits are sold on a first come, first served basis. Blue 81 and 82 cost \$275/semester or \$520/Fall and Spring semester. Blue 83 and 23 cost \$125/semester or \$220/Fall and Spring semester.

3. PURPLE PERMIT: Issued to off-campus residents who need 24-hour storage parking, it is issued on a first come, first served basis and supplies are limited. Cost: \$145 per semester; \$260 for the academic year (fall and spring semesters); The designated lot is Lot 43.

LOT 10

A special lot is available for graduate students with responsibilities on the west side of campus. Applications are available from the GSA Office. You must purchase a Red or Blue University parking permit before your Lot 10 application will be processed. There is no additional charge for a Lot 10 permit.

Note: Please check with the parking office at 865-1436 for permit availability and price change.

COMMUNICATION

One problem which the GSA faces is getting information to over 10,000 graduate students. Once a student starts graduate school there seems to be no time left to do much of anything else. There are many issues and social events about which graduate students are unaware. GSA has several ways of communicating with graduate students. Many activities such as movies and workshops are advertised in The Daily Collegian. There should be a bulletin board in your department for flyers and information concerning GSA events. Your department is sent all GSA material. If you do not hear about the GSA events, call our office, 865-4211 or email officers. We will add you to our mailing list if you provide your name and a campus address. Finding out about local events is easy in a town like State College, because there are a variety of local newspapers and radio stations.

NEWSPAPERS

THE DAILY COLLEGIAN Published by students Monday through Friday during the fall and spring semesters, daily except Wednesdays during summer sessions, The Daily Collegian focuses on campus news, sports, arts, and events, and also includes local, national, and world news. Free copies are distributed at many locations on campus.

THE WEEKLY COLLEGIAN Designed for alumni, parents, and Commonwealth campus students, The Weekly Collegian is available by subscription. Its content focuses on sports and campus news. For a subscription, contact: The Weekly Collegian James Building 123 South Burrowes Street University Park, PA 16801 (814) 865-2531

THE CENTRE DAILY TIMES Central Pennsylvania's newspaper provides everything you need to know about what is happening around town and on campus. It is conveniently available at stores, newsstands, and vending racks throughout the area. It is the only paper offering seven day home delivery (includes on campus housing). Special student rates are available on Home Delivery. To subscribe, call 238-5000/1-888-237-3801 or write to: The Centre Daily Times 3400 East College Avenue State College, PA 16801

OUT-OF-TOWN NEWSPAPERS You can buy many out-of-town newspapers at newsstands and local stores. You can always get papers from Harrisburg, New York, Philadelphia, Pittsburgh, and Washington DC. They sell out quickly, especially on Sunday mornings, so get yours early or check with the local newsstands to reserve a Sunday edition. Subscriptions for the New York Times, USA Today, and Philadelphia Inquirer are available each semester.

OTHER PUBLICATIONS

GSA NEWSLETTER Published monthly and it features GSA events, graduate student concerns, movies, and a calendar of events. If you give your name and email address to the GSA Office, it can be sent to you through email.

INTERCOM Published weekly (bimonthly during the summer), the official publication of the University Administration, it features calendar of events, grants, awards, fellowships, and professional activities of the University administration and faculty. It is sent to all departments on campus.

RESEARCH/ PENN STATE Published each semester as the University's arts and sciences magazine, it has a press run of 30,000 copies and is mailed nationally and internationally. You can obtain a free subscription by calling 865-3477.

TOWN AND GOWN This free monthly publication can be picked up at local hotels, restaurants, and stores, includes a lot of advertising and local features, and is a good index to local businesses, services, and upcoming events.

RADIO STATIONS

AM

WBLF, 970 AM - country, news, & sports
WPHB, 1260 AM - southern gospel
WFBG, 1290 AM - adult contemporary
WRSC, 1390 AM - adult contemporary, news & information
WMAJ, 1450 AM - news, talk, & sports

FM

WTLR, 89.9 FM - family inspirational
WPSU, 91.5 FM - classical, jazz, folk, All Things Considered, Weekend Edition, Morning Report
WBUS, 93.7 FM - the bus, classic rock
WLTS, 94.5 FM - smooth jazz
WZWW, 95.3 FM - adult contemporary/ soft rock
WQWK, 97.1 FM - contemporary/classic rock
WOWY, 98.1 FM - country
WGMR, 101.1 FM - alternative/ contemporary rock
WBHV, 103.1 FM - contemporary rock
WALY, 103.9 FM - oldies
WHPA, 104.9 FM - adult contemporary/ oldies
WUBZ, 105.9 FM - country

CHAPTER 8

Social Opportunities & Recreation

SOCIAL/CULTURAL MEETING PLACES

HUB-ROBESON

<http://www.sa.psu.edu/usa/>

Many people tend to think of the HUB-Robeson as primarily an undergraduate building. There are, however, many programs and services that are useful and of interest to the graduate community. Highlights of the HUB-Robeson include:

GROUND FLOOR: First, the HUB-Robeson Eateries have offerings such as doughnuts, pizza, hoagies, salad, hamburgers, Chinese, and Mexican. All the Eateries are open Monday through Friday; several are open on football weekends. Secondly, the Robeson Gallery is located on the ground floor near the bookstore. Finally, several ATM machines are located within the building for your convenience.

FIRST FLOOR: You will find newspapers, lost and found, free phones for on-campus calls along with directories, maps, movie listings, and CATA bus tokens at the HUB Information Desk (865-2000). There also are quiet study lounges, art galleries and exhibit areas, the HUB Ballroom, photocopy machines, several Gopher stations, and an information kiosk. You can pick up a copy of *The Daily Collegian* near the entrances.

SECOND FLOOR: The offices of student organizations including University Park Allocation Committee, Student Activities and the AT&T Center for Service Leadership are located on the second floor of the HUB-Robeson.

THIRD FLOOR: Features of the third floor include meeting rooms and student organizations.

PENN STATE BOOKSTORE: Adjacent to the HUB visitor parking lot, you can find the Penn State Bookstore, 863- 3250. Normal fall/spring operating hours are 8:00 am to 7:00 pm, Monday through Thursday; 8:00 am to 5:00 pm, Friday; 11:00 am to 5:00 pm, Saturday; and 12:00 noon to 4:00 pm, Sunday.

KERN GRADUATE COMMONS

The Kern Graduate Commons seeks to extend the concept of sharing to the graduate community and expand the curriculum to encompass extracurricular activities. While several professional schools throughout the U.S. have student centers, the Commons is one of a small number of primarily graduate student college unions in the nation. The programs and services offered by the Graduate Commons, while geared to graduate students and faculty, are open to all members of the University community.



OPERATING HOURS Monday - Friday: 7:30 am - 11:00 pm Saturday: 10:00 am - 11:00 pm Sunday: Noon - 11:00 pm. Special hours are posted when classes are not in session.

TELEPHONE NUMBERS Otto's Food Service: 865-6886

PROGRAMS AND SERVICES The Commons hosts a variety of social, educational and cultural programs of interest to graduate students, their families, and to the total University community. Some of these programs are co-sponsored by **GSA**. Often of a special, seasonal, or topical nature, the events are designed to supplement the formal educational program. Brief lists of these programs include:

- Art Exhibits & Cultural Displays
- Children's Theater Productions
- Colloquia and Symposia
- GSA C.A.F.E. Weekend Movies
- Permanent Art Collection
- Research Exhibits
- Artist Talk Series

Other services provided are:

- Access to the Internet and OASIS
- Free phone service for campus use
- Bulletin Board (for public posting)
- Cafeteria and Vending Machines
- Free lockers (for daily use)
- Graduate Record Examination (GRE) Registration Information
- Graduate School Information
- Newspapers
- Maps of Campus and State College
- Postal Mailbox and Stamp Machine
- Macintosh Laser Printing
- Racquetball Racquet Rentals
- Rooms (for meetings and other events)

ROOM SCHEDULING Registered graduate student organizations, faculty organizations, administrative offices, and academic departments may schedule rooms in the Graduate Commons. Reservations will also be accepted for events of a University-wide nature.

ON CAMPUS EATERIES:

Dining Commons Snack Bars

The Big Onion (Findlay Commons)	
The Bluespoon Deli (Warnock Commons)	Pizza, deli sandwiches, snacks
Bravo (Findlay Commons)	
The Express'ery (Pollock Commons)	Gourmet coffee, pastries
Good 2 Go (Findlay Commons)	Convenience items
The Grateful Dog (Various locations)	Hot dogs, snacks, beverages
Harriet's Hideaway (McElwain Commons)	Bagels, pastries, beverages
Lione's West (Waring Commons)	Pizza, deli sandwiches, Convenience items

Louie's (Redifer Commons)	Cheese steaks, pizza, daily features
R.C. Proffitt's (Pollock Commons)	Deli sandwiches, Convenience items
West Express (Waring Commons)	Bagels, pastries, beverages

HUB-Robeson Center

Casa Ortega (ground floor)	Mexican food
Chat's Cafe (ground floor)	Coffee, doughnuts, pastries
Chik-Fil-A (basement)	Chicken
Coaly's Cafe (basement)	Coffee, doughnuts, pastries
Higher Ground (1st Floor)	Coffee, doughnuts, pastries
Joegie's (basement)	Sandwiches and hoagies
Panda Express (basement)	Chinese cuisine
Picadilly's (basement)	Salads
Sbarro's (basement)	Pizza and pasta
Union St. Burger (ground floor)	Burgers and fries. Also breakfast sandwiches

Other Locations

Cafe Laura (Mateer Building)	Breakfast, lunch and theme dinner menus. Staffed and operated by students in the Hotel, Restaurant, and Recreation Management program.
The Creamery (Curtin Road)	Ice Cream, cheese, University produce, coffee, juices, bagels
Nittany Lion Inn (Park Avenue)	Breakfast, lunch, and dinner menus. Reservations are recommended.
Otto's (1 st Floor Kern Building)	A la carte breakfast and lunch entrees and desserts, gourmet coffee, pastries.

PAUL ROBESON CULTURAL CENTER

<http://www.sa.psu.edu/prcc/>

The Paul Robeson Cultural Center is located in the HUB-Robeson Student Center. Established in 1972, the Paul Robeson Cultural Center serves as a physical facility and programming unit with an emphasis on represent the educational, cultural, and social experiences of African American, Latino/Hispanic, African, Native American, Asian, Caribbean, European students, and the way in which they intersect, overlap, and compliment one another. The Cultural Center sponsors or supports a variety of programs including lectures, films, dramatic performances, and dance, music, and art exhibitions. The facility includes an auditorium, conference rooms, gallery, a kitchen, administrative and student organization offices and a library. The Cultural Center emphasizes the need to recognize that the University community is diverse and that all members contribute to the advancement of humankind. The motto of the Cultural Center is "Respect and Responsibility." For more information, call 865-1779 or 865-3776.

ATHLETICS, SPORTS, AND RECREATION

Indoor and outdoor exercise and physical activity should constitute an integral part of daily life. On campus and in town there is an extensive range of exercise and athletic facilities to fit into anyone's lifestyle and schedule.

BUILDINGS ON CAMPUS

The three major buildings, which house indoor recreation facilities on campus, are Recreation Hall, the Intramural (IM) Building, and the Mary Beaver White Building. Rec Hall (865-3488) features basketball, racquetball, volleyball, and squash courts; and a large, well-stocked (and often crowded) weight room. Rec Hall is open daily from 7a.m. to 11p.m. The IM Building (865-5401) offers 24-hour basketball, a jogging track, volleyball, badminton, racquetball courts, Universal weight training machines, and an exercise room. The Outing Club operates out of the IM Building. White Building (865-3488) has a gym with basketball and squash courts, and an indoor pool. There are dance studios, a weight room, and courts for badminton.



ACTIVITIES FOR GROUPS

Intramural Programs: The Division of Recreational Sports coordinates Intramural programs and club sports. For information pertaining to intramural sports, call 865-5401. For Club Sport information, call 865-9202. Both programs are located in the Intramural Building. Check the intramural calendar and club sports calendar for offerings.

Pick-up Games (soccer/ Frisbee): If you like, soccer or Frisbee on an informal basis, pick-up games can be found on Pollock Fields regularly. Behind the IM Building, next to the White Golf Course, beside the Flower Gardens, and across from the Stadium are other locations where sports are informally played. Exercise Activity classes and IM games have priority.

Outdoor adventures: The Penn State Outing Club specializes in outdoor adventure with such activities as kayaking, rock climbing and mountaineering, backpacking, and hiking. A yearly membership fee of \$10 allows members access to instructional programs, trips, and quality outdoor equipment that is available to rent for a minimal fee and a deposit. The Outing Club also owns and operates the Challenge Course at Roaring Run (a high ropes course) that is available for use by PSOC, as well as other groups looking for an exciting team building or personal challenge. For more information, contact the Outing Club office at 865-2472. The Ridge and Valley Outings Co-op is an organization, which schedules events for hiking, backpacking, and canoeing in Central PA. There is a single cost of \$10 for annual membership in the organization. Events occur frequently, often every week or every other week.

ACTIVITIES FOR THE INDIVIDUAL

Aerobics and fitness classes: The Division of Recreational Sports also offers aerobics and fitness classes for students, faculty, and staff throughout each semester. Call 865-5401 or go to IM Building for information.

Fitness: You can work out on Stairmasters, rowing machines, bicycles, graviton, and treadmills for \$30 per semester in the Fitness Loft at the Natatorium (865-1432) and the Fit Stop at White Building. The Natatorium now has a Student Combination Ticket costing \$30 for both Indoor Pools and the Fitness Loft. Non-students related to a student can be enrolled into the fitness membership by \$50.00, and each student can only take one person into the plan by this way.

Golf: The University has two 18-hole golf courses. The Blue and White Courses operate from the Walker Clubhouse located on West College Avenue (Route 26) one mile south of campus. Other services available include a lighted practice range, individual and group lessons, club repair, and custom fitting. Call 865-4653 for information, starting times and tee times.

Horseback Riding: There are no facilities on campus where a student may ride horses. However, there are a number of farms and barns in the area, which will rent horses for trail-riding or other activities. Please check the yellow pages in the telephone directory for locations.

Ice Skating/ Ice Hockey: Ice skating and ice hockey can be pursued at the PSU Ice Pavilion's two indoor skating rinks located in the Greenberg Indoor Sports Complex on the east end of campus at Pollock & McKean Roads, 865-4102. You can play or watch ice hockey, skate during public sessions, take lessons, or rent the rinks by the hour for group use. Student admission is \$3.50 with ID card, and rental skates are available for \$2.00. Evening public sessions on Thursdays (adults and PSU students only) and Saturdays are from 8:00 pm to 10:00 pm, and on Fridays from 7:00 pm to 9:00 pm. Afternoon public sessions on Saturdays and Sundays are from 1:00 pm to 3:00 pm; and Tuesdays and Thursdays from 1:30 pm to 3:00 pm. Special sessions are added during University holiday and break periods.

Running: State College has been rated as one of the best towns in the country for running. Outdoor resources include more than 30 jogging trails, a 4.2-mile jogging trail which borders the golf courses, and a 400-meter synthetic track. There are two indoor tracks: one at Rec Hall with banked turns (6.8 laps/mile), and another in the Intramural Building (8.25 laps/mile).

Swimming: White Building (865-3488) has one indoor pool. The Natatorium (865-1432) has two indoor pools and a diving well; cost for students is \$3.00 per session or \$30.00 per semester. You must present a student ID to get student rates. Towels and locker keys are available, and the fee allows you to use the pool at White Building as well. There is an Olympic size outdoor pool with diving boards and a ten-meter tower located on Bigler Road next to the Natatorium where the cost is \$3.00 to swim. A multi-pass with 15 admissions is also available at \$30.00. Call 865-3488 for current scheduling.

Tennis: Students can play tennis on any of the campus courts, but tennis classes have priority. Information on the 12 outdoor and/or 4 indoor courts can be directed to the Tennis Center at 865-1381. You can also play on the Indoor tennis courts by paying an hourly fee.

OTHER SPORTS AND ACTIVITIES

Activities, such as dancing, martial arts, or skiing (to name only a few), are also available on and off campus. Please check with the information desk in the HUB to see if there is a student organization to contact for more details. There is also a Student Organizations Involvement held every fall and spring in the HUB. At this Fair, the student organizations on campus advertise themselves to attract new and interested students to their clubs. If you are interested in a particular activity, make sure to visit the Fair.

NON-STUDENT ATHLETIC PRIVILEGE CARD

Enrolled full-time students may identify one non-student (spouse or partner) to be eligible to purchase a Non-Student Athletic Privilege Card to get into athletic events and activities as a student and to sit in the student sections. The price of the card is \$15.00, which qualifies the holder for the student admission rate. Children of students may not purchase the card and will not

be admitted on a student coupon. For more information, please contact the Athletic Ticket Office at 863-1000.

ATHLETIC EVENTS

Penn State is a good place for sports fans. If it is not football you love, there is baseball, basketball, cross-country, fencing, soccer, softball, tennis, track, volleyball, wrestling, and more. Many of Penn State's teams are consistently ranked in the national top 10. Penn State students, spouses, and partners (with a Non-Student Athletic Privilege Card) are generally admitted free to on-campus sporting events with the exception of football and men's and women's basketball, and NCAA and Big Ten post-season tournament. The year 2007 marks the 122nd season of Penn State Nittany Lion football. Penn State season tickets can be purchased by graduate students (spouses and partners with a Non-Student Athletic Privilege Card may also purchase a season ticket at the same rate). Ticket sales are now online, and last year they sold out within an hour of going on sale. Once you have tickets, get to the stadium early to get good seats. Tailgating starts three hours prior to kick-off. The stadium has lights so the schedule may change to accommodate night games and television broadcasts. Televised games will be announced one week in advance. For more information, call the Athletic Ticket office at the Bryce Jordan Center, 865-1225.

CULTURAL EVENTS

UNIVERSITY RESIDENT THEATRE COMPANY

The School of Theatre presents live theatrical productions in the Playhouse and Pavilion theatres on campus year round. The University Resident Theatre Company is comprised of students and professional faculty actors, directors, designers, and technicians. New scripts are produced in the New Play Workshop. Drama Duo tours elementary schools in Central Pennsylvania. For additional information, call 863-0255.

PENNSYLVANIA CENTRE STAGE

(<http://www.pacentrestage.psu.edu/>) Pennsylvania Centre Stage is Penn State's summer professional theatre performing in both the Pavilion and Playhouse theatres. Each summer the theatre offers a selection of four productions. Centre Stage brings in professional actors, designers and directors who work with some of Penn State's best students to create quality professional theatre. Past productions have included Man of La Mancha and A Chorus Line Death of a Salesman. A discount is offered to students for subscriptions and single tickets. For additional information, call the Arts Ticket Center at 863-0255.

THE CENTER FOR THE PERFORMING ARTS

The Center for the Performing Arts is home to Penn State's professional performing arts. The Center presents 9 series – approximately 30 events – including award-winning ballets, orchestras, Broadway shows and modern dance troupes, among others, to University audiences. **CHECK FOR A COPY OF 2005-2006 SHOWS.** World premiers and commissioning projects have placed the Center in the position of national prominence. The season follows the academic year, running from September to May. Performances take place in Eisenhower and Schwab Auditoriums; a discount is offered to students for subscriptions and single tickets. For more information on performances and tickets, call 863-0255.

BOAL BARN PLAYHOUSE

The Boal Barn Playhouse is operated by the State College Community Theatre. Six typical “summer stock” plays are presented each summer. Open auditions are held in the latter part of April. Watch The Centre Daily Times ads for times and dates or contact them at PO Box 23, State College, PA 16804, 466-7141.

CENTRAL PENNSYLVANIA FESTIVAL OF THE ARTS

(<http://www.arts-festival.com/>) Central Pennsylvania Festival of the Arts (CPFA) is held every year in July. Attracting over 100,000 people, the CPFA operates in Downtown State College and the Penn State campus. The CPFA offers the regionally known Sidewalk Sale and Exhibition featuring over 300 fine artists and craftsmen from throughout the United States, over 100 local, national, and international performing arts ensembles and performances on four stages or indoor sites, Crafts National Exhibit at Zoller Gallery, Images Exhibit featuring regional work at the HUB, a Children & Youth Day, and much more. For further information, contact the CPFA Office at 237-3682.

PEOPLE’S CHOICE FESTIVAL

The People’s Choice Festival is held every July at the Boalsburg Memorial Park as an alternative to the Arts Festival. The festival features 130 local artists and artisans from Centre County and Central Pennsylvania only. The festival is held in a large open park where children may play in the center while adults tour the artist booths along the outer edge of the park. Demonstrations of various crafts and artistic techniques are often held, as well as a Cuddly Critter Hospital for the repair of children’s stuffed animals, a baby animal petting zoo, and much more. Local parking, parking passes, and CATA bus service from State College is available. For further information, please call 434-636-4387.

CAMPUS GALLERIES/MUSEUMS

Palmer Museum: (<http://www.psu.edu/dept/palmermuseum/>) Located on Curtin Road in the heart of the University’s “arts district,” the Palmer Museum of Art has a continuous display of its permanent collection of American, European, Asian, African, and pre-Columbian art. Throughout the year, the Museum features different exhibitions of historical and contemporary art from local, national, and international collections. For additional information, call 865-7672.

Zoller Gallery: 102 Visual Arts Bldg, 865-0444. This gallery exhibits student, faculty, and visiting art displays.

HUB-Robeson Galleries: 865-2563. Four main exhibit locations, plus Student Achievements in Research and Scholarship Exhibit area. A variety of cultural, historical, and art exhibits.

Paul Robeson Cultural Center: 865-1779. Galleries include permanent and special exhibits of art and artifacts from African, African-American, and other group collections.

Museum of Anthropology: (http://anthro.psu.edu/mat_mus/index.htm) 2nd floor Carpenter Bldg, 865-3853. Archaeology, ethnography, and biological anthropology exhibits and collections.

Frost Entomological Museum: Headhouse No. 3 located between Tyson and Computer Building, 863-2865. Has Insect and arthropod exhibits and collections. Also, have live specimens.

Shaver’s Creek Environmental Center:

(<http://app.outreach.psu.edu/ShaversCreek/discover/welcome.asp>) 12 miles S. of campus off Route 26 in the Stone Valley Recreation Area, 863-2000. Exhibits, scenic trails, and Birds of Prey center. Admission charge.

Penn State Football Hall of Fame: Greenberg Indoor Sports Complex, 865-0411. Photographs, memorabilia, and trophies, including the Heisman Trophy.

Earth and Mineral Sciences Museum: 122 Steidle Bldg and Dieke Bldg., 865-6427. Minerals, florescent minerals, gem stones, fossils, push-button operated demonstration exhibits, Earth & Mineral Sciences museum and art gallery.

National Cable Television Center and Museum: Level B Sparks, 865-1875. Displays and information on history and industry.

Other galleries on campus to visit include **Chambers gallery**, **Hammond gallery**, and **Sackett gallery**. Do not miss “Old Coaly” displayed in the Animal Industries Building.

Discount Ticket for Full-time Graduate Student at Center for Performing Arts Box Office!!!

For more information, please call

Center for Performing Arts at

863-0255

CONCERTS

The University Concert Committee (UCC) is responsible for bringing national talent to perform on campus. As a volunteer organization, membership is open to all students. Internationally known recording artists and performers appear in **Rec Hall** or **Eisenhower auditorium**. In the past, Penn State has played host to Robin Williams, Bob Dylan, Red Hot Chili Peppers, George Carlin, No Doubt, and Hootie and the Blowfish. Check The Daily Collegian or local radio stations for news about UCC concerts. Penn State campus also has a 16,000-seat arena, the **Bryce Jordan Center**, for concerts. The BJC opened in January 1996 and has hosted such diverse artists and groups as Alabama, Elton John, Dave Matthews Band, Eagles, Garth Brooks, Whitney Houston, Rusted Root, Rod Stewart, and Cher. Tickets for events at the BJC can be purchased at the BJC Box Office, selected Uni-Mart ticket outlets, and at the ticket outlets of the Altoona, Berks, Erie, and Hazleton commonwealth campuses. Please call the BJC Box Office for more information at 865-1225 or 1-800-863-3336.

TICKETRON To get tickets to out of town events there is a Ticketron outlet in the South Box Office at Eisenhower Auditorium, 863-0255, from Tuesday to Saturday, 8:30 am to 4:30 pm.

MISCELLANEOUS EVENTS There is a great selection of bands and individual performances, catering to every taste: rock, jazz, folk, country, and classical. The University Concert Committee, the Jazz Club, Folklore Society, and the Graduate Student Association plan and host concerts. Check with the information desk in the HUB-Robeson to see what student groups exist on campus and how you can become involved. Brochures and flyers are usually sent around campus advertising all these events. You can always turn to The Daily Collegian for information or call the HUB information desk at 865-2000.

LOCAL ATTRACTIONS

Once you have sampled all the activities available on campus and directly off-campus, it is time to explore the other offerings of Centre County.

HISTORICAL SITES

Bellefonte Historical Railroad (<http://www.bellefontetrain.com/>) (355-2917): two air-conditioned, restroom-equipped diesel cars make special runs from the restored Bellefonte train station on Potter Street. Boalsburg Heritage Museum (466-3035 housed in an 1825 dwelling, this

museum is furnished with local memorabilia and pieces original to old homes in the area. Centre County Library and Historical Museum (<http://www.centrecountylibrary.org/>) (355-1516): housed in Bellefonte, this museum displays over 5000 county-made items, including central Pennsylvania historical and genealogical records. Centre Furnace Mansion (<http://centrecountyhistory.org/index.php>) (234-4779): this mansion, built in 1792 and located on the eastern edge of the Penn State campus, and nearby stone furnace stack are reminders of the county's prosperous iron-making industry. Columbus Chapel and Boal Mansion Museum (<http://www.boalmuseum.com/>) (466-6210): the Columbus Chapel is the 15th century private chapel of the Columbus family in Spain containing Columbus family heirlooms. The Boal Mansion retains its original 18th century furnishings. Curtin Village and Eagle Iron Works (355-1982): highlights of this village in Milesburg are the 19th century ironmaster's mansion and Eagle Iron Works, a restored cold blast charcoal iron-making site. Historic Boalsburg Village (<http://www.boalsburgcentral.com/>) (231-1400): in the village of Boalsburg, settled by Scotch-Irish in 1808, homes built of stone and logs early in Boalsburg's history mingle with Victorian homes decorated with gingerbread trim. Historic Huntingdon District (<http://www.sphpc.org>) (696-9380): listed on the National Register of Historic Places, this district, founded in 1767, includes many buildings dating from the mid-1800s. McMurtrie House (643-5449): this house, built in 1854, serves as a local museum, exhibit gallery, and genealogical research library for the Huntingdon area.

PENNSYLVANIA MILITARY MUSEUM

(<http://www.aerospace.psu.edu/dept>) (466-6263): this museum houses extensive weaponry and exhibits on battles and uniforms, as well as honors Pennsylvania's citizen soldiers from the Revolutionary War through Desert Storm. Rockhill Trolley Museum (<http://www.rockhilltrolley.org/>) (447-9576): this transportation museum has one mile of track on which run restored antique electric trolleys. Located in Rockhill Furnace, the trolleys only operate in the summer. Swigart Museum (<http://www.swigartmuseum.com/>) (643-0885): located in Huntingdon, this antique car museum is the oldest one of its kind in America. Displays include 45 antique automobiles with steam, gas and electric models. The museum also contains auto memorabilia and vintage artifacts.

CAVES

Indian Caverns (<http://www.indiancaverns.com/>) (632-7578): uncover phenomenal scenic beauty, authentic American Indian history, and massive limestone rock formations in Spruce Creek. Year round guided tours. Lincoln Caverns (<http://www.lincolncaverns.com>) (643-0268): two separate caves include unique rock formations, enormous flowstone, and glistening crystals. Located in Huntingdon, these caverns have one-hour tours.



Penn's Cave (364-1664, www.pennscave.com): Penn's cave is surrounded by a thousand acres of forests and fields, carefully preserved as a natural habitat for the local wildlife. A boat tour through the all-water cavern brings the visitor through underground limestone chambers carved through time into incredible shapes.

Woodward Cave (349-9800): five large rooms abundant with limestone formations, cave coral and rare helictites. Guided tours.

FARMS AND ANIMAL PARKS

Cow, Horse, and Sheep Barns (863-3665): come visit the Penn State barns on the northeast side of campus (near Beaver Stadium) and look at the animals at any time. The barns are only open from 8:00 am to 8:00 pm.

PARKS

Deer Park: Penn State's deer park can be visited at any time. It is located off Fox Hollow Road on a right-hand gravel road past the Army Reserve Building immediately after the 322 overpass. On the gravel road, take a left at the fork, and then you drive directly up to the deer park. It is open all the time and has vending machines with deer food to feed the roaming deer. For guided tours of the park, call University Relations at 865-2507. The University operates the Stone Valley Recreation Area, 863-1164, located 17 miles southwest of University Park, just off Route 26 South. Canoe, rowboat, paddleboat, and sailboat rentals are available April through October. Sailing instruction is available by either scheduled group lessons or private appointments. Other activities include picnicking, hiking on 30 miles of trails, and hunting and fishing with the proper Pennsylvania licenses. Eleven cabins are available year-round for rental; the Civil Engineering Lodge, Pavilion and Experimental Forest Lodge are available for rental for social events, conferences, workshops, and retreats. During the winter months, cross-country skiing, ice-skating, ice fishing, and sledding are offered. Ski equipment and skate rentals are also available. Special programs for groups and individuals, such as hayrides, children's summer day camps, night canoeing, and ice skating parties, are conducted on a regular basis and by appointment. For further information, Calendar of Events, and fees, call 863-1164 or visit their web page at http://www.psu.edu/Stone_Valley/. On the grounds at Stone Valley, special programs are provided for all age groups, ages 3 and up at Shaver's Creek Environmental Center, (<http://www.outreach.psu.edu/shaverscreek>) 863-2000 or 667-3424. A fantastic way to spend an afternoon or evening with friends and family, with scheduled programs including nature hikes, bird of prey programs, day camps, and much more. Call for a calendar of events and fees for specific programs. Their facilities include an exhibition room, classrooms, a bookstore, and a Birds of Prey Rehabilitation Center. Other parks in the area include: Bald Eagle State Park (<http://www.dcnr.state.pa.us/stateparks/parks/baldeagle.aspx> - 625-2775: fishing, hiking, picnicking, camping, canoeing, swimming Black Moshannon State Park : fishing, picnicking, cabins, hiking trails, camping, swimming, sail boating, rowboat and canoe rentals, ice fishing, cross country and downhill skiing, ice skating Colyer Lake - between Potter's Mills and State College: hiking, picnicking, rowboats-sailboats-canoes if you bring your own Fisherman's Paradise - 355-3371: off Benner Pike near Bellefonte: fishing, picnicking, fly fishing project. Greenwood Furnace State Park - 667-1800: between Belleville and McAlevy's Fort: hiking, picnicking, camping, swimming Ole Bull State Park - 435-5000: swimming, fishing, camping, hiking, cross-country skiing Penn Roosevelt State Park - 667-1800; between State College and Milroy: picnicking, fishing, camping, skiing Poe Paddy State Park - 667-3622, Millheim: picnicking, fishing, camping, skiing, hiking Poe Valley State Park 349-2460, Millheim: fishing, hiking, picnicking, camping, swimming Raystown Dam Recreation Area - 888-RAYSTOWN, Huntingdon: hiking, picnicking, swimming, sailboating, power boats, water skiing Whipple Dam State Park - 667-1800, south of State College: swimming, fishing, picnicking, hiking, boating. Please log on to <http://www.dcnr.state.pa.us/stateparks/parks/> to find more information about state parks.

VINEYARDS & WINERIES

<http://www.mtnittanywinery.com/> Mount Nittany Vineyard and Winery, Centre Hall, 466-6373: this winery features a tasting room overlooking the valley.

MOVIES

ON-CAMPUS MOVIES Penn State is a moviegoers dream. Notable films of all types are shown throughout the year on the weekends. It is not unusual for as many as six films to be shown on campus in any given week. GSA sponsors the GSA C.A.F.E. (Critically Acclaimed Film Experience), which is a free film series-featuring international and art house films. Such films as the Pianist, the Secretary, and Bowling for Columbine have been shown. Films are shown most weekends in the Kern, Chambers, or Carnegie Auditoriums. Call the GSA office at 865-4211 at anytime for information on scheduled films or check our web page: <http://www.clubs.psu.edu/gsa/>. Movie listings can also be found in the Friday Weekend section of The Centre Daily Times and The Daily Collegian. GSA C.A.F.E. is managed by the GSA Film Committee and sponsored by Student Activities Fee. GSA also sponsors free summer films as part of our Summer Explazaganza Celebration. The films are shown on Tuesday nights (classic films) under the stars on Fisher Plaza or on Saturday afternoons (children films) in 112 Kern Building. Fisher Plaza is located just outside of Kern Graduate Commons. Classic Films: For classic Explazaganza movies, the Film Committee schedules classic films that most students have never viewed on a movie screen. The Film Committee organizes the films around a particular director, actor, or theme. Recent years have celebrated the movies of Alfred Hitchcock, Humphrey Bogart, Audrey Hepburn, and Jimmy Stewart. Students have come at dusk with their blankets and friends to watch such classic films as Casablanca, The Maltese Falcon, Vertigo, and Mr. Smith Goes to Washington. In case of rain, these films are brought inside Kern Building. Various undergraduate organizations also schedule movies for the weekends during those times when classes are in session. These are often held in the HUB/Robeson and their times will be advertised in the Friday edition of the Daily Collegian and The Centre Daily Times.

OFF-CAMPUS THEATRES The regular price of a ticket is \$6.50, but student discounted rates are available, also, watch for specials, as well as showings before 6:00 pm. Most movies can be seen at those times for \$5.00. Local movie theaters include - 1. Cinema 5 Theatre, 116 Hiester Street, 237-7657. 2. Cinema 6 Theatre, 501 Benner Pike, 237-1997. 3. Garman Opera House Theater, 116 E High St., Bellefonte, 353-8803.

VIDEO CASSETTE RENTALS When you do not like what the theaters downtown are showing, you can always see one of the on-campus films or rent a video cassette. State College has several videocassette rental outlets. If you are not lucky enough to have your own VCR, most of these places will rent one to you. Prices vary from store to store, and many have special mid-week and weekend rates. Some drug stores and some convenience stores have inexpensive rentals. Schlow Memorial Library also rents tapes for two days in free of charge if you have a Schlow Library card.

CHAPTER 9

Finishing Up & Moving Out

ABOUT THE THESIS

A thesis serves the primary purpose of training the student in the processes of scholarly research and writing, under the direction of members of the graduate faculty. After the student has graduated and the thesis is “published,” it serves as a contribution to human knowledge—useful to other scholars and perhaps to a more general audience as well.

The Graduate School, the University Libraries, and the graduate faculty of Penn State have established formal standards that a thesis must meet before it receives final approval as a graduate requirement. The Thesis Guide sets forth those standards. Some thesis requirements are purely technical; others have been established to ensure that certain vital information is presented in a consistent manner.

The Thesis Guide is available in hardcopy at the Thesis Office, 115 Kern Building or online at: <http://forms.gradsch.psu.edu/thesis/thesisguide.2006.pdf> .

It is expected that the thesis will be written in clear, grammatically correct English, that words will be spelled and divided correctly, and that punctuation will be standard and appropriate. The Thesis Guide is the last word on thesis preparation at Penn State. It is imperative that you use it when preparing your thesis for submission.

THESIS OFFICE

115 Kern Building, 865-5448, gradthesis@psu.edu

The Thesis Office is the branch of the Graduate School responsible for certifying that theses have been prepared in accordance with Penn State’s requirements. This office supplies the Thesis Guide, handouts on thesis format and deadlines, doctoral agreement forms, and information on copying and binding. If you have any questions, please feel free to contact the Thesis Office via E-mail, gradthesis@psu.edu.

When a thesis is submitted to the Thesis Office, it should meet the format requirements set forth in the Thesis Guide. Once received in the office, the thesis is reviewed for format only. It is not edited or proofread by the Thesis Office staff, and therefore, you may wish to hire an editor to review your work. In all cases, the thesis author is responsible for meeting Penn State’s requirements. The thesis author must pay the thesis fee, activate the intent to graduate, meet deadlines for submission and corrections, and obtain faculty signatures (for details, see the Thesis Guide). The best advice is to start early with the preparation of the thesis and to make certain that the requirements outlined in the Thesis Guide are fully met.

TYPIST/EDITOR LIST

The Graduate Student Association maintains a list of freelance typists and editors for graduate students to use. Typists will type drafts and the final copy of the thesis; editors proofread the document for spelling and grammatical errors. Some also can create illustrations, technical

drawings, and graphs. Many typists and editors have worked with different departments and are aware of scientific notation and style guidelines required by your discipline and the Thesis Office.

Rates vary from individual to individual; most charge either by the hour or by the page. For more information, contact the GSA (865-4211) or the Thesis Office (865-5448).

MICROFILMS OF THESES AND DISSERTATIONS

Doctoral: All Penn State doctoral theses are microfilmed shortly after the author's graduation by ProQuest/UMI Dissertation Services. Penn State's liaison with UMI dates from 1938, when the University agreed to allow UMI to distribute microform copies of doctoral theses. The University has maintained the liaison because it believes that knowledge should be disseminated to the public rather than restricted.

Although it is required for final thesis approval that the author grant UMI the right to reproduce and distribute the doctoral thesis in and from microform or electronic format, this agreement does not interfere with the author's other rights as author of the thesis. UMI makes a single microfilm negative master, along with a microfilm positive copy. Penn State purchases a copy of the microfilm as a backup copy. UMI then publishes the abstract in its monthly Dissertation Abstracts International. Abstracts are then available online through various systems and servers. The public may then order copies of the thesis from UMI.

Master's: Penn State master's theses are microfilmed through the University Libraries and are not published by UMI. However, you may wish to publish the abstract of your master's thesis with UMI's Masters Abstract Program. Please contact UMI at its toll-free number, 1-800-521-0600, for more information.

ELECTRONIC THESES AND DISSERTATIONS (eTD)

In 1999, the Graduate School, the University Libraries, Digital Library Technology, and Information Technology Services embarked upon a new initiative to provide a process by which doctoral students may enhance their dissertations and expand the distribution of their works. Using multimedia and hypermedia technologies, doctoral students can convey a richer message and can publish their dissertations in electronic form. Once published, the potential exists for worldwide circulation via the Internet.

The Electronic Theses and Dissertations (eTD) Initiative at Penn State has several purposes including: improving graduate education by allowing students to produce electronic documents and to understand the issues in electronic publishing; increasing the availability of student research for scholars all over the world; and advancing libraries' aims of preservation and storage of scholarly works.

As part of this initiative, Penn State has joined the Networked Digital Library of Theses and Dissertations (NDLTD), an organization that is at the forefront of the ETD movement. NDLTD is a federation of member universities and consortiums dedicated to improving graduate education and the sharing of knowledge, helping universities build their information infrastructure, and extending the value of digital libraries.

Since Fall 2006, electronic submission has been mandatory for all doctoral dissertations. For information about Penn State's eTD initiative, visit the Web site: <http://www.etc.psu.edu/>.

GRADUATION

Before you dash off to the commencement ceremonies, make certain that you have completed all of the necessary University, college, and departmental requirements. Here are a few more items to consider:

CAPS AND GOWNS

Graduation caps and gowns for master's and doctoral students can be rented through the campus bookstore. Orders are taken once a semester several weeks in advance of commencement. Students are advised to place their orders no later than one month in advance. For more information, please call the Penn State Bookstore, 863-0205.



ORDERING OFFICIAL TRANSCRIPTS

If you need official transcripts sent to the next college or university you plan to attend, you will need to order them from the Registrar's office. The student must fill out a request form and pay a processing fee of \$6.00 per transcript. Requests can be made in person at 112 Shields, mailed to the Transcript Department, 112 Shields Building, or faxed to 865-6359. Payment by credit card can be made only for faxed, mailed requests, ELion.oas.psu.edu and must include the credit card number and expiration date.

Transcripts normally take up to 3 business days to process and are then mailed via first-class U.S. mail. One day processing and overnight delivery are available upon request. One day processing is an additional \$6.00; transcripts are mailed out the same day via first-class U.S. mail. Overnight delivery via Federal Express is available for an additional \$14.00. Both services must be requested before noon to be processed the same day. For more information, please call the Registrar's Office, 112 Shields Building, 865-6357, or visit their web page at <http://www.psu.edu/registrar>.

CLOSING YOUR STUDENT ACCOUNT

Make certain that your student financial account has been paid in full. Outstanding bills from UHS, charges for laser printing, computer usage fees, or student loan obligations may prevent you from receiving your diploma or obtaining official transcripts. Contact the Bursar's Office, 103 Shields Building, 865-6528 to see if your student account is paid.

WHAT ABOUT HEALTH INSURANCE?

Some students discover that, for various reasons, they will be "between" insurance policies after graduation. This often occurs because their student policy terminates on or soon after graduation and their new job (and/or its benefits) does not begin for a few months. Students in this situation have a few options:

If you have Highmark Blue Shield health insurance through the Graduate Student Association, it is possible to continue coverage until the start of the next academic year. As long as you were registered for 1 credit of graduate coursework or research for the fall or spring semesters, you may continue on the Highmark Blue Shield Policy. For more information, call 865-4211 or stop by 111B Kern.

The Alumni Association offers comprehensive short-term health insurance for anyone who graduates from Penn State. The policy covers alumni who are between jobs, who have lost coverage, or have just graduated from Penn State. The coverage may last from 60-180 days and provides benefits for hospitalization, outpatient services, surgery, and doctors' bills. After a \$250 deductible, the policy pays 80% of covered charges up to \$5,000 and 100% thereafter up to \$1 million. Immediate enrollment is available for alumni and family members under 65, including spouses, children, parents, parents-in-law, and adult children. Acceptance is based on answers to three health questions. For more information, please contact the American Insurance Administrators at 1-800-922-1245.

FINISHING A LEASE

In most cases, graduate students finish their degrees and are ready to move when their leases expire. Some graduate students finish their degrees before their lease expires. When this happens, the graduate student has a couple of options.

1. Subletting: If a graduate student finishes their degree and decides to leave the area in the middle of a lease, then the best thing to do is to get someone else to take over the lease (also know as a "sublet") after you leave. The subletter agrees to pay the same rent and security deposit as you do and to take the house or apartment "as is". If you find someone willing to sublet your house or apartment, the landlord must approve of your choice. In some cases, the subletter signs onto the lease, paying a security deposit and rent directly to the landlord; in other cases, your name remains on the lease and you will continue to be held responsible for any damages or unpaid rent until the lease expires. It is wise in this case to have the subletter sign a written statement testifying that they will pay for any damages or late fees while they sublet from you.

2. Leasing Month to Month: if your lease expires and you do not wish to sign another 9 or 12 month lease, some landlords will allow students to remain in their apartments and continue their current leases on a month to month basis. The landlord may renegotiate the lease, as they will not have much time to find someone else who will be willing to start a lease in the middle of a semester.

3. Leaving in the Middle of a Lease: while not the best option, it is possible to break your lease before it expires. However, the landlord will ask for two or three months rent in advance and may withhold your security deposit as a penalty for breaking the lease.

LEAVING IN GOOD GRACES

There are a few final steps to take before you leave State College that will keep your department, the university, your landlord, and your utility companies happy.

Filing A Change of Address: When you leave State College, file a change of address with your academic department, the Registrar's Office, and the Alumni Records Office. This guarantees that the university and/or your department can reach you in case they need to contact you. Also make certain to file a Change of Address card with the Post Office. This guarantees that any mail that comes to your local address after you move will be redelivered to your new residence for the next 6 months. After this time, all misdirected mail will be returned to the sender. You should also notify utility companies, banks, credit card companies, health insurance companies, and magazine subscriptions of your new residence and phone number. They often ask for a new address either on their billing statements or on the return address of their envelopes. If you have student loans, please make sure that you have changed your address with the lending company (the bank).

Shutting Off Utilities: notify all of your utility companies and local magazines or newspaper subscriptions that you wish to cancel service. They will ask what your last day of service will be. Each company will shut off service the day after you leave and send a final billing statement to your new address to close your account.

Getting Your Security Deposit Back: Once the landlord has been able to go through your apartment or house and assess and/or repair any damages, they will send some or all of your security deposit to your new residence. If the entire security deposit was not returned, the landlord must supply a letter itemizing the damages for which the security deposit was used.

To make certain you receive as much as possible of your deposit back, take a few days, once your furniture and belongings have been removed, to make certain that you leave the residence as clean as possible. Clean the windows, vacuum the carpets and floors, and clean the bathroom(s) and kitchen, particularly the shower stall, bathtub, and the kitchen stovetop. Most landlords ask that you do not attempt to fix any holes in the walls or ceiling yourself.

You can also ask your landlord to check the apartment or house while you are still there and “estimate” how much of your security deposit will need to be spent to repair damages or to clean the area. In this way, you will have some time to correct some of the “problem areas” and perhaps spare some of your security deposit being used to rectify these problems.

MOVERS/STORAGE

Consult the section in Chapter 7: Moving to State College/ University Park about Moving Companies and Storage Facilities.

JOB RESOURCES ON THE INTERNET

Since GSA is a member of the National Association of Graduate and Professional Students (NAGPS), Penn State graduate students can get free access to the NAGPS Job Bank available through the World Wide Web. You can visit the NAGPS web page at <http://www.nagps.org/NAGPS/> and register to get an ID and password for the Job Bank. The Job Bank offers classified listings from several newspapers across the country (the Boston Globe, Chicago Tribune, Los Angeles Times, New York Times, San Jose Mercury News, and the Washington Post). In addition, it provides links to web sites for job databases, networking, job fairs and hotlines, interview tips, and headhunter directories. Several search engines are available to scan listings posted electronically in current issues of the Chronicle of Higher Education.