Orientation for New SAGE Students

January 11, 2020
Agenda

- Welcome from the Deans
- Student Resources Presentations
- Next Steps and To Do List
WELCOME FROM ACADEMIC AFFAIRS

Dr. Calley Stevens Taylor
Dean of Student Success
WELCOME FROM STUDENT AFFAIRS

Kyle Dailey
Dean of Students
Honor Code

“We who accept the honor of membership in the Cedar Crest College community recognize our obligation to act, and encourage others to act, with honor.

The honor code exists to promote an atmosphere in which individuals make their own decisions, develop a regard for the system under which they live, and achieve a sense of integrity and judgment in all aspects of their lives.

It is with faith in such a system that I have accepted membership into this community. Representative of such, I hereby pledge to uphold the spirit and the letter of the honor code.”
Definition of Student

The policies, codes and standards apply to all students which include all persons who have accepted offer of admission, and/or who are enrolled in courses at the College, either full-time or part-time, pursuing undergraduate, graduate or professional studies and who are either currently enrolled or were enrolled the previous semester and registered for a future semester.
Student Handbook

MyCedarCrest
Log on to MyCedarCrest and go to the Student Affairs tab or search “student handbook” in search field.

Cedar Crest College Website
http://www.cedarcrest.edu/studentaffairs/

Cedar Crest College App
Tile located on Student Life
CENTER FOR DIVERSITY AND INCLUSION

Tatiana Diaz
Director of Diversity and Inclusion
Cedar Crest & Diversity

Founded under the mission to expand women’s access to higher-education, Cedar Crest College values difference in a diverse, inclusive, and equitable learning environment. The College is committed to educational excellence, leadership, and civic engagement in a pluralistic society. We thus embrace an inclusive community that brings together students, faculty, and staff of different racial and multi-racial, ethnic and multi-ethnic, gender and sexually diverse, economic, religious, and national identities and ages, including students of color, first-generation college students, international students, students of varying ability/disability, and other students underrepresented in higher education.
Bias Policy

- Bias incidents are expressions, acts, or behaviors — verbal, written, or physical — which are directed against or target an individual or group based on perceived or actual characteristics, such as, race, ethnicity, color, religion, gender, gender identity, pregnancy, national origin, age, disability, sexual orientation, familial status, veteran status, or any other characteristic protected from discrimination under law.

- Report
  - **Director of Community Standards and Residence Life**
    Kelly M. Steinmetz
  - **Director of Diversity and Inclusion**
    Tatiana Diaz
Gender Inclusive

- **Gender Inclusive Restrooms Policy** Cedar Crest College affirms the right of all students to use a restroom according to their gender identity.

- **Gender Inclusive Restrooms** ensure that all students, faculty, staff, and campus visitors have a place where they feel safe using the bathroom. In contrast, gender segregated restrooms are those that mark "women" or "men" on the door.

- It is very important to know that you cannot visually tell someone’s gender.

- **WE ARE A WOMEN’S COLLEGE!** But we recognize that gender is a fluid concept and that some of students gender identity can/will change over their time on campus.

- Pronouns are a key part of identity and communication and we acknowledge the diversity use on campus and society.
Religious And Spiritual Life

Prayer and Reflection Spaces

• The Chapel is located at Alumni Hall 1st floor.
• The Muslim Prayer room, located in Butz Hall, lower level.
• For more information on our religious and spiritual community on campus reach out the Center for Diversity and Inclusion Inclusion@cedarcrest.edu or visit us in Mycedarcrest.

Religious Holidays

• Students whose conscientious religious practices require that they observe religious holidays.
• For a list of religious holidays and policy visit us in Mycedarcrest.
• or reach out the Center for Diversity and Inclusion Inclusion@cedarcrest.edu
Center for Diversity and Inclusion (CDI)

Mission Statement

Cedar Crest Diversity Statement

Founded under the mission to expand women's access to higher education, Cedar Crest College values diversity in a diverse, inclusive, and equitable learning environment. The College is committed to educational excellence, leadership, and civic engagement in a pluralistic society. We thus embrace an inclusive community that brings together students, faculty, and staff of different racial and multicultural, ethnic, and multi-ethnic, gender, and sexuality diverse, economic, religious, and national identities and ages, including students of color, first-generation college students, international students, students of varying ability/disability, and other students underrepresented in higher education.

Mission

The Center for Diversity and Inclusion (CDI) supports Cedar Crest College's diversity statement through its educational programming and services. The CDI will provide resources that foster awareness as well as empower students with knowledge, tools, and experiences that promote global citizenship and a more inclusive campus. Finally, CDI will advocate for our diverse student population.

Our work is facilitated through:

Gender & Sexuality Diversity  Diversity Council  Spiritual and Religious Diversity  Staff & Faculty Development Program

Center for Diversity and Inclusion (CDI)

For more information please visit

Gender & Sexuality Diversity  Diversity Council  Spiritual and Religious Diversity  Staff & Faculty Development Program

About CDI

Cedar Crest Diversity Statement

2019-2020 Professional and Student Staff

Tahirah Diaz
tahirah@dcedarcrest.edu
Director of Center for Diversity & Inclusion
Allen House, 2nd Floor, Office #1

Nisha Bhutti
nisha.blain@cedarcrest.edu
Graduate Assistant for the CDI and Admissions Office

2019-2020 Inclusion Advocates

Melissa Cibulka, Class of 2022
Tatiana Miller, Class of 2022
Center for Diversity and Inclusion

• The Center for Diversity and Inclusion (CDI) supports Cedar Crest College’s diversity statement through its educational programing and services. The CDI will provide resources that foster awareness as well as empower students with knowledge, tools and experiences that promote global citizenship and a more inclusive campus. Finally the CDI will advocate for CCC’s diverse students.

Our work is facilitated through:

• Coordination of a comprehensive programming calendar.
• Development and implementation of a wide range of diverse and social justice education and training opportunities on topics including but not limited to gender, race and ethnicity, sexual orientation and socioeconomic class.
• Support our diverse student organizations and house the Student Diversity Council.
• Coordination of the inclusion grants.
Challenge by Choice

Comfort Zone  Challenge Zone  Panic Zone
Disability Resources

• Students with disabilities, who wish to receive accommodations, will participate in an interactive process requiring the student to: (2 steps)

• “Self-identify” in order to receive services, by meeting with the Director of Learning and Disability Resources. During this meeting, the student will: discuss a diagnosed condition, the functional limitations the student experiences as a result of this condition, and requests for accommodations (academic, residential and/or dining).
• **Provide** supporting documentation of their condition, which assists in further identifying accommodations that are reasonable and appropriate. Students are not required to bring documentation to the initial meeting; however, should the student already have documentation (such as school system Evaluation Reports, Re-evaluation Reports, IEP or 504 plans, medical documentation, accommodation letters/memos from previous institutions, etc.), it may be provided at that time.

• Should the student be transferring from another institution, the student should be prepared to provide their original documentation as well as a copy of their accommodation letter/memo from that institution.
Although accommodations may be requested at any time, it is advisable for transfer students to request accommodations a month or two in advance of the beginning of their first semester at Cedar Crest. Prompt requests will provide adequate time to ensure reasonable and appropriate accommodations are in place for the student prior to the start of classes.
Learning Resources

• Academic Services’ Student Success Center offers writing and tutoring resources to all Cedar Crest students, free of charge, with the goals of assisting students in achieving academic success and becoming effective, independent learners.
The Writing Center

- Writing Center tutors - foster academic success
  - Help students develop and improve their writing skills
  - Help students understand of formatting (MLA, APA & Chicago)
  - Assist students with planning, developing and revising their writing assignments, essays, and papers
  - Appointments required for in-person and online assistance

Professional Tutoring

- Professional hold advanced degrees in their fields and have years of tutoring experience.
  - Tutoring is offered for math, chemistry, Nursing, English as a Second Language, and some test preparation (TEAS, Praxis).
  - Appointments are necessary
  - Work with students individually or in small groups
Peer Tutors

- Peer tutors help students improve their academic and study skills through walk-in assistance.
  - Walk-in tutoring offered for many 100/200 level courses in BIO, CHE, MAT, PSY, SWK, ACC, ECO and others
  - Study skills: tutors meet with students one-on-one to develop and build effective study skills, including reading, notetaking, quiz/exam prep, and time management
  - Available during scheduled hours - appointments required only for Study Skills tutoring
  - Work with students individually or in small groups.

Instructional Assistants

- Instructional Assistants help students review and practice material
  - Available for select BIO, CHE and MAT courses; some are embedded and some are not
  - Embedded IAs attend class with students and work in the peer tutoring area
  - Non-embedded IAs hold scheduled weekly walk-in sessions in classrooms around campus

Smarthinking

- Smarthinking is a 24-hour, 7-day a week online tutoring service available to all Cedar Crest students
  - Subjects include math, chemistry, biology, physical science, business, accounting, Spanish, writing, and nursing
STUDENT FINANCIAL SERVICES

Kim Adamson
Assistant Director
Student Financial Services

212 Blaney Hall

financialservices@cedarcrest.edu

610-606-4602
What We Do...

- Assist families throughout the financial aid process
- Administer merit and need-based financial assistance programs available to students
- Provide comprehensive information about financing options available to assist with college costs
- Generate bills
Financial Aid

- The academic year is Fall/Spring/Summer
  - For financial aid purposes, Winter session is combined with Spring credits to determine Spring enrollment

- If you are applying for Spring financial aid, you will need to have the 2019-2020 FAFSA on file.
- The 2020-2021 FAFSA is also open and it is due by May 1.
Where does Financial Aid come from?

- Institutional funds – for students admitted Spring 2020
  - BSN Advantage Scholarship – for students enrolled in Nursing clinical classes
    - Must maintain cumulative GPA of 3.00 for renewal
    - Also applies to Summer NUR classes
- SAGE Transfer Scholarship
  - Students seeking a Bachelor’s Degree are automatically reviewed for it once all admissions information has arrived in the SAGE Office.
    - Must maintain cumulative GPA of 2.5 for renewal
    - Fall and Spring semesters only
Where does Financial Aid come from?

- State Government
- Federal Government
- Private Organizations - The other scholarships on the page are by invitation, which our office sends via email.
What Types of Financial Aid are Available?

• Scholarships
• Grants
• Loans
  • Federal Direct Student Loans
  • Federal Direct Parent PLUS Loans for dependent students
  • Federal Direct Graduate PLUS for Grad students
  • Private Educational Loans
  • Private Parent Educational Loans
Federal Direct Loans

- “Student Loan” (subsidized and unsubsidized)
- Loans are included in the financial aid award
- Instructions on how to accept and secure the loans will be included on the finalized financial aid award (included with the bill/invoice)
  - Students will have the opportunity to accept, increase, reduce or cancel the loans (Loan Confirmation)
  - Students must also complete Entrance Counseling online and the Master Promissory Note (MPN) online if the loans are accepted
Timing of Financial Aid

- All admissions requirements must be submitted to the SAGE Office (ex. Transcripts)
- You must be matriculated into an aid eligible program
- You must be enrolled in 6 or more credits required toward graduation in your program of study for the semester
- Your financial aid file must be complete – FAFSA and all requested documents
Financial Aid

• Any financial aid paperwork still outstanding should be submitted as soon as possible
  This includes:
  • Verification documents (verification worksheet, W-2’s, tax transcripts, etc.)
  • Other information Student Financial Services has requested from the student.

• Without all documents submitted, financial aid cannot be finalized and will not be included on your bill

• Be sure that any PA state grant documents have been submitted to Pennsylvania Higher Education Assistance Agency (PHEAA) for PA residents seeking their first Bachelor’s Degree
Bill/Invoice

• Bills **must** be paid by the due date or classes may be dropped.
• Each semester a student will receive at least one paper bill via mail. We send emails to your Cedar Crest email when there is a new ebill available, which can be viewed on CashNet.
• Spring award letters and bills were mailed in November with a December 16\textsuperscript{th} due date.
• If you enrolled after December 16th, you have 5 business days to pay your balance.
Paying Your Bill

- You may mail checks to our office
- You may make cash, check or money order payments at the Cashier’s Window – Finance Office, Room 209 of Blaney Hall
- All credit or debit card payments **must** be made online through CashNet, there is a 2.75% service fee
- There will be packet of important information included with your bill/invoice
Tuition Deferment

• If your employer offers tuition benefits, you may defer the portion your employer covers until 30 days after the semester ends.

• Two forms are needed:
  • Employer Benefits Form – signed by the employer with your benefits policy attached
  • Tuition Deferment Form – for each semester you will be utilizing your benefits
  • The forms are due by the billing due date, but may not be submitted prior to the generation of the bills.
  • The forms can be found on my.cedarcrest.edu by logging in and clicking on the Quick Link for Student Financial Services, then Tuition Deferment/Discount Forms
EZ Pay Monthly Payment Plan

• Each semester we offer monthly payment plans - students in NUR clinicals would want to use the 4 month plan year round
• All payments must be made online
• It is $25 per semester to enroll in the plan
• If you use an E-Check there are no other fees
• If you use a credit or debit card, there is a 2.75% service fee
• The first payment is due by the billing due date and the remainder are due the 20th of the month
• If you sign up for auto-pay, all subsequent payments are made automatically! You are not required to sign up for it.
Tuition Discounts

• If your or your spouse’s employer is a member of the Lehigh Valley Chamber of Commerce, please let your SAGE Advisor know as soon as possible.

• Under the Tuition Deferment/Discount Forms, please review our Pathways to Professional Excellence partners to see if your employer is among them.

• There may be stipulations about the classes that qualify for the discount.

• There is only one discount per student per semester.
Bookstore Accounts

• If your bill shows a credit balance, your bookstore account is already open
• You need your schedule – it appears at the bottom of your bill – and your Cedar Crest ID Card to access it
• The amount of your book purchase is deducted from your bill
Refunds

If you have a credit balance on your student account:

• Once all funds are disbursed to your student account, it takes two weeks to receive a refund
• They begin about the 6th week of the semester
• If you have a Fall 2, Spring 2 or Summer 2 class, disbursement is delayed until enrollment is confirmed in these classes which then delays the refund
• Refunds are made by paper check or you may enrollment in E-Refund to have it directly deposited to your bank account, which saves time for mailing
Communicating With Our Office

• You may call us, email us, send us a fax or stop in to visit us.
• If you are coming from a distance, we suggest an appointment – we also do phone appointments, if you prefer.
• If you visit the office, we usually have someone available to see you. Any member of the staff may assist you, but if they are not able to assist you, we would refer you to the person who would be able to best assist you.
• Office Hours are Monday and Tuesday 8:30-6:30, Wednesday through Friday 8:30-4:30. If the campus closes due to inclement weather, there would be no evening office hours.
Communicating With Our Office

• Once you begin attendance, we may not use personal email addresses.
• If someone other than the student contacts our office, we are not able to talk with them about the student’s bill and/or financial aid.
• If you would like us to talk to someone else on your behalf about your bill or financial aid, you must complete the Family Educational Rights and Privacy Act (FERPA) online form under the Current Students tab on my.cedarcrest.edu
• Please check your Cedar Crest email regularly, as it is the College’s official means of communication
QUESTIONS?

Student Financial Services
(610) 606-4602
financialservices@cedarcrest.edu

We look forward to helping you through the financial aid and billing process!
Online Resources Access

Students have two main accounts:

- My CedarCrest
- FalconNet
My Cedar Crest is an online service that allows students the functionality to:

- Register (Add) and Drop courses
- Preview/print schedule
- View their unofficial transcript
- View their balances due in various accounts

http://my.cedarcrest.edu
FalconNet Account

Online Resources that use FalconNet credentials:

- Campus Computer Logins
- E-Mail & Office 365
- Cedar Crest Online
- Astra Schedule
- Jenzabar Client
- Library journals (true of most journals)
- EduRoam Wireless (At other participating institutions)
- Technology Support Center
- Portfolium
- Handshake
- FalconNet Wireless
- ALEKS
- Cedar Crest Mobile App
- Maxient

Username Format: JASmith

Initial Password Format: ID Number-Student (ie, 12345-Student)

*Some resources use your email address as the username, ie, jasmith@cedarcrest.edu
Office365 Email Account

https://www.office.com
Cedar Crest Online (CANVAS)

https://cedarcrest.instructure.com
Important To-Dos

• Enroll on the Password Management Website
• Connect to FalconNet Wireless
• Login to CANVAS
• Login to Email / Add Email to Mobile Device
• Install / Login to the CCC App
Need Help?  http://help.cedarcrest.edu

IT Support Center Website
Call Us
Visit Us
CAREER PLANNING CENTER

Candice Sierzega, Executive Director
The Career Planning Center

• Location: 2nd Floor, Tompkins College Center
• Contact: career@cedarcrest.edu
  or 610-606-4648
• Hours: Monday-Friday 8:30 a.m. – 4:30 p.m.
• After hours appointments available!
Staff

- Candice Sierzega, Executive Director
  - Strengths: Positivity, Communication, Strategic, Woo, Input
- Andrew Leister, Assistant Director
  - Strengths: Empathy, Strategic, Discipline, Futuristic, Maximizer
- Susan Huber, Administrative Assistant
  - Strengths: Developer, Empathy, Individualization, Relator, Context
How we can help

• Career Exploration
• Internship/Job Search
• Interviewing Skills
• Networking
• Resume/C.V. development
https://app.joinhandshake.com/login
www.cedarcrest.edu/career
Questions?
OFFICE OF ACADEMIC ADVISING

Rebecca Getz-Keller, Director of Academic Advising
Academic Services
610-606-4628
advising@cedarcrest.edu
Important Dates – 14 week term

• Monday, 1/13 - Semester begins
• Tuesday, 1/21 @ 4 p.m. – Add/Drop period ends
• Friday, 3/13 – Mid-term grades due
• Friday, 4/9 @ 4 p.m. – Withdrawal period ends
• Monday, 4/27 @ 10 p.m. – Classes end
• Tuesday, 4/28 – Final exams begin
Important Dates –
Accelerated Spring Session I

• Monday, 1/13 - Semester begins
• Friday, 1/17 @ 4 p.m. – Add/Drop period ends
• Monday, 1/20 (MLK day) – Evening classes are held
• Friday, 2/21 @ 4 p.m. – Withdrawal period ends
• Sunday, 3/1 – Classes end
Academic Advising

- Finish Line Early Alert System
- Mid-term grade check-ins
- Academic Recovery Programs
- Major/minor declarations
- Changing your major
- Fall 2020 Planning & Registration
Registration Ready
Next Steps

• Photo ID
• Parking Sticker
• Bookstore
• Visit Offices: Student Financial Services, Information Technology, Academic Advisors