Summer Bridge

Student Resource Guidebook 2018

Dr. Chad H. Bennett, Director
Ms. Rebecca Lee, Associate Director
Mr. Curtis Spencer, Transition and Outreach Counselor
Ms. Melissa Knouse, Instructor/Advisor
Ms. Danielle Surotchak, Department Secretary
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WELCOME
From the Program Director…

Dear Students:

Welcome to Shippensburg University, the Academic Success Program and the 2018 Summer Bridge Program. We expect that you are ready and willing to start your journey as a college student. This is your opportunity to prove to yourself and others that the time, effort, and energy exerted over the past twelve years of your academic career were well spent. It is time to replace any negative attitudes about your abilities and time-wasters with confidence, hard work, goal planning and commitment. We, the faculty and staff members, are here to help guide you in the process of becoming a successful college student.

During the next five weeks, you will be challenged to make decisions about your desire and preparing yourself to be successful. Success comes through hard work, dedication, and personal sacrifice. You will be provided with numerous tools and examples of how to increase your chances and abilities to become a successful student. You will benefit from the numerous workshops, learning strategies, tutorials, and various support services during the program. You must prepare for success by planning, developing, and implementing sound success strategies. Lip service, good intentions and wishful thinking are not enough for you to succeed at Shippensburg University.

It is very important to note that your acceptance into the Summer Bridge Program does not guarantee your entrance into the fall semester. Your return to the fall semester at Shippensburg University is contingent upon your attitude, academic performance, age-appropriate behavior and attendance at all program activities and events. Yes, you control your destiny!

Now that you are aware of our expectations, your challenge this summer is to take charge of your life and make wise choices about your future. Please work cooperatively with your Academic Success Program faculty and staff members as they orient you to the university system while planning your strategies for success. At the close of the program we want you to say proudly, “I deserve to be a student at Shippensburg University because I worked hard, made wise choices, and met all challenges head on.”

May your time, effort, and energy in the 2018 Summer Bridge Program be challenging and rewarding.

Best Wishes,

Dr. Chad Bennett,

Director Academic Success Program
PROGRAM DIRECTORY

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Dr. Sabrina Marshall  Director of Learning Center  Library 127  (717) 477-1182
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Ms. Elizabeth Shaffer  Wright Hall  (717) 477-1134
Ms. Sammy Hanzlik  Wright Hall  (717) 477-1134
Ms. Angel Barfield  Wright Hall  (717) 477-1134
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GRADUATE INTERNS
Mr. David Brown
Ms. Jazzy Williams-Smith
Mr. Keith Walls

PEER LEADERS
Ms. Joy Wells  Mr. Stephen Washington
Ms. Aliyah Mensah  Ms. Roneka Jones
Ms. Madeline Culbert  Mr. Jayana Wright
Ms. Sophia Carraba  Ms. Iliah Smith
### DEAN OF STUDENTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Ms. Donna Gross</td>
<td>Interim Dean of Students</td>
<td>Old Main 210</td>
<td>(717) 477-1164</td>
</tr>
<tr>
<td>Dr. David Lovett</td>
<td>Associate Vice President Student Affairs</td>
<td>Old Main 210</td>
<td>(717) 477-1164</td>
</tr>
<tr>
<td>Mr. Barry McClanahan</td>
<td>Executive Director of Campus Life</td>
<td>McLean Hall 113</td>
<td>(717) 477-1701</td>
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### RESIDENCE LIFE STAFF

<table>
<thead>
<tr>
<th>Hall</th>
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<tr>
<td>Kieffer Hall</td>
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<td>Residence Director</td>
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<td>Mr. Curtis Kurtz</td>
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### LEARNING CENTER

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<tr>
<th>Learning Center Staff</th>
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<th>Phone</th>
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<tbody>
<tr>
<td>Dr. Sabrina Marschall</td>
<td>Director of Learning Center</td>
<td>(717) 477-1182</td>
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<tr>
<td>Dr. Karen Johnson</td>
<td>Director of Writing Studio</td>
<td>(717) 477-3127</td>
</tr>
<tr>
<td>Mr. Zachary Grabosky</td>
<td>Tutor Coordinator/Learning Specialist</td>
<td>(717) 477-3129</td>
</tr>
<tr>
<td>Mr. Jaime Juarez</td>
<td>Learning Specialist</td>
<td>(717) 477-1015</td>
</tr>
<tr>
<td>Ms. Kelly Miner</td>
<td>Secretary</td>
<td>(717) 477-1419</td>
</tr>
<tr>
<td>Ms. Cindy Murray</td>
<td>Academic Advisor/Learning Specialist</td>
<td>(717) 477-1395</td>
</tr>
<tr>
<td>Ms. Deb Schooley</td>
<td>Learning Specialist</td>
<td>(717) 477-3711</td>
</tr>
</tbody>
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Shippensburg University and its faculty are committed to assuring a safe and productive educational environment for all students. In order to meet this commitment and to comply with Title IX of the Education Amendments of 1972 and guidance from the Office of Civil Rights, the University requires faculty members to report incidents of sexual violence shared by students to the University’s Title IX Coordinator. The only exceptions to the faculty member’s reporting obligation are when incidents of sexual violence are communicated by a student during a classroom discussion, in a writing assignment for a class, or as part of a University-approved research project.

Filing a Report and Title IX Contact Information

Any member of the University community including students, faculty, staff and contract employees or personnel from a law enforcement agency may initiate a written sexual misconduct complaint. If you are a student who believes you have been or are the victim of sexual misconduct, by another University student, you may report such conduct or file a complaint under Title IX with the Deputy Title IX Coordinator for Student Sexual Misconduct. Complaints of student sexual misconduct are addressed to:

For incidents involving students, faculty and/or staff as either the complainant and/or respondent complaints can be filed by contacting the Office of Social Equity, Title IX Coordinator.

Carlesha Green Halkias, J.D.
Social Equity
Shippensburg University
1871 Old Main Drive
Shippensburg, PA 17257-2299
717-477-1123, extension 3111
cghalkias@ship.edu

As campus security authorities under the Clery Act, all employees are required to report incidents of sexual violence and other criminal incidents to the University Police or the Title IX Coordinator. Shippensburg University is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. The information related to a report of sexual misconduct will only be shared with a limited number of individuals that are directly involved with investigating and adjudicating the report.

Because of the nature of their work and the specialized training and licensing required for their professions, employees in the Counseling Center, Women’s Center, Etter Health Center and Spiritual Center are not required to report victim information and are able to keep student information confidential. Employees in these offices are required to report the crime, *not the victim’s information*, to the Shippensburg University Public Safety Office for compliance with the Clery Act.

Additional information regarding the reporting of sexual violence and the resources that are available to victims of sexual violence is set forth as http://www.ship.edu/No_More/
STUDENT POLICIES AND PROCEDURES

ATTENDANCE POLICY

All students are required to attend ALL scheduled events ON TIME during the Summer Academic Success Program in order to foster good attendance for all courses and in an effort to promote good academic performance and habits.

Absences from scheduled activities are not permitted.

Without question, you are required to attend all class and program sponsored activities. Each event counts as one attendance. You will not be excused from activities unless there are extreme circumstances that prevent your ability to be present. Excuses such as menstrual cramps, hangovers, allergies, food sickness, confused about where to meet, confused about when to meet, hearing from other students that the activity or event was cancelled will not grant you an excused absence. Claims such as “I was up all night completing homework….I received a phone call from home…” or similar statements will not be acceptable.

→ 1st absence = Consultation with counselor

→ 2nd absence = Consultation with director and counselor, written warning and conference call to parent/ guardian

→ 3rd absence = Consultation and dismissal from program and university, call to parent or guardian to pick up within 24 hours.

Please note:
There may be times when the above listed steps may occur within one day because the student missed several events within that day, which prevents the full process from occurring.

Scheduled activities may include:

- Study Halls
- Director’s Meetings/Pep Rallies
- Special Meetings (i.e. Financial Aid, Diversity Program, Backup Plan Meeting, etc.)
- Coaching or Advisor Meetings
- Special Events (i.e. Team Building, Reality Check, etc.)

Procedure for Absences and Classroom Behaviors

- All absences must be entered into the Absence Spreadsheet on the Attendance\FORM ATTENDANCE.xlsx before the end of the day of the infraction. Absence forms are to be given to the director who will complete his section and give to the secretary for filing.

- Reasons for submitting an Absence/Tardy:
  - If a student does not attend a class, workshop, study hall, counseling or tutoring appointment
  - If a student arrives late, falls asleep, or is disruptive
  - If a student appears intoxicated or displays disruptive behavior
o If as student attends an activity and smells of alcohol, marijuana or any other illegal substance.

If you have any questions or concerns, please contact the director, at ext. 1134.

1. Circumstances for an **EXCUSED** absence are:

   a. Advance notice in writing from the student’s parents or guardians verifying the reasons why a student must be missing from the scheduled activity. The reason must be approved by the ASP Director/Associate Director to be acceptable as an excused absence.

   OR

   b. Verification from the Etter Health Center that the student was ill enough to be sent home or to the hospital.

2. **UNEXCUSED** absences include:

   Headaches, cramps, diarrhea, upset stomach, sleepiness, etc., are not valid reasons for an excused absence. Students are required to attend all scheduled activities, and then visit Etter Health Center [http://www.ship.edu/health_center/](http://www.ship.edu/health_center/) to seek treatment. The Center is open during summer term 5 on Monday – Friday from 8:00am until 9:00pm. If you wish to see a doctor please call Etter to schedule an appointment at 717-477-1458.

   Program faculty or seminar facilitators have the ability to excuse a student from a scheduled activity for any of the above problems. In the latter case, the student must first go to the scheduled activity in order to be excused by the counselor, counseling assistant or facilitator.

   Absences

   a. A **STUDENT MUST** meet with their advisor within 24 hours of any absence.
   b. For the first absence, the student will receive a documented verbal warning.
   c. If a student has two unexcused absences, they must meet with program staff. A warning letter will be sent to the student, the parent/guardian, the Dean of AEES, and a copy will be put in the student’s file.
   d. If a student has three unexcused absences, they will be dismissed from the program.
   e. It may not be possible to institute steps (a) and (b) depending on the timeframe within which the absences occur.

4. Tardiness

   a. A student is considered tardy if he/she arrives to a scheduled activity within the first ten minutes of the scheduled time; otherwise, the student is considered absent.
   b. Three unexcused tardies will constitute one unexcused absence.

A copy of this policy will be provided to all ASP faculty and staff, appropriate administrators, and parents/guardians, as well as to all students in the program.
Study Hall

Study Halls will be offered to students four days a week in Lehman Library. Each student will be **required** to complete all study hall hours each week.

Study Hall

Monday through Thursday the normal time of study hall will be 2:50 – 4:00. Each group will have a designated area in Lehman Library where students will be required to sign in and out with their respective Peer Leader or Academic Coach.

*Study Hall is a time for students to work on their academic course work under the supervision of the Graduate Assistants, Counselors, Tutors, or Peer Leaders. During study hall students are expected to be working on their homework, reading ahead or preparing for exams. Spending time on e-mail, Facebook, or other such activities will be prohibited.*

Every Monday Director’s Meetings/Pep Rallies will be held. These are mandatory meetings for all ASP students. They will be held during study hall hours.

Learning Center Appointments

Students are strongly encouraged to make individual and group appointments at the Learning Center throughout the term. However, all students will be evaluated after the second week of courses to determine their need for assistance from the Learning Center (LC). *If a group counselor determines that a student needs additional help, he/she may require mandatory Learning Center Tutoring/Learning Specialist appointments during the course of the five weeks (see #2 below).* Students who schedule LC appointments during regular study hall hours must remember to sign in before attending the appointment in order for the time to count towards study hall.

1. The Learning Center offers Learning Specialists and content tutors who can assist students on an array of assignments. If, during study hall, it is found the student needs additional assistance, he/she will be referred to the Learning Center.

2. Students will be given grade tracking forms by their academic coaches and are required to keep each tracking form up to date. At the end of the first two weeks, students will be asked to meet with their ASP coach to discuss their current grades based on the grade tracking forms. Depending on the student’s grades, the coach/faculty has the option to mandate that the student attend at least one learning center appointment. The student is then required to schedule and attend their Learning Center appointments.

3. If a student schedules a Learning Center appointment and does not show for their scheduled time, this will be noted by the Learning Center staff and ASP staff. Students who miss their first
appointment will be given a documented verbal warning by their attending coach. Upon missing a second scheduled appointment, students will be given an unexcused absence. Subsequent absences will follow based on attendance from here on.

Absence Policies Related to Study Hall

- Students who fail to sign in with their Peer Leader or Academic Coach during study hall will be counted as absent.
- Students who do not attend their mandated learning center appointments will be given an absence.
- An attendance report will be generated daily based on forms submitted, and will be made available upon request.
- Reasons for submitting an Absence for study hall:
  - If a student does not attend study hall.
  - If a student appears intoxicated or displays disruptive behavior during study hall time.
  - If a student is not working on their academic course work, they may be asked to leave study hall thus suffering the consequences of an absence.

Special Meetings and Friday Events

Throughout the summer there will be scheduled special meetings and events which the students are required to attend. Please note: depending on the duration of the event, it may be counted as two or more absences if the student fails to attend. **Attendance on Fridays is mandatory.**
SUMMER MATRICULATION REQUIREMENTS

The Academic Success Program expects that all program students will be academically and socially prepared to gain admission/matriculate to Shippensburg University in the fall semester.

What does it take to matriculate?

- You must earn at least a 2 “C” grades in both of your courses.
- You must have behaved in a manner that demonstrates respect for yourself, others, and property.
- You must have adhered to the University Student Code of Conduct.
- You have demonstrated that you are academically and generally prepared to meet the academic challenges of the academic year.

What could cause a student to not matriculate?

Without question, each year a very small number of students are dismissed from the Summer Bridge Program. Other students are not permitted to return/matriculate into the fall semester. Below are common reasons why a student may be required to leave or not permitted to matriculate:

- Failure to adhere to the Attendance/Tardiness Policy.
- Failure to adhere to the rules outlined in the Student Code of Conduct.
- Failure to respect self, others, the academic learning environment, and university property.
- Failure to enhance academic skills enough to be prepared for the academic year.
- Failure to use the academic support systems such as tutors, study groups, Learning Specialists, and Peer Leaders.
Your progress in each class is regularly evaluated by the instructor of the course. Instructors schedule regular office hours to allow you to confer regarding academic achievements or particular problems with course work. At the end of each semester a final grade is recorded on your permanent record for each course taken.

Students are officially classified according to the number of credit hours completed as follows:

- **First-Year** 0-29 credit hours
- **Sophomore** 30 – 59 credit hours
- **Junior** 60 – 89 credit hours
- **Senior** 90 or more credit hours

Students classified as juniors or seniors are considered to be upperclassmen.

**Issuance of Grades**

As an ASP student, you will receive early warning reports (EWG). These reports, which do not become a part of your academic record, are intended to warn you about classes which you are in danger of failing. The early warning reports are emailed to you. Students who receive one or more early warning grades may be required to participate in the Early Warning Grade intervention program provided by ASP.

**Dean’s List**

A dean’s list is published at the end of each semester of the academic year. It includes the names of those full-time students whose semester QPA is 3.5 or better. Only the course work completed in the current term is considered in computing this score. Part-time students are eligible for the dean’s list if they receive a QPA of 3.5 or better in the last 15 or more consecutive credits of part-time work.
Students admitted to the university are expected to maintain satisfactory academic standing, which requires a cumulative quality point average of 2.0 (C) or better in their total program of courses and minimum 2.0 in the course work of their major areas of specialization.

The Office of the Registrar reviews the academic progress of students at the end of each semester and places those students who fail to maintain a cumulative quality point average of 2.0 or better on academic probation or dismissal. Students who do not meet the required quality point average may be granted one probationary semester in which to raise their average. Students who show academic progress, i.e., greater than a 2.0 semester QPA, may be continued on academic probation. Any student who fails to meet the conditions of academic probation is subject to dismissal. A student whose adjusted cumulative average beyond the first semester falls below 1.7 or whose semester average is below a 1.0 is subject to immediate dismissal unless the overall QPA remains at 2.1 or above. A first-year student must pass at least 3 or more credits of the courses attempted during his or her first semester or he/she will be academically dismissed for a minimum of one academic year.

A student cannot be considered for readmission to the university for at least one calendar year following dismissal. A decision to readmit is made only when a student presents compelling evidence that he/she can perform academically at a level needed to graduate from Shippensburg. Typically, this might include achievement of a quality point average of 2.5 or above in several courses taken at another accredited institution of higher education. Courses for which a student has received a D or F grade at Shippensburg can only be repeated at Shippensburg and any specific courses taken at another institution must have prior approval of the academic dean. If a student has been dismissed twice for academic reasons, he/she is ineligible for readmission to the university.

Notice and Appeal

If you are placed on probation or academically dismissed, you will be notified in writing by the registrar’s office. If you are academically dismissed you may appeal your dismissal by writing a letter to your academic dean by the date indicated in the letter from the registrar. Appeals should be accompanied by appropriate written documentation. All appeals will be considered by the Academic Review Committee.

Withdrawal and Leave of Absence

If you decide to withdraw from the University, you must contact your academic dean. The dean’s office will process your withdrawal and assist you if you intend to return to the university at a future date. If you are in good standing with a cumulative QPA of 2.0 or better, you may apply to your academic dean for a leave of absence. This would permit you to return to Shippensburg University without having to apply for readmission. Leaves may be granted for up to one year. When a leave of absence is granted, you must contact your academic dean before you return in order to schedule classes. If you do not return to the university within one year, you must apply for readmission.
Support and Non Support

Each semester, ASP faculty and academic coaches are required to complete a support or non-support form for students who are academically dismissed on their caseload. By the end of the semester, the staff should have a good idea of how each student is performing academically.

A support statement is written for a student that may not earn a 2.0 Grade Point Average but is working extremely hard in each of their classes. This student is present for weekly academic coach/faculty meetings, has tutors for classes they are struggling in, and is putting forth an honest effort to succeed. Personal issues at home or with family may also be contributing factors to a student’s performance and will be noted, if deemed necessary.

In contrast, a statement of non-support may be written for a student who is not performing well academically (Grade Point Average is predicted to be under a 2.0.). This type of student may not be present for weekly academic coach/faculty sessions, not attending class regularly, or not completing assignments. Overall, this student is not performing well in the majority of their classes. In addition, a letter of non-support may be written for a student the ASP staff believes does not possess the academic/social skills to succeed at Shippensburg University at the present time. For example, they may need more remedial courses that the university does not offer prior to taking courses offered on campus. The support/non-support information is sent to the academic deans who use this when deciding whether a student will return for the next semester.
What happens if I am academically dismissed from Shippensburg University?

Whether you are a student on Backup Plan, been academically dismissed, or simply just taking a break from Shippensburg University, taking the proper courses that will transfer back to Shippensburg University is very important. Students who leave Shippensburg University and enroll in an area community college often only take 9 credits over the course of a semester or two semesters, return to Shippensburg University, and find that they have fallen behind in progressing toward a timely graduation. No matter the reason you are not attending Shippensburg University, you should ensure you are staying on track with your academic progression. Work with the ASP Faculty to ensure you are taking the proper courses to transfer back to Shippensburg University.

Backup Plan

Students who do not successfully complete the Summer Bridge Program may use what we call – Backup Plan. Backup Plan means you must attend another institution, whether it is a community college or a four-year institution, and attain a minimum (GPA) Grade Point Average of at least a 2.2 or better for all classes taken (minimum 9 credits). We recommend that you take the following courses during fall 2018 depending on your math, reading, and writing placement scores:

- Developmental Math
- Developmental Reading
- Developmental English/Writing
- Other Introductory/General Education Courses

In order for you to return to Shippensburg University, please write a letter to the Office of Admissions by the end of September stating your interest in wanting to come back to Shippensburg University in order to keep your file active for spring 2019. If you complete these requirements you will be readmitted for the spring semester.

What should I do now?

1. Make sure you have applied to the alternate school you are interested in attending.
2. Ensure you have sent your alternate school your financial aid information.
3. Transfer your placement testing scores.

What college should I attend to make my transition back to Shippensburg University?

Below is a list of area colleges that ASP students have chosen to attend in the past, but students may choose to attend any college.

Bucks County Community College
Community College of Philadelphia (CCP)
Delaware County Community College
Pennsylvania College of Beaver County
Penn State – McKeesport Campus
Penn State – York Campus
Butler County Community College
Community College of Allegheny County
Hagerstown Community College
Harrisburg Area Community College (HACC)
Lehigh Carbon Community College  
Montgomery County Community College  
Northampton Community College  
Pennsylvania Highlands Community College  
Reading Area Community College  
Vermilion Community College  

--Others colleges are possible, check with the Admission office for details  

How will I know what classes will transfer back to Shippensburg University?  
The Shippensburg University website has course equivalency lists created to assist you in completing your own tentative transcript evaluation. Simply visit the following page and search by the institution from which you would transfer credits to Shippensburg University:  
http://www.ship.edu/Admissions/Transfers/Course_Equivalencies/  

How can I ensure that my alternate schools have my financial aid information?  
You have two options: (1) If you have a copy of your yellow SAR form*, you can add the new school code over the phone by calling 1-800-4-FED-AID (1-800-433-3243); (2) You may go online and make changes to the schools by using the add/delete option.  

*If you do not have a copy of your SAR form, go ahead and call the phone number to request another copy. This may take 10-14 days so be sure and do this right away.  

How can I transfer my placement testing scores?  
You may give the school you plan to attend a copy of the testing scores you received the day of testing. If the school will not accept this form, you may visit the placement testing website at http://webspace.ship.edu/testing/. Click on transcript request on the left hand side of the screen. Fill out the provided form and return to the Testing Center. The Testing Center will in turn provide your school with your testing scores.  

How can I find out the school code for my alternate school?  
You can visit the website below or contact the Transition Counselor.  
Federal School Code Search  

What if I have additional questions or require additional assistance?  
You may contact Mr. Curtis Spencer  
Telephone: (717) 477-1134  
E-Mail: CLSpencer@ship.edu  
Mail: 1871 Old Main Drive, Wright Hall, Shippensburg, PA 17257  

If, for some reason, you have a need to use Backup Plan –  
We sincerely hope that you continue your pursuit of higher education by completing the necessary requirements at the community college and return to Shippensburg University.
PLEASE PRINT CLEARLY

BACKUP PLAN SURVEY

Name______________________________________________________________

SBP Group________________________ASP Faculty/Academic Coach____________________________

1. Why did you choose Shippensburg University?

2. If you are not accepted to Shippensburg University for the fall term, what college/university do you plan to attend?

3. Have you applied to the school mentioned in question 2?

4. Did you put the school mentioned in question 2 on your FAFSA?

5. What courses are you taking this summer?

6. What is your area of interest/intended major?

7. If you are removed from the ASP Program or do not successfully complete the summer program – will you still be interested in trying to attend Shippensburg University during the spring 2019 semester?

8. Would you like additional assistance in ensuring your Backup Plan is ready before the summer program ends?
Tuition and Fees (As of Fall 2018)
How much does it cost to be a student at Shippensburg University?

Please note that the amounts below are for the previous academic year, and that typically each year there is an increase. These figures may be used as estimates only.

Shippensburg University's tuition and fees are set by the State System of Higher Education's Board of Governors and/or Shippensburg University's Council of Trustees.

Fall 2018-Spring 2019

Tuition and fees are charged on a per-credit rate for both full- and part-time students. A student registered for 12 or more credits is considered full-time.

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<th>Tuition and Fees - 12 Credits</th>
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<tr>
<td>15 Meal Plan with $250 Flex</td>
<td>$1,875</td>
</tr>
<tr>
<td>Housing - 2 Person, 1 Bedroom, Semi-Suite (Unit B)</td>
<td>$4,019</td>
</tr>
</tbody>
</table>

Total Per Semester TBD

Total Per Academic Year TBD

The above chart serves ONLY as a reference/estimate. Please visit the Student Accounts webpage later in the summer for exact rates.
Non Resident Student Reduced Tuition Rates

1. **High Achieving Non Resident Student**
   1. Out-of-state new freshman who earn a 1200 SAT or better (critical reading + critical math) **OR** graduate in the top 10 percent of their class.
   2. Continuing Students who meet or exceed the same qualifications as Board of Governor Scholarship recipients (requires a 2.5 semester and cumulative GPA in the first year and recipients with 30 or more earned credit hours must earn both a 2.8 semester and cumulative GPA).

2. **STEM Majors**
   Out-of-State students who select a STEM (Science, Technology, Engineering, or Math) major or STEM Education majors as long as they stay in the selected major.

3. **Dual Admissions**
   Dual Admissions is a free program designed to ensure seamless enrollment from an associate degree program at a community college to a bachelor’s degree program at Shippensburg University. We currently maintain six Dual Admissions Programs with community colleges in Pennsylvania and Maryland.

4. **International Student**
   International students pay the Non Resident rate and are not eligible for the Non Resident High Achieving and STEM rates.

**NOTE:** Delinquent Accounts: No student shall be enrolled, receive a diploma, or receive a transcript until all previous accounts have been paid. Accounts delinquent for 90 days are turned over to the Pennsylvania Attorney General for Collection.

For the most up-to-date information and policies regarding Shippensburg University tuition rates, please go to:
http://www.ship.edu/Student_Accounts/Tuition_and_Fees/
Because of the cost of higher education, it is important that you are knowledgeable about financial aid. The first step in financial aid is to fill out the Free Application for Federal Student Aid (FAFSA). You can receive this form from the Financial Aid Office, school guidance office, or public libraries. **If you do not complete this form, you will not receive any financial aid.**

**FAFSA Website:** [www.fafsa.ed.gov](http://www.fafsa.ed.gov)
**Phone number:** 1-800-433-3243

The Federal School Code for Shippensburg University is **003326**.

**For specific questions, please contact the Financial Aid Office at 717-477-1131**
**or check the website:** [http://www.ship.edu/finaid/](http://www.ship.edu/finaid/)

As a member of Pennsylvania's State System of Higher Education (PASSHE), Shippensburg University can offer a quality education at a surprisingly affordable cost. However, many students still need financial assistance in order to attend college.

Students are encouraged to file a Free Application for Federal Student Aid (FAFSA) between January 1 and March 31.

The Pennsylvania Higher Education Assistance Agency (PHEAA) requires the FAFSA to be received by the Federal Processor no later than May 1 for Pennsylvania State Grant consideration for PA residents. Completing your federal tax return prior to completing this application is highly encouraged as the FAFSA refers to specific lines on the tax return.

When you complete and submit your FAFSA you will receive a confirmation code and an Expected Family Contribution (EFC) from The Department of Education. The EFC is used to determine your eligibility for certain federal grants and various types for financial aid. The EFC does not represent what you will pay for college but rather what the Department of Education suggests you are able to pay. The financial aid office imports records from the Department of Education on a daily basis.

**Important Information for All Students**

When information is available (mid to late March), students will log on to the Student myShip Portal to check their Financial Aid requirements, award packages, and accept, reduce or decline aid.

Students who accept any part of their Federal Direct Loans as part of their aid package and have not previously completed a Master Promissory Note (eMPN) and Entrance Counseling at [www.studentloans.gov](http://www.studentloans.gov) should complete these requirements as soon as possible in order for your Federal Direct Loans to disburse timely. Students are encouraged to complete the FAFSA early to avoid processing delays. For additional information, students and parents are encouraged to follow the instructions under the Aid Checklist and Timeline.
What is a Grant?
Grants are funding given by the state that you do not have to pay back. Students need to apply early since these programs are based on need or available funds. The Financial Aid Office recommends a FAFSA filing date of March 31.

What are the types of grants you can receive?

Federal PELL Grant
A Federal Pell Grant is a free grant that does not have to be repaid. You must complete the FAFSA in order for your eligibility to be determined for the Federal Pell Grant.

Federal Supplemental Education Opportunity Grant (SEOG)
A limited amount of funds from the FSEOG program are available for students with high financial need. The information provided on the FAFSA form will be used to determine student eligibility. Awards vary based on financial need and fund availability.

Federal TEACH Grant
The TEACH Grant Program provides grants to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. Recipients must teach for at least 4 academic years within 8 calendar years of completing the program of study for which they received the TEACH Grant. Failure to complete the service obligation results in all amounts of TEACH Grants received being converted to a Federal Direct Unsubsidized Stafford Loan. Recipients must then repay this loan to the U.S. Department of Education and interest will be charged from the date the grant was disbursed.

Shippensburg University awards TEACH grants to eligible juniors, seniors and graduate students with a GPA of 3.25 or higher.

Due to the sequestration and federal budget cuts: TEACH Grants for which the first disbursement is made on or after October 1st, 2013 the award amount must be reduced by .89 percent from the award amount for which a recipient would otherwise have been eligible. For example, the maximum award of $4000 is reduced by $35.60, resulting in a maximum award amount of $3964.40. For grants first disbursed on or after October 1st, 2014 the award amount must be reduced by 7.3 percent from the award amount for which a recipient would otherwise have been eligible. For example, the maximum award of $4000 is reduced by $292, resulting in a maximum award amount of $3708.

For more information regarding the Federal TEACH Grant, please visit [https://teach-ats.ed.gov/ats/index.action](https://teach-ats.ed.gov/ats/index.action).

PHEAA State Grant
The Pennsylvania Higher Education Assistance Agency (PHEAA) administers this program. Pennsylvania State Grants are free grants awarded to needy students who are Pennsylvania residents. Additional information is available at: [www.pheaa.org](http://www.pheaa.org)

Students apply for the PA State Grant simply by completing the FAFSA. PHEAA's deadline for applying to PA State Grant is May 1 of the upcoming academic year. Information from the FAFSA will
automatically be released to PHEAA unless the student indicates otherwise on the application. After the initial application is filed, students and parents should respond to the PHEAA Grant Division if additional information is required for the PA State Grant application.

Students may also review their PA state grant application online at www.pheaa.org/tools-resources/account-access/index.shtml First time users will need to create an account. On the right-hand side in the Account Access Username box, below the SIGN IN button, new users will click on the Create account link. For assistance with this process please contact PHEAA/AES at 1-800-233-0557.

Eligibility for this grant is determined by PHEAA using information from your FAFSA application. Students who applied on time should be notified by mid-May of their eligibility via the e-mail address provided on their current FAFSA. Students are only eligible to receive a PA state grant for a maximum of 8 full-time semesters.

**Ready to Succeed Scholarship Program (RTSS)**

RTSS is a program funded by the Pennsylvania General Assembly which provides awards to high-achieving students whose annual family income does not exceed $110,000.

RTSS awards in combination with the PA state grant program offer a total of up to $2,000 for full-time and $1,000 for part-time students. The minimum award is $500.

Funding for this program is limited and awards will be made on a first-come, first-served basis. Students that meet the eligibility requirements will be awarded in order by their FAFSA filing date. Students that file early will have a better opportunity of receiving this award.

With the exception of financial need, the student must meet all other Pennsylvania State Grant eligibility requirements to qualify for RTSS. This includes the submission of a FAFSA (Free Application for Federal Student Aid) and a Pennsylvania State Grant Form (SGF). The student must also:

1. Have completed at least one academic year—defined as having earned at least 24 semester credits or the equivalent at the time that the student's school checks academic progress for the Pennsylvania State Grant program.
2. Demonstrate outstanding academic achievement by attaining a minimum cumulative Grade Point Average (GPA) of 3.25 at the time that the student's school checks academic progress for the Pennsylvania State Grant Program.
3. Have a family income that does not exceed $110,000.

**Additional Financial Options**

**Work Study**

Part-time employment opportunities on and off campus are available through the federal, state, and campus work programs. Student must complete the FAFSA form to qualify for work-study. Students with demonstrated financial need are given priority in job placement. An effort is made to place as many students as possible who have desired work skills. Positions include work in administrative and
faculty offices, the library, classes, university residence halls, and on the campus grounds.

Reminder: A Free Application for Federal Student Aid must be filed for federal work-study and is strongly recommended for the Commonwealth work-study program.

Additional employment opportunities are available through the campus food service and the Student Association. Students should apply for jobs through those organizations directly.
Important Points to Know

**Progressing Academically for Financial Aid**
Students receiving financial aid are required to maintain minimum satisfactory academic progress (SAP) levels to continue to receive Federal aid. SAP is measured in three ways: 1) cumulative QPA; 2) percentage of credits earned; and 3) maximum time frame.

For the purpose of financial aid, this means that a full time student must complete 24 new credits per year (part time students- 80% of all attempted credits) and maintain, at a minimum, a 1.7 cumulative quality point average as a freshman student. **Remember: this criterion applies for financial aid only. Students may still be academically dismissed from the University for receiving a 1.7 cumulative QPA.**

Repeated courses count as new credits only if the student originally received an “F” in the course. Courses with a previous grade of “D” do not count as new credits unless the course catalog or academic department specifically states that a higher grade is required for a prerequisite or major.

Additionally, students must complete at least 67% of credits attempted. (All attempted hours are counted, including transfer hours, classes from which a student withdrew after the drop/add period, and any failed classes. All credits are counted whether or not financial aid was received.)

EXAMPLE: If you have attempted 30 credits, and have passed 21 of them, you have passed 70% of your credits. Alternately, if you attempted 30 credits and passed only 18, you have earned only 60% of your credits and would not be making SAP.

Finally, Federal guidelines state a student can attempt no more than 150% of the number of credits needed to graduate. The total number of credits needed to complete an undergraduate program at Shippensburg is 120 credits. Therefore, students may attempt no more than 180 credits (150% of 120) before exceeding the maximum time frame requirement. All attempted hours are counted, including transfer hours, classes from which a student withdrew after the drop/add period, and any failed classes. All credits are counted whether or not financial aid was received.

**Students are only eligible to receive a PHEAA State Grant for a maximum of 8 full-time semesters.**

*Note: Financial aid must be divided between the fall, spring, and summer semesters.*

**Drug Convictions**
Students who have drug-related convictions under any federal or state law may be ineligible for federal student aid. If a student is convicted of drug-related offenses he/she may face these restrictions.

**Possession of illegal drugs:** ineligible from the date of conviction (not arrest) for:
- One year for a first offense
- Two years for a second offense
- Indefinitely for a third offense
For sale of illegal drugs: ineligible from the date of conviction (not arrest) for:
  • Two years for a first offense
  • Indefinitely for a second offense

Note: Drug convictions do not count if they were reversed, set aside, or removed from your record. Any convictions that occurred before the age of 18 do not count, unless the person was tried as an adult.

Alcohol and tobacco are not illegal drugs under this law.

Even if the student has drug convictions, you should complete and submit a FAFSA form. Your student may be eligible depending on the date and number of convictions. Do not leave the question – “Have you ever been convicted of possessing or selling illegal drugs?” blank. If you have, answer yes. A worksheet will be sent to you to determine if your conviction affects your eligibility for aid. In order to regain eligibility for federal student aid, you must complete an acceptable drug rehabilitation program.
Living in Shippensburg

- If you expect to gain the full benefits of a Shippensburg education, we encourage you to live on campus. Most Ship first-year students and about half of all students call the campus home. You can expect all the conveniences you are used to and then some in addition to comfortable living spaces, friendly roommates and hallmates, on-campus housing will provide cable TV access, a phone line, and high-speed computer connections.

- Campus life is just another example of how Ship pays attention to the biggest and the smallest details. Where will I live? We encourage all students and require most first-year students to live on campus. Most students live in coed residence halls. Other choices include a suite-style complex. Shippensburg knows that students have varied interests, schedules, and lifestyles. So we give you an important voice in your living choices. You can request your roommate, request a smoker or non-smoker, and ask to live in a Healthy Living Community. More information may be found at: http://housing.ship.edu/

Residence Halls in General

- All Residence Halls have: laundry facilities, common kitchen, television lounges with cable TV, sports equipment (such as Universal Gyms and exercise bicycles), a piano/sound module or room items for loan: kitchen supplies, DVD players, and board games.

Residence Hall Rooms

- Each residence hall room has one telephone jack and a cable outlet so bring your phone, television and answering machine. Bring your computer, too: each room has two Ethernet jacks that allow each resident to access Ship's mainframe computer, the library system, e-mail, and the World Wide Web.

What's Residence Hall Life Like?

- Each hall tends to take on a personality of its own depending on the students living there. With approximately 6000 undergraduates from many states and countries, you can count on a lot of variety and a lot of fun. The biggest benefit of all: living on campus makes a difference in your total Ship experience. Along with Resident Assistants and Residence Directors, students are responsible for organizing and carrying out most of the monthly activities: movie nights, ice cream socials, card tournaments, massage workshops, outlet shopping excursions, and hiking trips. Timely discussion sessions focus on such topics as stress and time management, alcohol and drug education, and cultural and diversity awareness.

Getting Involved

- When it comes to clubs, organizations, varsity sports, and recreation, count on a number of avenues for involvement. Along the way, you can also count on acquiring some important life skills: how to lead, how to work on a team, how to manage and negotiate. Ship students have interests and enthusiasms enough to support more than 200 clubs and organizations - everything from art and musical groups to student publications and cultural awareness groups. Ship's athletics programs give every student a chance to take part and win according to their interests and talents.
The list of resources provided below, is designed to meet a wide-variety of educational needs as it relates to learning style and delivery of support. It is the responsibility of the student to utilize the many resources to accommodate his or her learning needs, with a great deal of encouragement from the Academic Success Program.

**ASP Faculty and Academic Coaches**

- Academic Coaches and Faculty Advisors will be meeting with students weekly throughout the summer and academic year on an individual and/or small group basis. The purpose of the meetings is to address concerns and needs related to their academic and social adjustment to college, career interests, and financial aid package.

**Peer Leaders**

- The Peer Mentoring Program matches incoming students with academically successful ASP upperclassmen who will mentor and guide the freshman through their academic and social adjustment to college. The upperclassmen will serve as role models and as people with answers to questions about the campus, the community, career, job opportunities, financial aid concerns, and academic scheduling. In general, Peer Leaders are students who care about helping first-year students get through that tough first year. Peer Leaders will be available to assist students with organization and time management concerns.

**Athletic Liaison**

- Over the past several years, athletes and students interested in trying out for college-level athletic programs have participated in the Summer Bridge Program. These students will have the opportunity to meet with the Athletic Liaison during the summer to answer questions regarding qualifications for Clearing House, and support provided to them during the academic year.

**Campus Ministry**

_Catholic Campus Ministry_

_Spiritual Center & Interfaith Chapel (SCIFC), Room 215, 477-1244_

_United Campus Ministry, Room 217, 477-1672_

- Counseling
- Spiritual direction
- Dinner fellowships
- Retreats
- Bible study
- Social/recreational events
- Worship
- Values/interpersonal development
- Social concern projects
- Coordination of religious activities

**Career Center**

_Cumberland Union Building, 477-1484_

- Career planning
- Individual & group sessions
- Job search strategies
- Résumé and cover letter workshops
- Interviews seminars
- Recruitment
- On-campus interviews
- Job fairs
- Networking

**Children and Family Center**

_Luhrs Elementary School, 477-1792_

_Résumé and cover letter workshops_

_Career planning_

_Individual & group sessions_

_Job search strategies_

_interviews seminars_

_Recruitment_

_On-campus interviews_

_Job fairs_

_Networking_

- Assistance in emergencies

**Campus Police**

_Reed Operations Center, 477-1444_

- Escort services
- ID’s
- Parking decals
- Lost & found
Counseling Center  
Naugle Hall, 477-1481  
• Consultation & referrals  
• Workshops  
• Groups (offered as needed)  
  • Multicultural  
  • Peer group for gay, lesbian, & bisexual students  
  • Relationship  
  • Speech anxiety group  
  • Self-concept  
  • Eating awareness  
  • ACOA  
  • Women’s group  
  • Future helping professionals  
  • Mind over mood

Ceddia Union Building (CUB)  
477-1693  
• Student organization headquarters  
• Campus radio station (WSYC)  
• All media (campus newspaper & yearbook)  
• Red Raider snack bar  
• Jazzman’s Cafe  
• Information booth  
• Notary public  
• Bookstore

Dean of Students  
Old Main Room 210-211, 477-1164  
• First-year student and transfer orientation  
• Disciplinary actions  
• Coordination of fraternities & sororities  
• On-campus housing  
• Roommate problems  
• Lost keys  
• Off-campus housing  
• Connection (drug & alcohol student assistance programs)  
• International students  
• Homecoming

Disability Services, Office of  
Horton Hall Room 312, 477-1329  
• Enlarged printing  
• Extended time for tests  
• Classroom Accessibility  
• Note taking (special NCR paper for note taking is available)  
• Reader services  
• Alternative testing sites  
• Proctoring textbooks on tape (limited availability)  
• Priority scheduling  
• Notification of faculty  
• Vocational Rehabilitation Counseling (available at Etter Health Center by appointment, ext. 1458)  
• Kurzweil reader  
• Learning specialist and tutor (located at the Learning Center)  

*The Office of Disability Services provides a comprehensive support services to students who have a “qualified” disability. Contact the office for details.

Etter Health Center (Wellness Center)  
Naugle Hall, 477-1458  
• Self-care cold unit  
• Quiet room  
• Medical resource library  
• Health education  
• Health information  
• Weight & nutrition group  
• Diabetic support group  
• Insurance for students  
• Referrals  
• Athletic physicals  
• Video library  
• Blood testing  
• Allergy injections  
• Pregnancy testing  
• Tine test  
• Flu shots  
• Meningitis shots  
• TB test

Financial Aid  
Old Main Room 101, 477-1131  
• Financial aid counseling  
• Grants  
• Book credit  
• Veteran’s Administration  
• Loans  
• Work study
Graduate Office
Old Main Room 105, 477-1213
• Classroom reservations
• Applications for graduate study
• Information on testing (GRE, GMAT, Millers Analogies Test and LSAT)

Hotline/Weather Information
SU Information, 477-1200

Intramural Sports
Men’s Sports, 477-1755
Women’s Sports, 477-1542

Learning Center
First Level: Library, 477-1420
• Tutoring (individual & group)
• Study Groups
• Supplemental Instruction
• Learning & study strategies
• Resource for students with learning differences

Ezra Lehman Library 477-1474
• Reference/information center
• Library instruction classes
• Computerized catalog & information
• Library research guides
• On-line information searches
• Interlibrary loan
• Photocopying machines
• Media/curricular center
• Microcomputer lab and laptops for use in Library
• Luhrs Elementary School Library

Multicultural Student Affairs
Gilbert Hall Room 200, 477-1616
• African-American Organization
• Asian-American Organization
• Latino Student Organization
• Multi-Ethnic Student Association
• (MESA)
• Historically African-American Greek Organizations
• Building Bridges
• P.E.E.R.S. (First-Year Leadership Program)
• Advocacy/Referrals

Performing Arts Center
Room 105, 477-7469
• For more information, visit www.luhrscenter.com

Testing Center
Horton Hall Room 112/122, 477-1395

Registrar
Old Main Room 110, 477-1381
• Scheduling
• Graduation
• Transcripts
• Address changes
• Satisfactory/Unsatisfactory option
• Re-admission
• Completion of deferment forms

Student Accounts
Old Main Room 112, 477-1211
• Billing
• Money dispersal
• Adjusting fees
• Loan payments
• Refund checks

Student Telephone Service
Old Main 102B, 477-1428

Women’s Center
Horton Hall Room 133, 477-1790
• Peer Contacts (students providing assistance for sexual assault victims)
• Referrals for:
  • Sexual harassment
  • Rape/abuse
  • Legal assistance
  • Childcare
  • Support groups
  • Pregnancy
• Information on:
  • Women’s history
  • Sexual assault/rape
  • Leadership
  • Domestic violence
  • Eating disorders
  • Sex-role stereotyping
At Shippensburg University electronic mail (e-mail) offers efficient, effective, and timely communication between members of the University community. Thus e-mail is an official means of communication and the primary method for University faculty, administrators, and staff to contact all students. Students are expected to use the campus e-mail service and check their e-mail accounts on a regular basis because correspondence about administrative requirements, academic issues, public safety and health, judicial affairs, emergencies, and general matters will be sent in this manner. Much of this correspondence will be time-sensitive.

Students will be given a campus e-mail account at no cost. The account is active throughout a student’s period of enrollment, including all vacation periods. Students wishing to utilize only off campus e-mail services are expected to forward their campus e-mail to that internet provider or server. Otherwise, they are still expected to check their campus e-mail account on a regular basis. Failure to check one’s campus e-mail account in a timely manner shall not be an excuse for missing deadlines or failing to meet communicated expectations.

Therefore, all students must do the following:

- Regularly check their accounts and read any e-mail in a timely fashion. It is preferable that students read their e-mail on a daily basis but they are expected to do so at least four times per week, including all vacation and summer periods.
- Maintain their ship.edu inbox and home directory on the Student Information System located at info.ship.edu. In particular, all students are expected to ensure that use of the University's computing systems and networks do not exceed current published limits, thereby interfering with one’s ability to receive e-mail. All students are also expected to comply with all published policies governing computing and information networking.
- If people choose to use software to sort incoming e-mail into folders or to filter out unsolicited advertising e-mail (SPAM), they are responsible for making sure that the filter rules do not accidentally delete official correspondence from the University.
- If students choose to forward e-mail from ship.edu to another e-mail server, they are responsible for making sure that the e-mail is forwarded and working properly. They must also ensure that their e-mail account has adequate space available to accept new messages.

General Directions:

Registered students are assigned an e-mail account. Prior to taking their first classes, all students will receive an identification card with a library number printed on it.

Microsoft Outlook email accounts for students are in place. To login to the email system, you will first need to obtain a password to the new system. To do so, login to the Student Information System (https://info.ship.edu/student/app/login.pl) and then select Computer Services and select get email user id. When logging into the Microsoft Outlook email system, you will need to use your full email address (userid@ship.edu) and your email password.
my.ship.edu offers a variety of services and information directed especially to you. The site provides tools for you to update records, schedule classes, stay connected, and so much more—all in one secure place.

Once a student logins with their ship e-mail address and password they will be greeted with various menu items.

- **Print Quota Balance**- Each student is given $20 worth of printing available per semester, displays remaining balance after printing

- **Scheduling**- instructions on how to schedule classes, also where a student schedules their class for the next semester

- **Course work**
  - **Schedule**- displays student schedule for current semester
  - **Academic record**- displays grades of previous classes

- **Student information**
  - **Check for holds**- shows holds a student may have on their record. If there is a hold, a student cannot schedule
  - **Advisor information**- gives the name of a student’s advisor and their email

- **Course scheduling**- shows the available courses for the upcoming semester

- **Housing**- shows where the student is living and gives name an email address of roommate

- **Student Accounting**- tuition owed for the current semester

- **News and Information**- tells a student when to schedule, how to check grades, academic calendar
Study and Computer Sites

• Students are highly discouraged from using their rooms for small group meetings and ongoing studying because it can provide countless distractions such as a comfortable bed, radio, telephones and/or television. You are encouraged to use the following list of resource rooms to complete homework, form study groups, and/or just meet with friends:

  o Ceddia Union Building (Air Conditioned)
  o Dauphin Humanities Center (Air Conditioned)
  o Library (Air Conditioned)
  o Office of Multicultural Student Affairs (Gilbert Hall)
  o Math Computer Technology Computer Lab (Air Conditioned)
  o Study Lounges located on each floor of the residence hall

Computer Labs

• There are numerous computer labs throughout the campus for which students have the ability to use. Several labs are open 24 hours a day, 7 days a week. These labs are air conditioned, internet accessible and provide the ability to print documents. All labs are monitored via security cameras for safety and proper use. For this reason, it is not required, nor is it recommended that you purchase or bring your computer on campus. Should you still feel the need to bring your computer anyhow, there are a few things you should know about our Wireless Internet.

Wireless Internet access (Wi-Fi) is available campus-wide in all academic buildings, residence halls, and even in many outdoor areas.

Connect to Wi-Fi

To connect to Ship's wireless network:

1. Choose the "Connect to network" option on your computer. In Windows, this can be found by clicking the Wireless icon in the system tray (beside the clock), or on the menu bar on a Mac.
2. Choose ship from the list of available networks.
3. Open your web browser (i.e. Internet Explorer, Firefox, Chrome, Safari, etc.) and browse to the page of your choosing.
4. If this is your first time connecting, you will be re-directed to the network registration page. Enter your Ship e-mail address and password to register your device.

shipsecure Secure Wireless Access

Shippensburg University now provides shipsecure, a wireless network that enables an encrypted connection to our servers and the Internet. While on campus, you will see two available wireless networks. The first will be the University's current open wireless connection (seen as ship), while the second will be the secure wireless connection (seen as shipsecure).

shipsecure provides protection against password, identity, and data theft. The secure wireless connection is the recommended connection for users who have this option available to them. In order to connect to the new secure wireless network, users will need to follow the walkthroughs below based on the operating system they are using.
Accessing Shippensburg University’s Undergraduate Course Catalog

Included in the Undergraduate Catalog are the following:

- Section 1: Academic Calendar, Introduction, Admissions Policies and Procedures and Academic Policies and Procedures
- Section 2: University Curricula
- Section 3: Course Descriptions
- Section 4: Student Life, Directories, and Faculty
- Section 5: Page Index

To access, go to: http://www.ship.edu/catalog/

Accessing the Student Handbook: Swataney

Included in the handbook are the following:

- Campus Resources
- Academic Department Phone Numbers
- Student Life
- Student Services
- Code of Conduct and Judicial Process
- Academic Policies

To access: go to: http://studentservices.orgsync.com/org/sga/Swataney
Welcome to the Academic Success Program (ASP)

Act 101 Program
This program is a great way to begin your education at Shippensburg University in a supportive environment aimed at academic excellence.

ASP Student Testimonials

Academic Success Program from academicsuccessprogram on Flickr
Welcome to the Academic Success Program (ASP)

This program is a great way to begin your education at Shippensburg University in a supportive environment aimed at Academic Excellence.

Services Provided by ASP

The Academic Success Program offers a number of services to new and returning students during both the summer and academic year.

Academic Advising

Academic advising is one of the most important influences on students' collegiate experience. Through regular contact with students--whether face-to-face, through the mail, on the telephone, or through computer-mediated systems--advisors gain meaningful insights into students' academic, social, and personal experiences. Advisors use these insights to help students become part of the academic community, develop sound academic and career goals, and, ultimately, to be successful learners.

Career Assessment/Advising

Students entering college are often unsure about their long-term goals and tend to lack information about their academic or career options. Others may need some assistance in identifying their personal skills, interests, and abilities. The ASP faculty and staff will work with each student in planning their major and future career with the assistance of the Career Center.

Financial Aid Counseling

The Financial Aid office prepares financial aid packages based upon financial needs as determined by the students’ Free Application for Federal Student Aid (FAFSA). The ASP faculty and staff will conduct workshops in conjunction with the Financial Aid office to ensure students' understanding of their financial commitments.

AEES-101, Introduction to Higher Education

ASP students enroll in a three credit course taught by faculty from Academic Engagement and Exploratory Studies. This course counts toward students' grade point average, financial aid progress, and credit count. It
provides a structured introduction to higher education and Shippensburg University, applied learning strategies, and personal exploration. The curriculum exposes students to proven strategies that will result in greater academic, professional, and personal success.

Ongoing Support and Counseling Services

ASP faculty and staff are available to discuss any concerns the student might be having adjusting to college, professors, roommates, homesickness, etc. Problems beyond the scope of the ASP faculty and staff will be referred to the Counseling Center. The University Counseling Center (UCC) provides individual, couples, and group counseling, crisis intervention, and psychiatric services for undergraduate and graduate students. The UCC is located in the Wellness Center, Naugle Hall, Ground Floor.

Peer Leader Program

The ASP Peer Leader Program matches incoming students with academically successful ASP upperclassmen who will mentor and guide freshmen through their academic and social adjustment to college. The upperclassmen serve as role models, as people with answers to questions about the campus, the community, career, job opportunities, financial aid concerns, and academic scheduling. In general, Peer Leaders are students who care about helping freshmen to get through the first year.

Social/Cultural Activities

Throughout the summer and academic year, ASP provides social and cultural activities organized by ASP students. Past events have included: Novemberfest, Mardi Gras Celebration, Game Night, bowling, a trip to Washington D.C. and much more.

Study Hall/Study Groups

College students are expected to study two hours for every one hour they are in class. With this in mind, ASP offers organized study halls and study groups where students have the opportunity to study in an environment where they can work independently or in groups to review, process what they have been taught, prepare for exams, and where they can easily get assistance from the ASP faculty and staff.

Tutoring Referrals

The ASP faculty and staff works very closely with the Learning Center staff in providing content-based tutoring on a walk-in and appointment basis, learning strategies workshops, and learning specialist services. The Learning Center is located in the library.
# PLACES TO GO, THINGS TO DO

This is not a complete listing and is provided for your convenience only

<table>
<thead>
<tr>
<th>Fast Food</th>
<th>Selected Restaurants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burger King</td>
<td>University Grille</td>
</tr>
<tr>
<td>38 Walnut Bottom Road 717-530-0102</td>
<td>32 East King St. 717-530-1148</td>
</tr>
<tr>
<td>Brother’s Pizza</td>
<td>Chinatown Kitchen</td>
</tr>
<tr>
<td>Shippensburg Shopping Center 717-530-1732</td>
<td>Shippensburg Shopping Center 717-530-8448</td>
</tr>
<tr>
<td>Little Caesar’s Pizza</td>
<td>Diffy’s Family Restaurant</td>
</tr>
<tr>
<td>Shippensburg Shopping Center 717-477-8081</td>
<td>7900 Molly Pitcher Highway 717-532-2718</td>
</tr>
<tr>
<td>McDonald’s</td>
<td>Wheelhouse Cafe</td>
</tr>
<tr>
<td>333 East King St. 717-532-7945</td>
<td>300 North Earl St. 717-530-1355</td>
</tr>
<tr>
<td>Pizza Man</td>
<td>China Buffet Restaurant</td>
</tr>
<tr>
<td>201 North Seneca St. 717-530-1607</td>
<td>300 South Fayette St. 717-530-0889</td>
</tr>
<tr>
<td>Pizza ‘N Stuff</td>
<td>Mei Lin’s House</td>
</tr>
<tr>
<td>85 West King St. 717-532-3431</td>
<td>825 West King St. 717-532-9411</td>
</tr>
<tr>
<td>Sheetz</td>
<td>Pizza Hut</td>
</tr>
<tr>
<td>359 East King St. 717-532-3838</td>
<td>815 West King Street 717-532-9554</td>
</tr>
<tr>
<td>Subway</td>
<td>Shippensburg Family Diner</td>
</tr>
<tr>
<td>South Conestoga Drive (Wal-Mart Plaza) 717-532-4740</td>
<td>2 West King St.</td>
</tr>
<tr>
<td>Subway</td>
<td>CJ’s American Pub &amp; Grill</td>
</tr>
<tr>
<td>100 West King St. 717-530-5151</td>
<td>487 East King St. 717-532-5612</td>
</tr>
<tr>
<td>Wendy’s</td>
<td></td>
</tr>
<tr>
<td>100 South Conestoga Drive (Wal-Mart Plaza) 717-532-8477</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grocery Stores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weis</td>
</tr>
<tr>
<td>1075 West King St. 717-532-3492</td>
</tr>
<tr>
<td>Giant Foods</td>
</tr>
<tr>
<td>397 Baltimore Rd. 717-532-7515</td>
</tr>
<tr>
<td>CVS Pharmacy</td>
</tr>
<tr>
<td>701 East King St.</td>
</tr>
<tr>
<td>Wal-Mart</td>
</tr>
<tr>
<td>100 South Conestoga Drive 717-532-4240</td>
</tr>
<tr>
<td>Dollar Tree</td>
</tr>
<tr>
<td>343 Baltimore Rd M-F 8pm-9pm Sat 9am-7pm Sun 10am-6pm 717-477-0999</td>
</tr>
<tr>
<td>Rite Aid Pharmacy</td>
</tr>
<tr>
<td>300 S Fayette St 717-530-9111</td>
</tr>
</tbody>
</table>
Local Churches

The following list of churches is within the borough limits of Shippensburg. Most are within walking distance of the campus, one mile or less. Times of services and information about rides are available by calling the church, or from the United Campus Ministry office at 477-1672.

- Catholic Campus Ministry Spiritual Center 477-1244
- Christ United Methodist Church 47 E. King St. 532-6850
- Church of Christ 412 East King St. 532-9770
- Church of the Brethren 253 E. Garfield St. 532-6526
- Church of God – Pentecostal 477 S. Fayette St. 776-4820
- Church of the Nazarene 415 E. Orange St. 532-7450
- First Church of God 121 E. King St. 532-8421
- Grace United Church of Christ 121 E. Orange St. 532-6221
- Hope Reformed Presbyterian 123 Walnut Bottom Rd. 532-8998
- Life Community Church 209 E. Garfield St. 477-0278
- Memorial Lutheran 34 E. Orange St. 532-4614
- Messiah United Methodist 30 S. Penn St. 532-4904
- Middle Spring Presbyterian 135 Middle Spring Road 532-8198
- Mt. Pisgah A.M.E. Zion 205 E. Orange St. 532-9372
- Oasis of Love 303 S. Washington St. 532-5112
- Our Lady of Visitation Catholic 305 N. Prince St. 532-2912
- Presbyterian Church 12 S. Prince St. 532-5039
- Prince Street United Brethren 17 N. Prince St. 532-8404
- St. Peter’s AME 38 Stewart Place 532-4710
- United Campus Ministry Spiritual Center 477-1672
- Wesleyan Church 593 Walnut Bottom Rd. 532-5495
- Congregation Sons of Israel East King & North Second St., Chambersburg PA (717) 264-2915

***This is not a complete listing and is provided for your convenience only. This listing does not constitute endorsement by the University.***
Local Banks

<table>
<thead>
<tr>
<th>Bank</th>
<th>Address</th>
<th>Lobby Hours</th>
<th>Drive up</th>
</tr>
</thead>
<tbody>
<tr>
<td>Citizen’s Bank</td>
<td>153 West Orange St. Shippensburg, PA 17257</td>
<td>Mon-Thurs: 8:30-5:00</td>
<td>Fri: 8:30-6:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat: 8:30-Noon</td>
<td>Sat: 8:30-Noon</td>
</tr>
<tr>
<td>F&amp;M Trust</td>
<td>13 Shippensburg Shopping Center Shippensburg, PA 530-2100, 888-264-6116</td>
<td>Mon-Tues: 9:00-4:00</td>
<td>Thurs: 9:00-3:00</td>
</tr>
<tr>
<td></td>
<td>Free Student Checking plus a $10 opening fee</td>
<td>Fri: 9:00-6:00</td>
<td>Sat: 9:00-Noon</td>
</tr>
<tr>
<td>M&amp;T Bank</td>
<td>35 E. King St. Shippensburg, PA 532-4132, 800-269-8463</td>
<td>Mon-Thurs: 9:30am-3:00pm</td>
<td>Fri: 8:30am-5:00pm</td>
</tr>
<tr>
<td></td>
<td>Minimum Balance: None</td>
<td>Sat: CLOSED</td>
<td></td>
</tr>
<tr>
<td>Members 1st FCU</td>
<td>401 East King St Shippensburg, PA 17257 800-283-2328</td>
<td>Mon-Thurs: 9:00am-5:00pm</td>
<td>Friday: 9:00am-7:00pm</td>
</tr>
<tr>
<td></td>
<td>Minimum Balance: $5.00</td>
<td>Saturday: 9:00am-2:00pm</td>
<td></td>
</tr>
<tr>
<td>Orrstown Bank</td>
<td>77 E. King St. Shippensburg, PA 532-6114, 800-588-3092</td>
<td>Mon-Wed: 8:30 - 3:00</td>
<td>Thurs: 8:30 - 6:00</td>
</tr>
<tr>
<td></td>
<td>Minimum Balance: None</td>
<td>Thurs: 8:30 - 6:00</td>
<td>Fri: 8:30 - 6:00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sat: 8:30 - Noon</td>
<td>Sat: 8:30 - Noon</td>
</tr>
<tr>
<td>PSECU</td>
<td>PO Box 67013 Harrisburg, PA 17106 800-237-7328 Website: <a href="http://www.psecu.com">www.psecu.com</a></td>
<td>Membership is open to anyone attending the university. There are three MAC machines on campus and a PSECU assistance center located in the CUB, 2nd floor. There is also a PSECU machine at the corner of King St. and Earl St in town.</td>
<td></td>
</tr>
</tbody>
</table>

*Rates and hours are subject to change

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**EMERGENCY SERVICES**

***On Campus***

- **Campus Switchboard**: 477-7447
  - When dialing on campus: 0
- **Counseling Center (Wellness Center)**
  - **Location**: Naugle Hall 1481
  - When dialing off campus: 717-477-1481
- **Emergency**
  - When dialing off campus: 1911
  - 911
- **Etter Health Center**: 717-477-1458
  - When dialing off campus: 1458
- **Women's Center**
  - **Location**: Horton Hall Rooms 132-135
  - 1790
  - When dialing off campus: 717-477-1790
- **University Public Safety Office: University Police**
  - When dialing off campus: 1444

***Off Campus***

- **Chambersburg Hospital**
  - **Location**: 112 North Seventh Street, Chambersburg, PA. 17201
  - **General Information**: 717-267-3000
  - **Emergency Room**: 717-267-7146
- **Carlisle Regional Medical Center. Formerly the Carlisle Hospital**
  - **Location**: 246 Parker Street, Carlisle PA 17013
  - **General Information**: 717-249-1212
  - **Emergency Room**: 717-245-5500
- **Shippensburg Family Practice**
  - **Location**: 46 Walnut Bottom Road, Shippensburg, PA 17257
  - 717-530-5117
- **Shippensburg Health Services**
  - **Location**: 46 Walnut Bottom Road, Shippensburg, PA 17257
  - 717-530-5333
- **Shippensburg Borough Police Department Police**
  - **Location**: 60 West Burd Street, Shippensburg, PA. 17257
  - 717-532-7361

***This is not a complete listing and is provided for your convenience only. This listing does not constitute endorsement by the University.***
Raider Regional Transit (RRT) is a local bus system serving the Shippensburg University and the Shippensburg community. RRT is jointly sponsored by the Shippensburg University Student Association, Shippensburg University, Shippensburg Borough, Shippensburg Township, Cumberland County, Southampton Township-Franklin County and Capital Area Transit with funds provided by the Pennsylvania Department of Transportation.

The RRT provides service Monday through Saturday during the university's regular academic year and on Tuesdays and Thursday's (Modified Schedule) during the summer and fall, spring and holiday breaks. Service is provided around campus, and the Shippensburg community. Riders may go to local shopping areas as well as the regional Chambersburg mall.

**FARES**
- Free to Shippensburg University students and employees with student ID.
- Free to senior citizens with Commonwealth ID card. To obtain an ID contact the Raider Regional Transit office at 530-8891.
- $1.25 for each one-way trip.
- Children age five and under may ride free with a fare-paying adult.
Finding the Right Bus:

Raider Regional Transit has two routes, the Red and Blue. Each bus is marked with signs on and over the windshield denoting the route. Bus stop signs have been installed on campus and throughout the Shippensburg community. Look at the RRT schedule, check schedule and bus stop locations, proceed to the nearest bus stop, wait for the bus traveling the route you wish to ride and the driver will top for you. You may want to wave to the bus driver indicating that you wish to board the bus.

BLUE Route

<table>
<thead>
<tr>
<th>AM SERVICE</th>
<th>PM SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Loop</td>
<td>Orange St.</td>
</tr>
<tr>
<td>7:15</td>
<td>7:18</td>
</tr>
<tr>
<td>7:45</td>
<td>7:48</td>
</tr>
<tr>
<td>8:15</td>
<td>8:18</td>
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<tr>
<td>8:45</td>
<td>8:48</td>
</tr>
<tr>
<td>10:45</td>
<td>10:48</td>
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</table>

MODIFIED SCHEDULE Tuesday and Thursday

<table>
<thead>
<tr>
<th>AM SERVICE</th>
<th>PM SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Loop</td>
<td>Orange St.</td>
</tr>
<tr>
<td>12:25</td>
<td>12:31</td>
</tr>
<tr>
<td>1:25</td>
<td>1:31</td>
</tr>
<tr>
<td>4:25</td>
<td>4:31</td>
</tr>
</tbody>
</table>

MODIFIED SCHEDULE During University and Summer Breaks Raider will operate Tuesday and Thursday ONLY on this schedule.
### RED Route

#### MONDAY through FRIDAY
**WHEN UNIVERSITY IS IN SESSION**

<table>
<thead>
<tr>
<th>AM SERVICE</th>
<th>PM SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:21</td>
<td>7:22</td>
</tr>
<tr>
<td>7:37</td>
<td>7:44</td>
</tr>
<tr>
<td>7:57</td>
<td>8:00</td>
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<td>8:21</td>
<td>8:22</td>
</tr>
<tr>
<td>8:57</td>
<td>9:06</td>
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<tr>
<td>9:37</td>
<td>9:44</td>
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<tr>
<td>9:57</td>
<td>10:00</td>
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<tr>
<td>10:37</td>
<td>10:44</td>
</tr>
<tr>
<td>10:57</td>
<td>11:06</td>
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<tr>
<td>11:37</td>
<td>11:44</td>
</tr>
<tr>
<td>11:57</td>
<td>12:06</td>
</tr>
</tbody>
</table>

#### SATURDAY
**OPERATES ONLY WHEN UNIVERSITY IS IN SESSION**

<table>
<thead>
<tr>
<th>AM SERVICE</th>
<th>PM SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:00</td>
<td>1:09</td>
</tr>
<tr>
<td>2:00</td>
<td>2:09</td>
</tr>
<tr>
<td>4:00</td>
<td>4:09</td>
</tr>
<tr>
<td>6:00</td>
<td>6:09</td>
</tr>
<tr>
<td>7:00</td>
<td>7:09</td>
</tr>
</tbody>
</table>

#### Campus Loop
- Downtown - LIbrary Office
- H.P. Commons - HS
- BP Commons
- Stone Ridge Commons
- Butler Commons
- Fatigue Commons
- West Manor Commons
- BP Commons
- H.P. Commons

#### Wal-Mart Service
- Walmart
- Walmart
- Walmart
- Walmart
- Walmart
- Walmart
- Walmart
- Walmart
- Walmart

#### Modified Schedule

**Tuesday and Thursday**

<table>
<thead>
<tr>
<th>AM SERVICE</th>
<th>PM SERVICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:02</td>
<td>1:05</td>
</tr>
<tr>
<td>1:30</td>
<td>1:37</td>
</tr>
<tr>
<td>4:02</td>
<td>4:05</td>
</tr>
<tr>
<td>5:02</td>
<td>5:05</td>
</tr>
</tbody>
</table>

**MODIFIED SCHEDULE**

During University and Summer Breaks Raider will operate Tuesday and Thursday, only, on this modified schedule. Please refer to above timetable for details.
Ship to Harrisburg: Capital Area Transit operates a bus service that leaves the Shippensburg Wal-Mart for the Harrisburg Transportation Center (Amtrak Train Station) Monday thru Friday, except on State and Federal holidays. The one-way adult fare is approximately $2.95 (Exact change is required).
- Leave Wal-Mart 5:40 a.m.; Arrive Harrisburg 6:45 a.m.
- Leave Wal-Mart 6:40 a.m.; Arrive Harrisburg 7:45 a.m.
- Leave Wal-Mart 5:00 p.m.; Arrive Harrisburg 6:00 p.m.
- Leave H. Ric Luhrs Performing Arts Center 5:00 p.m.; arrive Harrisburg AMTRAK station 6:00 p.m.

Harrisburg to Ship: Leave the Market Square Transfer Center in Harrisburg for the Shippensburg Wal-Mart Monday thru Friday, except State and Federal holidays. The same fares as above apply.
- Leave Harrisburg 3:35 p.m.; Arrive Wal-Mart 4:49 p.m.
- Leave Harrisburg 4:05 p.m.; Arrive Wal-Mart 5:19 p.m.
- Leave Harrisburg 4:35 p.m.; Arrive Wal-Mart 5:50 p.m.

BUS SERVICE (Sunday Evening or Monday in the case of a Holiday Weekend)

There is Sunday evening bus service from Harrisburg to Shippensburg, leaving the Transportation Center (Amtrak Train Station) at 9:30 p.m. and dropping students off on-campus. This is a service provided by the Student Senate through Wolf Bus Lines. To sign-up for the Sunday evening bus service, please contact the Student Senate in the CUB 201 or call 477-1651 between 8:30 a.m. and 4:30 p.m. Monday thru Friday. Reservations should be made no later than 3:00 p.m. on the Thursday before the scheduled bus. The cost is $5.00 and is payable in advance at the Student Senate Office.