

# Temple University Ambler Student Resource Guide 2007-2008



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# Welcome to Temple

## ACADEMIC ADVISING

West Hall Room 109

Susan McCaffrey, Assistant Director of Student Services

267-468-8200

[www.ambler.temple.edu/advising](http://www.ambler.temple.edu/advising)

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.

Students can begin most majors at Ambler or they can remain undeclared until they have accumulated 60 credits. Our advisors assist students primarily in the Ambler College, College of Liberal Arts, College of Education, College of Science and Technology, School of Communication and Theater, and University Studies.

Various programs, such as Criminal Justice, English, Community and Regional Planning, Landscape Architecture, and Horticulture, have additional on-campus offices to assist students.

## JOB POSTINGS

From business to education, marketing to horticulture, the Office of Academic and Career Development offers an updated, comprehensive job listings database. Visit [www.ambler.temple.edu/careerdev/jobs.htm](http://www.ambler.temple.edu/careerdev/jobs.htm) to find the perfect job for you!

## FOX SCHOOL OF BUSINESS

West Hall Room 112

Susan Young, Associate Director

267-468-8350

Office Hours: M-F: 8:30 a.m. to 5 p.m.

[www.ambler.temple.edu/advising/fox.htm](http://www.ambler.temple.edu/advising/fox.htm)

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 a Fox advisor, schedule classes, get career advice, or join a student professional organization all at Ambler!

## CAREER DEVELOPMENT

West Hall Room 109

Melinda Pierce, Career Coordinator

267-468-8200

[www.ambler.temple.edu/careerdev](http://www.ambler.temple.edu/careerdev)

Unsure about your career direction? Undecided about your major? 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. The expansive Career Development Web site provides resources for everything from internships and choosing a major to self assessments and job search resources.

# University Ambler

## EMERGENCY PROCEDURES

### Campus Police

Hilda Justice Building

Sgt. Jackson Carter

267-468-8480

[www.ambler.temple.edu/about/emg\\_prep.htm](http://www.ambler.temple.edu/about/emg_prep.htm)

### 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.

## COPY CENTER

Bright Hall

267-468-8470

[www.ambler.temple.edu/about/facilities.htm](http://www.ambler.temple.edu/about/facilities.htm)

For high-quality duplicating of term papers and other documents, use the Temple University Ambler Copy Center. This self-service copying facility allows for quick turnaround of projects and a variety of papers for a modest charge.

## 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

[www.ambler.temple.edu/about/parking.htm](http://www.ambler.temple.edu/about/parking.htm)

All students are required to purchase a **red** parking hangtag when they register for class. The hangtag costs \$65 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

[www.ambler.temple.edu/about/parking.htm](http://www.ambler.temple.edu/about/parking.htm)

### Inter-Campus Shuttle

During the fall and spring semesters, free bus service is available to Temple students commuting between various University campuses. 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

[www.ambler.temple.edu/ac\\_services/registration.htm](http://www.ambler.temple.edu/ac_services/registration.htm)

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).

## 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

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. Mental health

counseling is also available by appointment

one day a week. Services are available to all

currently enrolled students with a Temple

student I.D.

## OWLNET

<http://owlnet.temple.edu>

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, confirm your classes, change your PIN, update your address information, make payments with your credit card (please note that Temple no longer accepts VISA), view advising notes, and more.

You can also view and print certain student records including undergraduate DARS reports, academic history in a composite format or single-semester grade reports, financial aid application status and awards, account balances, and billing history. Your student I.D. and Temple PIN or AccessNet user name and password 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

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

[www.ambler.temple.edu/ac\\_services/financial\\_aid.htm](http://www.ambler.temple.edu/ac_services/financial_aid.htm)

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.

# University Ambler

## SCHOLARSHIPS AND AWARDS

[www.ambler.temple.edu/ac\\_services/scholarships.htm](http://www.ambler.temple.edu/ac_services/scholarships.htm)

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. Links are provided on the Scholarships Web page 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.

## HOUSING

East Residence Hall

267-468-8495

[www.ambler.temple.edu/student\\_life/housing.htm](http://www.ambler.temple.edu/student_life/housing.htm)

Living on campus at Ambler offers students the convenience of being just a brief walk from classes, the library, the Technology Center, the Student Activities Office and, most importantly, they become part of a community with diverse backgrounds and experiences. Ambler's residence halls house up to 200 undergraduates and offer many amenities, such as high-speed internet, a computer lab, and a fitness/weight room.

## 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 Widener Hall Room 217, West Hall Rooms 109 and 112, the Library Building Circulation Desk, and Bright Hall Room 101. If you are interested in becoming a peer tutor, pick up an application in West Hall 109.

## WRITING-MATH-SCIENCE CENTER

Learning Center Room 102

267-468-8204

[www.ambler.temple.edu/ac\\_services/tutoring.htm](http://www.ambler.temple.edu/ac_services/tutoring.htm)

The Writing-Math-Science 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.

# Welcome to Temple

## OFFICE OF STUDENT LIFE

Bright Hall Room 101

Dr. Wanda Lewis-Campbell, Assistant Dean  
267-468-8425

[www.ambler.temple.edu/student\\_life/](http://www.ambler.temple.edu/student_life/)

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

## **Gamers Anonymous**

In addition to sharing a passion for gaming, this organization's membership seeks to bring awareness to the technology gap through community events and programs.

## **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.

## **PA SWAT (Pennsylvania Students Working Against Tobacco)**

This community service organization provides programs and initiatives to discourage smoking and promote healthy lifestyles.

# Welcome to Temple

## STUDENT ORGANIZATIONS

### **Pi Alpha Xi**

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

### **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.

### **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 important events.

# University Ambler

## LEARNING CENTER

[www.temple.edu/ambler/about/learningcenter.htm](http://www.temple.edu/ambler/about/learningcenter.htm)

The Ambler Learning Center has become the hub of teaching with technology on campus.

Formally dedicated in October 2006, 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/small lecture hall.

The state-of-the-art Ambler Campus Technology (ACT) Center is a 90-seat all-purpose technology facility with software applications serving all Temple University curricula.

The Learning Center is the most prominent building at Ambler. Shifting the central focus of the campus, it provides greater learning opportunities for students and provides 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 popular Temple University Music Festival and Institute. With the Learning Center's auditorium, Ambler has a new venue for the arts. The 300-seat auditorium provides new opportunities to offer cultural, educational, and entertainment events for our students and the surrounding community.

## NCAA ATHLETICS

[www.ambler.temple.edu/campus\\_life/athletics.htm](http://www.ambler.temple.edu/campus_life/athletics.htm)

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 area 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

[www.temple.edu/ambler/arboretum](http://www.temple.edu/ambler/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.

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, Viola Anders Herb Garden, sustainable wetland garden, PECO Green Roof Garden, the Phil and Barbara Albright Winter Garden, Stine Fisher Garden, and the newest addition, the Ernesta Ballard Healing garden.

# Welcome to Temple

## LIBRARY

### **Ambler Library**

267-468-8640

[www.temple.edu/ambler/ac\\_services/library.htm](http://www.temple.edu/ambler/ac_services/library.htm)

All current Temple students, faculty, administration, and staff may borrow materials from Temple's Libraries using their TU I.D. For most Temple Libraries, the loan period for faculty, administration, and graduate students is for the semester. For undergraduates, staff, and courtesy borrowers, it is four weeks. There is a limit of three renewals.

Books and journal articles from other Temple campuses may be requested using the online forms on the Libraries' Web site ([www.library.temple.edu](http://www.library.temple.edu)). Logging into "My Library Account" allows library users to see what items they have checked out and also to renew items. Fines are assessed for the late return of materials for most categories of borrowers.

The Library can obtain journal articles, books, book chapters, and other materials not owned by Temple. Request forms are available on the Libraries' Web site. Most articles and other materials that were traditionally supplied as photocopies are now available in PDF format via the Web delivery service.

Temple Libraries provide access to networked electronic resources for use by faculty, students, and staff with valid University AccessNet accounts. A valid Temple I.D. is required to use electronic resources in the library. Online resources that are restricted to use by Temple affiliates can be accessed from off-campus.

## 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

[www.ambler.temple.edu/ac\\_services/disability.htm](http://www.ambler.temple.edu/ac_services/disability.htm)

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, Parking Services through the Bursar's Office will help you make arrangements.

## OTHER WEB RESOURCES

**Admissions:** [www.ambler.temple.edu/admissions](http://www.ambler.temple.edu/admissions)

**Academic Programs:** [www.temple.edu/ambler/ac\\_programs](http://www.temple.edu/ambler/ac_programs)

**Academic Services:**

[www.ambler.temple.edu/ac\\_services](http://www.ambler.temple.edu/ac_services)

**Alumni and Friends:** [www.temple.edu/ambler/alumni](http://www.temple.edu/ambler/alumni)

**Campus Calendar:**

[www.ambler.temple.edu/campus\\_life/calendar.htm](http://www.ambler.temple.edu/campus_life/calendar.htm)

**Campus Life:** [www.temple.edu/ambler/campus\\_life](http://www.temple.edu/ambler/campus_life)

**Center for Sustainable Communities:** [www.csc.temple.edu](http://www.csc.temple.edu)

**Campus News and Events:**

[www.temple.edu/ambler/news](http://www.temple.edu/ambler/news)

**Non-Credit Programs:**

[www.ambler.temple.edu/tufw/non-credit](http://www.ambler.temple.edu/tufw/non-credit)

**Temple University Fort Washington:**

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

# University Ambler

## AMBLER CAMPUS TECHNOLOGY CENTER

Learning Center Room 106  
267-468-TECH  
[www.ambler.temple.edu/ac\\_services/technology.htm](http://www.ambler.temple.edu/ac_services/technology.htm)  
The Ambler Campus Technology (ACT) Center is equipped with 80 PCs and 10 iMacs equipped with software for all Temple programs, color and black and white laser printing, scanner applications, video editing equipment, and a wireless lounge area. A help desk area is located within the ACT Center.

### ACT Center Hours (Fall and Spring Semesters):

Mon. through Thurs.: 8:30 a.m. to 11 p.m.  
Friday: 8:30 a.m. to 5 p.m.  
Saturday: 9 a.m. to 5 p.m.  
Sunday: Noon to 8 p.m.

### ACT Center Hours (Summer Semesters):

Mon. through Thurs.: 8:30 a.m. to 11 p.m.  
Friday: 8:30 a.m. to 5 p.m.  
Saturday: 9 a.m. to 5 p.m.  
Sunday: Closed

The lab is closed on weekends during holidays and semester intersessions.

## BOOKSTORE

Bright Hall  
Christopher Fitzgerald, Manager  
267-468-8460  
[bkstempleambler@bccollege.com](mailto:bkstempleambler@bccollege.com)  
[www.templeambler.bccollege.com](http://www.templeambler.bccollege.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.

## ACADEMIC GRIEVANCE PROCEDURES

Temple University Ambler and Temple University Fort Washington (TUFW) have written procedures to provide both students and faculty the proper course of action to resolve all academic grievances arising in any course. Grievances must be filed within six months of the occurrence of the alleged grievance.

### The procedures involve five steps:

- Students first must make a reasonable attempt to speak with the instructor concerned and to provide copies of all relevant documents to the instructor. If the problem is not resolved, the student should speak with the Department Chair. If the problem is still not resolved, the student should contact the Student Ombudsperson and/or the appropriate Administrator.
- If the conflict persists, the student may appeal in writing to the Department Chair. The Chair will consider the case and render a written report within 15 days.
- If the conflict is not resolved, the dissatisfied party may appeal in writing to the Chair of the Faculty Responsibility and Student Grievance Committee. If the Chair determines that the complaint is not frivolous, the Chair will convene the Student Appeal and Grievance Subcommittee of the Faculty and Student Grievance Committee.
- The Campus Dean will review the subcommittee's recommendations and render a final decision.
- When appeal warrants review beyond Ambler or TUFW, students, faculty, or the Dean may appeal to the Vice Provost for Undergraduate Studies or the Graduate Board Student Appeals Committee.

## DEPARTMENTS AND OFFICES

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

Academic Services – WH 102	3-8248	Grievances, Academic – WH 109	3-8200
Activities Information		Gym – Recreation Services, Red Barn	3-8151
Office of Student Life – BH 101	3-8425	Health Services	3-8490
Address Change – WH 102	3-8248	Housing	3-8495
Admissions – WH Welcome Desk	3-8100	Housing fees/payment/refunds	3-8250
Advising – WH 109	3-8200	Housing, Off-Campus – BH 101	3-8425
Audiovisual Department – LC	3-8340	I.D. Cards, Student – WH 102	3-8248
Bookstore – BH	3-8460	Landscape Arboretum – AB	3-8400
Bursar – WH 101	3-8250	Landscape Architecture and Horticulture, Department of – Dixon 201	3-8181
Bus Schedules		Library	3-8640
Office of Student Life – BH 101	3-8425	Lost & Found – Hilda Justice	
Business, Fox School of – WH 112	3-8350	(Campus Police)	3-8480
Campus Police – Hilda Justice	3-8480	Marketing & Public Relations – AB	3-8108
Career Development– WH 109	3-8210	Newspaper, Student – BH	3-8430
Cash Operations – WH 101	3-8250	Non-Credit and	
Center for Student		Special Programs – TUFW	3-8500
Professional Development – WH 115	3-8354	Parking Services – WH	3-8250
Center for Sustainable		Police, Campus – Hilda Justice	3-8480
Communities – WH 200	3-8312	Pool	3-8152
Check Cashing – (Res. Stu. Only) – WH	3-8250	Program Board – BH	3-8428
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