



WABASH

COLLEGE

2014-2015
Parents' Handbook

www.wabash.edu

WABASH COLLEGE

2014-2015

Parents' Handbook

www.wabash.edu

Main Switchboard.....765-361-6100
Security.....765-361-6000
Mail..... PO Box 352 or 301 W. Wabash Ave.
Crawfordsville, IN 47933

Whom Should I Call About...?

For all matters concerning your son's education, please speak with your son first. His ownership of his collegiate experience is paramount to his success. For follow-up on:

Academic concerns Your son's faculty advisor
and/or the Registrar's Office
Financial Aid Financial Aid Office
Health concerns..... Student Health Center
Nutrition concerns..... Bon Appetit
Housing/residential matters Dean of Students Office
Personal concerns..... Dean of Students Office
or Student Counseling Services
Tuition and fees Business Office
Events on and off campus www.wabash.edu
Students w/disabilities Academic Support Services

Emergencies

If a family emergency arises and you cannot contact your son on his cellphone, please call the Dean of Students Office at (765) 361-6310, and we will assist you in locating him.

If the emergency arises in the night or on a weekend, please call Campus Security (765) 361-6000. If a student becomes ill at home and will miss classes, please have your son contact his professors and notify the Dean of Students Office. If a student becomes seriously ill or is seriously injured while at school, you will be notified.

College Telephone Numbers

Switchboard.....	765-361-6100
Academic Support	765-361-6024
Admissions	765-361-6225
Advancement Office	765-361-6367
Alumni Office	765-361-6369
Athletic Department.....	765-361-6220
<i>The Bachelor</i> (student newspaper)	765-361-6213
Bon Appetit (food service)	765-361-6270
Bookstore	765-361-6095
Business Office.....	765-361-6326
Campus Security	765-361-6000
Career Services.....	765-361-6414
Communications & Marketing Office	765-361-6396
Counseling Service.....	765-361-6252
Dean of the College's Office.....	765-361-6224
Dean of Students' Office.....	765-361-6310
Financial Aid Office.....	765-361-6370
Glee Club, Bands, Orchestra.....	765-361-6473
Health Center	765-361-6265
Housing	765-361-6480
Information Technology	765-361-6400
Library.....	765-361-6161
Malcolm X Institute	765-361-6450
Off Campus Study Program	765-361-6078
Parents Relations	765-361-6369
President's Office	765-361-6221
Publications Office.....	765-361-6368
Registrar's Office	765-361-6245
Security.....	765-361-6000
Sports Information	765-361-6165
Student Activities	765-361-6096
Theater Box Office.....	765-361-6411

*Most College offices are open from 8 a.m. to 12 noon
and 1 to 4:30 p.m. EST on weekdays.*

Commencementpurchasing@wabash.edu

Wabash Parents Facebook Group

<https://www.facebook.com/#!/groups/189106011236849/>

Wabash Parents Facebook Page

<https://www.facebook.com/#!/WabashCollegeParentPage>

Index of Contents

A Message from the Dean of Students

Notice of Nondiscriminatory Policy as to Students

Student Mail

Dean of Students' Office

- Rule of Conduct and Academic Dishonesty
- Academic Support Services
- Student Engagement and Retention
- Health Services, Medical Emergencies, and Insurance
- Counseling Center
- Laundry
- Student Vehicles
- Bookstore
- Career Services

Registrar's Office or Dean of the College's Office

- FERPA
- Four-Year Calendar
- Contact Information
- Registration
- Normal Course Load
- Course Schedule Changes
- Class Meeting Times & Exam Schedule
- Transcripts
- Enrollment Verification

Financial Aid Office

Business Office

- Money, Banking, and ATM

Information Technology Services & ID Cards

Local Transportation and Lodging

Parents' Handbook Online

A Message from the Dean of Students

According to our students, two characteristics, among many, make Wabash a truly distinctive college: the level of trust we place in our students and the responsibility we give to them. The College's only rule, the Gentleman's Rule, symbolizes this trust:

"The student is expected to conduct himself at all times, on and off campus, as a gentleman and responsible citizen."

The small size of the Student Life staff requires that students assume responsibility for managing much of their daily lives.

We expect our students to act as gentlemen and responsible citizens and to participate daily in defining what our community means by these terms. We expect them to make many important decisions about their academic, residential, personal, and social lives at Wabash. Most students make good decisions most of the time. Occasionally a few students make poor ones. Our students learn from both kinds of decisions, and we hope to guide them to increase the good ones and limit the poor ones.

We believe that students learn best when given responsibility and freedom for making those decisions. Therefore, Wabash will work directly with your son regarding the decisions he makes. In fact, Federal privacy laws restrict our ability to communicate most matters directly with you.

All of us at Wabash look forward to working with your son in the coming year. Thank you in advance for the opportunity we have to support your son in his collegiate pursuits.

Mike Raters '85, Dean of Students

Notice of Nondiscriminatory Policy as to Students

Wabash College admits students without regard to race, color, national or ethnic origin or handicaps, as defined in Section 504 of the Rehabilitation Act of 1973, to all the rights, privileges, programs, facilities and activities generally accorded or made available to students at the College. Wabash does not discriminate on the basis of race, color, national or ethnic origin

or handicaps, as defined in Section 504 of the Rehabilitation Act of 1973, in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Mail

The U.S. Post Office delivers mail directly to the fraternity houses and residence halls. *Do not include Wabash College in the address.*

FRATERNITY: **or** **RESIDENCE HALL:**

Joe Smith..... Joe Smith

Fraternity Name..... Room # Morris Hall

Fraternity's street address Crawfordsville, IN 47933

Crawfordsville, IN 47933

Dean of Students' Office

The Dean of Students Office oversees and coordinates services pertaining to student life.

Office Location.....Center Hall 115

Telephone765-361-6310

Email..... studentdean@wabash.edu

Website..... www.wabash.edu/studentlife

Hours (EST).....M-F, 8 am – 12 pm & 1 pm - 4:30 pm

Rule of Conduct: The Gentleman's Rule

Wabash expects high performance and outstanding behavior from our students. We believe students ought to further their self-reliance and demonstrate personal responsibility, which can thereby afford individual freedom. Accordingly, Wabash has long prescribed only one rule of conduct:

The student is expected to conduct himself, at all times, both on and off campus, as a gentleman and a responsible citizen.

This simple, yet all-encompassing, rule allows the Wabash student exceptional personal freedom and requires of him commensurate personal responsibility, which together we believe are essential parts of his education and development. Since Wabash is fundamentally an intellectual community, the

faculty has defined the operation of the rule in instances of plagiarism and other academic dishonesty. The first offense results in a penalty determined by the course instructor; the penalty for the second offense is expulsion from the College, pending an automatic review by the faculty Academic Honesty Appeals Committee. See www.wabash.edu/bulletin/ for additional details.

In all other behavioral matters, the Dean of Students' Office makes the determination of discipline.

Academic Support Services

Academic Support Services include tutoring services; study skills assessment; and support for students with disabilities.

Office Location.....Armory 101
Telephone765-361-6024
Website..... www.wabash.edu/acad_support
HoursVaries based on services; see web.

Student Engagement and Retention

The Student Engagement and Retention office provides support for all Wabash students with a focus on first- and second-year students, first-generation college students, and students of color. Services include the Early Alert System, alumni-mentoring, peer mentoring, and the Student Focus Group Research Project.

Office Location..... Malcolm X Institute of Black Studies
Telephone765-361-6347
Email(Heather Thrush) thrushh@wabash.edu
Website..... www.wabash.edu/engagement
Hours (EST).....M-F, 8 am – 12 pm & 1 pm - 4:30 pm

Student Health Center Services

There is no charge to be seen in the Student Health Center, and services are inclusive of, but not limited to:

- Illness Examination: diagnostic testing for strep, mono, and influenza. Some medicines may be free of charge.
- Wellness Examinations: sports physicals, blood pressure checks, wellness physicals; travel immunizations for student travel, and TB testing and reading.
- Allergy injections, suturing of lacerations, suture removal, and ear irrigation.

Office Location.....Allen Athletic Center
Telephone 765-361-6265
Email.....(Carol Lamb) lambc@wabash.edu
Website..... <http://www.wabash.edu/studentlife/health>
Hours (EST)..... M-F, 8:30 am – 2 pm

Visit <http://www.wabash.edu/studentlife/health/> for more information. Click “Student Health Center and Student Counseling Center (pamphlet-Reimbursement Program)” to review the various reimbursement programs.

Medical Emergencies

For life-threatening emergencies, the student should call 911 or go to the Franciscan St. Elizabeth Health emergency room at 1710 Lafayette Road, on State Road 231 north of Crawfordsville (765-362-2800).

Health Insurance and Emergency Contact Information

A front and back copy of the student’s insurance card is required for the Student Health Center. In addition, **all students** are to fill out all tabs for the insurances and emergency contact on the www.swol123.net web site. Freshmen must send their current student health record to the Student Health Center. This can be found at www.wabash.edu/class2018/setup

Please check with your son’s insurance carrier to see if physicians in Crawfordsville and the greater Indianapolis area are considered in-network.

Health Insurance for Student Athletes

NCAA Athletes are required to have primary insurance to participate. It must cover up to \$90,000 and provide out of state coverage. (HMOs and Medicaid will not do this). If you need help getting insurance go to www.wabash.edu/businessoffice/insurance

Freshmen: go to the freshman check list at www.wabash.edu/class2018/setup (directions are provided there). Please complete all tabs on the insurance and emergency contact link. The NCAA forms are also at www.swol123.net

The NCAA forms, copy of the insurance card, update of [swol123.net](http://www.swol123.net) and the student health record are due by August 1, 2014 to Nurse Lamb at the Student Health Center. Upper classmen may go to <http://www.wabash.edu/medical/> for the same information for NCAA requirements.

Counseling Center

The Counseling Center provides professional, confidential mental health services, including consultation to campus organizations and discussion of educational topics. Services can be individual or group. We provide support on a wide range of pre-existing or emerging issues, including personal, academic, family, stress, anxiety, alcohol, drugs, depression, and sexuality. We frequently speak with parents but are bound by confidentiality from sharing specifics. However, we are also a resource to contact if you have concerns about your son.

Office Location.....Pioneer Chapel, lower level
Telephone 765-361-6252
Email..... counseling@wabash.edu
Website..... wabash.edu/studentlife/counseling
Hours (EST)..... Walk-Ins: M-Thu, 11 am - 1 pm
Counseling appointments are scheduled by the counselors.

Mental Health Emergencies

Where imminent danger exists, the student should call 911 before contacting the counseling staff. Contact Kevin Swaim after hours at 317-409-3128 and Jamie Douglas at 765-376-9311. Wabash Security can be reached at 765-361-6000.

Laundry

All residence halls, and most fraternities, have washers and dryers. There are also several laundromats and dry cleaning establishments in Crawfordsville.

Vehicles and Parking

Wabash students may have vehicles on campus. Parking permits are not required. Parking spaces, however, are very limited.

Bookstore

The Wabash College Bookstore sells office supplies and clothing in addition to course materials. It is located in the lower level of Sparks Center. The Bookstore website is www.wabash.edu/bookstore

Career Services

The Schroeder Center for Career Development prepares students to make a successful transition to the world beyond Wabash. We create opportunities for students to explore and reach their individual career goals.

Office Location.....Arnold House
Telephone.....765-361-6414
Email..... career@wabash.edu
Website.....<http://wabash.edu/careers/>
Hours (EST).....M-F, 8 am – 4:30 pm, Su-Th 7 pm – 10 pm
Personal, walk-in service anytime.

Career Services helps students identify and execute plans to become productive, fulfilled men after Wabash. Whatever he can dream, we offer individualized programs and resources to help him get there, from employment to graduate school to short-term options.

We are continuously creating new opportunities for students to enrich their academic learning with hands-on experiences such as industry seminars, resume and cover letter writing workshops, off-campus career fairs, graduate school preparation, job and internship readiness, career interest inventories and support and guidance for alternative paths such as fellowships and gap years.

Internship experience has become increasingly necessary for success for new graduates. We provide internship support as well as funding for internship opportunities, including our Small Business Internship Fund, as well as funded opportunities for students interested in independent research and politics/law.

In addition we offer students entrepreneurial support through Schroeder SEED Grants, our annual Entrepreneur Summit, and The Forge co-working space; internship and Career Test Drive programs including Wabash-funded opportunities; professional immersion experiences (PIE) in New York and California; assistance in researching, alumni networking opportunities on campus as well as in Chicago, Indianapolis, New York City, and Washington D.C. We also encourage students to take advantage of "Suit Yourself," which loans dress clothes to students for interviews, presentations or even big dates.

Two of our newest programs are Wabash Callings designed to help students in their quest to find and lead a fulfilling life and 'Bash Bunks which helps connect students to temporary housing while travelling for interviews, visiting graduate schools, and during internships and Career Test Drives.

Parents are encouraged to visit our website to keep informed and from there, join us on social media. We also have many opportunities for families to get involved in the success of Wabash students, including Career Test Drives, Bash Bunks, internships, and mentor possibilities. Email us at career@wabash.edu to learn more.

Registrar's Office

The Registrar's Office provides services in support of the academic community, including FERPA compliance, academic calendars, academic records, contact information (current students and parents), registration and course schedule changes, final exam schedule, transcript processing; and enrollment verification.

Office Location..... Center Hall
Telephone 765-361-6416
Email..... registrar@wabash.edu
Website..... www.wabash.edu/registrar
Hours (EST)..... M-F, 8 am – 12 pm & 1 pm - 4:30 pm

Family Educational Rights and Privacy Act (FERPA)

permits Wabash to release, without consent, certain directory information, including the Wabash student's name, local, home and cell phone number, e-mail and electronic messaging address, major field of study, participation in officially recognized activities and sports, class standing, weight and height of members of athletic teams, honors, awards, and scholarships earned, photographs, dates of attendance, degree received, post-graduate plans, and most recent previous educational agency or institution attended. A Wabash student may request that directory information not be released without prior written consent by filing a written statement with the Wabash Registrar two weeks prior to enrollment.

Academic Calendar: The Four-Year Calendar lists all the important dates for the next four years including the start of classes, breaks, and final exams, and can be viewed at www.wabash.edu/registrar

Contact Information: It is important to keep all contact information current for both the parents and the student. Please have your son notify the Registrar's Office of any changes in addresses, phone numbers, and emails.

Registration: Pre-registration for the fall semester for freshmen occurs during Orientation and for returning students in March. Spring pre-registration for all students occurs in November. Students must be in good standing with the Business Office in order to pre-register for classes.

Normal Course Load: In order for a student to be considered full-time, he must be enrolled in at least three course credits. A normal course load is between four and five credits each semester. Freshmen require the approval of the Dean of Students to drop to a three-credit load. If the number of credits is less than three, the student is considered part-time, and he may lose his financial aid, be ineligible to participate in intercollegiate athletics, and can not enroll in the student health and accident plan.

Course Schedule Changes: Dates to add and drop classes are posted on the Four-Year Calendar and in the Registrar's Office. It is the student's responsibility to know and meet these deadlines.

Class Meeting Times:

Mon-Wed-Fri

8:00 am - 8:50 am
9:00 am - 9:50 am
10:00 am - 10:50 am
11:00 am - 11:50 am
1:10 pm - 2:00 pm
2:10 pm - 3:00 pm
3:10 pm - 4:00 pm

Tues-Thurs

8:00 am - 9:15 am
9:45 am - 11:00 am
1:10 pm - 2:25 pm
2:40 pm - 3:55 pm

Final Exam Schedule: It is recommended that students do not travel until after the last day of exams. Final Exam Schedules can be viewed at www.wabash.edu/registrar

Transcripts: Transcripts must be requested by the student through Student Self Services at www.wabash.edu/registrar. There is a small processing fee, and transcripts will be released only if the student is in good standing with the Business Office.

Enrollment Verification: Enrollment Verification forms are used to verify a student's full-time enrollment and good standing for loan deferments, insurance, scholarships, and other purposes. Students can gain access their Enrollment Verification and Good Student Discount forms through Student Self Services at: www.wabash.edu/registrar

Financial Aid Office

The Financial Aid Office provides assistance to families by guiding them through the financial aid process. This includes:

- assistance with the application process
- explanation of the financial aid components and financing options available to you
- explaining policies governing merit-based scholarships and financial assistance

Office Location..... Trippet Hall
Telephone 800-718-9746
Email..... financialaid@wabash.edu
Website..... www.wabash.edu/admissions/financialaid
Hours (EST)..... M-F, 8 am – 4:30 pm

Business Office

The Business Office is the financial heart of the College. The Business Office accepts payments; issues refund checks; processes student payroll; Student Senate payments and reimbursements; cashes checks up to \$50; and sells stamps.

Tuition invoices are mailed to student's home address on June 1 (Fall semester) with a due date of July 15, and November 1 (Spring semester) with a due date of December 15. In accordance with FERPA regulations, all financial communication is conducted with the student or custodial parent unless the student grants permission otherwise (in person, in the Business Office).

Office Location..... Center Hall 105
Telephone 765-361-6326
Email..... businessoffice@wabash.edu
Website (pay online).....www.wabash.edu/businessoffice
Hours (EST).....M-F, 8 am – 12 pm & 1 pm - 4:30 pm

Student Online Access to Tuition Invoice:

<http://askwally.wabash.edu>

Pay Online (with debit or credit card at no charge):

www.wabash.edu/businessoffice

Parent Online Access to Tuition Invoice:

www.wabash.edu/viewbills

Money, Banking, and ATM

The College Business Office will cash checks up to \$50. Larger checks may be cashed at local banks for a fee unless you have an account at that bank. (Chase Bank will cash checks for students with Wabash identification.) Students wishing to open bank accounts have several choices in Crawfordsville. There is an ATM located on the lower level of Sparks Center.

Information Technology Services

Wabash students have access to a wide range of technology resources, including campus-wide wireless networking; high-speed internet service; and computer labs.

Office Location.....	Baxter Hall, Room 33
Telephone	765-361-6400
Email.....	helpdesk@wabash.edu
Website.....	www.wabash.edu/technology
Hours (EST).....	M-F, 8 am – 12 pm & 1 pm - 4:30 pm

ID Cards

ID cards are issued to all entering students during orientation. The card is valid for all four years. The ID serves as a library card, may be used to charge photocopies in the library, and is used for admission into the dining hall and athletic events. There is a fee to replace lost ID cards.

Information on Crawfordsville

Local Transportation

Bus: The Burlington Trailways bus line stops in Crawfordsville twice daily on their trips to and from Indianapolis.

Phone: 800-992-4618.

Train: An Amtrak train from Indianapolis to Chicago stops in town once in the morning and again in the evening on its return to Indianapolis. Phone: 800-872-7245 or www.amtrak.com

Air: Private planes, including small jet aircraft, can be accommodated at the Crawfordsville Airport. It is located seven miles from campus on Road 400 South between US 231 and SR 47. Phone: 765-362-0707 Commercial airlines operate out of the Purdue University and Indianapolis International airports.

Ground: Helping Hand Chauffeur Service (no limousine).

Phone: 765-366-7375.

Local Lodging and Food

For a listing of local hotel and motel accommodations, as well as local restaurants, visit www.crawfordsville.org/

Parents' Handbook Online

An online version of this directory can be found at www.wabash.edu/parents/handbook