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WELCOME!

Students and Families of the Class of 2018 and New Transfer Students

Dear New Student,

Congratulations — your college search is over! We’re so happy you’ve decided to make Wheeling Jesuit University your college home. Here on campus, educating students for “life, leadership and service” is more than just a tagline — it’s a way of life. You’ll be supported in not only your academic achievements, but also in your out-of-class activities; we look forward to helping you find the best venue to lead you to the kind of college experience you’ve been dreaming about.

Before you immerse yourself in this journey, we want to give both you and your family the necessary tools for a smooth transition to college life. The information you’ll receive at your New Student Orientation is intended for this purpose. We hope this booklet will serve as your primary “go to” source whenever you have a question. Please keep it with you throughout orientation since it will be referenced often. By following along, you’ll come to know how to best use this booklet. Plan to continue to use this booklet throughout your first semester on campus. After you’ve adjusted to campus life, you may reference it frequently or go months without feeling the need to; either way, you’ll know it’s available.

Perhaps you’ve noticed that this letter and the language in the book is addressed to you — our new student. This is intentional because you are on the brink of writing the story of YOUR college experience. We hope your families will play a vital support role in your college journey and that they will have this book available to them as a resource as well. Though your success at college is ultimately determined by your own actions, partnering with your family will be an important part of your Wheeling Jesuit experience.

A few words about your New Student Orientation. Take this time to envision what kind of college experience you want to have. Take advantage of the many people you’ll be meeting and ask questions whenever you’re unclear about something. Our amazing group of Luceats, upperclass students who were in your shoes not long ago, will be a valuable resource for you. These student leaders have excelled here at Wheeling Jesuit and are eager to share with you what they’ve learned and to help you adjust to Wheeling Jesuit University — just as they were helped by others.

Enjoy your time on campus as you embark on your Wheeling Jesuit University experience — we are so glad to have you join our campus family!

Best wishes,

Christine Ohl-Gigliotti, Ph.D.
Dean of Students
2014-2015 University Calendar

FALL SEMESTER

AUGUST 2014

Wed 6  Deregistration for Fall 2014 semester
Mon 18  Opening Week for faculty
Thur 21  First-Year Student Move-In / First New Student meal in the Dining Hall: Dinner
Fri 22 – Sun 24  New Cardinal Days
Sat 23 – Sun 24  Returning & Transfer Student Move-In
Sun 24  Returning Student — First meal in the Dining Hall: Dinner
Mon 25  Day and Evening classes begin
Fri 29  Drop/Add ends

SEPTEMBER 2014

Mon 1  Labor Day: Classes in Session
All University Offices Open (Dining Hall Open)
Tue 16  Census Day
Fri 26 - Sun 28  Homecoming Weekend

OCTOBER 2014

Sat 4 – Tues 7  Fall Break (All University Offices Open on Mon. & Tues), Residence halls & meal service remain open

NOVEMBER 2014

Wed 4  Last day for course withdrawal with a grade of W
Mon 10 - Wed 12  Registration Spring 2015 courses
Tue 25  Residence Halls close at 8:00 p.m.
Last meal in the Dining Hall: Lunch
Wed 26 – Sun 30  Thanksgiving Break:
All University Offices Closed
No Meal Plan Service
Sun 30  Residence Halls reopen at Noon,
First meal in the Dining Hall: Dinner

DECEMBER 2014

Mon 8 – Fri 12  Final Exam Period – Day Division
Wed 10  Deregistration for Spring 2015 semester
Fri 12  Residence Halls close at 8:00 p.m.
Last meal in the Dining Hall: Lunch
Wed 17  All grades due at 5:00 p.m.
Mon Dec 22 – Fri Jan 2  Christmas / New Years:
All University Offices Closed
No Meal Plan Service
2014-2015 University Calendar

SPRING SEMESTER

JANUARY 2015
Sun 11  Residence halls open to Spring first-year & transfer students at 9 a.m.
First-year & transfer student orientation 5 p.m.
Residence Halls reopen at Noon.
First meal in the Dining Hall: Dinner
Mon 12  First day of classes
Fri 16  Drop/Add ends

Mon 19  MLK Day: All University Offices Open
Classes in Session
(Dining Hall Open)

FEBRUARY 2015
Tue 3  Census Day
Fri 27  Spring Break begins after last scheduled class

MARCH 2014
Fri Feb 27  Spring Break: All University Offices Open
(no classes)
No Meal Plan Service
Fri March 6
Mon 16  Classes resume. Start of second quarter
Tue 31  Last day for course withdrawal with a grade of W.

APRIL 2015
Wed 1  Easter Break begins after last scheduled class
Residence Halls close at 8:00 p.m.
Last meal in the Dining Hall: Lunch

Thur 2 – Mon 6  Easter Break: All University Offices Closed
No Meal Plan Service
Mon 6  Residence Halls reopen at Noon.
First meal in the Dining Hall: Dinner
Tue 7  Classes resume

Tue 7 – Thur 9  Registration Fall 2015 courses

Tue 14  Research Day (No classes; Evening / Crossover classes meet)

Fri 24 – Sat 25  Last Blast Spring Carnival
Thur 30  Last day of classes

MAY 2015
Fri 1 - Wed 6  Final Exam period

Wed 6  Residence Halls close at 8:00 p.m. for non-graduating students.
Last meal in the Dining Hall: Lunch
Fri 8  Baccalaureate Mass
Sat 9  University Commencement
Sun 10  Residence Halls close at Noon for graduating students.
Wed 13  All grades due by 5:00 p.m.

Mon 25  Memorial Day: All University Offices Closed
Pre-Arrival Clearance Checklist

There are several things that need to be completed prior to your arrival on campus. This checklist outlines the items that need completed in order to print your “Clearance Pass.” In August, prior to your participation in New Cardinal Days (required for all first-year students) and prior to moving into campus housing, you will be asked to present this Clearance Pass to let university officials know that you have completed all of your pre-arrival requirements. If you are not sure if an item applies specifically to you or have questions, please contact your admissions counselor.

If you need electronic copies of forms, you can find them at http://wju.edu/admissions/accepted/.

A complete list of usernames and passwords can be found on page 11.

- Complete and mail in your two-sided pre-entrance forms (see forms).
  - Housing Questionnaire/Housing Contract (required for residential students to receive housing assignment)
  - Pre Entrance Health Forms (all students)
- Submit your Final Transcripts to your admissions counselor (high school and college/university).
- Complete Financial Aid Requirements (see financial aid, page 6).
  - Review your Financial Aid Award Letter.
  - Sign your Master Promissory Note for Federal Financial Aid.
  - Complete your Entrance Counseling for Federal Financial Aid.
  - If selected for Verification, complete and/or submit the required paperwork.
- Check your Cardinal Email Account (email directions on page 8).
- Complete the “Think About It” Course (course description on page 6).
- Log into “Academus” to view your billing statement (directions on page 9).
- Pay your bill or sign up for payment plan by late July.
- Make sure to clear your schedule for New Cardinal Days —
  Thursday, August 21- Sunday, August 24, 2014.
- Print your “Clearance Pass” from the “Academus” main menu.

Financial Aid Clearance

If you have any questions about your Financial Aid or completing any of these requirements, please contact financial aid at 304-243-2304.

Review your Award Letter

Financial Aid Award Notifications are emailed to the student’s WJU email address. They show the financial aid awarded for both the fall and spring semesters. It is important to check housing and enrollment status. Outside scholarships will appear on award notification once we receive notification from student or organization/agency. If you have any questions about your award letter, please contact financial aid at 304-243-2304.
Entrance Counseling and Promissory Note
It is very possible that you completed these requirements at orientation. If that is the case you can check these off the list. However, if you did not complete them at orientation, or did not attend orientation both the counseling and the signing of the Master Promissory Note can be signed online at www.studentloans.gov. You will need your FAFSA pin to sign in. If you are taking out a Perkins Loan, a separate Promissory Note will need to be signed with the Business Office. This needs to be done prior to arriving on campus in August.

Verification
There are times when students are selected to complete an additional step in the financial aid process. If you are selected for verification by the US Department of Education you need to complete a WJU Verification Worksheet, which can be downloaded at www.wju.edu/admissions/finaid/docs. You must also request an IRS tax transcripts by one of three options:

- Phone: 1.800.908.9946
- Online: www.irs.gov

Think About It
We know you’re excited about being a student at Wheeling Jesuit University. To help create a safe environment for you and other students, you must complete an online course at Campus Clarity. In the course, you will examine the interconnected issues of hooking up, substance abuse, sexual violence, and healthy relationships through a variety of interactive, realistic scenarios and guided self-reflection. The course promotes a healthier and safer campus environment for everyone. You will receive an email at your “WJU Cardinal Email” address in early July. This email will give you detailed instructions as to how to sign up and complete the course prior to your arrival in August.
Student Accounts Clearance

+ It is vital for your account to be cleared by the Student Accounts Office by the last Wednesday of July (for fall semester registration) and the last Wednesday of October (for spring semester registration).

+ The Student Accounts Office gets incredibly busy at times; you are encouraged to plan ahead. If there are issues with your account, please speak to us as soon as possible and not wait until the due date approaches.

+ These are a few of the common concerns that students have encountered:

  • Missing the deadline date for registration and move in.

  • Family financial difficulties. It’s important for parents/guardians to openly share the experience of paying for college with their students.

  • Munch Money — when paying online to add munch money (i.e. a declining balance that can be used in our dining facilities) to your Cardinal card it may take up to 2 weeks for it to be activated; contact Student Accounts for quicker activations.

  • There has been confusion where to submit payments online.

    • Direct payments: To make a onetime direct payment to Wheeling Jesuit University, go to our website, http://www.wju.edu/businessoffice/onlinepayments.asp.

    • Payment Plan payments: If you have an ECSI payment plan and will be making monthly payments without automatic withdrawal from your account, the payment must be made to ECSI in one of two ways: 1) by mailing a check or 2) online at https://www.ecsi.net.

+ Student auto registration (i.e. vehicle permits); please allow 2 weeks for this to appear on your statement after registering your vehicle.

+ Your clearance pass will not be available to print until the first Monday of August. You need to make sure there are no holds on your account in order to print the clearance pass. You will not need to present your clearance pass until you move into campus housing or the first day of classes (commuters).

+ If you have any concerns or problems similar to those listed above, please contact the Student Accounts Office as soon as possible for assistance.

+ Returning students will receive a paper statement by the end of April (for the fall) and by the end of November (for the spring).

+ New students and incoming transfer students will receive a paper statement by the end of June (for the fall) and by the end of November (for the spring);

+ Students have access their account at all times through Academus and should monitor it at least once a week and communicate openly with anyone helping them to pay for college.
**WJU Cardinal Email**

Cardinal Email is powered by Google, so if you have a Google Mail account you will know how to navigate through the system. If you do not have a Google Mail account, there is a quick tutorial that will help you when you first login. For additional assistance, links to usage guides can be found at www.wju.edu/its/googleappstutorials.asp

It is important that you check your Cardinal Mail account frequently. Many offices at Wheeling Jesuit use this account to send you important information. The easiest way to get to your Cardinal Email account is to access the Cardinal Page at cardinal.wju.edu once on this page you will click on the “Cardinal Email Login” found on the left side of the screen.

On the next screen make sure you enter your entire email address, not just your username. There is a reminder on the screen next to the login window. When you log in for the first time you will need to accept the terms and conditions and then there should be a quick tutorial on how to use your new Cardinal Email account.
Academus Online is a student-centered portal that allows students to easily access information from different departments at Wheeling Jesuit University including Academics, Student Accounts, Registrar, and Financial Aid. Students also register for courses through Academus Online.

To use Academus it is easiest to go to cardinal.wju.edu and click “Academus Online.”

Click on “Log In” tab at the top right.

Enter your User ID (the first part of your email address before the “@”) and your password (the last 4 digits of your social security number). If you changed your password at orientation and forget your email, you can request a password change at helpdesk.wju.edu.

Click on the “Students” tab.

You will then see your main student menu. Feel free to navigate through the menu and see what information can be accessed.
Get to know Academus, you will use it to look at financial aid, schedule classes, register for a parking permit, pay your bill, and for many other reasons. You will also print your Clearance Pass from this screen (lower left of the page).

To see your Financial Balance/Statement (bill), click on “WJU Statement on the Web” and then click the “submit” button. You will also see that there is a link directly below the “WJU Statement on the Web” that directs you to make credit card payments.

You also can view financial aid information, including your award letter and any information on documents that you may need to submit to the office. The two links in the financial aid section, allow you to view your aid status by term or your award letter for the year. To see your Financial Aid displayed by term, click “Financial Aid Status by Term,” select your term and then hit the “submit” button. To see your yearly financial aid award letter, click on “Financial aid award letter,” choose your term, and then click the “submit” button.

You will see links at the bottom of your award letter directing you to important information, the cost calculation estimator (which gives you an estimated out-of-pocket amount), and needed verification documents. Please be sure to check each of these links.

To view your schedule, click on the “schedule” link under “Academic Profile” on the main student menu. You will then be able to see your schedule.
Username/Password Information for University Systems

Cardinal Online
http://cardinal.wju.edu

Cardinal Online is the campus portal for online information. Links to email and other important systems are found here, as well as announcements, news, and campus events. It is recommended to make Cardinal Online the homepage for your Internet browser. There is a shortcut for all these systems on Cardinal Online.

Student LoginID
Your Student LoginID is used for Email, Academus, Blackboard, OrgSync, and WiFi. Your LoginID is your first initial, followed by your complete last name, followed by the last three numbers of your StudentID Number. (i.e. jsmith123) Your default passwords are noted below; you may have already changed them if you started using your accounts. If you have changed them and do not remember them, you can change them with the directions at the end of each section.

Email: Cardinal Mail
+ Your email address is your Student LoginID followed by @cardinal.wju.edu. (i.e. jsmith123@cardinal.wju.edu) Use your Student LoginID to login to the Cardinal Mail system from Cardinal Online.

+ Your initial Email password is 8 characters long: 4 zeroes followed by the last 4 of your SSN. (i.e. 00009876)

+ To reset your password, contact ITS at 304-243-4357 (HELP).

Academus
+ Use your Student LoginID to login to Academus from Cardinal Online. (i.e. jsmith123)

+ Your initial Academus password is 4 characters long: the last 4 of your SSN. (i.e. 9876)

+ To reset your password, click on the “What’s my password?” link in the lower right-hand corner of the screen.

Blackboard
+ Use your Student LoginID to login to Blackboard from Cardinal Online. (i.e. jsmith123)

+ Your initial Blackboard password is 4 characters long: the last 4 of your SSN. (i.e. 9876)

+ To reset your password, click on the “Forgot your password?” link on the login screen.
Academic Resource Center – ARC

Ignatius Hall, Ground Level
304.243.4473 + wju.edu/arc

The ARC is a place where students who want to succeed can find people willing to listen to their ideas and provide strategies for effectively tackling academic tasks.

Call to set up an appointment with a faculty recommended peer writing tutor, math tutor, subject tutor or professional staff member for assistance with study skills, time management or strategies to deal with learning disabilities.

Strategies for Academic Success ■
You are given only one day at a time — you decide how you will use each day. Find a quiet place, take a few moments and plan your day before it begins. Use a calendar or planner, and write down your daily goals, activities, assignments, study hours and entertainment. Make a “To Do” list and prioritize what you need to accomplish today and what can wait until tomorrow. You will feel successful crossing off your completed activities, and you will have a record of how you chose to use one very precious day of your life.

Subject Tutors for Successful Learning ■
Do you know that learning and studying can be a social event? Studying with other students can even be fun! Stop by the ARC to meet with experienced subject tutors who will assist you in learning. Peer tutors are available throughout the entire academic year.

Individual Tutors for Writing Skills ■
The ARC has experienced writing tutors available for all subjects. You will work together to understand your writing assignment, organize your ideas and develop your thesis. Writing tutors offer you suggestions to improve your writing skills and become a better writer.

Higher Ground ■
Every day you make important decisions and choose particular paths that can alter your life forever. Your personal decisions can lead you to higher ground where you can see clearly. You chose higher ground when you made a decision to pursue higher education at Wheeling Jesuit. You are an adult learner now and you will take an active rather than passive role in your education. You choose your major, your classes, your friends, your extracurricular activities and your study habits. You decide if you will succeed or fail. Begin your educational journey with decisions that will take you to higher ground.

A Great Beginning ■
Have you ever felt disorganized, overwhelmed with coursework, stressed out about tests, unsure about how to start or finish assignments or not able to manage your time? You know that you are good at some academic tasks and not so good at others. You enjoy some courses more than others. You have strong points and weak points. You are just beginning your educational career at Wheeling Jesuit University. During the first week of classes, stop by the ARC for personal assistance with learning strategies to create a great beginning.
Academic Resources

It All Adds Up

The Academic Resource Center has great services available to help you succeed. You can make an appointment with one of the math tutors to assist you with Algebra, Math in Society, Statistics, Precalculus or Calculus. Meeting with a math tutor is one positive step that you can take — and it all adds up to academic success.

ARC Hours

+ Monday-Thursday 10:00 a.m.– 9:00 p.m.  + Saturday CLOSED
+ Friday 10:00 a.m.– 2:00 p.m.        + Sunday 6:00 – 9:00 p.m.

How the ARC Works

Schedule an appointment with a tutor ahead of time, either in person at the ARC receptionist desk or by telephone. When you schedule an ARC appointment, you will be asked for information that helps the tutor prepare for the session. The more specific you are in providing this information, the more prepared your tutor can be. After the appointment, the tutor will complete a brief report to send to your professors, letting them know you are a committed student who is seeking some assistance to master the course. You may decline to have a report sent to your professor; however, the ARC will confirm attendance, if requested.

+ Seek help before the first sign of trouble.
+ Come prepared. Bring notebooks, textbooks, homework attempts — anything that may help you and your tutor during your session.
+ Be patient. Do not assume that every problem can be settled with a single session. You may feel that your difficulty lies in a certain area, but the tutor may notice that you also need to develop some other skills.

Call 304.243.4473 for additional information about the services offered by the Academic Resource Center or check us out on the Web at wju.edu/arc.

Disability Services

Center for Educational Technology (CET), Room 208
304.243.4484 + wju.edu/services/disabilities

Wheeling Jesuit University encourages faculty, staff and administration to assist students with disabilities achieve academic success. Students with documented disabilities are offered reasonable accommodations on a case-by-case basis, with confidentiality in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. If you have special academic needs due to a physical or learning disability, contact the Disability Services Director at 304.243.4484. Disability Services are located on the second floor of the Center for Educational Technology, where a learning disabilities specialist is available to provide assistance with strategies that specifically address learning disability issues.

In order to receive assistance, you must disclose your disability to the University, provide current (within three years) and comprehensive documentation concerning the nature and extent of your disability, and communicate your specific needs to the Disability Services director. WJU is committed to providing
reasonable accommodations to students with disabilities; however, it is your responsibility to seek out available assistance on campus and to utilize individualized adjustments. Ultimately, all students are responsible for their own academic achievement. You must attend classes, complete course assignments and fulfill all University requirements for your chosen field of study.

**Bishop Hodges Library**

Swint Hall
304.243.2226 + libguides.wju.edu/bhl

**Services**
Students have access to a variety of library services. Visit the library’s Web page libguides.wju.edu/bhl and click on the Student or Distance Learners Tab.

**Library Hours**
- Monday-Thursday  8:30 a.m.– Midnight
- Friday  8:30 a.m.– 4:30 p.m.
- Saturday  Noon – 5:00 p.m.
- Sunday  12:30 p.m.– Midnight

Reference services are available by appointment, telephone, e-mail and drop-in. Reference services are usually available Monday through Friday 9:00 a.m. to 5:00 p.m. and some evenings during the week. Availability is posted on the library Web site.

Library hours are subject to change and may vary during holidays, breaks and summer sessions. Check the library Web site or telephone to verify.

**Equipment**
Available equipment includes: wireless iBooks and IBM compatible laptop computers, IBM compatible desktop computers, iMac desktops, networked laser print stations, color laser printer, self-service photocopiers, microform readers / printers, television with DVD and VHS player, audio cassette player, typewriter, calculators, scanner, three-hole paper punch, and heavy duty stapler. Staff is available to assist with operation of equipment – just stop by the front counter for assistance.

**Room Use**
Two group study rooms are available for two-hour periods (renewals possible) for all students. Rooms may be reserved in advance.

**Collection**
The library’s collection of print books, electronic books and multimedia items are searchable through a Web-based interface. Students may place a hold on an item, check the status of library materials or renew library materials via the library’s online catalog.

The library’s monograph collection includes more than 149,000 titles supporting the academic curriculum. In addition, the library has a multimedia collection of DVD’s and CD recordings with more than 869 items.
The library supports the faculty by maintaining a collection of “Reserves” materials, which are located at the circulation desk. The library’s print journal collection contains more than 200 current subscriptions. Numerous other journal titles, not currently subscribed to, are available in the library. Extensive microform holdings are available for back issues of many journals.

**Electronic Resources**

As a WJU student, you have access to electronic resources that contain thousands of full-text research journal articles, abstracts, and indexes. In addition, the library has more than 149,000 ebooks. These resources are accessible both on and off campus. Electronic resources are available in all disciplines of study. A complete listing can be found on the library Web site. The library’s electronic resources also contain streaming video, streaming music and art images.

**ILL**

Interlibrary loan services are available to students. ILL is the process through which current students at WJU may request materials that are not locally owned, be obtained from another location to support education and research needs.

**Information Technology Services**

**Acker Science Center, Room 302**
304.243.8181 + its@wju.edu + wju.edu/its

**Computer Labs**

Labs are located in several locations around campus, including Acker Science Center (rooms 305 and 307), the ground floor of the NTTC and in the residence halls.

**Network Connections**

Network connections are available in every residence hall room so you may connect your computer to the Comcast High Speed Internet. This requires special hardware, a Network Interface Card (NIC) or Ethernet Adapter and a Category 5 Network Cable, which can be purchased in the Campus Shop or in any computer store. Connecting to the network is a multi-step process that requires your PC to be up-to-date with all critical security patches.

**Technical Support**

Technical support for student-owned computers is limited to network configuration assistance only. Licenses of Sophos Antivirus are available for students, but it’s up to you to install and use the software. It is also recommended that all computers run anti-spyware software for increased protection while online. There are free programs available (e.g. SpyBot), and they solve many performance related problems. It is not routine for ITS to troubleshoot virus and spyware problems, but these tools are available for you on the Cardinal Security Web page and on a CD in the library.
Online Resources

The Cardinal On-Line Web site — cardinal.wju.edu — has been designed for the students of WJU as a gateway to on-line resources. Links to computer network information, e-mail, class Web sites, special announcements and more, account for the bulk of the site. Student Government and key University offices use this site to post important information for students. Check the Web site for more details.

Cardinal Mail and Blackboard accounts are available to everyone. Cardinal Mail is the student e-mail system and email is considered an official means of communication between the University and students; students are responsible for checking their email on a regular basis to ensure they receive important communications. The Blackboard system is used by professors to accomplish a variety of learning objectives with students, including posting syllabi, announcements, course documents and homework, as well as a way to communicate with students. Each student is assigned a user name and password to access these systems. To access both Cardinal Mail and Blackboard, go to cardinal.wju.edu.

Academus, WJU’s online academic information system, provides students with real-time information about their class schedules, grades, transcripts and billing statements. You are able to register for classes online. Visit academus.wju.edu.

Employment Opportunities

Student employment opportunities are available in ITS. Approximately 15 students are employed each semester. To apply for a position or for more information about what positions are available, go to wju.edu/its and click on the Student Employment link. ITS offers positions in the areas of Helpdesk, Media Services, Network Services (Resident Computer Assistants) and ITS office support.

Registrar

Acker Science Center, Room 203
304.243.2238 + wju.edu/registrar

The Office of the Registrar is an integral part of the academic life of a Wheeling Jesuit student. The Registrar’s Office coordinates the registration and processing of grades for University classes; in addition, the Registrar’s Office can also provide the necessary paperwork and assistance with the following:

+ Change of Major
+ Declaration of a Minor
+ Declaration of a Double Major
+ Non-Degree Application
+ Independent Study Application
+ Course Status (credit / non-credit / audit)
+ Course Petition Form
+ Transcript Request
+ Application for Graduation
+ Transient Form
+ Add / Drop a Course
+ Enrollment Verification
+ Change of Address
+ Academus Online
+ Transient Form
You are able to search and register for classes through Academus On-Line, the University’s on-line information system (academus.wju.edu). Information on the pre-registration process for future semesters will be sent to all students via campus e-mail.

The Registrar’s Office also has information and forms available on the University’s Web page (wju.edu); select Registrar’s Office from “Quick Links” drop-down menu. We are here to answer questions concerning registration and academic records; please feel free to call us.

The complete Academic Calendar can be viewed in the first part of this booklet and is also available online.

FERPA Facts

In 1974, the government passed the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment. According to this law, a college cannot provide information about a student’s class attendance, grades, academic progress or participation to anyone but the student and select college personnel without the student’s written permission. The law is designed to protect your privacy but may cause tension with family members who have a genuine concern about your academic progress or who are helping to fund your college education. Given the restrictions placed on institutions by FERPA, consistent and honest communication between you and your family is needed. All schools are required to post an annual FERPA notification so. For further information, visit our Web site at www.wju.edu/about/hr/policies/FERPA.asp or contact the Registrar’s office at 304.243.2238 with any questions about FERPA.
# Academic Advising Syllabus

## Academic Advisor / Student Responsibilities

Each first-year student is assigned an academic advisor. Academic advising is a two-way street. Your advisor has responsibilities to you, but you must also fulfill expectations.

**Advisor Responsibilities:** Your advisor will...

<table>
<thead>
<tr>
<th>Advisor Responsibilities</th>
<th>Student Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>+ Understand the clearly communicate degree requirements at Wheeling Jesuit University</td>
<td>+ Become knowledgeable about Core and major requirements in areas of interest</td>
</tr>
<tr>
<td>+ Convey University policies and procedures</td>
<td>+ Adhere to University policies and procedures and ask about them if necessary</td>
</tr>
<tr>
<td>+ Adhere to confidentiality guidelines as outlined in the Family Educational Rights and Privacy Act (FERPA)</td>
<td>+ Keep open lines of communication with advisor and family</td>
</tr>
<tr>
<td>+ Be available to you through scheduled appointments, office hours, emails, and phone calls during regular business hours</td>
<td>+ Understand the advisors have a variety of responsibilities that impact their availability, keep scheduled appointments, and cancel with at least 24 hours notice if necessary</td>
</tr>
<tr>
<td>+ Work with you to identify your strengths and interests to help you develop realistic educational goals</td>
<td>+ Be honest and open with advisors about strengths, interests, and goals</td>
</tr>
<tr>
<td>+ Provide you with information on learning opportunities outside the classroom</td>
<td>+ Be open to opportunities for learning outside the classroom and investigate those opportunities</td>
</tr>
<tr>
<td>+ Make appropriate referrals as necessary</td>
<td>+ Follow up with recommended referrals</td>
</tr>
<tr>
<td>+ Discuss your academic performance and its impact on your future goals</td>
<td>+ Accept responsibility for academic performance and accept the challenge that college courses provide</td>
</tr>
<tr>
<td>+ Listen to and respect you as an individual with unique needs, abilities, and interests</td>
<td>+ Listen to and respect advisor as a professional who has your best interest in mind</td>
</tr>
<tr>
<td>+ Assist you in making a smooth transition to Wheeling Jesuit University</td>
<td>+ Ask questions and request assistance at the first sign of difficulty or concern</td>
</tr>
<tr>
<td>+ Provide you with accurate information and follow up with you in any questions were left unanswered</td>
<td>+ Come prepared to meetings with questions and some initial research done about areas of inquiry</td>
</tr>
</tbody>
</table>
Introduction to Syllabi 101

The Syllabus is your guide to each of your courses at Wheeling Jesuit. It provides valuable information about course objectives, assignments and expectations. Keep each syllabus with the books, notes and other materials you need for a class so you can continue to refer to it throughout the semester. A typical syllabus will look like this:

**Class time:** M, W, F 11:00 - 11:50 a.m.

**Instructor:** Dr. Luceat Lux Vestra
Office: Cardinal Hall 123
Email: lvestra@wju.edu

**Office hours:** Use them! This is your opportunity to ask questions / clarify topics in a 1-to-1 setting.

**Course Description:**
This course is an introduction to the fine art of reading a syllabus. This course is designed to provide the tools necessary to successfully understand, interpret and put into practice the basic skills of figuring out what exactly your instructors want from you, how you will be evaluated, how your assignments will be weighted and other tips for success.

**Course Objectives:**
1. To identify key areas of importance on the syllabus
2. To develop an understanding of how instructors outline their expectations in a syllabus
3. To learn and understand terms like: Blackboard, Rubric, Objectives, Outcomes and Expectations
4. To gain the skills necessary to use a syllabus in order to achieve academic success

**Assignments:**
1. Due Dates – Pay attention to these! Put them on your calendar at the beginning of the semester.
2. Description of Assignments – Read carefully and write down any additional explanations given in class.
3. Rubrics – These give you a clear explanation of the assignment and how it will be evaluated.

**Course Expectations:**
Under this section you might find the rules of the classroom. They often include:
1. Rules of Engagement – how you are expected to participate
2. Rules of Attendance, Missed Class Policies
3. Rules of Tardiness
4. Rules of Blackboard – will it be used, and if so, how?
5. Late Assignment Policies

**Required Texts:**
Purchase / rent the needed books and complete the reading assignments. It’s that simple! We cannot begin a conversation unless you crack the book.

Know your instructor’s name and title. Don’t be afraid to use the provided contact info to ask questions.

These are important, especially when you’re studying for your finals!

“Rubrics” are like a roadmap to an ‘A’. Don’t ignore the guidelines provided by the instructor for successful completion of the assignments!

How does the instructor expect you to participate? Not 100% sure? ASK!
Evaluation / Grading:
This section tells you how assignments will be weighted (how much each will contribute to your final grade). Your instructor might use percentages or points to express his or her weighting system.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
<th>Points</th>
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</thead>
<tbody>
<tr>
<td>Research paper</td>
<td>25%</td>
<td>125</td>
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<tr>
<td>Journals</td>
<td>5%</td>
<td>25</td>
</tr>
<tr>
<td>Exam 1</td>
<td>15%</td>
<td>75</td>
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<tr>
<td>Exam 2</td>
<td>15%</td>
<td>75</td>
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<tr>
<td>Exam 3</td>
<td>15%</td>
<td>75</td>
</tr>
<tr>
<td>Quizzes</td>
<td>15%</td>
<td>75</td>
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<tr>
<td>Attendance</td>
<td>10%</td>
<td>50</td>
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<tr>
<td>TOTAL</td>
<td>100%</td>
<td>500</td>
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</tbody>
</table>

This is a commonly used grade breakdown (and GPA equivalent) — some classes might use slightly different breakdowns:

- A 94-100 (4.0)
- A- 90-93 (3.7)
- B+ 87-89 (3.3)
- B 83-86 (3.0)
- B- 80-82 (2.7)
- C+ 77-79 (2.3)
- C 73-76 (2.0)
- C- 70-72 (1.7)
- D+ 67-69 (1.3)
- D 63-66 (1.0)

Other Information:
- Academic Integrity (Plagiarism, cheating, etc. Plagiarism sanctions differ depending on the severity.)
- Support Services: It is YOUR job to meet with a staff member from the ARC and arrange accommodations.

Course Calendar:
Assignment due dates, reading due dates, quizzes and other information. Instructors will provide you with detailed information; YOU must take responsibility for remembering and / or asking questions when you are unsure.
# Summary of Core Curriculum Courses Completed

You must successfully complete Wheeling Jesuit’s Core Curriculum Courses in order to receive your degree. Use this checklist to keep track of your Core Curriculum Courses as you complete them, including the semester of completion and your grade. This checklist will help you avoid a missed course that could keep you from graduating on time.

Your Name: ________________________________________________________________________________________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Category Completed</th>
<th>Course Description</th>
<th>Completed:</th>
<th>Semester / Year</th>
<th>Grade</th>
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<tbody>
<tr>
<td></td>
<td>First Year Seminar (1 credit)</td>
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<td>FYS 101</td>
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<td>English Composition (3 credits)</td>
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<td>ENG 105 Process of Composition</td>
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<td>ENG 110 Composition Seminar</td>
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<td></td>
<td>History (6 credits)</td>
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<td>HIS 110 The Twentieth Century</td>
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<td>HIS 120 Historical Methods</td>
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<td>Philosophy (6 credits)</td>
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<td>PHI 105 Logic and Knowledge</td>
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<td>PHI 205 Phil of Human Person</td>
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<td>Theology (6 credits)</td>
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<td>RST 106 The Religious Quest OR RST 107 Catholicism</td>
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<td>RST Elective</td>
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<td>Global Perspectives (3 credits)</td>
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<td>INS 111 World Community</td>
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<td>SSC 110 Anthropology</td>
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<td></td>
<td>Literature (6 credits)</td>
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<td>LIT 120 Literary Foundations</td>
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<td>LIT 250 Literary Explorations</td>
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<td></td>
<td>Mathematics (3 credits)</td>
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<td></td>
<td>CSC 108 Intro to Structured Program</td>
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<td></td>
<td>CSC 110 Computer Science I (4 crs)</td>
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</table>
### Guide for New Students 2014

**Wheeling Jesuit University**

**ACADEMIC RESOURCES**

<table>
<thead>
<tr>
<th>Course</th>
<th>Completed: Semester / Year: Grade:</th>
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<tbody>
<tr>
<td>MAT 102 Mathematics in Society</td>
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<tr>
<td>MAT 105 Introduction to Statistics I</td>
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<tr>
<td>MAT 108 Pre-Calculus</td>
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<tr>
<td>MAT 111 Calculus I (4 crs)</td>
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</table>

**Modern Language (3-6 credits)**

- **Category Completed:** ☐ (Complete two courses in the same language, OR 111, OR one upper-level course 200+)
- MOL ______________________________________________________________
- MOL________________________________________________________________

**Science (6 credits)**

- **Category Completed:** ☐ (Complete two courses from those listed, but the two must be from separate disciplines)
- CHE 105 Intro General Chemistry
- CHE 107 Chem for Non-Sci Majors
- CHE 110 General Chemistry I
- BIO 105 The Process of Biology
- BIO 107 Evo and Ecological Biology
- BIO 108 Form and Func of Bio Organ
- BIO 109 Cells and Chromosomes
- BIO 128 Anatomy and Physiology
- GSC 135 Science of Health
- PHY 104 Physical Science
- PHY 105 General Physics
- PHY 107 Astronomy
- PHY 108 Geology
- PHY 110 Physics I
- PHY 130 Physics for Allied Health
- PHY 131 Earth and Space Science

**Social and Behavioral Sciences (3 credits)**

- **Category Completed:** ☐ (Complete one of the following courses)
- POS 110 Am Political Process
- PSY 110 General Psychology
- ECO 110 Macroeconomics

**Ethics/Moral Theology (3 credits)**

- **Category Completed:** ☐ (Complete one of the following courses)
- RST 305 Christian Morality Today
- PHI 305 Ethics

**Fine Arts (3 credits)**

- **Category Completed:** ☐ (Complete any one FAS level 100 course)
- FAS_____________________________________

## Schedule Planning Worksheet

<table>
<thead>
<tr>
<th>COURSE &amp; SECTION (ex. HIS-110-04)</th>
<th>CREDITS</th>
<th>DAYS (ex. MWF)</th>
<th>TIME</th>
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<tbody>
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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m.-8:50 a.m</td>
<td>8:00 a.m.-9:15 a.m</td>
<td>8:00 a.m.-8:50 a.m</td>
<td>8:00 a.m.-9:00 a.m</td>
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<td>9:00 a.m.-9:50 a.m</td>
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<td>10:00 a.m.-10:50 a.m</td>
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<td>11:00 a.m.-11:50 a.m</td>
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<td>11:00 a.m.-11:50 a.m</td>
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<td>11:00 a.m.-11:50 a.m</td>
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<tr>
<td>12 Noon-12:50 p.m</td>
<td>1:35 p.m.-2:50 p.m</td>
<td>12 Noon-12:50 p.m</td>
<td>1:35 p.m.-2:50 p.m</td>
<td>12 Noon-12:50 p.m</td>
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<td>1:00 p.m.-1:50 p.m</td>
<td>3:00 p.m.-4:15 p.m</td>
<td>1:00 p.m.-1:50 p.m</td>
<td>3:00 p.m.-4:15 p.m</td>
<td>1:00 p.m.-1:50 p.m</td>
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<td>2:00 p.m.-2:50 p.m</td>
<td>4:30 p.m.-6:00 p.m</td>
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</table>
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<table>
<thead>
<tr>
<th>COURSE &amp; SECTION (ex. HIS-110-04)</th>
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<th>DAYS (ex. MWF)</th>
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<tbody>
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<td>12:10 p.m.-1:25 p.m.</td>
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<td>12 Noon-12:50 p.m</td>
<td>1:35 p.m.-2:50 p.m</td>
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<td>1:00 p.m.-1:50 p.m</td>
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### Activities / Athletics Planning Worksheet

<table>
<thead>
<tr>
<th>ACTIVITY / ATHLETIC EVENT</th>
<th>DAYS</th>
<th>TIME</th>
<th>CONTACT PERSON</th>
<th>CONTACT INFO</th>
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## Athletics

**McDonough Center**  
304.243.2365 + FAX: 304.243.2265 + athletics.wju.edu  
Facebook: facebook.com/wjucardinals  
Twitter: #!/WJUCardinals

Wheeling Jesuit’s Athletics department encourages personal and group physical fitness and is responsible for all inter-collegiate competitions, club sport programs, and the McDonough Center.

The University’s 21 varsity sports include 20 men’s and women’s NCAA Division II athletic teams and it’s USA Rugby Program. Jesuit teams have won 63 conference championships and boast 45-plus Academic All-Americans.

Admission is free to all students at sporting events; some competitions may charge a small admissions fee for guests.

Wheeling Jesuit Athletic Programs include:

<table>
<thead>
<tr>
<th>Men’s Varsity Sports</th>
<th>Women’s Varsity Sports</th>
<th>Men’s JV Sports</th>
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<tr>
<td><strong>FALL</strong></td>
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<td>Soccer</td>
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<td>Golf</td>
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<td>Cross Country</td>
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<td>Wrestling</td>
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<td><strong>WINTER</strong></td>
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### CLUB SPORTS

- Ice Hockey
- Cheerleading
Campus Ministry
Chapel of Mary and Joseph, Lower Level
304.243.2385 + wju.edu/campusministry

Campus Ministry
As campus ministers at Wheeling Jesuit — a Catholic, Jesuit university — we invite you to experience the Ignatian tradition. St. Ignatius Loyola (1491-1556), the founder of the Jesuits (an order of Catholic priests and brothers), urged men and women to listen to the voice of God speaking in their hearts and to discover how God acts in our lives and in all creation. Wheeling Jesuit’s Campus Ministry strives to develop a community of faith, worship and service to others. Led by Jesuits, pastoral ministers and student leaders, Campus Ministry serves to mentor students in all aspects of their lives. Wheeling Jesuit Campus Ministry, located on the lower level of the Chapel of Mary and Joseph, offers prayer and reconciliation, celebration of the sacraments, worship, retreats, spiritual direction and service. Through word and sacrament, prayer and service, reflection and action, we enter the Ignatian way of life, making our love of God in Christ active in our world. We want to meet you, hear your ideas and provide opportunities for your spiritual growth during this unique time in your life. Please stop by our office or contact us so we can get connected.

Campus Ministry Opportunities
Following are some opportunities for spiritual growth, worship and service. All are welcome! Let us know if there are other areas where we may be of service or of other ideas for ministry you may have.

Worship
Come to the heart of campus! The Chapel of Mary and Joseph is open daily to all for prayer and quiet reflection. When classes are in session, Masses are celebrated in the Chapel at the following times:

- Sunday: 11:00 a.m., 6:00 p.m., and 9:00 p.m.
- Monday-Friday: Noon
- Wednesday: 9:15 p.m.

Use your talents in service to the worshipping community: join the Choir or become a Lector, Altar Server or Extraordinary Minister of the Eucharist. If you wish to connect with your local church denomination for worship, we can help put you in touch with area churches and a synagogue. We also offer Praise and Worship as well as Taize prayer throughout the year.

Small Prayer Communities
Join a Small Prayer Community, an opportunity to gather weekly with a small group of peers to pray, to connect your faith with daily life and to put faith into action.

Retreats
Campus Ministry offers various overnight and day / evening retreats, a time to get away from the everyday routine for prayer and reflection. First-year students make the Freshman Overnight Retreat, and the Kairos Weekend is a popular retreat among upperclassmen at WJU’s beautiful Lantz Farm. During Lent, the Time Out Retreat allows those who cannot get away for a weekend the chance to make a retreat right on campus. You may also seek out a spiritual guide in Campus Ministry with whom you can share the joys and struggles of your faith.
Service
Service is at the heart of a lively faith. Make a commitment to help those in need. Campus Ministry works with the Service for Social Action Center to provide the opportunity to reflect on your service so that you may connect your faith with action in the world.

Vocation
Discern how God is calling you to love in this world. Campus Ministry can provide information and help you make decisions about service programs or your vocation to the priesthood, religious life, marriage or single life after Wheeling Jesuit University.

Prayer for Generosity
Dearest Lord, Teach me to be generous. Teach me to serve you as you deserve. To give and not to count the cost, To fight and not to heed the wounds, To toil and not to seek for rest, To labor and not to seek for reward, Save that of knowing that I am doing your will.

— St. Ignatius of Loyola

Campus Shop (Bookstore)
Swint Hall, First Floor, next to Troy Theater
304.243.2231 + campusshop@wju.edu
wju.edu/campusshop

The Campus Shop is operated by Follett and sells new and used text books, and provides the option to rent textbooks. We provide any academic materials that are required for courses. Clothing, gifts and snacks are carried in the bookstore as well. Campus Shop hours during the academic year: Monday-Thursday: 9:00 a.m. to 5:00 p.m.; Friday: 9:00 a.m. to 4:00 p.m. Special hours at the beginning of each semester and during special event weekends will be announced prior to those times. All major credit cards are accepted and gift cards are available.

Career Planning
Career Advisers are assigned to students and provide basic career services, including resume and cover letter review and demonstration on how to use the College Central Network. Residential students have an Area Coordinator who also services as Career Advisers and career advising is available to commuter and adult and graduate students upon request by the Dean of Student’s Office. Faculty are also a valuable career resource for students.

Kirby / Sara Tracy Area Coordinator / Career Adviser 304-243-2390, First Floor Lobby
Campion / McHugh Area Coordinator / Career Adviser 304-243-2812, First Floor Lobby
Ignatius / Thomas Moore Area Coordinator / Career Adviser 304-243-2650, First Floor Lobby
Commuting, Graduate, and Adult Career Adviser 304-243-2350, Swint Hall, Room 209
Wheeling Jesuit students and alumni have access to our online career source — the College Central Network — 24 hours a day. Simply by logging on to www.collegecentral.com/wju and using your student ID# as your “Access ID,” you can create a profile, submit your resume and use local and national job boards to find internships and jobs.

Some ideas on how to plan for your career early in your college career are highlighted in the four year plan below.

**FRESHMEN – Develop a Plan**

+ Assess interests and values
+ Choose a major
+ Seek opportunities to develop skills
  - Begin your professional development by joining a student organization or club
  - Attend leadership development workshops
  - Consider volunteer / service opportunities that may complement educational / work experiences
  - Research major and career options related to your interests
  - Become familiar with the college catalog regarding general studies and requirements for majors offered at Wheeling Jesuit University
  - Meet with your academic advisor regularly
  - Maintain a good GPA
  - Apply for summer jobs and internship opportunities
+ Become familiar with resources available on the College Central Network

Wheeling Jesuit students and alumni have access to our online career source — the College Central Network — 24 hours a day. Simply by logging on to www.collegecentral.com/wju and using your student ID# as your “Access ID,” you can create a profile, submit your resume and use local and national job boards to find internships and jobs.

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  - Maintain a good GPA
  - Apply for summer jobs and internship opportunities
+ Become familiar with resources available on the College Central Network
SOPHOMORES – Build a Foundation

+ Plan a meaningful and marketable education
+ Hone work-related skills
  - Join relevant student and professional organizations or work toward a leadership position within an organization
  - Attend career and wellness workshop sessions
  - Seek additional internship(s) or work-related experiences
  - Continue in or select an additional volunteer / service experience
  - Learn how to develop a portfolio
  - Declare a major if you have not done so
  - Meet with your academic advisor to confirm a degree plan
  - Get to know professors teaching in your major
  - Choose electives that will provide additional desirable skills
  - Maintain a good GPA
  - Develop your professional resume
  - Talk to alumni regarding specifics about your major or chosen career
+ Use the College Central Network to search for internships and employment opportunities in your field.

JUNIORS – Evaluate your Progress

+ Assess experiences
+ Develop networking opportunities
+ Become knowledgeable about the job-search process and / or graduate school
  - Explore graduate and professional school options and requirements
  - Develop your networking skills
  - Conduct information interviews with professionals in your field
  - Attend seminars related to your major
  - Update your professional resume
  - Seek additional internship information and volunteer experiences
  - Maintain a good GPA
  - Continue to update your portfolio with samples of your work
  - Attend career and wellness workshop sessions
  - Continue involvement in leadership positions in student organizations
+ Upload your resume on the College Central Network to receive feedback from a Career Adviser.
SENIORS – Decide and Commit

+ Practice mock interviews
+ Begin job search process and/or graduate school application process
+ Attend job fairs
  • Update and polish resume
  • Identify references and obtain letters of reference
  • Schedule job interviews with on-campus recruiters
+ Prepare for and attend job/graduate school fair opportunities
+ Revise and update your portfolio — complete with examples of work
+ Maintain a good GPA
+ Attend career and wellness workshop sessions
+ Continue seeking networking opportunities
+ Use the College Central Network to search and apply for jobs and to prepare for interviews.

Community Service / Service for Social Action Center

Acker Science Center, 112C
304.243.8728 + service@wju.edu + wju.edu/ssac

The Service for Social Action Center (a.k.a., the “Service Office”) coordinates community service and service-immersion experiences for our campus community. Students will have the opportunity to truly become “men and women for others” through the partnerships of clubs, service programs and academic courses with organizations in Wheeling, Appalachia, and across the country.

Throughout the year, the Service Office, in partnership with Campus Ministry, works to identify service projects and provides support with spiritual reflection and skill development. Some of the Service Opportunities during the year include: American Red Cross Blood Drives, Hunger and Homelessness Awareness Week, food and clothing drives, mentoring and after school programs, Special Olympics, Make a Difference Day, Prison Ministry and much more!

While at Wheeling Jesuit, students will be encouraged to continually develop and challenge yourself to serve others, not only in the local community, but also abroad. The Service Office offers a variety of service immersion trips each year over student’s breaks (Fall, Winter and Spring). Each of the immersion experiences is unique to its own geographical location, population demographics and community dimensions. Immersions allow students to recognize the difficulties of many other communities, many of which parallel the same issues that we see in Wheeling. You are challenged to bring back the skills and understanding you receive on the immersions to better serve the Wheeling community.

Students have participated in service immersions in the following places: Boston, MA; Camden, NJ; Philadelphia, PA; El Paso, TX and Juarez, Mexico; El Salvador; Mingo County, WV; New Orleans, LA; Nashville, TN; Kopperston, WV; and Washington, D.C.
Dining Services, Benedum Room and Coffee Shop
Swint Hall, Ground Level
304.243.2320 + wju.edu/foodservice

The WJU Dining Services are located in Swint Hall. Food service is provided by Parkhurst Dining (www.parkhurstdining.com), the same company that provides food for the Pittsburgh Steelers! The Benedum Room, otherwise known as the “B-Room,” is the main dining room designed to accommodate students on a meal plan, WJU employees and visitors. Campus Coffee offers take out service. Various catered events are held year round throughout the entire WJU campus.

Resident Meal Plans
If you are a resident student, you will automatically be assigned a meal plan. Up to 225 meals a semester can be used in the B-room while students can use cash or credit in the coffee shop.

In addition, all students can have money placed on the Cardinal Card (commonly referred to as “Munch Money”) through the Student Accounts Office...Residential students whose academic requirements prevent them from eating in the Benedum Room on a regular basis (i.e. upperclass health science students doing clinical rotations off-campus and student teachers) may request an amendment to the meal plan. Students with dietary restrictions should meet with Dining Services to request special food accommodations; since most dietary needs can be accommodated, these students are usually able to stay on the meal plan while getting their needs met.

Commuter Dining Options
Commuter students are encouraged to enjoy meals in the Benedum Room and/or coffee shop as they choose. While there is no meal plan for commuter students, commuters who have money placed on their Cardinal Card (commonly referred to as “Munch Money”) will receive a discount while eating on campus. Munch money remains on a students’ account through the academic year (must be used before the end of the spring semester each May). Commuters can also pay cash to eat in the Benedum Room and cash or credit/debit in the coffee shop. Many commuters find eating on campus to be a convenient way to engage in campus life during their time on campus.
Dining Features
Continuous dining is available from breakfast through dinner each weekday, including breakfast, lunch and dinner. On weekends, brunch and dinner are offered. Visit the Dining Services Web site at wju.edu/foodservice for current operating hours and prices. Students have access to 225 meals a semester and can use up to 3 meals a day. The 225 meal plan provides students with an average of 14 meals a week or two meals per day.

Dining Service Guidelines
+ Food and drink may not be taken out of the Benedum Room for any reason. An approved carryout program is available upon request. Approved carryout guidelines are available in the B-Room. The option to carry out may require a small fee.
+ Shoes and shirts must be worn at all times with the exception of programmatic awareness days approved by Student Development.
+ Athletic gear is not permitted in the Benedum Room.
+ Utensils and equipment may not be removed from the dining service area.
+ Meal plan meals are non-transferable (with the exception of guest meal passes) and may not be shared.
+ Abusive and / or insulting language, disruptive behavior, vandalism and infringement on the rights of others will result in disciplinary action.
+ The University dining service does not accept liability for any lost or stolen articles.
+ All other Wheeling Jesuit University standards or conduct policies — as outlined in the WJU student guidelines handbook — must be followed in the dining facilities.

Campus Coffee
The coffee shop offers take out service as well as hot and cold food and beverages for people on the go. “Munch money,” cash or credit can be used at this venue. Campus Coffee is operated when classes are in sessions Monday-Thursday, 7 a.m.-12 midnight, Friday, 7 a.m. - 10 p.m., Saturday, 10 a.m. - 10 p.m. and Sunday, 10 a.m. – 12 midnight.

Dining Hall (Benedum Room) Hours of Operation

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<tr>
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<th>Monday - Friday</th>
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<tr>
<td>Breakfast</td>
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<td>Brunch 11:00 a.m.-1:15 p.m.</td>
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<tr>
<td>Continental Breakfast</td>
<td>9:15-10:45 a.m.</td>
<td>Dinner 4:45-7:00 p.m.</td>
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<td>Lunch</td>
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<td>Afternoon</td>
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<td>Dinner</td>
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Financial Aid
NTTC, 2nd Floor
304.243.2304 + FAX 304.243.4397
finaid@wju.edu + wju.edu/admissions/finaid

Our Financial Aid Office is dedicated in assisting you through your financial aid process. We understand that this process can be very overwhelming, especially if this is your first college experience. Our office will make every effort to help you to complete all the appropriate forms and meet deadlines. We are here to assist you with questions or concerns until your graduation from WJU!

We realize that parents often take on the responsibility of completing the financial aid forms and paying students’ balances. However, we cannot stress enough to Wheeling Jesuit students the importance of taking an active role in financing your education. By making this a family process, you’ll be educated about your loan debt and will become a credit conscious consumer while you are in school and after you graduate. Another reason we ask for student involvement is that your name will appear on the invoices and loan promissory notes.

We encourage you to visit www.studentaid.ed.gov. This is a website designed to help students / families understand the importance of financial aid. It also provides other tools and resources as you prepare for your financial future.

Office Hours
Monday-Friday 8:30 a.m. - 5:00 p.m.

Other Phone Numbers
Federal Student Aid Information Center 1.800.433.3243
WV State Grant / PROMISE 1.888.825.5707
PA State Grant 1.800.692.7392
Direct Loans Servicing Center 1.800.557.7394

Federal School Code
003831

Important Websites
Wheeling Jesuit University wju.edu
WJU Financial Aid wju.edu/admissions/finaid
Direct Loans www.studentloans.gov
Financial Aid Checklist

❖ Complete the Free Application for Federal Student Aid (FAFSA) EACH ACADEMIC YEAR online at www.fafsa.gov.
  • Request parent and student PIN (electronic signature) www.pin.gov
  • Priority deadline for filing is February 15th
  • Enter “Wheeling Jesuit University” for the school name, federal code 003831

❖ Student Aid Report (SAR) sent by the federal processor after submitting FAFSA:
  • Three to 10 days to process online FAFSA
  • If e-mail address was provided on the FAFSA, you will receive your results electronically
  • Corrections can be made on the Web with PIN

❖ Verification Process: if selected by the U.S. Department of Education, the following documents must be submitted:
  • WJU Verification Worksheet – available online at wju.edu/admissions/finaid/docs.
  • Must request IRS tax transcripts by one of three options:
    Phone: 1.800.908.9946
    Online: www.irs.gov
  • If additional verification is needed, we will notify you

❖ Disbursing of Federal Direct Stafford / Perkins Loans:
  • Entrance Counseling is a requirement for all borrowers. This can be completed online at www.studentloans.gov. FAFSA PIN is required for signature
  • Master Promissory Note (MPN) is completed online. This can be completed online at www.studentloans.gov. FAFSA PIN is required for signature
  • Signing of Perkins Promissory Note is done in the Business Office

❖ Financial Aid Award Notifications are emailed to the student’s WJU email address:
  • Shows financial aid awarded for fall and spring semesters
  • Check housing and enrollment status
  • Outside scholarships will appear on award notification once we receive notification from student or organization / agency
Student Accounts Office

NTTC, 2nd Floor
304.243.2222 + Fax 304.243.4397

The primary function of the Wheeling Jesuit Student Accounts Office is to process tuition and room and board billing. We understand that the billing process can be very confusing, especially if this is your first college experience. Our office will make every effort to help you understand your bill and know the payment deadlines. This section on the Student Accounts Office was designed to give you an overview of the billing processes. Please contact us if we can be of any further assistance.

Billing Information

+ Student account on-line billings are updated on a daily basis
+ Fall semester billing begins in June. Spring semester billing begins in November.
+ All base charges / fees are shown on June and November billings
+ All financial arrangements for student accounts must be resolved by the due date for each semester:
  • Fall – Last Wednesday in July.
  • Spring – First Wednesday in December.
+ You will not be permitted to move into the residence halls or begin class until your balance has been paid.
+ If accounts have not been resolved by the due date, you will be ‘deregistered’. Deregistration is the process of removing you from all your selected courses to make your seat(s) available to other students and, if applicable, cancelling your housing assignment and meal plan to reassign your bed to another student on the housing waitlist. Once you are deregistered, you need to start the process from the beginning and there is no guarantee that the classes or housing assignment you want may still be available.

You may resolve your balance in the following ways:

+ Pay balance in full
+ Set up external payment plan
+ Financial Aid
+ Payroll deduction

Payments may be made in the Student Accounts Office located in the NTTC building (second floor) or in the Business Office.

+ Cash, checks or money orders are accepted.
+ On-line credit card payments – processing fee will apply (Visa, MasterCard, Discover)
+ On-line debit payments from checking or savings accounts – a minimal fee of $1 will apply

The following transactions may be made through our Web site wju.edu:

+ Loans, grants or scholarships
+ External payment plan (contact Student Accounts Office for more information). These plans must be active and payments up to date.
Helpful Hints for Keeping your Accounts Current
+ Check your Cardinal email at least once a week. All offices and departments communicate with students / families via the Cardinal email. Information sent is important and may need action taken.
+ Don’t wait until the last minute to pay or make payment arrangements.
+ Statements will be mailed at the beginning of each semester only.
+ Check your account on Academus at least once per week to determine that everything is current, especially if you have made any changes in courses, housing, etc. Additional fees can be added after the initial billing, such as auto registration. Check to see if you have any ‘holds’ on your account.
+ Make sure you have filed your FAFSA and it has been received by the Financial Aid Office.
+ If the Financial Aid Office requests additional information or documentation, provide it as soon as possible. You cannot receive a financial aid package until all paperwork and signatures have been received. You may check your Academus account online to see what, if anything, is needed.
+ If you are not planning to return, make certain you drop your courses in the appropriate office and pay any outstanding balances you may have.

Other Services
+ Cardinal Cards (i.e. Student ID Cards): Come to the Student Accounts Office to apply money to your cardinal card for munch money (money that can be used as declining balance in the dining facilities)
+ I-9’s: You’re required to complete U.S. Form I-9 to prove you have the right to work in this country. This form can be completed in the Payroll Office. You must show two forms of identification, usually a social security card and a driver’s license.
+ Paychecks: If you work on campus, you’ll be paid on a bi-weekly basis. Paychecks are ready at 8:30 a.m. on Friday mornings of the pay week. During holidays and / or breaks the pay schedule may vary. Pay schedules are available in the Business Office.
+ Payroll Deduction: If you desire to have all or part of your student paycheck applied to your account, you can come to the Student Accounts Office or go to the Payroll Office to fill out the appropriate form. This service permits you to pay over the semester on your tuition account without being assessed finance charges.
+ Perkins Loans: If you’ve been awarded a Perkins Loan, you must come to the Business Office and sign all required promissory notes and paperwork. Entrance and exit interviews are required for these loans. Repayment of these loans is coordinated through the Business Office when you no longer attend Wheeling Jesuit University.
+ Student Account Information and Assistance: Staff members are always willing to assist with helping you understand your tuition account. We also offer options, along with Financial Aid, to help in the payment of the accounts.

Important Reminders
+ Books are NOT included on your account.
+ Work study awards are NOT a given — don’t count on work study as a primary funding source for your WJU education.
+ Your student account is YOUR RESPONSIBILITY! You need to know how it will be paid. We are required to follow all the FERPA guidelines when discussing your student account.
Health Center
Swint Hall, Room 208
304.243.2275 + healthcenter@wju.edu + wju.edu/healthcenter

Health Services, located on the second floor of the Swint Hall, helps students learn how to practice a healthy lifestyle through rest, relaxation, diet, exercise, healthy habits and stress management. A secretary and registered nurse are available to all undergraduate and graduate students (residents and commuters). Appointments are strongly encouraged for all visits, although walk-ins are expected for medical services. Emphasis is placed on “wellness,” which includes prevention, education and assistance in making responsible health choices. Health Services is also a place to come when you have an illness or injury.

Health Center Hours
For questions about health requirements or counseling and medical services:
Monday-Friday 8:30 a.m.-5:00 p.m.

A Registered Nurse is available on a part-time basis. Students needing immediate care when the nurse is not in will be referred to the Family Health Center at Wheeling Hospital; students are responsible for cost of off-campus medical care, which may include transportation costs.

Medical Services
Most of the services are provided at no additional charge and include:
+ Unlimited office visits for basic triage nursing for illnesses or injuries
+ Treatment for medical problems
+ First aid
+ Dressing changes
+ Medical consultation, including assistance in negotiating off-campus health-care
+ Over-the-counter medications
+ Blood pressure screenings

Referrals
The Health Center works closely with off-campus medical professionals and can help if you need more intense off-campus care to determine which facilities best meets your health needs. Reasons for off-campus referrals may include, but are not limited to: allergy, X-rays, lab work, medical specialists, dentists, orthopedic specialists, physical therapy, and family planning.

Confidentiality
All information received by the Health Center regarding your health is strictly confidential. Access to medical records is limited to authorized medical personnel only. Medical information is released only with your expressed written permission except when disclosure is required by law.

Emergencies
All Residence Life and Security staff are trained in Red Cross First Aid and CPR. In the event of an medical or psychological emergency please do the following:
Daytime Protocol:
+ Call 9-911 (in cases of extreme emergency)
+ Notify Security at 304.243.2486
+ Notify the Health Center:
  304.243.2275 (8:30 a.m. to 5:00 p.m.)

After Hours Protocol:
+ Call 9-911 (in cases of extreme emergency)
+ Notify your RA or RD who will notify Safety and Security

Global Student Services (GSS)
Swint Hall 206 + 304-243-4476

The GSS Office provides a wide array of student services for international students enrolled in Wheeling Jesuit University’s English Language Institute, undergraduate and graduate programs. The office also leads globalization initiatives across campus.

The GSS Office delivers comprehensive orientation programs for international students who may arrive on campus throughout the calendar year and assists new students with completion of University health requirements and transitioning to the United States (including off-campus shopping, setting up bank accounts, obtaining cell phones, obtaining state ID cards and navigating public transportation in Wheeling). The GSS office works with a diverse student staff of International Student Ambassadors (ISAs) to deliver student services and also directs mentoring programs for students, employees and local friends of the University to support students coming to Wheeling from different countries. Additionally, the office provides off-campus programs during University Break periods for students who remain in campus housing because they are unable to travel home due to distance. The Global Student Services Specialist also serves as the Career Adviser for undergraduate international students.
Counseling Center

Whelan Hall, 1st Floor
304.243.2081 + wju.edu/healthcenter

The Counseling Center offers free, confidential counseling services to students. A Licensed Professional Counselor (LPC), who is also an Approved Licensed Professional Supervisor (ALPS) is available to help you with adjustment concerns as well as more serious mental health concerns. The WJU Counseling service functions under the clinical supervision of a Licensed Ph.D. Psychologist.

Some of the common issues for which students at WJU seek counseling are:

- Anxiety
- Depression
- Substance abuse
- Homesickness
- Assertiveness
- Family issues
- Eating disorders and body image issues
- Sexual assault / abuse issues
- Stress management
- Any personal concern that is affecting a student’s academic success or adjustment to college
- Grief and loss issues
- Test / performance anxiety
- Self esteem issues
- Relationship problems

The Counselor’s office is located on the first floor of Whelan Hall. Hours are Monday through Friday. Call 304.243.2275 to schedule an appointment. Walk-ins are welcome if a counselor is available.

Counseling Service records are kept secure, confidential and separate from health service / medical records.

Please refrain from using the local hospital emergency room for routine problems that can be cared for during Health Center hours.

What Is An Emergency?

- Sudden life threatening illness
- Drug overdose including alcohol
- Accident involving serious injury
- Violent behavior
- Rape / Sexual assault
- Suicidal ideas and attempts

International Student Center / English Language Institute

Ignatius Hall, Ground Floor
304.243.2412 + wju.edu/ELI

The International Student Center assists International students attending the University; coordinates activities promoting interaction among international students and the Wheeling community; and handles all immigration matters for those students and the university.

The English Language Institute is a language school for students from non-English speaking nations who want to learn English. ELI students take classes offered through the ELI program throughout the year and live in campus housing with WJU students while studying on campus, and add to the global diversity of the campus.
Frequently, ELI students will enroll in WJU undergraduate or graduate programs after achieving English proficiency.

**Mailroom**

Swint Annex + 304.243.2206

**Hours**
Monday - Friday 8:00 a.m. - 4:00 p.m.

**Shipping Services**
+ U.S. Postal Service  + FedEx (Ground or Express)  + UPS
You can use these services with cash or check.

**Receiving Services**
+ All resident students are assigned a personal mailbox on campus to receive both on and off campus mail. Commuters may request a campus mailbox.
+ You’ll receive your mailbox assignment when you arrive on campus.
+ You can receive packages of all sizes in the mailroom.
+ The mailroom is not open on Saturday; emergency deliveries on Saturday are handled through the Office of Safety and Security.

Mailings should be addressed as noted below (DO NOT USE PO BOX):

Sample Freshman
Box 2336
Wheeling Jesuit University
316 Washington Avenue
Wheeling, WV 26003-6243

**Residence Life**

Swint Hall, Room 202-204
304.243.2257 + reslife@wju.edu + wju.edu/studentlife/residencelife

Living in the residence halls provides opportunities for personal growth and development. The Residence Life Staff works to create an environment encouraging academic excellence, social competence, independence and a sense of community life. Area Coordinators and Resident Assistants provide programming, guidance and support for residents.
The following people are available to help you in the residence halls:

**Director of Residence Life**

The Director coordinates and supervises all residence halls, staff members and Residence Life processes including room assignments, residence hall programming, facility management and student conduct.

**Area Coordinators (ACs)**

Each Area Coordinator is responsible for the coordination, supervision and implementation of all operations and functions in his / her residence hall. Each AC also serves as a Career Advisor for the residents in their hall. There are three ACs on campus and each supervises one of the following areas:

1. Sara Tracy and Kirby Halls
2. Campion and McHugh Halls
3. Ignatius and Thomas More Halls

Look in your residence hall for your Area Coordinator’s office hours so they can best assist you.

**Resident Assistants (RAs)**

Resident Assistants are upper-class students who will assist you in your growth and development. The RA serves as a role model, peer mentor, educator, information provider and supervisor to the residents of his / her building. Depending on the building, one or two RAs are assigned to each residential floor.

**Quick Facts Concerning Residence Hall Living**

**What to Bring**

- UL-approved Power Strips
- Iron and Ironing Board
- Laundry Detergent
- Notebooks
- Towels
- Laundry Basket / Bag
- Masking Tape
- Poster Putty
- Towels
- TV / DVD Player
- Fan
- Stereo
- Tape
- Calendar / Planner
- Hangers
- Headphones
- Pens / Pencils
- Cleaning Supplies
- Dishes / Cups / Utensils
- Dry Erase Board
- Alarm Clock
- Stamps
- Throw Rug
- Dish Soap
- Power Strip
- Bed Linens
- Stapler
- Posters
- Tissues
- Shower Shoes
- Small Refrigerator
- Umbrella
- Telephone
- Push Pins / Tacks
- Stackable Crates

**Reminders**

- Be sure to talk to your roommate about the “what to bring” items to save space and confusion
- Refrigerators should be no longer than 4 cubic feet and should not exceed 4 amps
- Microwaves must be under 8 amps
- Carpet – check the dimensions of your room

**What NOT to Bring**

- Halogen Lamps
- Incense
- Open Coil Appliances
- Large Amounts of Cash
- George Foreman Grills
- Hot Plates
- Candles
- Expensive Belongings
- UL-approved Extension Cords
- Pets (Other than a small fish tank)
Cable Service ■
Local cable service is provided in each room.

Computer Lines ■
Internet access is available in each room. Please see the Information Technology Services section of this Guide for further details.

Laundry Facilities ■
Each residence hall has laundry facilities in various locations. The cost for laundry service is included in your housing fee. Therefore, a resident student can do laundry at anytime, day or night without having to use coins. This service is available only to resident students.

Keys ■
Keys to all University facilities are the property of Wheeling Jesuit University. Your room keys are your sole responsibility and should not be given to anyone else under any circumstances, and should not be reproduced. Report lost room keys immediately to the Office of Residence Life so that the lock can be changed to ensure your safety; a lost key will result in a charge for key replacement, changing the core and changing the cylinder for the lock(s).

ID Cards ■
The Wheeling Jesuit University identification card, commonly referred to as the “Cardinal Card,” is given to all employees and students and provides access to several campus buildings, the Library, the Benedum Room (for those on a board meal plan), and (when “munch money” is placed on the card) can be used as a debit card for purchases in dining facilities. To place “munch money” on your Cardinal Card (for use as a debit card), contact the Business Office or Student Accounts. All new students and employees receive a Cardinal Card free of charge; a small replacement fee applies to subsequent cards.

Cardinal Cards are the property of Wheeling Jesuit University and are non-transferable; if you allow someone else to use your Cardinal Card, it will result in student conduct action. You are expected to carry your Cardinal Card with you at all times and are required to produce it upon the request of any duly authorized person (University administrators, residence hall staff, faculty or Safety and Security officers). If you withdrawal from the University during the course of an academic year, you should turn in your Cardinal Card to the Office of Residence Life as a part of the withdrawal process. Falsification of Cardinal Cards and / or using another person's Cardinal Card will result in student conduct action.

Student Conduct ■
You are responsible for adhering to the Student Code of Conduct and University Policies that are outlined in the University Student Handbook. The student Handbook is updated annually and can be found online at wju.edu/studentlife. In addition to the Student Code of Conduct, the Student Handbook also details the University’s Sexual Harassment and Sexual Misconduct Policy.
Self-responsibility is one of the most important things you’ll learn at college, and we closely work with you to help develop this trait. It may initially take some trial and error for the lessons to kick in; but once they do, you’ll have learned the value of being held accountable for decisions and actions. As college students, we expect you to take responsibility for your own experiences and behaviors while in college, including:

+ Following the rules
+ Personal integrity
+ Seeking academic assistance when needed
+ Taking care of college business such as financial aid, health immunization, health insurance, and class registration
+ Academic honesty
+ Developing healthy study, eating and sleep habits
+ Being a positive member of the campus community

Many people are available to help you learn and grow so that you can make healthy decisions; you’ll find support every step of the way!

**Sara Tracy Hall** (First-year female residence hall)

+ Room Dimensions: 10'-2" W x 16' L
+ Windows: 7'-2" W x 5'-4" L (All windows have mini-blinds.)
+ Room Furnishings: Each room has two of the following: beds, desks, study chairs, closets, bureaus, mirrors, wall lights and corkboard. The room is also equipped with a ceiling fan. The mattresses are twin size. There is a community bathroom with individual shower stalls. The rooms do not have carpet.
+ Air Conditioned: No.
+ Lounges: There is a television in the 24-hour lounge. Sara Tracy shares a 24-hour lounge with Kirby Hall. Each floor has a lounge.
+ Vending Machines: A vending area is located in the Kirby Hall 24-hour lounge
+ Kitchen Facilities: Sara Tracy residents can also use the kitchen facility in the Kirby Hall 24-hour lounge.
+ Laundry Facilities: Washers and dryers are located on each floor. Residents may also use the laundry facilities in Kirby Hall.
+ Workout Facility: Residents have access to a small workout facility in Kirby Hall.

**Kirby Hall** (Upperclass female residence hall)

+ Room Dimensions: 13'-8" W x 18'-10" L
+ Windows: All windows have mini-blinds, the use of curtains is discouraged.
+ Room Furnishings: Each room has two of the following: bunkable beds, desks, study chairs, wardrobes, dressers, mirrors, wall lights and corkboard. The mattresses are twin size. Each room has a private bathroom.
+ Air Conditioned: Yes.
+ Lounges: Each floor has one large lounge and one study lounge. In addition there is a 24-hour lounge on the first floor. There is a television in the 24-hour lounge.
+ Vending Machines: A vending area is located in the Kirby Hall 24-hour lounge.
+ Kitchen Facilities: A small kitchen facility is located in the 24-hour lounge.
+ Laundry Facilities: Washers and dryers are located on each floor.
+ Workout Facility: The second floor has a small workout facility.
Campion Hall (First-year and upperclass co-ed residence hall)
+ Room Dimensions: 15'-5" W x 10'-10" L
+ Windows: 7'2" W x 4'0" L (All windows have mini-blinds.)
+ Room Furnishings: Each room has two of the following: beds, desks, study chairs, closets, bureaus, mirrors, and wall lights. The mattresses are twin size. There are community bathrooms with individual shower stalls on each floor. The rooms do not have carpet.
+ Air Conditioned: Yes.
+ Lounges: Each floor has a lounge area and the 24-hour lounge on the first floor. The 24-hour lounge has a television, recreation equipment and a small workout facility.
+ Vending Machines: A vending area is located in the lounge.
+ Kitchen Facilities: There is a small kitchen located near the laundry room. It contains a sink, microwave, refrigerator and a stove.
+ Laundry Facilities: Laundry facilities are shared with McHugh Hall.

Ignatius Hall (Upperclass co-ed residence hall)
+ Room Dimensions: 12'-8" W x 25' L
+ Windows: 7'-2" W x 4' L (All windows have mini-blinds, curtains are not permitted.)
+ Room Furnishings: Each room contains two of the following: bunkable and loftable twin beds, night stand, wardrobe, desk, and lounge chair. Each room has a private bathroom.
+ Lounges: There are televisions located in some lounges. Each floor has a lounge and there is a 24-hour lounge on the first floor.
+ Vending Machines: A vending area is located across from the 24-hour lounge in the kitchen area.
+ Kitchen Facilities: Ignatius has a kitchen and dining space located on the 1st floor.
+ Laundry Facilities: Washers and dryers are located on each floor.
+ Workout Facility: The first floor has a workout facility.

McHugh Hall (First-year and upper class co-ed residence hall)
+ Room Dimensions: 15'-5" W x 10'-10" L
+ Windows: 7'-2" W x 4' L (windows have mini-blinds.)
+ Room Furnishings: Each room contains two of the following: beds, desks, study chairs, closets, bureaus, mirrors, wall lights and corkboards. The room also has a small wastebasket and a ceiling fan. The mattresses are regular twin size. There is a community shower shared by the residents of the floor. The rooms do not have carpet.
+ Laundry: Campion and McHugh share a laundry room. Laundry services are free to residents only.
+ Lounges: There is a TV, recreation equipment and a small workout facility in the 24-hour lounge.
+ Vending Machines: A vending area is located in the lounge.
+ Kitchen Facilities: There is a small kitchen area located next to the laundry room that contains a sink, microwave, refrigerator and a stove.
Thomas More Hall ■ (Upperclass coed residence hall)
+ Room Dimensions: Rooms ending with the number “5” are 9'-11" W x 16'-11" L
Rooms ending with the number “4” are 10'-2" W x 17'-5" L
Rooms ending with the number “3” are 9'-11" W x 17'-11" L
Rooms ending with the number “2” are 10'-2" W x 17'-5" L
+ Windows: 4’-6" W x 5’-2" L (All windows have Venetian-blinds.)
+ Room Furnishings: Each of the three bedrooms in the “quad” contains two each of the following: beds, desks, chairs, lamps, bureaus, closets and mirrors. The residents of the quad share a bathroom.
+ Air Conditioned: Yes.
+ Lounges: There is a 24-hour lounge located on the first floor and each quad also has a lounge room.
+ Vending Machines: A vending area is located on the first floor.
+ Kitchen Facilities: There is a small kitchen located on the ground floor that contains a sink, microwave and stove.
+ Laundry Facilities: Washers and dryers are located on the first, second, third, fourth and sixth floors.

Roommates ■

Top Five Roommate Conflicts

1. Lifestyle and cultural differences:
   + Music / television / movie preferences
   + Social lifestyle (visitors, how many, how often)
   + Decorating preferences
   + Use of alcohol and tobacco
   + Noise level
   + Safety and security issues

2. Different sleep or study patterns:
   + Night owl vs. early bird
   + Quiet for study vs. playing music, TV, etc. while studying

3. Different expectations about neatness and cleanliness:
   + A pig pen or a museum?
   + Who cleans, how often, etc.

4. Different expectations about the use of personal property:
   + “What’s mine is mine, and what’s yours is mine” (Use of stereo, TV, space in the fridge, food, clothing, computer, furniture, etc.)

5. Respect issues:
   + Privacy / different needs / “personal space” / use of room
   + Confidence, gossip

Tips for Getting Along with a Roommate

+ Talk to each other.
+ Listen to each other.
+ Be tolerant – agree to disagree at times.
+ Realize that you and your roommate do not have to be best friends.
+ Speak directly to your roommate – discuss specific issues and relay your feelings.
+ Be calm and cool – don’t lose your temper.
+ Use statements that begin with “I” (”I get really angry when you leave dirty dishes in the room” instead of “You never clean up your dishes.”)
+ Be careful not to make accusations. This will only make your roommate defensive.
+ Put yourself in your roommate’s shoes. Treat your roommate as you would like to be treated. Don’t make unrealistic demands.
+ Be willing to offer solutions and compromise.
+ Seek the help of your RA or AC if you can’t reach a compromise.
+ If you have repeated conflicts with several roommates you may want to consider counseling.
Safety and Security
Swint Hall, Ground Level
304.243.2486 + wju.edu/security

Safety and Security personnel assist students and visitors to the campus, regulate and enforce traffic and parking regulations, enforce University policies / behavioral expectations, make rounds of the campus and inspect campus for safety / maintenance concerns. Officers do not have law enforcement authority but do enforce University policies. Any student who would like to have a security escort across campus, at any time, may contact the Office of Safety and Security, X-2486. A Security Officer or Student Security Assistant will escort students.

Students and other members of the University community should be familiar with the following Safety and Security procedures:
+ To reach a security officer call ext. 2486 from an on-campus phone or 304.243.2486 from any other phone.
+ The Office of Safety and Security is located in the annex of Swint Hall.
+ For a security escort across campus at any time, you can contact Safety and Security at ext. 2486. A Security officer or Student Security Assistant will escort students to any location on campus.
+ Learn when campus RAs are on duty and how to reach them quickly.
+ Memorize the phone number for Safety and Security — ext. 2486 — so you can call at a moment’s notice.
+ If a friend seems ill, intoxicated or hurt get help immediately! Do not worry about getting them in trouble. Their safety and well being need to be your foremost concern.

e2Campus Alert System

All students should sign up to receive campus notifications 24 hours a day via text messaging to mobile devices, via email and / or via voice mail at students’ home, office or cell phones. By signing up, you’ll receive immediate information about campus closings or delays, health updates or other campus emergencies. You can sign up your family members to receive alerts as well.

Use a campus-networked computer (located in any campus computer labs or in the library) to sign up. Log-in information can be found at wju.edu/alert

Walking On or Off Campus
+ Walk with someone else, especially after dark.
+ Stay on populated, well lit paths.
+ Call Campus Safety and Security if you need a walk home in the dark.
+ Communicate to your friends when you are leaving and when you should arrive.
+ Good idea to keep personal information to yourself.
+ Do not post notes on your door memo board saying where you are, what your schedule is, etc.
+ Leave notes for your roommate inside the room.
+ Do not attach your ID to your keys, then if you lose your keys, it will be hard for the finder to know what room the key belongs to.
+ Never leave a message on your answering machine that says you will be gone for a few days. This alerts people to the fact that your room or apartment will be unattended.
+ It may seem like harmless fun but plastering your name, room number, or phone number in your window or online is bound to encourage unwanted attention.
+ Do not give out information about yourself over the phone or online.

**Feeling Threatened? Trust your Intuition!**
+ Obscene phone calls: Do not engage an unknown caller in conversation or give away any personal details. Keep track of when calls are made and what is said. Save answering machine messages, too. Then turn this information over to Safety and Security.
+ Threatening E-mails or Text Messages: Some people may send threatening messages. Again, it is important to keep track of these messages, print them out and turn them over to Safety and Security.

**Sexual Assault**
+ Do not be alone with someone you just met.
+ Clearly communicate.
+ Keep a level head. Being under the influence of alcohol or drugs can really compromise your safety by lowering inhibitions and clouding your judgment.
+ If you go out with a group of friends, make sure that everyone is accounted for before leaving.
+ Never leave your drink unattended at a party.
+ Never accept drinks from strangers.
+ Trust your instincts.

**Safety in your Room**
+ ALWAYS lock your door, especially when you are sleeping or not home.
+ If you are running down the hall, lock your door.
+ Do not leave a your room key unattended in an easy-to-find spot.

**Safety Concerns with your Belongings**
+ Do not leave your backpack unattended. It’s too easy for someone to snatch your stuff while you’re not looking.
+ Use lockers whenever necessary and bring your own lock.
+ Do not leave valuables in plain sight.
+ Do not leave large amounts of cash in your room, even if its hidden. There is an ATM located near in Swint Hall.
+ Textbooks are sometimes targeted by thieves. Keep yours safe by putting identifying marks on them.
• Have your car key in hand, ready to use as you are walking towards the car.
• Do not hesitate to call Safety and Security for an escort when walking across campus at night.
• Walk out to your car with someone you know and trust, especially after dark.

Fire Safety
• Know exactly where your emergency exits are located.
• Always heed the fire alarm, even when you believe it may be another drill. You never know for sure, so get out quickly and carefully.
• Do not use illegal appliances in the residence halls.
• Do not burn candles or incense.
• Do not tamper with fire equipment such as hoses, extinguishers, and alarm boxes.
• Stay as calm as possible. Quick, clear-headed thinking can make all the difference.
• Know the location of pull boxes and extinguishers so you can get to them quickly.

Lost and Found
Lost and found items should be turned into the Security Office. Items will be tagged and kept for six months, then disposed of or donated.

Parking
Students should sign up for a parking permit on Academus in order to receive their permits to place in their cars during the first week of classes. Current parking permits must be displayed at all times on campus. Parking permits are placed on the rear view mirror inside your vehicle. It’s your responsibility to display your permit. There are fines for no permit and for not displaying your permit properly, as well as for not following campus parking regulations.

Please be observant of reserved spaces. There are VISITOR PARKING ONLY SIGNS and these spaces will be enforced. NO PARKING SIGNS are also enforced.

PARKING IS RESTRICTED IN SOME CAMPUS lots, AND A FEW lots DO NOT PERMIT OVERNIGHT PARKING. A fine will be levied for any car left overnight in these lots. Please review detailed parking instructions when you receive your permit so you understand where you can park without receiving a ticket.

The Swint Circle is always a TWO HOUR LOT, reserved for campus visitors. This is strictly enforced.

There is NO PARKING ALLOWED ON THE ROAD ON CAMPUS.
Student Activities and Event Planning
Swint Hall, Room 201
304.243.2210 + cab@wju.edu + wju.edu/studentlife/cab

Student Government
Student Government is involved in policy formation, allocation of its funds to clubs and organizations, regulation of all Student Body elections, consultation with administrators and many other tasks pertaining to the welfare of the University. Student Government is comprised of students elected by the Student Body to serve as Senators and as officers on the Executive Board.

Campus Activities
The Office of Student Activities oversees numerous services provided for WJU students. Located on the ground floor of Swint is the RATT, our on campus pub and convenience store. Many events are planned in this space to include musicians, comedians, karaoke and even some open mic nights. Student Activities also works with the Student Government Association in supervising the Intramural Sports program, open to all students. The Campus Activities Board (CAB) offers numerous entertainment options throughout the year, such as concerts, game shows, comedians, and Jesuit Idol – Wheeling Jesuit’s knock-off of Fox TV’s American Idol.

Within the first month of the academic year, an Involvement Fair is held that will allow you the opportunity to find out more about the various campus organizations (listed on the next page) and how to become involved with them. You’re encouraged to try new activities, but remember to maintain a balance between your coursework and your extra-curricular activities.

The City of Wheeling also offers numerous opportunities to become involved in unique activities. The Stifel Arts center — within walking distance of campus — offers a variety of classes and events such as pottery, dance and music. Oglebay Park features several golf courses and the Festival of Lights at Christmas. Wheeling Park provides venues for swimming, picnics and ice-skating. The Highlands — located about 5 miles from campus — provides shopping, dining and a movie theater. Weekly shuttles are provided to the Highlands.

Org Sync
Org Sync is a web-hosted platform that creates Wheeling Jesuit’s online community for student activities. Org Sync facilitates students’ engagement in campus life by easily and quickly providing connections to student clubs and activities across campus. Students will receive instruction on how to set up their Org Sync accounts at New Student Orientation. Visit http://campuslife.wju.edu/org/cab to find the Org Sync log-in; be sure to select Wheeling Jesuit University as your “community.” All budgeting processes for student clubs are managed through Org Sync, as well as many campus life student sign up programs. Students can also see the current listing of student clubs and organizations by logging onto http://campuslife.wju.edu/orgs.
Airport Shuttles
The Office of Student Activities also schedules airport shuttles for a small fee if you need to fly home during University breaks. Information about this service is available each Fall. The shuttles provide service to and from Pittsburgh International Airport for the following University break periods: Thanksgiving Break, Winter Break, Spring Break and Easter Break. If you plan to take advantage of this shuttle service, you are advised to not finalize flight tickets until shuttle times are publicized; this will minimize wait time at the airport since daily shuttle service will be limited. Shuttle service is only available during the designated times.

Any questions can be addressed to the Student Activities Office at 304.243.2210 or cab@wju.edu.

Clubs and Organizations
In conjunction with Student Activities, Student Government has oversight of University clubs, organizations and intramural sports. Students can visit Org Sync to see the clubs available and should contact Student Activities to create a new club!

Questions regarding student clubs and organizations can be addressed in the Student Activities Office located in Swint 201, by phone 304.243.2210, or by email events@wju.edu.

Publications
+ Cardinal Connection (Student Newspaper) + Jewelweed (Literary Journal)

McDonough Center
The Alma Grace McDonough Center, located at the lower part of campus, houses the Athletic Office, Swimming Pool, Racquetball Courts, Fitness Center and Performance Gym / Indoor Track. The Fitness Center in the McDonough Center offers students and employees nautilus and free weights during posted hours. An active Cardinal Card is required to gain entry into the Fitness Center. To best serve students and employees, the Fitness Center is not open to University visitors and alumni. When classes are in session, recreation facilities in the McDonough Center are open to students daily until midnight. However, the pool can only be used when a lifeguard is present; please see posted lifeguard hours located outside of the pool. The McDonough Center is open until 12 midnight daily. The McDonough Center is not open during University breaks.

Swint Student Center
The Swint Student Center is located on the upper part of campus and adjoins the Bishop Hodges Library. Swint is home to the dining room, the coffeeshop, the RATT (campus pub and convenience store) and student lounges. Troy Theatre, located in Swint Hall, is used for student productions, academic symposia, concerts, debates, dance performances and conference event programs. Swint is open daily to students until Midnight (hours are extended during finals week).
Post-Orientation Checklist

What to do after New Student Orientation

+ Check your Wheeling Jesuit University email account regularly — this is the University's primary way of communicating with you.

+ Review the academic calendar and make note of important dates. If you’ll be flying home for break periods, keep an eye out for the airport shuttle schedule before finalizing your flights.

+ Login onto Academus to review information on billing, financial aid and your class schedule.

+ Pay your University bill on time — August 1. If you cannot pay your balance by this time, set up a payment plan.

+ If you haven’t already, complete your Pre-Entrance Health Record Requirements.

+ Submit Advanced Placement Test (AP) Score and any transcripts to the Registrar’s Office so they can be credited to your record.

+ Purchase your books and save your receipts.

+ If you’re living on campus and you haven’t already done so, complete your Housing Assignment Questionnaire and Housing Contract. Once these are turned in, you’ll receive your housing / roommate assignment in late July. Get in touch with your roommate and start planning for your room! Contact the appropriate office with any questions you may have.

New Cardinal Days – First Year Students

Friday, August 22 – Sunday, August 24

Fall orientation officially kicks off for all new first-year students! Since this is also the beginning of First-Year Seminar (a required class for all first-year students), participation in New Cardinal Days is an academic requirement — you’ll actually be meeting in your First-Year Seminar groups throughout the weekend. In addition, you’ll learn everything you need to know about campus life, campus services and meet other new and returning students!

Transfer Student Welcome – Transfer Students

Sunday, August 24th, 5 p.m. - 8 p.m.

Transfer students do not need to participate in New Cardinal Days. Transfer students should plan to move into housing on Sunday, August 24th. There will be a brief Transfer Student Welcome program during the evening before the start of classes (5-8 p.m.); the program will include dinner in the Benedum room, an overview of campus services, and an opportunity to get to know returning and other new transfer students.
WELCOME CLASS OF 2018

Save these Dates!

August 21    New Student Move-In Day
August 22-24  New Cardinal Days
September 26-27  Homecoming Weekend

We invite both families and young alumni back to the Ohio Valley to enjoy the beauty of campus in the fun fall weekend. Mark your calendars now! Events to include:

FRIDAY
+ Mix and mingle with the President
+ Family Dinner in the Benedum Room
+ Jesuit’s Got Talent Competition

SATURDAY
+ Family Brunch in the B-room
+ Athletic Games
+ Meet the Cardinal Mascot
+ Homecoming Parade
+ Homecoming Tailgate Party / Cookout
+ Family Weekend Mass
+ Mystery Dinner Theater

Stay tuned to wju.edu for more Homecoming weekend details and registration