

# Temple University Ambler Student Resource Guide 2006-2007



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# Welcome to Temple

## ACADEMIC ADVISING

West Hall Room 109

Susan McCaffrey, Assistant Director of Student Services

267-468-8200

The dedicated staff of professional and faculty advisors at Temple University Ambler helps you choose a program of study that is suited to your educational and career goals. While you are ultimately responsible for knowing your academic status and the requirements for your degree program, advisors assist with information about program requirements and University policies and procedures. For transfer students, advisors can answer questions about transfer credit evaluations and determine whether your credits meet Temple program requirements.

The following departments maintain separate offices:

### **Ambler College Advising**

West Hall

267-468-8200

### **Criminal Justice Advising**

West Hall

267-468-8280

### **Fox School of Business Advising**

West Hall

267-468-8350

## COPY CENTER

Bright Hall

Michael Carter, Operator

267-468-8470

For high-quality duplicating of term papers and other documents, use the Temple University Ambler Copy Center. The staff offers quick turnaround, a variety of papers and services, and great convenience. There is a modest charge for all center services.

## BOOKSTORE

Bright Hall

Christopher Fitzgerald, Manager

267-468-8460

[bkstempleambler@bncollege.com](mailto:bkstempleambler@bncollege.com)

[templeambler.bkstore.com](http://templeambler.bkstore.com)

You may purchase textbooks for the course(s) you will be taking at Ambler by phone or e-mail. The bookstore also carries general fiction and non-fiction books, reference texts, stationery items, and more.

## CAREER DEVELOPMENT

West Hall

267-468-8200

Unsure about your career direction? A career coordinator is available to coach you through the decision-making process. Schedule an individual appointment. Explore career interests further by shadowing a professional in a work setting through the Extern Program. Schedule an appointment to critique your résumé or discuss ideas or concerns about your job search.

## DISABILITY RESOURCES AND SERVICES

West Hall Room 109

Susan McCaffrey, Assistant Director of Student Services - Advising and Disability Coordinator

267-468-8200

TDD 267-468-8262

The Disability Resources and Services advisor provides reasonable accommodations at Temple University Ambler for students with disabilities. Should you need disabled parking privileges on campus, Academic Services will help you make arrangements.

# University Ambler

## EMERGENCY PROCEDURES

### Campus Police

Hilda Justice Building  
Sgt. Jackson Carter  
267-468-8480

### Medical Emergency (All) and Police Emergency (Fort Washington)

- Call 9-1-1 (Dial 9-911 from all University telephones) and provide location, nature of emergency, name and telephone number.
- Immediately call Temple University Police (1-1234), confirm that you have called 9-1-1, and provide all relevant details.

### Police Emergency (Ambler)

Call Temple University Police (1-1234), and provide location, nature of emergency, name and telephone number.

### Fire Emergency (All)

- Pull the fire alarm and immediately exit the building.
- Call 9-1-1 (Dial 9-911 from all University telephones).
- Call Temple University Police (1-1234), confirm that you have called 9-1-1 and appraise them of the situation.

For all other emergencies, contact Temple University Police at 1-1234.

## LIBRARY

### Ambler Library

267-468-8640

[www.library.temple.edu](http://www.library.temple.edu)

(Click on "About the Libraries")

All current Temple students may borrow materials from Temple's Libraries using their TU ID. For most Temple Libraries, the loan period for undergraduates is four weeks. There is a limit of three renewals.

## PARKING

### Bursar's Office

West Hall 101

M,Th,F: 8:30 a.m. to 5:00 p.m.

T and W: 8:30 a.m. to 7:00 p.m.

Janet Stechman, Coordinator

267-468-8250

All students are required to purchase a **red** parking hangtag when they register for class. The hangtag costs \$60 and is good for the entire academic year. The fee helps pay for the maintenance, security, and lighting in all parking areas. A hangtag may be purchased in West Hall Room 101. Campus Police ticket illegally parked vehicles. Please review your parking regulations book. Please note that Campus Police also issue Upper Dublin Township parking citations. Upper Dublin Township Police also issue citations to cars illegally parked in fire zones, residential neighborhoods, and disability parking areas.

## BUS SERVICE

### Inter-Campus Shuttle

During the fall and spring semesters, free bus service is available to Temple students commuting between various University campuses. This service is available to all Temple students with valid I.D. For additional information or a current schedule, visit [www.temple.edu/facilities/transhome1.htm](http://www.temple.edu/facilities/transhome1.htm).

### Shuttle Service to Ambler Train Station (SEPTA R5)

267-468-8425

Free shuttle bus service between the Ambler campus and the SEPTA railroad station in Ambler Borough is available during the fall and spring semesters only.

# Welcome to Temple

## REGISTRATION

West Hall, Room 102

Irene Lojeski, Assistant Director, Student Services and Administration

267-468-8248

Temple University Ambler offers full registration services to students. It is possible to meet with an advisor, sign up for courses, and pay bills entirely at Ambler.

You may also process your registration and obtain a photo I.D. in one location.

Additional services include registering for classes requiring special authorization and requesting a Verification of Enrollment letter. The first time you register, we'll walk you through the process. After that, students should register through OWLnet. Please note: The complete texts of all academic policies and procedures are available at [policies.temple.edu](http://policies.temple.edu).

## FOX SCHOOL OF BUSINESS

West Hall Room 112

Susan Young, Associate Director

267-468-8350

Office Hours: M-F: 8 a.m. to 5 p.m.

Temple's nationally-recognized Fox School of Business offers a full range of programs and services at the Ambler campus.

Students may complete several Temple business undergraduate and graduate degree programs at Ambler and the Fort Washington Graduate and Professional Education Center. Scholarships and awards are available for business students at Ambler, including some Ambler student-specific scholarships.

Meet with an advisor, schedule classes, talk to a career coordinator, or join a student professional organization all at Ambler!

## OWLNET

OWLnet is Temple's interactive, web-based student system that gives you real-time access to most of your records. You can use OWLnet to register for classes, add and drop courses, substitute one course for another, view your roster, find an available course, change your PIN, update your address information, make payments with your credit card (please note that Temple no longer accepts VISA), check your admissions application status, and more. You can also view and print certain student records including undergraduate DARS reports, academic history in a composite format (similar to an unofficial transcript) or single-semester grade reports, financial aid application status and awards, account balances, and billing history. Your student I.D. and Temple PIN are required to access information. OWLnet is available from 1 p.m. Sunday through 10 p.m. Saturday, except from 4 a.m. to 6 a.m., Monday through Saturday.

## FINANCIAL SERVICES/ FINANCIAL AID

West Hall Room 103

Barbara Leopold, Assistant Director

267-468-8443

[www.temple.edu/sfs](http://www.temple.edu/sfs)

The staff members at Ambler's Student Financial Services office are available to help students learn about loans, grants, work-study, and other opportunities. The staff has all of the forms and paperwork needed, as well as a complete list of application deadlines. The office is open Monday through Friday from 8:30 am to 5:00 pm.

# University Ambler

## SCHOLARSHIPS AND AWARDS

Numerous scholarships and awards are available for students attending the Ambler campus in specific major and general categories. Academic and student leadership awards are also presented yearly. Temple University Ambler has streamlined the process for applying for all Ambler campus and Ambler College scholarships. Visit [www.ambler.temple.edu](http://www.ambler.temple.edu) and click on "Academic Services" to learn more. Links are provided to view specific instructions and application forms for each scholarship/award. The scholarships are grouped by major, in alphabetical order, followed by a list of non-major-specific opportunities.

## DINING

### Dining Center

The Dining Center is open to all Temple University Ambler faculty, students, staff, and guests for breakfast, lunch, dinner, and weekend brunch.

### Fresh Bytes

Bright Hall

Fresh Bytes offers salads tossed to order, tortilla-wrapped sandwiches with healthy ingredients, or hot entrees, such as lasagna or quiche.

### Café A La Carte

Café A La Carte, located on the first floor of the new Learning Center, provides convenient food and beverage options.

### Other Areas

You can also pick up a snack at the Temple University Bookstore or the vending machines located in Cottage Hall, Bright Hall, West Hall, and the Library Building.

## HEALTH SERVICES

Darwin Module

Janet Noyes, R.N.B.C.

267-468-8490

[www.temple.edu/studenthealth](http://www.temple.edu/studenthealth)

Temple University Ambler's Health Services office has professional staff members always prepared to attend to students' health needs. Providing clinical care five days a week, the Health Services office allows students to drop in as needed to discuss health concerns with the RNs, who are certified in college health, and physicians. Services are available to all currently enrolled students with a student I.D.

## TUTORIAL SERVICES

Tutorial services are available during day and evening hours depending on tutor availability. A semester schedule of free departmental tutoring options is available in Dixon Hall Room 201, Widener Hall Room 217, West Hall Rooms 109 and 112, the Library Building Circulation Desk, Bright Hall Room 101, and the East Residence Hall reception area. If you are interested in becoming a peer tutor, pick up an application in West Hall 109.

## WRITING-MATH-SCIENCE CENTER

The new Writing-Math-Science Center, located in the Learning Center, helps with questions about all aspects of writing, mathematics, and the sciences, and assists with brainstorming planning papers, reports, and projects. The Center also offers tutoring in writing skills. This free service is open to all students. Contact the Center at Temple University Ambler at 267-468-8204.

# Welcome to Temple

## OFFICE OF STUDENT LIFE

Bright Hall Room 101  
Dr. Wanda Lewis-Campbell, Assistant Dean  
267-468-8425

Attending college should be more than classes, books, and studying. The Ambler campus staff works hard to offer programs and activities that enhance growth and development outside of the classroom. Stop by the office to learn more about Ambler's many student events, activities, organizations, leadership workshops, and student government. This is your opportunity to get involved!

## STUDENT ORGANIZATIONS

Make a difference! Meet and network with other students. Experience the fun and excitement of organizing fundraisers and sponsoring events. Join a Temple University Ambler student organization! Take advantage of the opportunities to become involved in campus life. Don't see an organization that suits your goals or interests? Start one of your own on campus! About 30 organizations are typically active on campus, including:

### **Alpha Chi Rho Fraternity**

A national service fraternity, Alpha Chi Rho sponsors events such as the annual charity Polar Bear Dive and the 24-Hour Volleyball Marathon.

### **Ambler Accounting Professional Society**

A professional development society for accounting majors that works closely with Beta Alpha Psi, the national accounting honor society.

### **Ambler Owlreach**

A student-run organization dedicated to community service on the Ambler campus, in Ambler Borough, and throughout the region.

### **Ambler Poker Players Association**

A student organization dedicated to teaching the sport of poker to beginners and experts alike.

### **Ambler Program Board**

Many activities and events on campus are sponsored by this organization, including Spring Fling, TU Idol, ghost hunts, and the Semi-formal Dance.

### **American Marketing Association**

This organization focuses on professional development for marketing majors.

### **A-Team**

Ambler's A-Team enriches student life by showcasing the cultural aspect of precision stepping and dance routines.

### **Beta Alpha Psi**

Featuring special events and speakers, this national accounting honor society has a chapter at Temple University Ambler.

### **Brothers and Sisters United**

This organization serves the interests of African-American and minority students. They co-sponsor the annual Black History Month and Kwanzaa celebrations.

### **C.A.R.T. (Commuters and Residents Together)**

C.A.R.T. seeks to provide programs to bring commuter and resident students together to enhance their campus experience.

### **Communications Society**

This group focuses on professional development for students in the fields of communications and theater.

### **Criminal Justice Society**

A professional organization for criminal justice majors, the Criminal Justice Society hosts off-campus field trips, career seminars, a career fair, guest speakers, and other campus activities.

# University Ambler

## **Economics Society**

This group focuses on professional development for students majoring in economics.

## **Gamma Sigma Sigma Sorority**

A national service sorority, Gamma Sigma Sigma has a chapter at Temple University Ambler, which sponsors various fundraisers and special events on campus.

## **Hillel**

Hillel is a campus organization that celebrates Jewish culture with events and activities throughout the year. Hillel is open to all students regardless of ethnic or religious background.

## **Indian-American Association**

The Indian-American Association unites Indian-American students and provides cultural and social programs at Ambler throughout the year.

## **Jubilee**

Jubilee is a Christian organization that provides religious and social activities for the campus.

## **Landscape Architecture and Horticulture Student Association**

A chapter of the American Society of Landscape Architects, this organization sponsors the annual Halloween Haunted House, plant sales, and other fundraising activities.

## **Latinos Unidos at Ambler**

Latinos Unidos at Ambler provides support for students of Latino heritage. The organization is an information resource for current Latino students and also seeks to inform the campus community about Latino heritage and culture.

## **L.I.N.C. (Learning to Include Numerous Cultures)**

L.I.N.C. is an organization unique to Ambler, designed to celebrate all cultures.

## **Newspaper—*The Temple Column***

267.468.8430

*The Temple Column* provides challenge and excitement for future writers, reporters, copy editors, advertisers, photographers, cartoonists, columnists, and editors. Whether you are a communications major hoping for a career in print journalism, a business student interested in advertising and sales, or just want to contribute to the school newspaper, *The Temple Column* offers an array of practical experience.

## **Night O.W.L.S. (Organizing Work, Life, and School)**

This organization provides a forum for students above the traditional college age and sponsors fundraising events to provide book scholarships for students.

## **Organization of African Students**

This organization unites students of African descent and provides cultural programs at the Ambler campus.

## **Owl Ambassadors**

This group of students provides campus tours and assists with recruiting new students. They also represent Ambler at many University events.

## ***Parable***

Do you have a story to tell? Maybe it's a photo to share or a drawing. Students, faculty, and staff, have an outlet for their artistic talents. The Ambler campus literary and arts journal, *The Parable*, is published during the spring semester. While *The Parable* works throughout the year to publish the literary magazine, the organization also hosts a variety of events, such as "coffeehouse" music and poetry nights, held in cooperation with campus radio station WRFT.

## **Pi Alpha Xi**

This organization is a national honor society for students of Floriculture, Landscape, and Ornamental Horticulture.

# Welcome to Temple

## STUDENT ORGANIZATIONS

### **Pi Phi Sorority**

A local social/service sorority, the organization helps with various fundraisers for charitable groups throughout the area, including Philabundance and the Special Olympics.

### **Psychology Society**

A professional development organization dedicated to the interests of psychology students.

### **Radio Station—WRFT 1610-AM**

267.468.8416

Here is an opportunity to go on the air! Temple University Ambler's radio station is managed and operated entirely by students. For future disc jockeys, producers, managers, marketers, and directors, WRFT provides a great way to learn the business and art of mass communication.

Whether you are a communications major or simply enjoy music, WRFT welcomes your participation. WRFT's departments in music, promotions, and advertising provide Ambler students with hands-on experience in these fields. WRFT 1610-AM broadcasts music formats from Top 40 to rap, from rock to blues, and from jazz to folk.

### **Residence Hall Senate**

This organization sponsors trips, activities, and events for campus Residence Hall students.

### **Sigma Chi Delta Sorority**

A local social/service organization, this group helps with fundraising events for charitable organizations, such as the March of Dimes and the Sunshine Foundation, throughout the year.

### **Sigma Lambda Alpha**

This organization is a national honor society for Landscape Architecture students. Students must be of junior standing to join this organization.

### **Society for Exceptional Educators**

This professional organization comprised of education majors sponsors book drives, reading programs for children in the community, and hands-on learning experiences with area school districts.

### **Society for Human Resource Management**

This organization provides professional development opportunities for human resource management majors.

### **Student Government Association**

Temple University Ambler is small enough to care about individual progress and growth but big enough to have an active student government — the Ambler Student Government Association. Student Government oversees student concerns, policies, interests, and activities. Elections are held in the spring for various offices, giving students the opportunity to participate in election campaigns and promotions. For more information, visit the Student Activities Office in Bright Hall Lounge.

### **Temple Planning Society (T.P.S.)**

The Temple Planning Society seeks to attract students from all majors who are interested in building networks and affecting positive change in their communities through planning.

### **Transfer Student Organization (T.S.O.)**

The Transfer Student Organization offers programs and opportunities for students who have recently transferred to Temple University Ambler.

### **United Voices of Praise**

A two-part religious organization — one part Bible study and a second part gospel choir. United Voices of Praise holds annual concerts in addition to leading the campus in the singing of Temple's Alma Mater at events such as Convocation and the Student Leadership Banquet.

# University Ambler

## LEARNING CENTER

One of the most highly anticipated developments at Temple University Ambler is the opening of the new Learning Center.

The \$18 million, 72,000-square-foot building includes 11 multimedia classrooms, seven computer teaching laboratories, 385 computers, a distance-learning facility, fully integrated technology, including wireless access throughout the building, a math-science-writing tutorial center, two art studios, a café, and a 300-seat auditorium/smart lecture hall.

The state-of-the-art Ambler Campus Technology (ACT) Center - a 90-seat all-purpose technology facility with software applications serving all Temple curricula, computer labs, and smart classrooms place Ambler at the forefront of delivering education through technology.

The Learning Center will be the most prominent building at Ambler. Shifting the central focus of the campus, it will provide greater learning opportunities for students and provide an innovative site for educational and community events.

The Learning Center also provides several interactive spaces throughout the building for student collaboration and group study.

## AUDITORIUM

Ambler was once home to the Temple University Music Festival and Institute. With the Learning Center's auditorium, Ambler has a new venue for the arts. The auditorium provides new opportunities to offer cultural, educational, and entertainment events for our students and the surrounding community.

## NCAA ATHLETICS

Temple University Ambler is the full-time home for the Temple University men's soccer, women's soccer, baseball, and softball teams. All four NCAA Division I teams are members of the Atlantic 10 Conference. The fields are located on the tract of land bounded by Meetinghouse Road, Woods Drive, Butler Pike, and the Ambler campus commuter parking lot. All practices and games take place during the day. Come out and cheer your teams to victory!

## LANDSCAPE ARBORETUM

The educational experience at Temple University Ambler is enhanced by the beautiful grounds, which have been designated an arboretum. The Landscape Arboretum of Temple University Ambler includes formal gardens, woodlands, and nurseries.

The campus has been featured in *The Philadelphia Inquirer* and *American Nurseryman* magazine, among others. It is not unusual for faculty to hold classes outside during the spring and fall. Students are welcome to stroll the breathtaking acreage of the campus any time. The Formal Gardens, continually changing appearance and color over the course of the year, were designed and created by James Bush-Brown based on the gardens of Dumbarton Oaks. Located behind Dixon Hall, they include perennials, native plants, and a garden competition area. There is also a ground cover garden, herb garden, sustainable wetland garden, green roof garden, and Stine Fisher Garden, which is a dwarf ornamental garden of native woody plants.

## DEPARTMENTS AND OFFICES

**Abbreviation Key: AB — Administration Building BH — Bright Hall CH — Cottage Hall  
LC — Learning Center WI — Widener Hall WH — West Hall**

Academic Advising – WH	3-8200	Grievances, Academic – WH	3-8200
Academic Services – WH	3-8248	Gym – Recreation Services, Red Barn	3-8151
Activities Information		Health Services	3-8490
Office of Student Life – BH 101	3-8425	Housing	3-8495
Address Change – WH	3-8248	Housing fees/payment/refunds	3-8250
Admissions – WH	3-8100	Housing, Off-Campus – BH 101	3-8425
Advising – WH 109	3-8200	I.D. Cards, Student – WH	3-8248
Audiovisual Department – LC	3-8340	Landscape Arboretum – AB	3-8400
Bookstore – BH	3-8460	Library	3-8640
Bursar – WH 101	3-8250	Lost & Found – Hilda Justice (Campus Police)	3-8480
Bus Schedules		Marketing & Public Relations – AB	3-8108
Office of Student Life – BH 101	3-8425	Newspaper, Student – BH	3-8430
Business, Fox School of – WH	3-8350	Non-Credit and Special Programs – TUFW	3-8500
Campus Police – Hilda Justice	3-8480	Parking Services – WH	3-8250
Career Development– WH	3-8210	Police, Campus – Hilda Justice	3-8480
Cash Operations – WH	3-8250	Pool	3-8152
Center for Student Professional Development – WH	3-8354	Program Board – BH	3-8428
Center for Sustainable Communities – WH	3-8312	Recreation Services – Red Barn	3-8151
Check Cashing – (Res. Stu. Only) – WH	3-8250	Registration – WH 102	3-8248
Class Cancellation – WI 217	3-8217	Resident Coordinator (RC) – East Hall	3-8495
Computer Services – LC	3-8323	Residential Life	3-8495
Continuing Education – Credit, WH	3-8200	SACE (Sexual Assault Counseling and Education)	3-8490
Copy Center – BH 103	3-8470	Schedule Revision – WH	3-8248
Credit Evaluation (Transfers/Graduation) WH	3-8200	Scheduling – Ambler Classrooms	3-8217
Curriculum – WH	3-8240	Sexual Harassment Ombudsperson Dr. Wanda Lewis-Campbell	3-8425
Dean's Office – AB	3-8020	Special Programs – TUFW	3-8500
Dining Center	3-8346	Student Activities Office – BH	3-8427
Disability Resources and Services – WH 109 Voice	3-8200	Student Financial Services – WH	3-8443
TDD	267-468-8262	Student Government Assn. – BH	3-8429
Drop/Add – WH	3-8248	Student Life, Office of – BH 101	3-8425
EMERGENCY (Campus Police) Hilda Justice	3-8480	Student Organizations Office of Student Life – BH 101	3-8425
Enrollment Services – WH	3-8100	Temple University Fort Washington	3-8500
Facilities Management	3-8550	Transcripts – WH	3-8248
Faculty Offices – WI 217	3-8217	Transfers, Intra-University – WH	3-8100
Financial Services/Financial Aid – WH	3-8443	Transportation Schedules Office of Student Life—BH 101	3-8425
Fresh Bytes – BH	3-8298	Tutoring Information – WH	3-8200
Grades – WH	3-8248	Writing-Math-Science Center – LC	3-8204
Graduate Program Information – WH	3-8100	WRFT (Student Radio Station) – BH	3-8416
Greenhouse	3-8174		