

# PARENT'S HANDBOOK CONTENTS

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## MESSAGE FROM THE PRESIDENT

Dear Moravian Parent:

We have prepared this on-line handbook to provide general information, to anticipate your most frequently asked questions, and to suggest offices you might call regarding your particular concerns.

At Moravian, we are proud of all that we have to offer our students. Your student will find a multitude of opportunities here that will allow him or her to learn and to grow. Through learning experiences inside and outside of the classroom – and with the support of a community that respects the independence and individuality of each of its members – Moravian College offers all its students a chance to discover who they are and to determine who they will become.

We believe that it is important for parents and guardians to let their student make this voyage of discovery on his or her own, while keeping relationships strong. We hope that you will stand by your sons and daughters, nudge them a bit when they need it, and celebrate their successes with them. We also hope that you will give them room to develop the character, self-discipline, and skills that can only come from taking responsibility for themselves and succeeding through their own efforts.

We will certainly be there to help. Each new student will encounter new and unexpected challenges, but our faculty and staff have the experience, expertise, and commitment to help your student overcome and learn from those challenges.

Thank you for all you've done – and all you continue to do – in seeking a very important goal that we now share: a rewarding and successful future for the new Moravian student in your family and ours.

Sincerely,

Christopher M. Thomforde  
President

## **MORAVIAN COLLEGE HISTORY AND HERITAGE**

Moravian is an independent liberal arts college that traces its origins back to 1742. It is recognized today as America's sixth oldest college, after Harvard (1636), William and Mary (1693), St. John's in Annapolis (1696), Yale (1701), and the University of Pennsylvania (1740). Inspired by the work of the pioneer educator John Amos Comenius (1592-1670), Moravian has from the beginning embraced his belief that a broad and thorough education is the key not only to personal growth and success but also to the well being of the community. In the twenty-first century, Moravian College continues to insist on the importance of a rigorous education in the liberal arts as the essential starting point for a life of learning, service, and personal fulfillment. At Moravian, that education takes place in a community based on mutual respect and the free exchange of ideas and composed of teachers and students of all ages, races, and faiths.

In its third century of service, Moravian welcomes a new generation of students into its community of learning, cooperation, and conscience.

## ACADEMIC LIFE

### Classes for First-Year Students

Accepted students and their parents will attend May registration, where your student will register for his or her fall courses. For those who cannot attend registration in May, other arrangements will be made. The standard course load for first-year students is four and a half course units per semester. A unit is a course that equals four credit hours, and tuition for a full-time student covers a course load of from three to four and one-half units. Along with their other four courses, first-year students enroll in an “Introduction to College Life” seminar during their first semester, and in either their first or second semester they take a physical education course called “Concepts of Fitness and Wellness”. By continuing to take the equivalent of four units each semester, a student will have completed the thirty-two units required for graduation after four years.

Incoming students choose their courses in consultation with their academic advisors during the May registration period. Advisors help students schedule courses that fulfill College requirements for graduation. These include courses in the Learning in Common curriculum, which provide a broad grounding in the arts and sciences, and courses in the student’s major. Students may verify their schedules online with the personal identification number issued by the College at <https://amos.moravian.edu/ics>.

Don’t be concerned if your student has not yet decided on a major in his or her first year. Many students come to Moravian without having a particular major in mind, and many of those who have chosen a major change their minds. The first and second years are good times to sample many fields of knowledge and to decide which ones to explore in more depth.

### Learning in Common

All students at Moravian College are required to fulfill the requirements of the Learning in Common curriculum. The starting point is the “Introduction to College Life” seminar mentioned above. In this seminar, eighteen or nineteen first-year students meet with their advisor and a student mentor each week, discuss issues of adjustment to college life, and develop the skills they will need to succeed. Each student also develops a Personal Education Plan to enable him or her to make informed choices about his or her life and work at Moravian.

A Moravian education is based on the belief that study of the liberal arts—the humanities, natural sciences and social sciences—is the best foundation for a life of purpose, service and success. To insure that every student shares the benefits of a liberal arts education, the Learning in Common curriculum requires that students complete a total of thirteen courses in various fields of learning. These include courses in writing, quantitative reasoning, foreign language, and laboratory science as well as courses in the humanities (such as history, literature, philosophy, art and music) and the social sciences (such as economics, political science, psychology, and sociology). Finally, upper-class students complete their Learning in Common requirements by taking two interdisciplinary courses, one that explores the social impact of science and another that investigates moral life.

Based on their achievements before coming to Moravian, some students may be excused from taking courses in certain categories. You can find a fuller account of the Learning in Common program at <http://www.moravian.edu/catalog/catalog.pdf>, the *Moravian College Catalog*.

## Academic Majors

In order to graduate, students must fulfill the requirements of the majors they have selected. Moravian College offers more than forty different majors in fields as diverse as History, Graphic and Interactive Design, Biology, Industrial/Organizational Psychology, Music, and International Management. In addition, students may choose to complete a double major, an interdepartmental major, or an individually designed major, and they may also complete a minor in a field of interest outside their major. The requirements of the various majors are spelled out in the *Catalog*, and the student's academic advisor will explain the requirements and help the student choose the major best suited to him or her. Ultimately it is the student's responsibility to choose an academic program and schedule the courses appropriate to it.

As a general rule, students who select their majors early in their sophomore years will have ample time to complete the major requirements. Parents should be aware, however, that certain majors require more courses than others, and some require that the courses be taken in a particular sequence. **In particular, students who wish to major in engineering, music, or nursing, or who wish to gain certification in elementary education, should consult with specialists in these areas before deciding on their first year courses.**

## Class Schedule

Moravian College courses meet one, two, three or four times a week, depending on the nature of the course. Laboratory science courses generally hold three lecture class meetings and one laboratory meeting each week. A few courses meet once or twice a week in the evening, usually from 6:30 P.M. to 9:00 P.M. or 9:30 P.M. For the most part, classes meet at the following times:

Period	Time	Period	Time
1	7:50-8:40 A.M.	4b	11:45-12:55 P.M.
1b	7:30-8:40 A.M.	5a	1:10-2:00 P.M.
2a	8:55-9:45 A.M.	5b	1:10-2:20 P.M.
2b	8:55-10:05 A.M.	6a	2:35-3:25 P.M.
3a	10:20-11:10 A.M.	6b	2:35-3:45 P.M.
3b	10:20-11:30 A.M.		
4a	11:45-12:35 P.M.		

## **Attendance**

Students are expected to attend classes regularly. When a student finds it necessary to be absent from class, he or she should, as a matter of courtesy, inform the instructor (if possible, in advance of the absence). Students should notify the Learning Services Office (610 861-1510) in the case of extended absences.

If absences occur, it is the student's responsibility to make up whatever work has been missed. Permission to make up laboratory assignments, studios, quizzes, and period tests may be granted at the discretion of the instructor. Final exams may be rescheduled only with the permission of Associate Dean for Academic Affairs, and such permission will be granted only when a student has two exams scheduled at the same time, or three exams scheduled in one twenty-four-hour period, or in cases of emergency. Students and parents should be sure that their end-of-semester travel plans do not conflict with scheduled exams. Final exam schedules are posted online at <http://home.moravian.edu/public/regis/> at the midpoint of each term. You may also call the Registrar's office (610 861-1350) to check on final exam schedules.

In many classes, for example seminars, laboratories, studios, and physical education, the student's participation in class constitutes a substantial part of the work of the course, in which case excessive absence will lower grades. When in the judgment of an instructor a student's progress is being seriously impeded by excessive absences from class or by other difficulties, the instructor may refer the student to the Learning Services Office.

## **Inclement Weather Policy**

Commuting students who are absent or late for class are not to be penalized when the U.S. Weather Bureau has issued any of the following notices: Traveler's Advisory, Heavy Snow Warning, or Winter Storm Warning. In case of hazardous weather conditions, the College may be officially closed and classes canceled. Such a cancellation would be announced over the public address system of the Hauptert Union Building (the HUB) and over radio stations WEST-AM 1400, WLEV-FM 96.1, WFMZ-FM 100.7, WAEB-FM 104.1, WAEB-AM 790, and television station WFMZ-TV (Channel 69). You can also call 610 625-7995 for information on college closings.

## **Grades and Quality Point Averages**

As classes progress, students receive feedback from their professors in several forms, including grades. Don't be too surprised if your first-year student does not immediately earn grades as high as those he or she received in high school, or as high as you think he or she is capable of earning. The first year is a time of transition, socially and academically, and most students take some time to get used to college life. After your student has adjusted to the new demands of learning in a college setting, you can expect his or her grades to be a better measure of effort and achievement.

Because of the Family Educational Rights and Privacy Act (FERPA), which is described more fully in the section of this handbook entitled “Confidentiality of Student Records,” Moravian College may not report grades directly to parents. Students are provided with personal identification numbers that allow them to access their grades online.

Academic achievement at Moravian is reported in the form of letter grades, each of which earns a student a certain number of Quality Points. Quality Point Averages (QPAs) are important indicators of a student’s progress toward his or her degree. The grades assigned at Moravian and the Quality Points they earn are shown below.

A = 4.00	C = 2.00
A- = 3.67	C- = 1.67
B+ = 3.33	D+ = 1.33
B = 3.00	D = 1.00
B- = 2.67	D- = 0.67
C+ = 2.33	F = 0.00

In general, the number of Quality Points earned in a single course is the same as the numerical value of the grade received in that course. Thus a student who earns an “A” in Writing 100 has earned four Quality Points. If a student earns an “A”, a “B” and two “C’s” in his or her first four courses, the Quality Point Average for those four courses is:

$$(4 + 3 + 2 + 2)/4 \text{ or } 11/4 \text{ or } 2.75$$

Of course it is not always so simple. Some courses earn only one-quarter, or one-half, or three-quarters of the credit for a full course unit and therefore earn only a proportional number of quality points. These courses are listed in the catalog and in the registration schedule with special numbers. While a full-credit course is indicated by a three-digit number, for example Art 113 or Writing 100, a half-credit course is indicated by the decimal “.2” after the three-digit number. For example, LINC 100.2 (the number of the first-semester “Introduction to College Life” seminar in the “Learning in Common” curriculum) earns only half the credit of a full course unit. A quarter-credit course is indicated by the decimal “.1” after the three-digit course number and a three-quarter credit course by the decimal “.3”. This complicates the job of calculating the Quality Point Average!

In addition to these letter grades, you may see other indications of performance on student grade reports and transcripts. They include: “P”, which indicates *Pass*, and “NC”, which indicates *No Credit*, in courses taken on a Pass/No Credit basis; “W”, which indicates that a student *Withdrew* from a course before the official deadline for withdrawal (normally before the last four weeks of a fall or spring term); “WF”, which indicates that a student withdrew from the course after the deadline (a “WF” counts as an “F” in computing Quality Point Averages); “AUD”, which indicates that a student *Audited* the course without receiving college credit; and “INC”, which indicates *Incomplete* coursework, used when special circumstances beyond the student’s control prevented completion of the course before the end of the term or session. Students who receive a grade of “INC” must complete the course work within six weeks of the last day

of final exams. Further explanations can be found in the *Moravian College Catalog* or the *Student Handbook* (<http://www.moravian.edu/studentLife/handbook/index.htm>).

Students may appeal grades if they feel that their work has not been fairly evaluated. College policy states that they should first discuss the matter with the course instructor. If that fails to resolve the issue, they should then consult with the chair of the department that offers the course. If the issue is still unresolved, they should contact the Office of Academic Affairs (610 861-1348) for information on how to appeal a grade to the Academic Standards Committee.

## Academic Standing

Quality Point Averages are important at several stages of the student's career. In order to graduate, a student must have earned thirty-two course units with an overall QPA of at least 2.00. In addition, he or she must have completed the requirements for his or her major with a QPA of at least 2.00 in courses numbered higher than 110, both required and elective, in the department of the major field. There are higher QPA requirements for certain academic programs. For example, students must have at least a 2.70 QPA to undertake an Independent Study or a Field Study, and to qualify for student teaching, students must have at least a 3.00 average overall as well as in their majors and in their education courses.

If a student's QPA at the end of the fall or spring term falls below 2.00, the student is placed on academic probation. The record of a student on probation is carefully evaluated at the end of each fall or spring term until his or her cumulative QPA is above 2.00, and the College may take any of the following actions: place the student on probation for an additional term, remove the student from probation, require the student to withdraw for one or more terms with the privilege of returning at a specified time, or discontinue the student for failure to meet academic standards.

Whether on probation or not, students are subject to discontinuance if they fail to meet the following minimum cumulative Quality Point Averages:

- First-year students who have completed at least three course units must achieve at least a 0.50 QPA.
- Students must achieve a 1.40 QPA after six scheduled course units.
- Students must achieve a 1.70 QPA after twelve scheduled course units.
- Students must achieve a 1.80 QPA after eighteen scheduled course units.
- Students must achieve a 2.00 QPA after twenty-four scheduled course units.
- 

In addition to these QPA requirements, full-time students must complete a minimum of six course units each academic year or be subject to discontinuance.

On a happier note, students with excellent QPAs earn special recognition. Every semester, the Dean's Honor List recognizes those students who achieved a 3.50 QPA while taking at least three course units. At graduation, students who have a QPA of at least 3.50 but less than 3.65 overall receive the designation *cum laude* on their diplomas,

while those whose QPA is at least 3.65 but less than 3.80 graduate *magna cum laude*. Those who achieve a QPA of 3.80 or higher graduate *summa cum laude*: “with highest honors”. A student must have earned a minimum of 16 graded course units at Moravian to be eligible for these graduation honors.

Questions about academic standing should be directed to the Academic Affairs Office at 610 861-1348.

### **Policy On Academic Honesty**

Moravian College students are committed to honesty and fairness in their academic work. The College encourages students to help each other learn, but a Moravian student’s work is his or her own. He or she does not accept unfair assistance and will not offer unfair assistance to others. This atmosphere of academic integrity is the foundation on which learning at Moravian is built.

The College’s expectations and the consequences of failure to meet those expectations are discussed in the *Moravian College Student Handbook* in the section on “Academic Honesty at Moravian College.” If at any point in your student’s academic work at Moravian he or she is uncertain about his or her responsibility as a scholar or about the propriety of a particular action, he or she should consult the instructor in the course. Feel free to call the Academic Affairs Office (610 861-1348) with any questions about this policy.

### **Confidentiality of Student Records**

You will naturally want to follow your student’s academic progress at Moravian and to learn of any successes or setbacks he or she may encounter. Please be aware that federal law may limit the ability of Moravian College faculty and staff to discuss these matters with you. According to the Family Educational Rights and Privacy Act (FERPA) of 1974, Moravian College must maintain the confidentiality of students’ education records while permitting students to review and correct them if necessary. This means that, with certain exceptions, no person outside of Moravian College may have access to, nor may Moravian College disclose any personally identifiable information from, a student’s education records without the written consent of the student.

The following questions and answers may be helpful in understanding the ways in which FERPA governs student records.

UNDERSTANDING AND APPLYING THE  
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT  
**FERPA**

Questions and Answers for Parents

*Synthesis*, a publication which addresses higher education legal issues, is largely the source for the information below, which has been reproduced with permission because of Moravian's subscriber status.

1. HOW CAN I LEARN HOW MY STUDENT IS DOING?

The best approach is to ask your son or daughter directly. Communicating with young adults isn't easy. They're not always as forthcoming as we would like. The college years, however, are a period of remarkable growth and maturation. The ability and willingness of students to share information and insights usually grows, especially as they acquire the confidence that comes with assuming greater responsibility for their own lives.

2. DOES THE COLLEGE HAVE ANY WRITTEN POLICY ABOUT INFORMATION FROM STUDENT RECORDS THAT CAN BE SHARED WITH PARENTS?

Yes. Like other colleges and universities across the country, the College is subject to a federal law called the Family Educational Rights and Privacy Act (also called "FERPA" or "the Buckley Amendment"). FERPA sets privacy standards for student educational records and requires institutions to publish a compliance statement, including a statement of related institutional policies. College policy (titled "Student Records") is printed in the *Moravian College Student Handbook* and is available online at <http://www.moravian.edu/studentLife/handbook/regulations4.htm>.

3. WHERE CAN I FIND OUT MORE INFORMATION ABOUT FERPA?

FERPA is enforced by the U.S. Department of Education. The Department maintains a FERPA Website at <http://www.ed.gov/offices/OII/fpco/ferpa/> with links to FERPA regulations.

4. WHAT RECORDS DOES FERPA COVER?

The privacy protection FERPA gives to students is very broad. With limited exceptions FERPA regulations give privacy protection to all student "education records." Education records are defined as "[t]hose records that are directly related to a student and [are] [m]aintained by an educational agency or institution or by a party acting for the agency or institution." Examples of student records entitled to FERPA privacy protection are grade reports, transcripts, and most disciplinary files.

#### 5. WHAT DOES IT MEAN TO SAY A RECORD IS “PROTECTED” BY FERPA?

Unless personally identifiable information from a student’s education record falls under a specified exception, the information cannot be released to third parties (including parents) without signed and dated written consent from the student.

#### 6. WHAT ARE THE EXCEPTIONS TO FERPA’S COVERAGE?

There’s a detailed list of exceptions at part 99.3 of the FERPA regulations (“Education records’ defined”) and at 99.31. Perhaps the most important exception allows disclosure [of information in student education records] to the parents of a student claimed as a dependent for federal tax purposes. Also, among the records not protected by FERPA are dates of attendance, academic major, and degrees received.

#### 7. I HAD EASY ACCESS TO MY STUDENT’S SCHOOL RECORDS. WHY DON’T I HAVE THE SAME ACCESS TO RECORDS KEPT BY THE COLLEGE?

Under FERPA, the access rights that parents and legal guardians had in the elementary and secondary school setting are transferred to students, once a student has turned eighteen, or is attending any post secondary educational institution.

#### 8. WHY DO I HAVE LIMITED ACCESS TO MY STUDENT’S COLLEGE RECORDS WHEN I’M PAYING HER COLLEGE EXPENSES?

As a parent or legal guardian you normally can have access to your student’s college records. The best way to do so is with the student’s consent. Nonetheless, as indicated in the answer to question six, if you claim your son or daughter as a dependent for federal tax purposes, the College will give you access to her education records, as specified in FERPA. FERPA does not require colleges and universities to grant such parental access. The College does so as a matter of policy.

#### 9. HOW DO I PROVIDE DOCUMENTATION OF MY STUDENT’S DEPENDENT STATUS?

Typically, parents will be asked to supply a copy of their most recent federal income tax forms.

#### 10. HOW CAN I FIND OUT MY STUDENT’S GRADES?

Most parents ask their student directly. Doing so fosters trust, and a sense of mutual responsibility. Also, as indicated in the answer to question eight, if your student declines to share grade information with you, the Registrar will give you access to his or her grades if you can demonstrate that you claim the student as a dependent for federal tax purposes.

**11. WILL I BE NOTIFIED IF MY STUDENT IS PUT ON ACADEMIC PROBATION, OR IS SUBJECT TO ACADEMIC DISMISSAL?**

Yes. Students placed on academic probation or subject to academic dismissal receive notification by letter, and a copy is sent to the student's parents.

**12. WILL I BE NOTIFIED IF MY STUDENT IS HURT OR IN DANGER?**

The College policy on "Student Records" states that "Moravian College representatives may initiate communication with parents when serious health, discipline, enrollment, and other matters are at issue." Prior consent to disclosure of information from student education records will not be required in such instances. For example, if a student living in the residence halls were transported to the hospital in a life-threatening situation, every reasonable effort would be made by Campus Safety or Residence Life Staff to notify parents as soon as possible.

**13. WHAT IF MY CHILD IS HURT OR IN DANGER OFF-CAMPUS?**

Generally, students are not subject to our control or supervision when they live or work off-campus. However, if we learn of an emergency involving one of our students, we will attempt to notify the student's parents, in accordance with our emergency notification policy and procedures. Hospitals and police agencies will also follow their own notification protocols.

**14. WILL I BE INFORMED IF MY STUDENT IS TREATED AT THE HEALTH CENTER OR IS SEEING A COUNSELOR IN THE COUNSELING CENTER?**

Not normally. In addition to FERPA, state laws and professional ethical codes preclude the College from routinely sharing student medical information and counseling records with third parties, including parents, without the student's consent. There are important policy reasons supporting these confidentiality requirements, including the proven therapeutic benefits associated with encouraging students to talk openly and candidly with a physician or counselor without fear their conversations will be reported to others.

Confidentiality, of course, is not absolute. It can be broken (and parents notified, as appropriate) if staff members in the Health or Counseling Centers determine that a student poses an imminent danger to self or to an identifiable third party.

**15. HOW WILL I KNOW IF MY STUDENT IS SUBJECT TO COLLEGE DISCIPLINARY ACTION?**

The College disciplinary system is administered by the Student Affairs Office. Staff members routinely urge students to inform their parent if they are accused of any disciplinary offense.

Students receive written notification of any decision and the sanction imposed. Generally, parents of dependent students will receive a copy of the notification letter in

cases of suspension or expulsion; in cases where removal from the residence halls, suspension, or expulsion is a probable outcome of a subsequent case; or where restitution for significant damage is mandated.

**16. I'VE SEEN PRESS REPORTS ABOUT A NEW FERPA PROVISION ALLOWING NOTICE TO PARENTS WHEN A STUDENT VIOLATES DRUG OR ALCOHOL LAWS. WHAT POSITION HAS THE COLLEGE TAKEN ON THIS NEW RULE?**

The FERPA regulations authorize, but do not require, disclosure to parents of “the student’s violation of any Federal, State, or local law, or any rule or policy of the institution, governing the use of possession of alcohol or a controlled substance if (A) the institution determines that the student has committed a disciplinary violation with respect to that use or possession; and (B) the student is under the age of 21 at the time of the disclosure to the parent.”

The College has changed its privacy policy to permit such disclosure. However, as indicated in the answer to the previous question, we normally notify parents of dependent students if a student is facing a disciplinary charge that could result in suspension or expulsion.

*Source: “Understanding and applying the Family Educational Rights and Privacy Act – Questions and Answers for Parents,” Synthesis (Fall 2001), pp. 927 – 928, 932.*

### **Special Academic Programs**

Moravian College offers many opportunities to go beyond the basic requirements of the Learning in Common and major programs. You may be interested to know that:

- Students who have completed six course units at Moravian may register for classes at any of the schools that make up the Lehigh Valley Association of Independent Colleges (LVAIC) without additional tuition charges. Students may choose from course offerings at Cedar Crest College, DeSales University, Lafayette College, Lehigh University, and Muhlenberg College. As a result, Moravian students enjoy the advantages of a small liberal arts college with the resources of a major university. The Registrar’s Office (610 861-1350) can answer any questions about coursework at other LVAIC schools. More information is available online at <http://www.lvaic.org/>.
- A junior or a senior may work together with a faculty member to design her or his own Independent Study course or off-campus Field Study experience for academic credit. To be eligible for these opportunities, students must have a Quality Point Average of 2.70 or better. Independent Study and Field Study allow students to tailor their courses precisely to their interests and to develop strong one-on-one relationships with faculty members and mentors. Questions about these programs should be directed to the Academic Affairs Office (610 861-1348).
- Moravian College strongly encourages students to study abroad for a summer, a semester, or a full academic year. There are numerous programs that allow students to study abroad for credit, including the Year Abroad Program at Oxford University and

summer programs sponsored by the Lehigh Valley Association of Independent Colleges in Mexico, Spain and Germany. Many other opportunities for foreign study are available. Call the Director of International Studies (610 625-7847) and visit our International Studies website (<http://home.moravian.edu/public/intstud/intlstudiesoffice/index.htm>) for more information.

- SOAR (Student Opportunities for Academic Research) is a competitive Moravian College program which provides stipends, travel allowances, and research expenses to support students, in any discipline, who are engaged in scholarly or creative activity with faculty members. Students can apply for stipends for use during the school year or over the summer, and some summer housing is available. Online information about the SOAR program can be found at <http://www.soar.moravian.edu/>.
- The Honors Program at Moravian College offers seniors of proven ability the opportunity to pursue a yearlong study of a topic of special interest under the personal guidance of a faculty member who serves as the Honors Project Advisor. While Honors students usually choose a topic in their major, they may select another academic area or even a combination of areas. Honors study is invaluable preparation for graduate school, as well as a rewarding experience for students ending their formal education with Commencement. Online information about the Honors Program is available at <http://www.honors.moravian.edu/>.
- The College has chapters of eighteen national honor societies to recognize excellence in various fields of study, as well as many other clubs and associations in various areas of academic interest. These groups help students to develop their talents outside the classroom alongside students with similar interests.

### **Academic Assistance**

Every student at Moravian can improve her or his academic knowledge and abilities. It may be that your student is a fine writer who wishes to become an excellent one, or that despite your student's best efforts, she or he becomes frustrated in a difficult course. At Moravian College, there are many resources available outside the classroom to help the struggling student succeed and the successful student excel.

Of course the very best source of academic assistance is the course instructor, and a student should always approach him or her first. Instructors can clarify course assignments, explain difficult concepts and problems, and offer detailed suggestions for improvement. What is more, they can help your student go beyond the minimal course assignments to explore an area of interest in greater detail. Your student should let the instructor know that he or she is willing to work hard to overcome difficulties or to go beyond the minimum—and then do the hard work required!

Sometimes academic problems result not so much from the content of the course as from the basic skills and study habits of the student. College courses are far more demanding than high school courses, and not every student has learned how to take lecture notes, to read for thorough comprehension, or to manage time wisely. The Learning Services Office (<http://home.moravian.edu/public/stusvc/learning/> or 610 861-1510) can help. Through presentations and individual counseling, the Learning Services staff can give your student the academic survival skills he or she requires. Together with

the Counseling Center, the Learning Services Office also serves students with physical disabilities and those with learning disabilities.

Even the most talented students need constant practice in order to write well. Moravian requires every first-year student to take a course in writing, and for those students who want or need to improve their writing further, the Writing Center (610 861-1392, <http://home.moravian.edu/public/eng/writingCenter/appointments.htm>) is always available to offer assistance. As a client of the Writing Center, your student works with a trained tutor to improve grammatical and composition skills while completing regular course assignments.

For extra help with the content of a particular course, the College offers the services of peer tutors in subjects such as foreign languages, mathematics, economics and physics. The Learning Services Office can put your student in touch with an appropriate tutor.

## **Celebrations**

The College is proud to welcome the parents of Moravian students to the campus for a variety of celebrations during the academic year. Parents of first-year students will be especially interested in Family Day. Family Day is an all-day event that features information sessions on Moravian's academic programs and on career planning as well as sports events, a reception with faculty and administrators, and lunch and dinner. It's a great opportunity to get to know Moravian better. Parents are also invited to most of the many occasions on which students are honored for their achievements in academics, athletics and the arts. Information about Family Day will be sent to parents at the start of the fall term.

When your student completes her or his college career at Moravian, you will be invited to join us to celebrate in a Baccalaureate service and Commencement ceremony at the College in mid-May. The Baccalaureate, a church service, is held in the historic Central Moravian Church. It typically takes place in the late afternoon on Friday of the week following final exam week, and is followed by a reception and informal dinner and dance.

The following day, the College's Commencement ceremony will take place on the Main Campus Quad behind the Haupt Union Building. In the event of rain, the ceremony will be held in Johnston Hall. All guests are invited to a reception immediately after the ceremony. Information about Commencement is sent to parents during the spring term of the year their students will graduate.

## **FINANCIAL AID**

The Financial Aid Office works closely with students and their families to address the financial circumstances of Moravian students. This office provides counseling regarding financial aid matters, documents students' eligibility for financial aid, administers endowed scholarships, maintains information about new sources of aid, and coordinates job assignments for work-study and on-campus student employment. You can contact the office at 610 861-1330 or online at <http://www.moravian.edu/financialAid/index.htm>.

Most financial aid is based on financial need. The College packages financial aid awards to meet such need. The award package may include grants, scholarships, loans, and on-campus employment. Grants and scholarships are funds that need not be repaid. Educational loans are usually low-interest loans that are repaid beginning six months after the student stops attending college. Student employment provides opportunities for students to earn money in a campus job or through community service.

Financial aid awarded for the first year is normally renewable from year to year provided that the evidence of need remains (in the case of need-based awards), that funds continue to be available, and that the student maintains satisfactory academic standards and progress toward the degree.

Moravian administers many endowed scholarships whose donors have requested that the funds be awarded to students in particular academic majors or with particular vocational goals. A list of many of these scholarships is part of the College's financial aid brochure. Further information is available from the Financial Aid Office.

### **Federal Work-Study Program**

The purpose of the Federal Work-Study Program is to offer worthwhile job opportunities for students who need the income to help meet the costs of higher education. Federal funding pays a portion of the student's salary and the institution pays the remainder. Participants must be enrolled in a minimum number of courses each term, must make measurable progress toward completion of an identified course of study, and must be eligible for continuance at the College. Work-Study students are encouraged to work no more than 10-12 hours per week and may not work at any time when they have scheduled classes, labs, or exams. Students who are officially a part of the Athletics Department, band, or other campus-sponsored program may not work during a scheduled practice, game, or event.

Work-study students are considered temporary employees of the College and, as such, are not eligible for group insurance, retirement, vacation leave, sick leave, or holiday pay.

## Financial Aid Eligibility

To be eligible to receive financial aid a student must:

- ✓ Be a citizen or permanent resident of the United States or an eligible noncitizen. College scholarships may also be awarded to international students who hold an appropriate visa.
- ✓ Be enrolled in a degree program.
- ✓ Be an undergraduate student who has not previously attained a bachelor's degree. Teacher certification and graduate students may have eligibility in the federal loan programs.
- ✓ For most Moravian-funded aid, be a full-time day student.
- ✓ Not owe an overpayment on any federal or state educational grant or loan nor be in default on any educational loan.
- ✓ Be registered with the Selective Service System, if required.
- ✓ Complete the required financial aid applications, meet eligibility criteria (deadlines and criteria vary depending on type of aid), and furnish other required documentation.
- ✓ Be in good standing in accordance with the standards of academic progress set forth in the policy on financial aid academic progress.

To continue receiving federal, state, and institutional financial aid, students must achieve a minimum QPA of 1.40 at the end of the first academic year; 1.70 after twelve scheduled course units; 1.80 after eighteen units; and 2.00 after twenty-four units. Full-time students must complete a minimum of six course units each academic year and must complete all degree requirements within a maximum of ten regular terms. An evaluation of each student's eligibility is made annually, and eligibility may be withdrawn if a student is not maintaining the prescribed standards. Students who are denied financial aid for lack of academic progress may appeal in writing to the director of financial aid.

Withdrawal from the College or other change in enrollment may change a student's eligibility for financial aid. It is the student's responsibility to verify the effect that any change in enrollment will have on financial aid eligibility. For more information, contact the Financial Aid Office.

## Applications for Financial Aid

**Students must apply for aid every year.** Application forms for renewal of financial aid are usually available in December or early January, and must be completed in time to be processed and returned to the Financial Aid Office preferably by March 15, but no later than April 15. Those applying for Pennsylvania State Grants must do so by May 1 by filing the Free Application for Federal Student Aid (FAFSA). It is the student's responsibility to make certain that these forms are filed each year. In the event that family financial circumstances change due to loss of income, illness, or any other reason, the Financial Aid Office should be contacted immediately.

**Financial Aid Appeals**

Students may appeal the discontinuation of their financial aid if failure to meet the standard was the result of an undue hardship caused by the death of a relative, the student's injury or illness, or other special circumstances. An appeal must be written and submitted to the director of financial aid within three weeks from the date of the student's notification letter and must include evidence that supports the claim of mitigating circumstances. The director of financial aid, together with the vice president for enrollment and one other member of the Enrollment Council, will review the appeal. If the appeal is denied, financial aid will be reinstated only when the student achieves the minimum standards.

## **STUDENT LIFE**

### **The Moravian ID**

The Office of Campus Safety & Police (610 861-1421) issues Moravian College ID cards, and your student will receive his or her ID during Fall orientation. The ID is essential for a variety of campus activities. It admits students to the dining halls and to athletic facilities and events and is also required for use of Reeves Library. In addition, most residence halls have electronic access and require a student ID to gain entry. The student ID also enables Campus Security officers or others to identify students when assistance is needed and to identify persons who do not belong on campus. Students should carry their ID cards with them at all times. ID cards are not transferable, so only the student to whom the ID was issued should use that card.

### **Community Standards of Moravian College**

Students and student organizations at Moravian College have the responsibility of following certain standards of conduct summarized in the Community Standards of Moravian College. In general, the Standards require students to display respect for other individuals, respect for safety, respect for property, and respect for the broader community. In particular, students are obliged to obey state and federal laws regarding alcohol and drugs.

The College's official alcohol policy governs the use of alcoholic beverages at Moravian. Students over the age of twenty-one may possess and consume alcohol in their residence hall rooms or at registered social functions at which alcohol is permitted. Students under the age of twenty-one are forbidden to transport, possess, or consume alcoholic beverages by the laws of the State of Pennsylvania.

State and federal laws prohibit the use, possession, or sale of illegal drugs or controlled substances without prescription. All members of the College community are expected to be familiar with these laws and to comply with them without exception. Use or sale of these substances shall be cause for the discontinuance of the student, and cases involving illegal drugs will be referred to the local magistrate.

Students who fail to abide by the Standards are subject to disciplinary proceedings and College judicial sanctions, ranging from fines to suspension or expulsion, and to possible criminal prosecution. The Community Standards, along with an outline of disciplinary procedures and guidelines for judicial sanctions, can be found in the *Moravian College Student Handbook*. The Standards are available online at <http://www.moravian.edu/studentLife/handbook/mission.htm>

### **Residence Halls**

The majority of Moravian's residence halls are located on the Main Street Campus in a residential section of the community. Housing units vary from larger, conventional residence halls to small living units, fraternity and sorority houses, and apartment and townhouse units. Men presently reside in Rau/Hassler Hall, Bernhardt/Wilhelm Hall, the Anna Nitschmann and August Spangenburg Houses,

fraternity houses, and some of the units in the upperclass apartment/townhouse areas. Women's housing is provided in Rau/Hassler Hall, Bernhardt/Wilhelm Hall, Jo Smith Hall, the Anna Nitschmann and August Spangenburg Houses, sorority houses, and units in the upperclass housing areas. Additionally, the College operates several special-interest houses. Housing in the upperclass apartment areas is reserved for upperclass residents, while fraternity and sorority house spaces are open only to members of the respective organizations. Dining facilities for Main Street Campus residents are located in the HUB.

In addition to the housing locations on the Main Street Campus, residential facilities for both men and women are available on the Priscilla Payne Hurd Campus, with Main Hall being used for women, Clewell Hall for men, and The HILL (Hurd Integrated Living & Learning) Community available for both genders. Dining facilities are operated on the Priscilla Payne Hurd Campus in the Clewell Dining Hall. Although students are within walking distance of the Main Street Campus, the College provides bus and van transportation between the two campuses.

First-year and new transfer students are assigned rooms and roommates for the first year on the basis of space available and the date of receipt of their housing request cards. Most first-year students are housed in one of the following residence halls: Bernhardt/Wilhelm Hall, Clewell Hall, Jo Smith Hall, Main Hall, and Rau/Hassler Hall. Further information can be found on the residence life website at <http://home.moravian.edu/public/stusvc/reslife/>.

## **Housing Policies**

The College provides a complete, basic set of furnishings for each student, but students must supply their own bed linens, blankets and towels. Students may bring additional furnishing items and decorations provided that there is adequate room available and that no damage to College property results. Students may not bring pets (other than non-carnivorous fish), heat-producing appliances such as hot plates, popcorn poppers, or toaster ovens, space heaters, or individual room air conditioners (except by special permission). Acceptable appliances include small refrigerators (less than three cubic feet), radios, stereos, microwaves and television sets. **Smoking is not permitted in any College residence facility.**

Students may not occupy their rooms earlier than the day before the first day of classes (except for first-year students participating in orientation), nor for more than twenty-four hours after their last examination. Residence halls are also closed during vacation periods, and all students are expected to vacate their rooms by the indicated deadline. The Director of Housing (610 861-1503) will determine exceptions to these policies.

## **Room Changes**

Residents having roommate problems are encouraged to seek the advice and assistance of any member of the residence hall staff before arranging for or requesting a room change. Student-initiated requests for room changes during the academic year may be made at any time after the first two weeks of the fall term

when all parties directly affected by such a change are in agreement. Such a voluntary room change request must be submitted, in writing, to the Office of Student Affairs and must be signed by all of the parties involved with or affected by the room change.

Should an individual desire a reassignment to a different housing space in one of the regular residence halls, such a request should be directed to the Dean of Student Life and a new assignment, when possible, will be made to an existing vacant space within the regular residence halls. The Director of Housing reserves the right to order a change in rooming assignment at any point during the academic year when that change is deemed to be in the best interest of the institution and/or the individual or individuals concerned. For further information on room changes, call the Office of Student Affairs at 610 861-1503.

### **Residence Hall Facilities**

Telephone and cable TV connections are provided in each room for the convenience of residents. Students must supply their own telephones. Only true touch-tone analog phones are compatible with the system. Long-distance service may be secured by contracting with an appropriate carrier. Telephones are also installed on various floors for the convenience of students and for emergencies. Each traditional residence hall contains a main lounge and a TV-recreational area for use by the residents of the unit and their guests. Coin-operated washers and dryers and vending machines are also provided in each hall for the convenience of the residents. Residents are encouraged to make use of these facilities and to keep in mind that they must be left in good condition. Custodial service is provided in the bathrooms, recreation rooms, kitchens, vending and laundry rooms, hallways, lounges, and stairways of the residence halls. Students are responsible for cleaning their own rooms, and vacuum cleaners are available within the residence halls for student use.

### **Food Services**

Moravian offers a variety of meal plans through its food service (610 861-1496). Participation in the full board plan of the College is required for all residents in campus housing, with the exception of certain upper-class apartments and small group living units. Only the Dean of Student Life can grant exceptions for health reasons. Such requests must be received in writing and must be supported by a physician's opinion. Upper-class students may be able to take advantage of other meal plans, depending on their housing arrangements. See the Residence Life webpage for more information (<http://home.moravian.edu/public/stusvc/reslife/>).

Students who purchase meal plans may also take advantage of "cash equivalency," which enables them to eat meals in the Food Court instead of in the dining halls. The Food Court offers grill, deli, and salad fare à la carte on a cash basis throughout the day, so that if your student misses a meal in the dining halls due to classes or activities, his or her meal plan will cover the cost of Food Court items from the various serving stations. Each station also features a "meal deal," including a side order and a drink, which can be purchased for the amount of cash equivalency for that meal period.

## STUDENT AFFAIRS

**Campus Safety & Police Office: EMERGENCY TELEPHONE 610 861-1465**  
<http://home.moravian.edu/public/safety/index.htm>

The Moravian College Department of Campus Safety & Police (610 861-1421) strives to make Moravian College a safe and pleasant environment in which to live, work, and learn, twenty-four hours a day. The Campus Safety Office offers crime prevention programs, an engraving service, and an escort service. This office also supervises parking.

Within the Campus Safety Department is the Campus Police force. The Campus Police officers are fully commissioned police officers with full law enforcement powers. They work to protect life and property, prevent and detect crime on campus, and provide essential safety services to the College community. College police officers patrol the campus on foot and in marked cars to ensure the safety of the College community.

The services provided by the department eliminate the necessity of depending upon outside agencies for public safety services, but the Department of Campus Safety works closely with the area law enforcement agencies and fire departments. The Campus Police officers enforce the laws of the Commonwealth of Pennsylvania as well as the regulations of the College.

### **The Career Center**

<http://home.moravian.edu/public/career/>

The goal of students at Moravian is to complete their college education and graduate with a Moravian degree. What then? How can they translate their education into a rewarding career? The Career Center (610 861-1509) can help. It has the information and assistance your student needs to make educational and career decisions and to locate and pursue postgraduate opportunities. The Center maintains a library with information on careers and on professional and graduate school opportunities, as well as current computer listings of full-time positions and internships, prospective employers, and graduate schools. It also offers frequent classes on résumé and cover letter preparation, interview skills, and job search strategies, so that your student can more easily use his or her Moravian education as a key to career success and satisfaction.

### **Cars and Parking**

Parking spaces are limited on the Moravian College Campus. Some students require having a vehicle on campus; for others, it is a luxury rather than a necessity.

First-year commuter students who choose to bring a car to campus must register their vehicles with Campus Safety and Police, even if they choose not to use campus parking lots. They do not need to take part in the lottery. First-year resident students are not

allowed to have vehicles within a half-mile of campus unless they are parked in the Bethlehem Parking Garage.

Other resident students who choose to bring a car to campus must enter the seniority-based parking lottery through which permits will awarded at various costs. Those who are successful in purchasing permits are required to display the corresponding hanging tag; to respect posted lot designations; and to follow all rules, regulations, policies, and procedures. Students will only be allow to park in the lot(s) for which they have a corresponding tag, including street parking within ½ mile of campus. Resident students who do not secure a permit through the lottery process are not allowed to park on College property or within ½ mile of campus.

Copies of the parking rules, regulations, and policies are given to students when they purchase their parking sticker at the Campus Safety Office at the beginning of the term. Note that parking tickets are sent to the students responsible and not to their parents. For further information, contact the Department of Campus Safety (610 861-1421) or online at <http://home.moravian.edu/public/safety/index.htm>.

### **Center for Information Technology** <http://home.moravian.edu/public/cit/>

The Center for Information Technology (CIT) operates and maintains the Moravian College and Moravian Theological Seminary computer network. CIT provides Help Desk coverage on business days from 8:00 a.m. to 4:30 p.m. The office phone number is 610 861-1442. The Help Desk phone number is 610 625-7929. The e-mail address is [help@moravian.edu](mailto:help@moravian.edu).

**Students are expected to check their e-mail on a regular basis.**

### **Counseling Center: A Referral Guide for Parents** <http://home.moravian.edu/public/stusvc/counseling/>

The Counseling Center provides a range of high quality counseling and psychoeducational services designed to assist students in meeting the intellectual, interpersonal, and developmental challenges they face during their college years.

Parents continue to play a vital role in the lives of their college-aged children. Researchers have found that close relationships with his or her parents help a student to adjust to college life, to make effective career and relationship choices, and to develop self-confidence and a sense of personal autonomy.

Because you probably know your son or daughter better than anyone else does, you will be likely to notice changes in his or her mood or behavior that may indicate emotional or psychological distress. Since students tend to turn to their parents when it comes to making important decisions, your suggestion to consider seeking counseling can be very influential.

The following information is offered to help you to do the following:

- Become familiar with signs that indicate your son or daughter is having difficulties of an emotional or psychological nature;

- Learn how to respond effectively when your child approaches you with problems; and
- Learn the steps for making an effective referral to the Counseling Center.

### ***Signs of Distress***

When young people leave for college, it is natural for them to experience changes in their behavior, mood, and values. While these changes may lead to occasional disagreements or some temporary discomfort within the family they are not necessarily signs that a student is having a psychological problem. However, the behaviors listed below may indicate cause for concern.

#### Changes in Academic Performance

- Poor academic performance, particularly if such behavior represents a change from the past
- Excessive absences from class
- Confusion or uncertainty about interests, abilities, or values

#### Unusual Behavior

- Listlessness, lack of energy, complaints about fatigue
- Marked changes in personal hygiene
- Impaired speech or disjointed, confused thoughts
- Aggressive or threatening behavior
- Extreme mood changes or inappropriate display of emotions
- Excessive crying
- Dramatic weight loss or gain
- Preoccupation with food or body image
- Bizarre behavior indicating a loss of contact with reality

#### Traumatic Changes in Relationships

- Death of a family member or close friend
- Difficulties in romantic relationships
- Problems with family members, friends or roommates

#### References to Suicide

- Overt references to suicide or statements of hopelessness or helplessness
- Indications of prolonged unhappiness
- Pessimism about the future

Counseling is available for all students enrolled in a degree program. In general, counseling is conducted using a brief psychotherapy model. If a student has a difficulty that cannot be adequately addressed in this manner, we may suggest other resources that would be more appropriate.

### ***Guidelines for Responding***

- Talk to your son or daughter as soon as you notice something unusual; don't ignore atypical or disturbing behavior.
- Express your concern in a caring manner and indicate the *specific behaviors* that are the cause for your worry.

- Use "I" language that focuses on what you have noticed or what you are feeling.
  - Talk to your son or daughter in private when you both have enough time for a conversation.
  - Don't bring up your concerns in the heat of an argument.
  - Listen attentively, observing non-verbal as well as verbal responses.
  - Avoid being critical or judgmental.
  - Encourage positive action by helping your son or daughter to define the problem and possible ways of handling it; avoid the temptation to solve the problem.
  - Ask directly how you can best help them.
- 
- Know your limits as a help-giver. Parents can do a lot, but sometimes professional help is needed.
  - Be a good role model by seeking help for yourself.

### ***Making a Referral***

Many students are initially hesitant about seeking counseling. When you have decided that professional counseling is indicated, tell your son or daughter directly and clearly why you are making the referral.

- Review information about the counseling process with students. Emphasize that services are confidential and free.
- You might suggest that the student attend one session before judging whether counseling is helpful or not. For those students who are hesitant, point out that using appropriate resources is a sign of strength and maturity.
- Except in the case of imminent danger to self or others, it is important to allow your son or daughter to refuse counseling. Just because he or she might not follow through immediately doesn't mean that he or she isn't considering your suggestions.
- While it is preferable for the student to take the step of making an appointment on his or her own, the counseling staff is willing to speak with parents about how to encourage the student to do so.

### ***Confidentiality***

Psychologists are required by law and by professional ethics to protect the confidentiality of all contacts with students. The only exceptions occur in cases of imminent danger to self or others or direct reports of child abuse. Without a student's express written permission we can discuss neither the content of counseling sessions nor the fact that the student is a client of the Counseling Center. These requirements are in effect even when a parent has made the original referral to the Center. Please do not ask the counselors to break confidentiality.

### ***Making an Appointment***

The Counseling Center is open from 8:00 A.M. to 4:30 P.M. Monday through Friday. Students may make an appointment by calling 610 861-1510 or by stopping by 1307 Main Street. Typically, they will be seen within a few days of making the appointment, depending on their schedule. From time to time, especially during mid-semester when our services are in greater demand, the wait may be somewhat longer. However, if it is an emergency, we ask that the caller let the secretary know so that the student can be seen as soon as possible.

In the case of after hours emergencies, call the Office of Campus Safety at (610) 861-1421 and you will be put in touch with someone who can assist you.

### ***Additional Services***

A number of career and psychological tests are offered to students at no charge. The Counseling Center does *not* provide testing for learning disabilities. For those students who wish to seek counseling from an off-campus professional, we offer a referral guide for psychologists in the Lehigh Valley.

*Adapted with permission of Lafayette College.*

### **Health Services**

<http://home.moravian.edu/public/stusvc/health/index.htm>

The Moravian College Health Service (610 861-1567) provides primary care for students during the fall and spring terms. The service is under the management of St. Luke's Hospital. The coordinator of health services is a Certified Registered Nurse Practitioner who is on duty from 8:00 A.M. to 4:00 P.M. Monday through Friday.

Physician and reproductive-health-care nurse practitioner hours are as posted. If medical care is required when the College Health Center is closed, students may visit St. Luke's North at 153 Brodhead Road. The phone number there is 610 954-3000. This facility is open Monday through Friday between 7:30 A.M. and 9:00 P.M., and Saturday between 8:00 A.M. and 4:30 P.M. during the regular academic year. The emergency room at St. Luke's Hospital treats emergency cases 24 hours a day. Students should inquire about fees.

All students must submit a completed medical form to the Health Center in accordance with the stated deadline. Specific immunizations required are a tetanus-diphtheria booster within the last ten years; two doses of MMR vaccine, one between 12 months and five years of age and the other after age five; a polio immunization series; and a tuberculin test within the past year. In addition, varicella vaccine is required for those who have not had chickenpox, and the hepatitis B and meningitis vaccines are also required for students who enter Moravian after August of 2002.

**Library**

<http://home.moravian.edu/public/reeves/>

Reeves Library contains a collection of over 247,000 volumes and provides study space for more than four hundred students. During the regular academic year, the library is open Sunday, 1:00 P.M. to 12:00 midnight, Monday through Thursday, 8:00 A.M. to 12:00 midnight, Friday, 8:00 A.M. to 10:00 P.M., and Saturday, 10:00 A.M. to 10:00 P.M. Hours are subject to change over holidays and scheduled semester breaks and during the summer. You can reach the library by telephone at 610 861-1544 (Circulation), 610 861-1543 (Reference), or 610 861-1541 (Library Director).

**Mail**

The student mailroom and mailboxes are located on the lower level of the HUB next to the bookstore. First-year students will be notified of their mailbox assignments during the summer and will keep the same mailbox number for their entire Moravian career. The student's mailing address is:

(Student's Name)  
 (Box Number)  
 Moravian College  
 1200 Main Street  
 Bethlehem, PA 18018-6650

Student mail received at the College over the summer will be forwarded to the student's home address.

**Multicultural Affairs Office**

<http://www.moravian.edu/studentLife/multiculturalAffairs.htm>

The Multicultural Affairs Office (610 625-7884) provides personal, academic, and environmental support to multicultural students and is also responsible for fostering diversity programs and activities.

**Religious Holidays**

Moravian College respects the religious observances of all its students. Although classes are held on several religious holidays, students observing these holidays are excused from regularly scheduled classes, and exams scheduled for these days will be rescheduled for them. Such holidays include:

Rosh Hashanah	Islamic New Year
First Day of Ramadan	Ashurah
Yom Kippur	Birth of Prophet Mohammed
Sukkot	Passover
Eid al-Fitr	Orthodox Good Friday
Eid al-Adha	

## **Religious Services**

<http://www.moravian.edu/studentLife/religiousLife.htm>

Moravian College has a College chaplain and Catholic and Jewish chaplains (610 861-1583). The chaplains provide opportunities for worship, discussion, fellowship, education, and personal growth. They are also available for counseling.

Campus chapel services are held Sundays at 6:00 P.M. in Prosser Auditorium. Special services are announced accordingly. During the academic year, Catholic Mass is celebrated every Sunday at 6:10 P.M. in Borhek Chapel. Mass is also celebrated on holy days of obligation. The times for these special celebrations will be announced. The Sacrament of Reconciliation (confession) is administered prior to Mass each Sunday in Classroom 114 of Comenius Hall. Appointments for confession may be made through the Chaplain's Office. During Advent and Lent, special penitential services are provided.

Activities for Jewish students are provided through the Hillel Society of Moravian College. Dr. George Diamond advises this organization. Inquiries can be made through him or through the Chaplain's office.

## **Student Organizations**

<http://www.moravian.edu/StudentLife/organizations.htm>

Moravian College is home to a wide array of organizations run by and for the students. The United Student Government (610 861-1498) coordinates and allocates funds for most of these organizations, and all students are encouraged to participate actively. On the academic side, Moravian boasts many chapters of national honor societies and a large number of clubs devoted to academic and professional activities. There are also more than a dozen musical groups, both vocal and instrumental, and theatre and dance companies as well. Religious organizations offer opportunities for students to gather for fellowship and worship, while service clubs offer the opportunity to serve the College and the wider community. Fraternities and sororities also sponsor community service as well as social events.

Moravian students gain experience in communications through work on the *Benigna*, the Moravian yearbook; the *Comenian*, Moravian's student newspaper; and *Manuscript*, a journal of artistic expression. In addition, the College radio station, WRMC, is a club activity. All students are invited to participate in these organizations.

## ATHLETICS

<http://www.moravian.edu/athletics/index.htm>

Your son or daughter may choose to become part of a highly successful athletic program; one that strives for excellence in mind and body. Since 1898, athletic achievement has been important at Moravian College. Over the years, great success has come through the superior efforts of our coaches, athletes and athletic department staff, who form a team in their own right. As with every team, communication, cooperation and coordination are important elements of succeeding. We hope that you will play a part by becoming informed about Moravian's athletic program and following the guidelines offered.

For parents, the most important way to help our team is to realize your student-athlete has entered a new level of competition. Here, while there are athletes of varying abilities, they compete at a much higher level. All receive the opportunity to be involved, to develop, learn and grow in one or all of our programs. At the varsity level, these benefits will come through the hard work and commitment your student makes to his or her team and sport more than through the actual time he or she spends on the playing field, court or track. While only a select group goes on to compete at the intercollegiate level, others may compete in club or intramural sports and in physical education.

Please support your daughter's or son's development during the transition from high school to college by recognizing the differences and accepting the changes. Student-athletes must now take total responsibility for their own involvement. As parents, we ask for your support and confidence, but expect the athletes to act like responsible adults. We are all working to give the student-athletes the best possible experience here at Moravian College, at whatever level might be appropriate. We hope you will support us in that effort.

Congratulations on becoming a Greyhound Parent. We are excited and look forward to the upcoming athletic year.

### **The Philosophy of Athletics at Moravian College**

Moravian College, the Department of Physical Education and the Athletics and Recreation program believe that the benefits to be gained from physical education and activity are broad and fit well into the major objective of a liberal arts education: the development of the whole person. In supporting the mission of a traditional liberal arts education -- "A Sound Mind and Body" -- the institution has always held true to its original belief that "Education should be physical as well as mental and moral.... Students should be trained in health and vigor through outdoor life and sports." (John Amos Comenius, 1592-1670)

The mission of the Department of Physical Education, Athletics, and Recreation is to provide fitness, wellness, theory and physical activity programs for the entire college community. The belief that an active and healthy lifestyle is an essential part of a true liberal arts education and that physical education, athletics, and recreation are important elements of the educational experience is paramount in the support of these activities. In committing to these principles, Moravian College sponsors a broad range of physical activities for all members of the College, from the first year student to the interested

novice and casual participant to the highly skilled and experienced student-athlete.

The intercollegiate athletics program is structured and administered with the College's traditional liberal arts education and purpose always in mind. As a National Collegiate Athletic Association Division III institution, the College places the highest priority on the overall quality of the educational and athletic experience. In doing so, it seeks to integrate athletic objectives and programs with the academic and student development objectives of the College.

The College and the Athletics Department are committed to providing a multi-sport intercollegiate athletics program for both men and women. Representing the College as a member of an intercollegiate athletics program is a distinct privilege and must be earned by rigorous commitment and dedicated performance. The goal of all student-athletes should be excellence in academic as well as athletic endeavors.

Moravian College sponsors 20 intercollegiate athletics programs and a cheerleading squad. Men's teams compete at the varsity level in baseball, basketball, cross-country, football, golf, lacrosse, soccer, tennis, and track and field (indoor and outdoor). Women's teams compete in basketball, cross-country, field hockey, lacrosse, soccer, softball, tennis, track and field (indoor and outdoor), and volleyball.

### **Athlete's Code of Conduct**

The privilege of being a student-athlete at Moravian College carries with it the responsibility of following standards of conduct that reflect the qualities of character, scholarship, decency of behavior, and mature judgment expected of members of an academic community. Students are afforded the freedom to develop their interests and life choices, with the understanding that higher community standards take precedence over individual behavior that might disrupt or impair the community. Furthermore, student-athletes are representatives of Moravian College whether they are on or off campus. Therefore responsible and appropriate behavior is expected of them at all times. This includes behaving in a sportsmanlike fashion and following institutional policies, procedures and standards. Moravian College is in compliance with the NCAA in opposing all forms of sports gambling, as well as drug and tobacco use. The College, while recognizing that the role of alcohol consumption in our culture is reflected within the college environment, neither condemns nor condones its use. However, the Moravian community will neither tolerate nor encourage unlawful or inappropriate use of alcoholic beverages. Moravian College students are subject to, and are expected to respect, all federal, state and local laws and ordinances while in attendance. In addition, any individual who violates the college's policy on drugs and alcohol will be reported to the Office of Student Affairs for disciplinary action.

Student-athletes who violate school policies or NCAA rules, including alcohol or tobacco rules, while participating in Athletic Department programs may incur the following penalties:

1. Required counseling and/or a consultation with a counselor to determine whether or not the individual is able to return.
2. Suspension from a number of the team's contests.
3. Suspension from the athletic program.

## **Academic Guidelines and Financial Aid**

At Moravian College, it is important to keep in mind that the first priority at all times is receiving an education. In accordance with this principle, the athlete is expected to adhere to all educational policies and to maintain “normal” progress toward a degree during his or her college career. This demands taking 12 or more credit hours per semester and meeting other academic standards as defined by the college handbook.

Along with the College standards, individual teams and/or coaches may set additional goals and/or requirements for themselves and their teams. These are also important to observe, and may affect a student-athlete’s eligibility.

Satisfactory academic progress for financial aid purposes requires meeting a standard of academic achievement, completing a minimum number of course units, and completing degree requirements within a maximum number of terms. For more details on financial aid, see pages 16-18 of this handbook or contact the Financial Aid office at 610 861-1330.

## **The Basics of College Athletics**

The nature of college athletics is very different from that of high school athletics. The role parents play changes when a student moves into the college arena. While they are still a very important source of support and encouragement, parents have much less direct involvement with the mechanics of the team.

The following are realistic expectations of our coaches:

- They have expertise in the sport.
- They provide sound instruction.
- They give top priority to academics.
- They treat all players fairly and consistently.
- They maintain open communication with their players.
- They treat student-athletes as the adults they are.

Prerogatives of the coach include:

- Explaining the criteria for team membership, team selection and the recruiting process and evaluating the student-athletes.
- Determining the style of play and establishing offensive and defensive philosophy.
- Determining playing time, including who starts and how long an athlete plays in a contest.
- Establishing the team rules.
- Selecting team captains.
- Establishing the requirements to earn a letter.
- Setting schedules for all practice sessions and competitions.

Unlike in some high school settings, student-athletes, as opposed to parents, have an active role in department operations. These include:

- Selection and evaluation of the coaching staff.
- Choosing the type of uniforms and equipment that are purchased for a team.

- Arranging the schedule a team plays.
- Making travel arrangements for a team.
- Assessing and evaluating the athletic program .

It can be difficult to accept your child's not playing as much as you or your child may hope. Coaches are professionals, though, and make judgment decisions based on what they believe to be best for everyone involved.

If you as a parent do have a concern, here are the most effective ways to handle it:

1. Please follow our chain of command. This means your son or daughter should contact the coach first.
2. Students are asked not to confront a coach but work with him or her professionally and personally.
3. They should set up a time that is mutually convenient to meet face to face with the coach.
4. The concern must be presented in a calm and civil manner. Yelling, being rude and using inappropriate language are unacceptable and can be cause for ending an individual's participation.
5. Once the concern has been expressed, help your son or daughter listen with an open mind that will help achieve understanding and better communication.
6. If an athlete still has a concern, he or she should make an appointment to discuss the issue with the department chair/director and the coach.
7. Remember that athletics is all about the students' development. Set a good example and allow them to benefit from this outstanding educational opportunity.

### **The Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act of 1974 (sometimes called "FERPA" or the Buckley Amendment) is a federal law that restricts colleges from releasing a student's records (transcripts, pre-college test scores, financial aid records, and the results of any NCAA or positive non-NCAA drug tests, etc.) Student information is protected by the Act and may not be disclosed without the athlete's consent. The athletic department will only release student information when related to NCAA participation/ involvement after a student signs a release. Please see the fuller discussions of "Confidentiality of Student Records" on page 9 of this *Handbook*.

### **Insurance**

Moravian College provides supplemental Intercollegiate Athletic Insurance for all varsity athletes. This policy is designed to assist in covering expenses incurred as the result of injuries sustained while the athlete is engaged in a sponsored practice or competition. The insurance policy provided is an excess policy—the benefits will be paid only for those expenses not paid or payable by the athlete's personal health care plan. Put simply, the athlete's other coverage pays first, and the sports policy pays second. Since Moravian College is a member of the NCAA, its athletes are covered

under the NCAA Catastrophic Insurance Plan. This provides coverage to participants who experience a catastrophic injury while involved in NCAA play.

Athletic injury insurance policies are designed to pay medical expenses that arise due to accidental injuries that occur while the athlete is participating in or traveling to or from supervised, regularly scheduled games or practices. Athletic injury insurance policies are not comprehensive medical policies. In order to maximize the benefits under the sports insurance plan, we ask that you acquaint yourself with the terms and conditions of your health care plan. Special attention should be paid to understanding the rules and regulations pertaining to the filing of claims under your personal health care plan. Experience has shown that occasionally expenses occur that are not covered by personal or school insurance. These expenses will be the responsibility of the individual, not Moravian College. For additional information on claims and coverage, please see the *Athletic Insurance Program* on the Sports Medicine tab of the Moravian College Athletics web page, <http://www.moravian.edu/athletics/index.htm>.

### **Blue and Grey Club**

The Blue and Grey Club is a membership club for parents, college alumni and friends of Moravian College Athletics. The purpose of the Blue and Grey Club is to enhance and support excellence in intercollegiate athletics at Moravian College. The Blue & Grey Club's efforts, with full support of the administration and the athletics department, will continue to help in the pursuit of all-around athletics excellence. Please consider joining this committed tradition today. To join, call the department at 610 861-1534.

### **Conference Information**

Moravian College competes in the Centennial Conference for football and the newly formed Landmark Conference for all other sports. The Centennial Conference includes such schools as Bryn Mawr, Gettysburg, Johns Hopkins, Muhlenberg and Swarthmore. Members of the new Landmark conference include Catholic University, Drew, Goucher, Juniata, Scranton, Susquehanna, and the United States Merchant Marine Academy.

### **Follow the Greyhounds!**

The College's Athletics web page is [www.moravian.edu/athletics/index.htm](http://www.moravian.edu/athletics/index.htm) where you can find athletic information and news under specific sports, header tabs, highlights, and latest scores sections. For daily results, call the Greyhound Sports Hotline at (610) 625-7865.

Also, click on the "Links" tab on the Moravian Athletics web page to find sites for individual sports organizations.

**Department of Athletics and Recreation**

Johnston Hall, Moravian College  
1200 Main Street, Bethlehem, PA 18018

**Paul Moyer, Director of Athletics**  
610-861-1534 [pmoyer@moravian.edu](mailto:pmoyer@moravian.edu)

**Baseball**

Paul Engelhardt  
610-625-7502  
[baseball@moravian.edu](mailto:baseball@moravian.edu)

**Lacrosse, Men's**

Fran Meagher  
610-861-1513  
[menslacrosse@moravian.edu](mailto:menslacrosse@moravian.edu)

**Basketball, Men's**

Jim Walker  
610-861-1531  
[mensbasketball@moravian.edu](mailto:mensbasketball@moravian.edu)

**Lacrosse, Women's**

Kate Miller  
610-625-7850  
[womenslacrosse@moravian.edu](mailto:womenslacrosse@moravian.edu)

**Basketball, Women's**

Mary Beth Spirk  
610-861-1424  
[womensbasketball@moravian.edu](mailto:womensbasketball@moravian.edu)

**Soccer, Men's**

Todd Ervin  
610-625-7917  
[mensoccer@moravian.edu](mailto:mensoccer@moravian.edu)

**Cheerleading**

Erin Kratzer  
610-861-1572  
[cheerleading@moravian.edu](mailto:cheerleading@moravian.edu)

**Soccer, Women's**

Eric Lambinus  
610-625-7953  
[womensoccer@moravian.edu](mailto:womensoccer@moravian.edu)

**Cross Country, Men's & Women's**

Welles Lobb  
610-625-7848  
[coachlobb@moravian.edu](mailto:coachlobb@moravian.edu)

**Softball**

John Byrne  
610-861-1321  
[softball@moravian.edu](mailto:softball@moravian.edu)

**Field Hockey**

Amy Endler  
610-861-1404  
[fieldhockey@moravian.edu](mailto:fieldhockey@moravian.edu)

**Tennis, Men's**

Jim Walker  
610-861-1531  
Neil Caniga  
610-625-7783  
[menstennis@moravian.edu](mailto:menstennis@moravian.edu)

**Football**

Scot Dapp  
610-861-1533  
[football@moravian.edu](mailto:football@moravian.edu)

**Tennis, Women's**

Dawn Benner  
610-861-1530  
[womenstennis@moravian.edu](mailto:womenstennis@moravian.edu)

**Golf**

John Makuvek  
610-861-1535  
[golf@moravian.edu](mailto:golf@moravian.edu)

**Track & Field, Men's & Women's**

Walt Wandall  
610-861-1568  
[coachwalt@moravian.edu](mailto:coachwalt@moravian.edu)

**Athletic Trainers/  
Sports Medicine**

Robert Ward  
Lorrie Radcliff  
Anita Fanelli  
610-861-1537

**Volleyball**

Shelley Bauder  
610-625-7849  
[volleyball@moravian.edu](mailto:volleyball@moravian.edu)

## VISITING MORAVIAN

There are many places to dine and to stay and lots of things to do in Bethlehem and in nearby Allentown and Easton. Visit <http://www.bethlehempaonline.com> for much information of value to visitors.

### Getting There by Car

**From the north:** Take I-81 to I-380 to I-80 east. Take exit 46A off I-80 onto Route 33 south. Follow Route 33 to Route 22 and go west to the Center Street/Route 512 exit. See the directions from Route 22 below.

**From the south:** Take the Pennsylvania Turnpike (Route 476) to exit 33 (Lehigh Valley) and take Route 22 east (take the right fork toward Allentown after leaving the tollbooth). Exit at Center Street/Route 512. See the directions from Route 22 below.

**From the east:** Take I-78 to exit 3 in New Jersey; go west on Route 22 into Bethlehem. Exit at Center Street/Route 512. See the directions from Route 22 below.

**From the west:** Take I-78 to exit 15 and go east on Route 22 into Bethlehem. Exit at Center Street/Route 512. See the directions from Route 22 below.

**From Route 22:** Exit at Center Street (Route 512); turn left at the traffic light at the end of the exit ramp. Travel south for 2.4 miles to Elizabeth Avenue. Center Street south of Elizabeth Avenue is one-way going north; therefore you must turn at Elizabeth. Turn right onto Elizabeth Avenue. At the second traffic light after Center and Elizabeth, turn left onto Main Street. To visit the Main Street campus, turn left at the next corner onto Locust Street, and turn right into the College parking lot off Locust Street. To visit the Church Street campus, go eight-tenths of a mile down Main Street until the Brethren's House appears to obstruct the road in front of you, then follow Main Street as it curves down to the right around the Hurd Center for Music and Art, and turn left into the College parking lot.

### Getting There by Bus or Air

Three bus companies—Greyhound (610 867-3988), Trans Bridge (610 868-6001), and Bieber (610 433-2227)--provide passenger service to the Bethlehem Bus Terminal one mile from campus at Adams and Mechanic Streets on the south side of Bethlehem.

The Lehigh Valley International Airport is a 15-minute drive from campus. It is served by several national and regional airlines. For information, call 1-800-FLY-LVIA.

## College Telephone Numbers and Websites

<b>Emergency—Campus Police</b>	<b>610 861-1465</b>
<b>Switchboard</b>	<b>610 861-1300</b>

### Moravian College Websites

Home Page:

<http://www.moravian.edu>

College Catalog:

<http://www.moravian.edu/catalog/catalog.pdf>

Student Handbook:

<http://www.moravian.edu/studentLife/handbook/index.htm>

AMOS (Access Moravian Online Services)

<https://amos.moravian.edu/ics>

Academic Affairs Office	610 861-1348
Admissions	610 861-1320
Alumni Office	610 861-1366
Athletic Department	610 861-1534
Bookstore	610 861-1485
Business Office	610 861-1431
Campus Safety	610 861-1421
Career Development	610 861-1509
Chaplains' Office	610 861-1583
Counseling Center	610 861-1510
Development Office	610 861-1336
Financial Aid Office	610 861-1330
Housing	610 861-1503
Health Center	610 861-1567
International Studies	610 625-7847
Learning Services	610 861-1510
Library	610 861-1541
Multicultural Affairs Office	610 625-7847
President's Office	610 861-1364
Public Relations	610 625-7880
Registrar	610 861-1350
Student Activities	610 861-1491
Student Services	610 861-1503
Weather Hotline	610 625-7995
Writing Center	610 861-1392

**Whom should I call about...?**

<b>Absences</b>	Director of Learning Services	610 861-1510
<b>Academic Advising</b>	Assistant Dean for Academic Advising	610 861-1348
<b>Academic Assistance</b>	Director of Learning Services	610 861-1510
<b>Academic Honesty</b>	Associate Dean for Academic Affairs	610 861-1348
<b>Academic Standing</b>	Associate Dean for Academic Affairs	610 861-1348
<b>Athletics</b>	Department of Athletics and Recreation	610 861-1534
<b>Campus Events</b>	Director of Student Activities	610 861-1491
<b>Campus Security</b>	Director of Campus Safety	610 861-1421
<b>Counseling</b>	Counseling Office	610 861-1510
<b>Disabilities</b>	Learning Services and Counseling Center	610 861-1510
<b>Disciplinary Matters</b>	Dean of Student Life	610 861-1503
<b>Financial Aid</b>	Director of Financial Aid	610 861-1330
<b>Grades</b>	Associate Dean for Academic Affairs	610 861-1348
<b>Inclement Weather</b>		610 625-7995
<b>Learning Disabilities</b>	Director of Learning Services	610 861-1510
<b>Parking</b>	Director of Campus Safety	610 861-1421
<b>Residence Life</b>	Dean of Student Life	610 861-1503
<b>Tuition and Fees</b>	Bursar	610 861-1333

**2009-2010 ACADEMIC CALENDAR****FALL TERM 2009**

First-Year Student Orientation <sup>1</sup>	August 28-30	Friday-Sunday
Transfer Orientation	August 30	Sunday
Upperclassmen Return	August 30	Sunday
Classes Begin	August 31	Monday
Labor Day <sup>2</sup>	September 7	Monday
Final Day for Course Changes	September 8	Tuesday
Rosh Hashanah <sup>3</sup>	September 18-20	Friday sunset-Sunday
Eid al-Fitr <sup>3</sup>	September 21	Monday
Yom Kippur <sup>3</sup>	September 27-28	Sunday sunset-Monday
Beginning of Sukkot <sup>3</sup>	October 2-4	Friday sunset-Sunday
Mid-Term	October 9	Friday
Shemini Atzereth/Simchas Torah <sup>3</sup>	October 9-11	Friday sunset-Sunday
Fall Recess <sup>4</sup>	October 10-13	Saturday noon-Tuesday
Homecoming and Family Day	October 24	Saturday
Registration for Spring Term	November	
Last Day for Withdrawal with W	November 6	Friday
Thanksgiving Recess <sup>5</sup>	November 25-29	Wednesday-Sunday
Classes End	December 11	Friday
Final Examinations	December 14-19	Monday-Saturday
Islamic New Year <sup>3</sup>	December 18	Friday
Winter Break	December 20-January 17	

**SPRING TERM 2010**

Classes Begin	January 18	Monday
Martin Luther King Day <sup>6</sup>	January 18	Monday
Final Day for Course Changes	January 26	Tuesday
Mid-Term	February 26	Friday
Birth of Prophet Mohamed <sup>3</sup>	February 26	Friday
Registration for Fall Term	March	
Spring Recess Begins	March 6-14	Saturday noon-Sunday
Beginning of Passover <sup>3</sup>	March 29-31	Monday sunset-Wednesday
Last Day for Withdrawal with W	April 1	Thursday
Easter Recess <sup>2</sup>	April 2-5	Friday-Monday 6:00p.m.
End of Passover <sup>3</sup>	April 4-6	Sunday sunset-Tuesday
Orthodox Good Friday <sup>3</sup>	April 25	Friday
Classes End	May 12	Saturday
Final Examinations	May 3-May 8	Monday-Saturday
Baccalaureate	May 14	Friday
Commencement	May 15	Saturday

**MAY SESSION 2010:** Monday May 10-Friday May 28

**SUMMER SESSION 2010:** Tuesday June 1-Friday August 20  
(July 4, Independence Day celebrated <sup>2</sup>)

**NOTES:**

1. Mandatory for new students
2. No classes. College offices closed (offices open Easter Monday).

3. If a class day, classes held. Students who observe the religious holiday are excused and any exams rescheduled.
4. No classes. College offices open.
5. All Tuesday classes held as scheduled. Students are not excused for travel.
6. Classes held. College offices open.