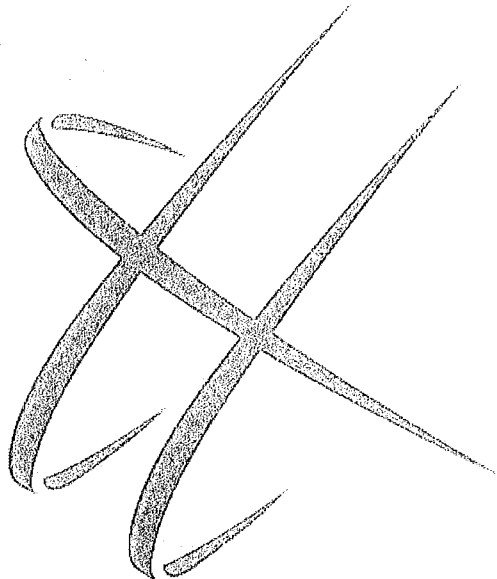


# **Student Handbook**

**2009-2010**

**Harrisburg University of  
Science & Technology**



## University Contact Information

Harrisburg University of Science & Technology  
326 Market Street  
Harrisburg, PA 17101  
[www.HarrisburgU.edu](http://www.HarrisburgU.edu)  
717.901.5100  
717.901.5150 (fax)

Admissions  
717.901.5101  
[Admissions@HarrisburgU.edu](mailto:Admissions@HarrisburgU.edu)

Academic Affairs  
717.901.5102  
[AcademicAffairs@HarrisburgU.edu](mailto:AcademicAffairs@HarrisburgU.edu)

Advancement Office  
717.901.5103  
[Connect@HarrisburgU.edu](mailto:Connect@HarrisburgU.edu)

Finance & Administration  
717.901.5105  
[BusinessOffice@HarrisburgU.edu](mailto:BusinessOffice@HarrisburgU.edu)

Financial Aid  
717.901.5115  
[FinancialAid@HarrisburgU.edu](mailto:FinancialAid@HarrisburgU.edu)

Information Technology & Library  
717.901.5106  
[OIS@HarrisburgU.edu](mailto:OIS@HarrisburgU.edu)

Office of the President  
717.901.5104  
[President@HarrisburgU.edu](mailto:President@HarrisburgU.edu)

Professional Development  
717.901.5190  
[ProfessionalEd@HarrisburgU.net](mailto:ProfessionalEd@HarrisburgU.net)

Records and Registration  
717.901.5136  
[Registrar@HarrisburgU.edu](mailto:Registrar@HarrisburgU.edu)

SENCER  
717.901.5107  
[SENCER@HarrisburgU.edu](mailto:SENCER@HarrisburgU.edu)

Student Services  
717.901.5157  
[StudentServices@HarrisburgU.edu](mailto:StudentServices@HarrisburgU.edu)

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Note: This Student Handbook is an official publication and consists of three parts: general University information, student services offered, and select University policies and procedures. The University reserves the right to modify the requirements for admission and graduation, to amend any regulation affecting the student body, and to dismiss from the University any student if deemed to be in the best interest or safety of the University community.





## **Welcome from the President**

Welcome to the Harrisburg University of Science and Technology. You are positioned to inquire, explore, develop, and grow the University in partnership with administration, faculty and staff. Together we are a learning organization and we welcome you as part of our community of learners.

This student handbook can help serve as a quick guide and resource to the information and procedures you need to know. The handbook is divided into three sections: Part 1 contains general information including a responsibility and community values statement; Part 2 provides a short description of student information and services; and Part 3 lists policies and procedures you need to be familiar with. If after reading through this handbook you are still unclear about our policies, please ask any student service professional for guidance.

By choosing to attend Harrisburg University you have set your standards high and set yourself apart from others. You will not only be engaged in a curriculum of study for high-demand careers, but you will also develop your leadership, entrepreneurial and creativity skills during your educational experience.

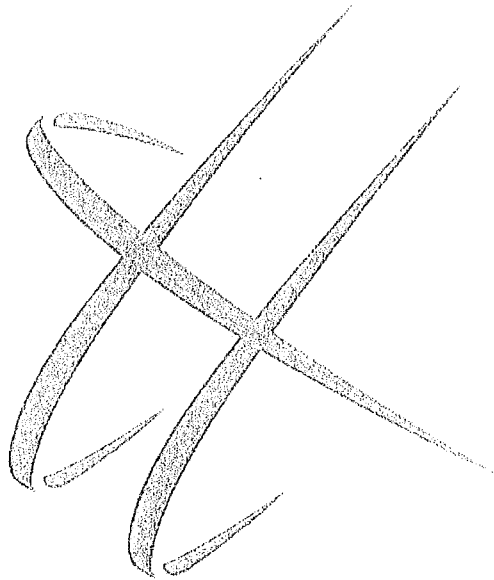
Cordially,

Mel D. Schiavelli, Ph.D.  
President



# **General University Information**

## **Part 1**



## Student Responsibility Statement

A student has the responsibility to engage fully in assigned work, make connections, and develop professional competencies. The University is new in both thought and ideas. The student should be a partner in this endeavor, now and in the future. It is the student's responsibility to become engaged in the University's community of learners to develop a strong professional and ethical foundation as an individual.

## Statement of Community Values

Underlying the University's mission are the following basic values:

- the importance of personal integrity, honesty, and ethical decision making;
- the right of every individual to be treated with respect and dignity as a member of a learning organization;
- freedom of intellectual inquiry in the pursuit of truth- even if it defies commonly understood theories;
- acceptance and appreciation of human diversity regarding race, gender, religion, sexual orientation, age, ability, ethnicity, and political views;
- freedom from violence aimed at limiting the freedom of, interfering with, or disrupting university activities; and
- recognition that civic engagement is a component of the intellectual development of a student and provides a path for knowledge in the service of the community.

## History

The University was incorporated in the Commonwealth of Pennsylvania on December 12, 2001, making it the first science and technology-focused, non-profit, comprehensive university to be established in Pennsylvania in more than 100 years. Founded to address the Capital Region's need for increased educational opportunities in science, technology, engineering and mathematics (STEM) careers, Harrisburg University represents a major step to attract, educate, and retain Pennsylvania's diverse 21st century knowledge-based workforce.

A grand concept that was championed for more than a decade by business leaders, government officials, and the regional news media, Harrisburg University was built from concept to reality in less than a decade. The Pennsylvania Department of Education granted the University its charter in 2005, and the inaugural class of 113 students arrived in August of that same year to begin their educational journey in the new, high-tech environment.

An independent institution, the University offers academic and research programs designed to meet the needs of the region's youth, workforce and businesses. By aligning traditional undergraduate and graduate degrees with science and technology-based economic development and experiential learning, the University serves as a catalyst for regional economic prosperity and is expanding, attracting and creating economic opportunities in Central Pennsylvania.

Recognized as fulfilling a significant need, the University is a model public-private partnership, having received external support from the corporate sector, private individuals, and the state and federal government. Companies such as AT&T; Burt, Hill; Cleveland Brothers Equipment Co., Inc; Gannett

Fleming, LLC; Gunn-Mowery, LLC; Harristown Development Corporation; The Hershey Company; Hollywood Casino at Penn National Race Course; McNees, Wallace and Nurick, LLC; Penn National Insurance; PPL Corporation; The Phillips Group; Property Management, Inc; PSECU; Select Medical Corporation; and Versatile Systems have supported the University with funding and opportunities for our students.

Early public- and private-sector investments have made it possible for Harrisburg University to offer a student-centered and technologically-advanced education. The physical facilities of the University include a \$73-million state-of-the-art Academic Center located at 326 Market Street in Harrisburg. The 16-story technology-laden facility accommodates up to 1,600 students and features 24 classrooms, 6 scientific teaching labs, 12 student team meeting areas, 6 seminar rooms and a 125-seat auditorium with audio-conferencing capabilities.

The University's experiential learning model, coupled with career preparation and development, has led to partnerships aligned with the University's mission and vision. The National Science Foundation, for example, funds the Science Education for New Civic Engagements and Responsibilities (SENCER) program housed within the National Center for Science and Civic Engagement at the University. Partners from across industry, academia and government provide students on-site internships, mentoring, and advanced learning opportunities connected to the latest trends, discoveries, and developments in biotechnology through the Department of Community Economic Development funded Capital Area Biotechnology Partnership. Carnegie Mellon University in Pittsburgh is a partner in the Advanced Center for Learning and Entertainment Technology at the University.

## **Mission Statement**

The Harrisburg University of Science and Technology is an independent educational institution that offers academic and research programs in mathematics, science and technology designed to meet the needs of the region's youth, workforce, and businesses, and to expand, attract, and create economic opportunities in the region.

*Approved by the Board of Trustees on November 12, 2002.*

*Re-affirmed by the Board of Trustees on March 6, 2006.*

## **Accreditation and Approvals**

Harrisburg University of Science and Technology is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

Program offerings are authorized by the Pennsylvania Department of Education.

Approved to participate in the federal Title IV, HEA student assistance programs by the U.S. Department of Education.

Approved by the Department of Homeland Security – U.S. Immigration and Customs Enforcement (DHS-USICE) as an eligible institution for the Student and Exchange Visitor Information System (SEVIS) to enroll foreign students.

# Academic Calendar

2009-2010

Harrisburg University operates on a semester calendar with intense summer sessions for selected offerings. Changes to the calendar are at <http://www.HarrisburgU.edu/academics/calendar.php>

## SEMESTER I (Fall), 2009

Graduate Student Orientation	Thursday, August 27, 2009
New Student Orientation (a.m.)	Friday, August 28, 2009
Opening Day (p.m.)	Friday, August 28, 2009
Check-in for all Students	Monday, August 31, 2009
First Day of Classes – Add/Drop Period Begins	Monday, August 31, 2009
Last Day to Withdraw with 75% Tuition Refund	Saturday, September 5, 2009
Labor Day Holiday (University Closed)	Monday, September 7, 2009
Add/Drop Period Ends	Saturday, September 12, 2009
Last Day to Withdraw with 50% Tuition Refund	Saturday, September 12, 2009
Census Date	Tuesday, September 15, 2009
Last Day to Withdraw with 25% Tuition Refund	Saturday, September 19, 2009
Mid-Semester Deficiencies Due to Office of Records & Registration	Monday, October 19, 2009
Mid-Semester Warning Letters Mailed	Wednesday, October 21, 2009
Academic Advising Week	Monday-Friday, November 2-6, 2009
Registration begins for Semester II, 2009-2010	Monday, November 2, 2009
Last Day to Withdraw from a Course with a Grade of “W”	Saturday, November 7, 2009
Thanksgiving Holiday (No classes 11/25, University Closed 11/26–29)	Wednesday-Sunday, November 25-29, 2009
Classes Resume	Monday, November 30, 2009
Last Day of Classes	Saturday, December 12, 2009
Final Examinations	Monday-Saturday, December 14-19, 2009
Final Grades Due to Office of Records & Registration	Tuesday, December 22, 2009

## SUBTERM A

Graduate Student Orientation	Thursday, August 27, 2009
New Student Orientation (a.m.)	Friday, August 28, 2009
Opening Day (p.m.)	Friday, August 28, 2009
Check-in for all Students	Monday, August 31, 2009
First Day of Classes – Add/Drop Period Begins	Monday, August 31, 2009
Add/Drop Period Ends – Census Date	Saturday, September 5, 2009
Mid-term Deficiencies Due to Office of Records & Registration	Wednesday, September 23, 2009
Mid-term Warning Letters Mailed	Friday, September 25, 2009
Last Day to Withdraw from a Course with a Grade of “W”	Saturday, October 3, 2009
Subterm A Ends	Tuesday, October 20, 2009
Final Grades Due to Office of Records & Registration	Friday, October 23, 2009

## SUBTERM B

New Student Orientation	Tuesday, October 20, 2009
Check-in for all Students	Wednesday, October 21, 2009
First Day of Classes – Add/Drop Period Begins	Wednesday, October 21, 2009
Add/Drop Period Ends – Census Date	Tuesday, October 27, 2009
Last Day to Withdraw from a Course with a Grade of “W”	Tuesday, November 23, 2009
Mid-term Deficiencies Due to Office of Records & Registration	Monday, November 30, 2009
Mid-term Warning Letters Mailed	Wednesday, December 2, 2009

*Continued on next page*

**SEMESTER I (Fall), 2009**

**SUBTERM B (continued)**

Subterm B Ends

Final Grades Due to Office of Records & Registration

Saturday, December 19, 2009

Tuesday, December 22, 2009

**SEMESTER II (Spring), 2010**

New Student Orientation

Check-in for all Students

First Day of Classes – Add/Drop Period Begins

Last Day to Withdraw with 75% Tuition Refund

Martin Luther King, Jr. Birthday (University Closed)

Add/Drop Period Ends

Last Day to Withdraw with 50% Tuition Refund

Census Date

Last Day to Withdraw with 25% Tuition Refund

Mid-Semester Deficiencies Due to Office of Records & Registration

Spring Recess

Mid-Semester Warning Letters Mailed

Classes Resume

Academic Advising Week

Registration Begins for Semester III, 2009- 2010 and Semester I, 2010-2011

Last Day to Withdraw from a Course with a Grade of “W”

Reading Days (No Classes)

Classes Resume

Last Day of Classes

Final Examinations

Final Grades Due to Office of Records & Registration

Commencement

Thursday, January 7, 2010

Monday, January 11, 2010

Monday, January 11, 2010

Saturday, January 16, 2010

Monday, January 18, 2010

Saturday, January 23, 2010

Saturday, January 23, 2010

Tuesday, January 26, 2010

Saturday, January 30, 2010

Friday, February 26, 2010

Monday-Saturday, March 1-6, 2010

Wednesday, March 3, 2010

Monday, March 8, 2010

Monday - Thursday, March 22 – 26, 2010

Monday, March 22, 2010

Thursday, March 27, 2010

Thursday-Sunday, April 1-4, 2010

Monday, April 5, 2010

Saturday, April 30, 2010

Monday-Saturday, May 3-8, 2010

Tuesday, May 11, 2010

Thursday, May 20, 2010

**SUBTERM A**

New Student Orientation

Check-in for all Students

First Day of Classes – Add/Drop Period Begins

Add/Drop Period Ends – Census Date

Mid-term Deficiencies Due to Office of Records & Registration

Mid-term Warning Letters Mailed

Last Day to Withdraw from a Course with a Grade of “W”

Subterm A Ends

Final Grades Due to Office of Records & Registration

Thursday, January 7, 2010

Monday, January 11, 2010

Monday, January 11, 2010

Saturday, January 16, 2010

Wednesday, February 3, 2010

Friday, February 12, 2010

Saturday, February 13, 2010

Tuesday, March 9, 2010

Friday, March 12, 2010

**SUBTERM B**

New Student Orientation

Check-in for all Students

First Day of Classes – Add/Drop Period Begins

Add/Drop Period Ends – Census Date

Mid-term Deficiencies Due to Office of Records & Registration

Mid-term Warning Letters Mailed

Last Day to Withdraw from a Course with a Grade of “W”

Subterm B Ends

Final Grades Due to Office of Records & Registration

Thursday, March 9, 2010

Wednesday, March 10, 2010

Wednesday, March 10, 2010

Tuesday, March 16, 2010

Monday, April 5, 2010

Wednesday, April 7, 2010

Tuesday, April 13, 2010

Saturday, May 8, 2010

Tuesday, May 11, 2010

**SEMESTER III (Summer), 2010**

New Student Orientation	Thursday, May 6, 2010
Check-in for all Students	Monday, May 10, 2010
First Day of Classes – Add/Drop Period Begins	Monday, May 10, 2010
Last Day to Withdraw with 75% Tuition Refund	Saturday, May 15, 2010
Add/Drop Period Ends	Saturday, May 22, 2010
Last Day to Withdraw with 50% Tuition Refund	Saturday, May 22, 2010
Census Date	Tuesday, May 25, 2010
Last Day to Withdraw with 25% Tuition Refund	Saturday, May 29, 2010
Memorial Day Holiday (University Closed)	Monday, May 31, 2010
Mid-Semester Deficiencies Due to Office of Records & Registration	Monday, June 28, 2010
Mid-Semester Warning Letters Mailed	Wednesday, June 30, 2010
Independence Day Holiday (No classes; University Closed)	Monday, July 5, 2010
Classes Resume	Tuesday, July 6, 2010
Last Day to Withdraw from a Course with a Grade of “W”	Saturday, July 17, 2010
Last Day of Classes	Saturday, August 14, 2010
Final Examinations	Monday-Saturday, August 16-21, 2010
Final Grades Due to Office of Records & Registration	Tuesday, August 24, 2010

**SUBTERM A**

New Student Orientation	Thursday, May 6, 2010
Check-in for all Students	Monday, May 10, 2010
First Day of Classes – Add/Drop Period Begins	Monday, May 10, 2010
Add/Drop Period Ends – Census Date	Saturday, May 15, 2010
Mid-term Deficiencies Due to Office of Records & Registration	Wednesday, June 9, 2010
Mid-term Warning Letters Mailed	Friday, June 11, 2010
Last Day to Withdraw from a Course with a Grade of “W”	Saturday, June 12, 2010
Subterm A Ends	Tuesday, June 29, 2010
Final Grades Due to Office of Records & Registration	Friday, July 2, 2010

**SUBTERM B**

New Student Orientation	Tuesday, June 29, 2010
Check-in for all Students	Wednesday, June 30, 2010
First Day of Classes – Add/Drop Period Begins	Wednesday, June 30, 2010
Add/Drop Period Ends – Census Date	Saturday, July 3, 2010
Mid-term Deficiencies Due to Office of Records & Registration	Wednesday, July 21, 2010
Mid-term Warning Letters Mailed	Friday, July 23, 2010
Last Day to Withdraw from a Course with a Grade of “W”	Saturday, July 24, 2010
Subterm B Ends	Saturday, August 21, 2010
Final Grades Due to Office of Records & Registration	Tuesday, August 24, 2010

## Harrisburg University Resource List Fall 2009

MyHU is your online resource 24 hours a day at [MyHU.HarrisburgU.edu](http://MyHU.HarrisburgU.edu)

Issue	Contact	Phone Number	Location/ Room Number
Bookstore Online		(717) 901-5137	<a href="http://www.HarrisburgU.edu">www.HarrisburgU.edu</a>
Business Mentors	Liz Simcox Ryan Riley	(717) 901-5157 (717) 901-5140	14 <sup>th</sup> Floor 13 <sup>th</sup> Floor
Campus Jobs	Linda Wright	(717) 901-5112	14 <sup>th</sup> Floor
Career Exploration	Faculty Advisor	Listed on your course schedule	
Emergency	See "HELP" list on back		
Financial Aid and Off-Campus Jobs	Financial Aid Office	(717) 901-5115	1 <sup>st</sup> Floor
Health Services	Nightingale Nurses/ Lorraine Bock	(717) 920-9579	2801 N. Front St. Harrisburg, PA 17110
HU Apparel/Gift Items	Student Store	(717) 901-5170	Strawberry Square 1 <sup>st</sup> Floor
HU OneCard ID and Debit Card	CampusCard@ HarrisburgU.edu		
Information Technology	helpdesk@ HarrisburgU.edu	(717) 901-5177	helpdesk@ HarrisburgU.edu
Internships	Liz Simcox	(717) 901-5157	14 <sup>th</sup> Floor
Library	HarrisburgU.edu/ campuslife/library	(717) 901-5188	2 <sup>nd</sup> Floor
Parking Permits	Jeremy Walmer	(717) 901-5135	14 <sup>th</sup> Floor
Scheduling/Registration/ Transcripts and Enrollment Verifications	See <a href="http://MyHU">MyHU</a> for calendar and registration forms	(717) 901-5117	1 <sup>st</sup> Floor Office of Records & Registration
Student Accounts (billing)	Jeremy Walmer	(717) 901-5135	14 <sup>th</sup> Floor
Student Issues (including adjustment/psychosocial needs)	Liz Simcox	(717) 901-5157	14 <sup>th</sup> Floor
Student Life/Clubs	Jennifer Olivetti	(717) 901-5139	2 <sup>nd</sup> Floor
Student Services	Liz Simcox	(717) 901-5157	14 <sup>th</sup> Floor
Student Success Center (tutoring/study groups)	Jennifer Olivetti	(717) 901-5139	2 <sup>nd</sup> Floor
Veteran Services	Financial Aid	(717) 901-5115	1 <sup>st</sup> Floor

Note: This resource list is primarily intended for students, but is helpful for faculty and staff in assisting both students and themselves in regards to the areas above.

SS = Strawberry Square

06.01.09



## QUICK REFERENCE TELEPHONE NUMBERS

### Harrisburg, PA

Emergency:	911
Ambulance – Fire – Police	
Non-Emergency:	717-558-6900
Ambulance – Fire – Police	
National Poison Control	1-800-222-1222
National Suicide Crisis Hotline	1-800-784-2433
Mental Health Hotline	1-800-789-2647
Pennsylvania State Police	717-671-7500
Pinnacle Health Services	
Emergency	717-782-5256
General Information	717-782-3131
Hamilton Health Center	717-232-9971
Taxi Service	717-234-4400 or 717-238-7252 or 717-232-5555
Harrisburg Transportation Center (Train and Bus)	717-255-6970
CAT (Bus) Station	717-238-8326

# **Student Information**

## **Part 2**

