

STUDENT INFORMATION

General Information

Admissions

The Office of Admissions, located in the Center for Student Services, coordinates the admissions process and oversees the recruitment and outreach strategies of the college.

ASCEND

Contact: Jennifer Forster, Room 1332, 304-424-8353; ascend@wvup.edu

WVU Parkersburg's Accelerating Student Completion: Encouraging New Dreams (Ascend) is a program created to help more students earn certificates and associate degrees within three years. Funded by a grant from Arnold Ventures, Ascend replicates the ASAP program at CUNY colleges whose students doubled their graduation rates by providing a range of financial, academic, and personal support. This support includes comprehensive and personal advising, career counseling, tutoring, waivers for tuition and mandatory fees, Kroger gift cards for groceries and/or gas, and additional financial assistance to defray the cost of textbooks.

Ascend also offers special class scheduling options to ensure that Ascend students get the classes they need, are in classes with other Ascend students, and attend classes in convenient blocks of time to accommodate their work schedules. As students approach graduation, they receive additional assistance to help them transfer to a bachelor's degree program, another 4-year college or transition into the workforce, depending on their goals.

To learn more about Ascend, please visit <http://wvup.edu/ascend> (<http://wvup.edu/ascend/>) or email ascend@wvup.edu

Assessment

The College derives many benefits from its campus-wide assessment program. Academic departments have the opportunity to reflect on what the program mission is and what a graduate from that program will know, value, and be able to do. Students find it helpful to know the goals of their academic program and how courses in their program relate to those goals. Faculty use the assessment results to determine if program goals are being met. Academic support services such as the library, student affairs, academic advisement, and financial aid make a tremendous contribution to student learning on campus. Thus, all areas of the institution can assess how they contribute to the learning environment and what changes they might make to maximize learning experiences.

Assessment Participation

WVU Parkersburg requires student participation in assessment tests and surveys. The results enable the College to monitor its programs and services, to assist students in fulfilling their academic goals, and fulfill reporting requirements to accrediting and government agencies. The Vice President for Academic Affairs, the Outcomes Assessment Committee, and the Institutional Assessment Director oversee the development and reporting of assessment activities. Academic and administrative departments throughout the College periodically require student input about their functions.

Students will be notified when they are expected to participate in assessments. Assessment of general education outcomes will be undertaken regularly. In addition, each program conducts its own assessments of student learning. Other assessments will be conducted as needed.

Bookstore

The campus bookstore carries textbooks and classroom materials as well as collegiate wear and gifts.

Cafeteria

Ricky's Café is located in the College Activities Center and is open Monday through Friday from 7:30 AM to 2:00 PM while classes are in session. Vending machines are also available at hours when the cafeteria is closed.

Career Services

Telephone: 304-424-8395

Email: careerservices@wvup.edu

The most effective career decisions start here! WVU Parkersburg's Career Services is here to help you **explore, prepare, and earn**.

We are committed to student empowerment, workforce collaboration, and community involvement, and provide career-related counseling, resources, and programs to help students and alumni establish career goals, develop job-seeking skills, and successfully obtain employment. We work with students at every academic level, from first-year freshmen to graduating seniors.

Career Services also collaborates with employers to optimize their recruitment efforts and create opportunities for them to connect with our talented students and alumni.

Explore: Career Services can help undecided students identify their interests and explore careers while providing important occupational information. This can help students define and achieve career goals.

- Career Coach (<http://wvup.emsicc.com/>)

Discover majors, in-demand careers, and education based on your interests! <https://wvup.lightcastcc.com/>

- US DOL One Stop (<https://www.careeronestop.org/Videos/video-library.aspx>)

Browse a video collection to learn about careers, industries, skills and abilities, or work options and education levels. www.careeronestop.org/Videos (<http://www.careeronestop.org/Videos/>)

Prepare: Career Services can help students and alumni develop the skills necessary to conduct a successful job search. We can aid in creating or updating your resume, references, cover letter and other correspondence. We can also provide assistance with interviewing, networking and other job seeking skills.

- Career Coach (<http://wvup.emsicc.com/>)

Earn: The largest professional networking site available providing a way to connect with other professionals and stay in contact with millions of users. It has become a leading tool for helping individuals expand their networks as well as find jobs in their field.
www.linkedin.com (<http://www.linkedin.com>)

Additions to Schedule

Students may change their class schedules by accessing their OLSIS account.

Regular Registration typically closes before classes begin.

To add a course after the start of a semester, a student must have the instructor's permission and the Division Dean's approval to enter a class.

Center for Student Support Services

Counseling Services

The Center for Student Support Services carries out its missions through the provision of a wide range of direct and indirect services that include: mental health counseling, disability/accessibility services, and case management support.

The primary services provided by The Center for Student Support Services are as follows:

1. **Counseling:** The counselor provides crisis intervention and brief/short-term* counseling (individual, couples family). Examples of issues include but are not limited to anxiety, depression, suicidal thoughts/ideation, stress management, substance abuse, self-confidence concerns, relationship issues, loss, and psychopathology *Services include mental health referral support for individuals needing longer-term care.
2. **Problem Solving:** The Center provides students with an opportunity to engage in problem-solving sessions with the counselor.
3. **Psychoeducational and Outreach Programming:** Workshops and presentations are provided to student groups, individual classes, administrative units, and staff groups on a variety of topics. The Center for Student Support Services is active in its outreach efforts to promote both awareness of counseling issues and openness to prevention and treatment of mental illness, substance abuse, diminished self-confidence, and unhealthy lifestyles.

Disability Services

The Center for Student Support Services is committed to helping qualified students with disabilities achieve their academic goals by providing reasonable academic accommodations. Students with documented disabilities are entitled to receive accommodations based upon conditions that substantially limit a major life activity. Accommodations are provided for students with a wide range of temporary or permanent disabilities in order to provide equal access to opportunities at WVU Parkersburg. Accommodations are tailored to the needs of the individual students rather than to a disability. Students requesting disability-related academic accommodations must complete the registration process with the Center for Student Support Services prior to receiving accommodations.

Case Management Support

Riverhawk Food Pantry: The Riverhawk Food Pantry is open to the WVUP campus community (active students, faculty, and staff). The food pantry (located on the Parkersburg campus) offers a variety of non-perishable food items, along with basic hygiene items. Financial information is not required. Request for food distribution may be made by either visiting the Center for Student Support Services (Room 2210B) during normal office hours of 8:00 am to 4:00 pm, Monday thru Friday, or by calling 304-424-8378 to schedule an appointment for pick-up*

*Students may request special arrangements for the available items to be delivered to the Jackson County Center (JCC) for pick-up during normal business hours.

DHHR Temporary Assistance for Needy Families (TANF): Students enrolled with DHHR under the TANF program receive direct case management support services.

Frozen Records

Individual records will be frozen if a student owes money to the college. Until obligations are met, students may not register for classes, receive financial aid, receive their diploma, or obtain a copy of their college transcript. Records may also be frozen for additional reasons such as disciplinary, overdue library materials, and other non-financial reasons.

Library

Library services are provided to aid in classroom instruction, individual investigation, and research on the Parkersburg main campus. Books (both print and electronic) and other resources are selected to meet the academic needs of the various instructional divisions and the general informational and recreational interests of the college community. Numerous databases are available on the library's homepage. Interlibrary loan services are available upon request. Please visit the library's homepage for operating hours and contact information.

Lost and Found Articles

A lost and found service is available for students, faculty, and staff personnel. Found articles may be left at the Campus Security Office, or the JCC administrative office, and persons who have lost articles may check there.

Military Service, Credit for

Students who have completed at least one year of military service may be granted credit for training received, which may be used to satisfy General Studies, Physical Education, or elective requirements. It is the student's responsibility to request this credit and to verify military experience. WVU Parkersburg requires the official transcripts from all previously attended colleges, this includes college credits you earned through your military service. You can order your military transcripts from the following website: [jst.doded.mil](https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/) for Army, Navy, USMC, and Coast Guard. Air Force veterans can get their official transcript from: <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/803247/community-college-of-the-air-force-transcripts/>

If you need assistance requesting your military transcripts WVUP's Veterans Advocate can help guide you through the process.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students rights with respect to their education records including:

- The right to inspect and review their education records.
- The right to request the amendment of the record to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. WVU Parkersburg has classified the following as Directory Information which may be released without prior consent: name, address, telephone number, email address, date and place of birth, major field of study, dates of attendance, classification of student level (freshman, sophomore, etc.), enrollment status (full, part-time or not enrolled), degrees and awards received including Dean's List and President's Scholar List, the listing of previous educational institutions attended, and participation in officially recognized activities.
- The right to file with the U.S. Department of Education a complaint concerning alleged failures by WVU Parkersburg to comply with the requirements of FERPA:

Student Privacy Policy Office, U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

<https://studentprivacy.ed.gov/file-a-complaint> (<https://studentprivacy.ed.gov/file-a-complaint/>)

OL SIS - Online Student Information System

This is a web-based system that allows students access to the following online services:

- **Academic Transcript** - Unofficial transcripts are available for students to view or print.
- **Financial Aid** – Students can view and accept their financial aid awards in OL SIS under the Financial Aid section. Students receive specific instructions for use of OL SIS for financial aid purposes in emails sent by the Financial Aid Office.
- **Holds** - Holds on a student record will prevent access to registration, grades, and transcripts. The reason for the hold can be viewed in OL SIS.
- **Mid-Term and Final Grades** - Student grades are available only through OL SIS. Students who need a grade report card must request it through the Records Office, located in the Center for Student Services, by the last day of finals for the semester.
- **MyDegree** (Degree Works)- Track your courses and your path to graduation. With MyDegree you can see exactly where you stand toward completion of your degree or certificate. MyDegree provides you with what you have completed and what you have yet to complete to meet

your goals of graduation. MyDegree is your tool to ensure you complete the right classes for your degree at WVU Parkersburg. MyDegree can be accessed through a link from OLSIS.

- **National Student Clearinghouse** - Requests for official transcripts for yourself, an employer, or another school may be submitted via a student's OLSIS account. You may also obtain enrollment and degree verifications from the National Student Clearinghouse.
- **Registration** - Registration permits students to schedule classes well in advance of an upcoming term. Advisors are available to assist students in planning schedules. All priority pre-registration is conducted through OLSIS.
- **Student Account/Billing Information** - Students can view and print their bills for a semester. In addition, accounts from prior semesters can be viewed and printed.
- **Student Information** - Name, address, and e-mail address information are available for the student to view and request to update as needed.

Office of Student Financial Assistance

Located in the Center for Student Services. This office handles all questions related to student financial aid.

PAC

The Professional Advising Center is located in the Success Epicenter in room 1332. Students will find their advisors (for their first 30 hours of credit) located there.

Parking

Parking is available on lots adjacent to campus buildings. Posted parking regulations are to be followed.

Tuition and Fee Charges

Tuition and fees for each term are published by the Business Office in advance of the billing period. Individual semester charges are available in OLSIS once the registration process is complete. All tuition and fee charges must be paid by the deadline or students will be de-registered from all classes.

During late registration, payment arrangements must be made by the end of the day in which the classes were added.

Tuition Payments

Tuition and fees may be paid in OLSIS, on the website, or over the phone through the Business Office using a debit or credit card. Tuition and fees may also be paid in person at the Business Office with cash, check, debit, or credit card. A tuition Installment Plan is available as well.

Financial Aid, Veterans benefits, third-party providers, and scholarships are processed between the Business and Financial Aid Offices.

Records Office

The Records Office, located in the Center for Student Services, maintains the records of the student grades and enrollment.

Residency Policy

To establish a student's eligibility as a resident for "in-state" status for the purpose of admission and assignment of tuition and fees, WVU Parkersburg adheres to the WV Community & Technical College System policy Series 25 which may be viewed at <https://wvctcs.org/wp-content/uploads/rules-policies/Series-25-Rule-for-Final-File.pdf>. Residency is determined by a student's permanent home ("domicile").

Process for Classification for Admission and Fee Purposes

WVU Parkersburg Answer Book policy #VI-8 - Residency Appeal Process provides the details for the process. The student is responsible for providing documentation to establish domicile. The institution may require written documents, including affidavits, verifications, or other evidence needed to determine residency.

A request to prove domicile must be made to the Admissions Officer and must be received at least two weeks prior to the deadline for payment of tuition and fees for any semester or term. Any student found to have made a false or misleading statement concerning domicile is subject to institutional disciplinary action and will be charged the nonresident rate for each academic term.

Having been awarded in-state status at another college or university in West Virginia does not automatically transfer to or from WVU at Parkersburg, but consideration will be given if no substantive changes have been made. Out-of-state students being assessed resident tuition and fees as a result of a reciprocity agreement may not transfer that reciprocity status to another public institution in West Virginia. No residency appeals will be considered for a semester once grades are final unless the residency status was due to an error on a party of the college.

WVUP Success Epicenter

The Success Epicenter Center brings together academic support services in a welcoming and friendly environment. The Professional Advising Center, Library, Testing Center, Tutoring Center, and Ascend program are all housed in the Success Epicenter. These departments all work together to provide support and advice for all students. Students can specifically get help with coursework, advice on writing assignments and research, creating their academic pathway, taking the needed certification, placement, and make-up tests, and participating in success programming. The Success Epicenter provides group study space, computers for general use, and space to spread out and study individually. Please see the content for each area for more specific information.

Student Activities

College Chorale

The College Chorale is a chamber choir that sings music from a variety of styles and cultures, with performances in the local community and an annual concert with the West Virginia Symphony. Membership is open to all students by audition. Students earn academic credit for participation.

Fitness Center

The Fitness Center is located in Room 1537 on the Parkersburg campus. During the semester, it is open Monday - Friday, from 8 a.m. - 9 p.m. Summer hours are Monday - Thursday, 8 a.m. - 7 p.m. and Friday 8 a.m. - 4 p.m. It is free for all student, faculty and staff use. In addition to the Aerobics and Weightlifting rooms, lockers and showers are offered. For more information, please contact JB Skidmore at jb.skidmore@wvup.edu.

Student Publications

The Chronicle is a digital publication provided by our Communications and Media Studies Students. Students can earn academic credit for participation. Contact the program coordinator Jeremy Harrison at Jeremy.Harrison@wvup.edu (<https://wvup-public.courseleaf.com> [Mailto:Jeremy.Harrison@wvup.edu](mailto:Jeremy.Harrison@wvup.edu)) for more information

Student Organizations

WVU Parkersburg has a variety of student organizations on campus. These range from academic honor groups to personal interest and program-specific clubs and organizations. Additional information is available by going to <https://www.wvup.edu/current-students/student-resources/student-organizations/> or contacting the Student Activities and Engagement coordinator, JB Skidmore at jbskidmore@wvup.edu for details about the organizations and how to contact a group's faculty advisor.

Testing

The WVU Parkersburg Academic Testing Center is located in the main building of the WVU at Parkersburg Campus, in room 1332 (the back right corner of the Success Epicenter). The center offers a secure and comfortable environment that houses 20 computer testing stations as well as a small area for paper tests. The testing center aims to meet the needs of current WVU Parkersburg students, prospective students, alumni, and the Mid-Ohio Valley area, by providing a wide variety of testing services such as: Accuplacer, CLEP, Distance Learning, PearsonVue, Praxis, and many others, including make-up exams, in order to encourage excellence in higher education and create opportunities for success.

Placement tests are available for students who request them for course placement purposes. Some programs may require specific tests for program admission. Contact Kristina Roberts at Kristina.Roberts@wvup.edu (<https://wvup-public.courseleaf.com/student-information/Mailto:Kristina.Roberts@wvup.edu>) for further information.

Transfer of Credit from Other Institutions

Transfer of credits among public institutions of higher education and with West Virginia private institutions will be completed consistent with appropriate and legitimate academic integrity. WVU Parkersburg follows Series 17, a rule established by the West Virginia Council for Community and Technical College Education and the West Virginia Higher Education Policy Commission. Details can be found at https://wvctcs.org/wp-content/uploads/rules-policies/Series17-Transfer_Rule-Final_File.pdf

Veterans Resource Center

The WVU Parkersburg Veterans Resource Center provides special assistance for veterans, and qualified dependents of veterans, applying for veterans' educational benefits. For more information regarding Veterans Benefits, contact Darren Sherlock, MSG, USA (Ret.) in the Veterans Resource Center (Rm 2210) or email: darren.shearlock@wvup.edu (<https://wvup-public.courseleaf.com/student-information/Mailto:Darren.Shearlock@wvup.edu>).

Weather Cancellations

The official announcement regarding WVU Parkersburg class delays and cancellations and campus closings can be obtained from the following official college information sources:

- **Emergency Alert System** (text, phone call and email notifications)
 - Please log in to WVUP's Emergency Alert System (<https://www.wvup.edu/current-students/safety-security/emergency-alert-system-updates/>) to verify that your contact information is entered and correct. Texting is the fastest way both to send and receive alerts. Include your mobile device number to receive text messages of campus closings, delays and emergency situations (with a message lead of **Alert!**).
- Main switchboard number: 304-424-8000
- www.wvup.edu (<http://www.wvup.edu/>)
- **Note:** Area media (radio, newspaper and television) are contacted to announce closing/delay information; however, students should confirm media announcements from one of the above official college sources.

Withdrawal Procedures

Withdrawal From the College or Individual Classes

Before the semester begins, students withdrawing from an individual course or the College must access their OLSIS account. For each semester, once classes begin, students must complete and submit a withdrawal request: https://my.wvup.edu/Withdraw_Requests/CreateRequest (https://my.wvup.edu/Withdraw_Requests/CreateRequest/), and monitor the progression of their request to sign/approve - once their academic advisor, their financial aid counselor and the Business Office have provided guidance/approval. Any questions about this process may be directed to staff in the Center for Student Services, the Professional Advising Center, or the Jackson County Center administrative office.

Failure To Withdraw

Failure to process a withdrawal request through OLSIS can lead to grades of F or FIW in all classes for which the student was registered but did not complete.