



WELCOME TO PHC!

START HERE.



This packet contains instructions and forms that will prepare you for Patrick Henry College this Fall. As you read each section, **please pay particular attention to the deadlines.**

**Note: Not all deadlines are the same for each required form.
Please make sure to double-check when each form is due.**

For your convenience, we have included a **Final Checklist with Deadlines** on the last page of this Guide to help you keep track of when to submit your various forms. If you are unable to find the answers to your questions, you can visit your student portal or contact the Office of Admission at 540.441.8110 or admission@phc.edu.

We look forward to seeing you on campus for Orientation on August 20 – 24!

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Final Checklist with Deadlines

REQUIRED FORMS

Submit Online

- Housing Form
- Pre-Registration Form
- Insurance Information
- Student Activity Participation Agreement
- Certification and Statement of Faith

Mail to Office of Admission

- Health Forms

ADDITIONAL ENCLOSURES

- Dress Code Information
- Campus Map
- Student Bill Payment Information
- Student Health Information Forms Envelope

ORIENTATION

New Student Orientation (*mandatory for all incoming students*) begins **Monday, August 20** with check-in. Families are welcome and encouraged to attend Orientation through the Tuesday evening Family Banquet and program. The Tuesday evening Family Banquet is an especially meaningful time for new students and their parents and families. At the end of the evening, parents have an opportunity to pray for their student and then say goodbye. Parents are asked to depart after Tuesday evening. (More information will be available regarding the Banquet in the coming weeks.) Orientation will then continue for students through the rest of the week with events and activities. You will receive a detailed Orientation schedule at check-in.

CHECK-IN

Upon arrival to campus, please proceed to the main lobby of the Barbara Hodel Center for **check-in**. During check-in, you will connect with your Admissions Counselor, receive information from the Registrar, resolve any outstanding billing matters, receive a mailbox assignment, and more. A local bank representative will also be available to open an account for your student, if desired. Once you have completed check-in, you will create your Student Photo ID Card, receive your room key, and meet your Resident Assistant. From there, he or she will help you move into your residence hall.

Check-in time is designated by the first letter of your last name:

A – I	9:00am to 10:00am
J – R	10:00am to 11:00am
S – Z*	11:00am to 12:00pm*
Check-in closed for staff lunch	12:00pm to 2:00pm
Late check-in	2:00pm to 4:00pm

***Please arrive no later than 11:00am in order to complete check-in prior to staff lunch.**

*Please Note: If you plan to complete **late check-in** due to your travel plans, please notify your Admissions Counselor.*

LIST OF FORMS AND INSTRUCTIONS

DEADLINE: MAY 15

1. Housing Form
2. \$275 required housing deposit
3. Participation Agreement and Release Form

Contact the Dean of Student Affairs at 540-441-8602 or slife@phc.edu with any questions.

DEADLINE: JULY 1

1. Final, official high school transcripts

Contact the Office of Admission at 540-441-8123 or admission@phc.edu with any questions.

DEADLINE: JULY 15

1. New & Former Student Pre-Registration Form

Contact the Office of the Registrar at 540-441-8050 or registrar@phc.edu with any questions.

2. Certification and Statement of Faith

Contact the Office of Admission at 540-441-8110 or admission@phc.edu with any questions.

3. Student Health Information Forms

Please return in the enclosed envelope labeled “Student Health Information Forms.”

4. Insurance Information Form

Contact the Office of Student Life at 540-441-8600 or slife@phc.edu with any questions.

Please return all required forms in the enclosed envelope to:

Patrick Henry College
Office of Admission
10 Patrick Henry Circle
Purcellville, VA 20132

CAMPUS LIFE

RESIDENCE HALLS

Please complete and submit the Housing Form with the \$275 housing deposit by May 15.

Payment can be made on the student portal or by mailing a check to the Office of Admission. Housing assignments are processed in the order in which the forms are received.

Patrick Henry College requires all incoming first-year students to live on campus. If you are married or living with your family, you may be exempt from this requirement; simply check the appropriate box on your housing form.

On-campus housing is not guaranteed to students who are sixteen years of age or younger, or to students who are twenty-five years of age or older. Applications for on-campus housing for students under the age of seventeen and over the age of twenty-four will be reviewed on a case-by-case basis by the Office of Student Life.

PHC will provide an extra-long twin bed, chest of drawers, desk with shelves, desk chair, and mini blinds in each room, along with a plastic shower curtain for each shower. Laundry facilities are available in each residence hall and are operated with either credit or debit cards. An ironing board is also provided in each laundry room.

WHAT TO BRING

ESSENTIALS

- Bedding for an extra-long twin bed:
 - o mattress pad
 - o sheets
 - o blankets
 - o bedspread
 - o pillow(s)
- Bath:
 - o bath towels
 - o hand towels
 - o washcloths
 - o toiletries
 - o throw rugs for in front of sink and shower
- Laundry:
 - o basket or bag
 - o detergent
- Miscellaneous:
 - o school supplies
 - o alarm clock
 - o hangers
 - o stackable shelving for organization
 - o marker board
 - o calendar
 - o headphones
 - o extension cords, power strip
 - o surge protector

OPTIONAL

- iron (only automatic shut-off)
- wastebasket
- room décor items (e.g., potted plants, art, posters, pictures, curtains)
- lamps for additional lighting (no halogen lamps)
- single set of dishes (e.g. plate, cup, bowl, silverware or plasticware, coffee mug, etc.)
- small microwave
- mini refrigerator
- coffeemaker, hot pot
- basic sports equipment (basketball, volleyball, tennis and/or racquetball racquet, baseball glove, ultimate Frisbee, etc.)
- shower curtain (in addition to the plastic curtains provided by PHC)

PROHIBITED

- candles
- halogen lamps
- electric blankets
- heating pads
- space heaters
- toasters
- toaster ovens
- hot plates
- griddles
- grills
- camp stoves
- anything else that could cause a fire
- firearms/ammunition of any kind
- knives over three inches in length

MEALS

All first-year resident freshmen are required to purchase the 21-meal-per-week meal plan. (First-year resident sophomores and above and returning students may purchase either a 15-meal or 21-meal plan.) If you have any allergies or special dietary needs, please alert the kitchen staff at Orientation. Meals are served in the Dining Commons located on the first floor of the Barbara Hodel Center. **Meal plans begin Monday, August 20.**

Please Note: The news feed on the student portal will alert you when the meal plan selection will be available.

COMPUTERS & TECHNOLOGY

All Patrick Henry College students are required to have and maintain a fully functional laptop computer. The Helpdesk is available to troubleshoot and assist with any technology problems that you may experience. The Office of Information Technology strongly recommends purchasing the preconfigured “Student Computer Bundles” available on your student portal. These computers come with a four-year warranty covering any failure of accidental damage. You are not required to purchase the package computer; however, they are fully supported (hardware and software) by the campus helpdesk.

Contact the IT Department at 540-441-8920 or helpdesk@phc.edu with any questions.

DRESS

You are welcome to dress casually on Monday, August 20 when you arrive! On Wednesday and Thursday of Orientation, students are expected to wear business casual as a “practice run” before the semester formally begins. The official business casual dress code for students will begin on the first day of classes and applies during business hours (Monday-Friday, 8:30a.m. - 5:00p.m.) in academic buildings on days that classes are in session. Please refer to the Student Life Manual on the student portal for the complete dress code.

STUDENT LIFE MANUAL

For more comprehensive guidelines related to campus life, students should **read the Student Life Manual before coming to campus on August 21**. It is located on the student portal under “College Publications” in the navigation menu on the left.



MAIL

Due to security reasons and space/storage issues, **the mailroom is unable to accept any packages for students before August 11**. At check-in, students will be assigned a mailbox number that should be included on all mail and packages addressed to the student. However, the mailroom will be flexible at the beginning of the semester when you are still notifying people of your box number. Mail should be addressed in the following manner:

Student Name
10 Patrick Henry Circle
Box #xxx
Purcellville, VA 20132

BOOKSTORE

The PHC Bookstore is devoted to meeting the College’s needs for textbooks, PHC-branded merchandise, school supplies, and food and health items. We focus on keeping your cost of attendance low by providing the correct, faculty-chosen textbooks that are price matched. In addition, over 80% of textbook titles we carry are in the discounted used format. Qualifying textbooks may be sold back to the Bookstore during finals week each semester. We accept phone and email pre-orders for textbooks. Watch for website ordering for both PHC products and textbooks, and textbook rentals, in August 2018!

HEALTH INSURANCE

All Patrick Henry College students taking classes on campus must be covered by health insurance. Proof of insurance coverage is required (see online Insurance Information Form). If coverage is provided through an HMO, you may not have access to in-network treatment in Northern Virginia. HMOs typically do not cover out-of-network treatment unless it is a life-threatening emergency.

Further information regarding demonstrating proof of health insurance coverage will be posted on the student portal as we approach the beginning of the Fall 2018 term. Complete and submit the Insurance Information Form, along with a copy of the front and back of your insurance card, by **July 15**.

Contact Student Life at 540-441-8600 or slife@phc.edu with any questions.

PARKING

Freshmen are allowed to have vehicles on campus, but they must be registered. To purchase a vehicle parking permit, please visit the student portal under “Payments.” The necessary information and fees will appear on the student portal closer to the beginning of the semester. **Registration is required for each semester, and all students must acknowledge the Vehicle Terms and Conditions, even if you are not bringing a vehicle on campus.** All bicycles on campus are required to have a working lock mechanism.

Contact the Office of Public Safety and Events Services at 540-441-8800 or publicsafetyandevents@phc.edu with any questions.

MUSIC PARTICIPATION

PHC offers a variety of opportunities for students to use their musical gifts in service to the campus community. Our ensembles include the PHC Chorale, Chamber Orchestra, Harp Ensemble, and Chapel Guild. Applied lessons are also available on strings, piano, voice, and flute. Scholarship auditions for these musical organizations are held each year in February.

Contact Rebekah McCormick, Music Coordinator, at remccormick@phc.edu with any questions.



ACADEMICS

STUDENT PORTAL

Your student portal provides access to information including online registration*, degree audit, transcripts, financial aid, online documents, course content, grades, general announcements, computer purchasing information, and more. You will receive the student portal access document containing your account information in the coming weeks. (*Please note that new degree-seeking students will not use the online registration function in the student portal. Please see the information below regarding your first term registration.)

Contact the IT Department Helpdesk at 540-441-8920 or email helpdesk@phc.edu with any questions.

CLASS REGISTRATION

To receive your class schedule prior to check-in, you must complete and submit the enclosed New and Former Student Pre-Registration Form and your final official high school transcript to the Office of Admission by **July 1 (see below)**. These documents are required in order for the Registrar to create your class schedule for the upcoming term. If you meet the deadline, your class schedule will be emailed to you shortly before your arrival on campus.

Contact the Office of the Registrar at 540-441-8050 or registrar@phc.edu with any questions.

FINAL TRANSCRIPTS

All final official high school and/or college transcripts must be mailed to the Office of Admission by **July 1**. Your transcript(s) must include your name, GPA, names and final grades for all courses taken, your graduation date, and an ink signature from a school administrator.

Contact the Office of Admission at 540-441-8110 or admission@phc.edu with any questions.

INSTITUTIONAL ASSESSMENTS

PHC is committed to providing you with a high-quality education, which requires assessing the effectiveness of our current programs in order that we might make informed decisions and improvements. As part of the orientation process, all incoming students will take a series of surveys and educational assessments. Although the results of these assessments integrate into your educational record, they do not count toward your GPA. Rather, they assist us in knowing how best to structure the curriculum and your course of study so as to ensure that you have the tools you need to succeed while at PHC. We look forward to partnering with you as you pursue your academic and educational goals.

Contact the Office of Institutional Effectiveness at 540-441-8060 or ie@phc.edu with any questions.

FINANCES

FINANCIAL AID AWARDS

Upon confirmation of admission, your Financial Aid Award Package can be viewed in the student portal under the “My Financial Aid” tab from the Administration menu. If you confirm your enrollment prior to the awarding of some financial aid (need-based aid, for example), then you will receive an updated award letter when a change to your financial aid is made. Please keep in mind that while merit scholarships are automatically renewable, annual submission of the PROFILE is required in order to receive need-based aid.

Contact the Office of Financial Aid, at 540-441-8142 or financialaid@phc.edu with any questions.

STUDENT BILLING

When student bills are ready, the Student Billing Administrator will post an announcement on the student portal and notify students via email. Incoming freshmen will also receive a bill via mail for their first semester only. Thereafter, the student must access future bills online.

Payment for the Fall 2018 semester is due no later than July 20, 2018. To view your bill, click “My Ledger” from the Administration menu in your student portal. To pay your bill, select "Make a Bill Payment" from the Payments menu. More detailed payment instructions, **including the option to register for a payment plan**, will be included in the portal announcement and email. (A Student Bill Payment Information flyer has also been enclosed for your convenience.)

Contact Student Billing at 540-441-8761 or studentbilling@phc.edu with any questions.

ON-CAMPUS EMPLOYMENT

If you want to work on campus, review the positions available on the student portal under “Campus Jobs” from the Career menu. Positions for the 2018-2019 academic year will be posted in April. Additional positions may be posted in August. Some positions are not open to students during their first semester on campus, and other positions require specific skills. If you are interested in applying for one or more jobs, submit a Student Employment Application form (found on the student portal under “PHC Forms” from the College Publications menu) to jobs@phc.edu. After your application is reviewed, you may be contacted to schedule an interview. Interviews will be conducted during Orientation. You are encouraged to submit your application before arrival on campus for Orientation.

Contact Manager, Office of Human Resources and Payroll at 540-441-8772 or hr@phc.edu with any questions.

OTHER INFORMATION

PARKING & UNLOADING AT DORMS

Parking is available in our Visitor Parking lots (see enclosed campus map). For unloading purposes, you may temporarily park in any of the dorm parking spaces (street spaces and handicapped spaces). Please move your vehicle as soon as you finish unloading. (Do not park in front of the dorms; those areas are fire lanes.) Campus Safety officers will be on duty to assist with parking and a move-in crew will be available to help you carry your belongings into your residence hall.

DIRECTIONS & AREA LODGING

Information on directions and area lodging can be found at www.phc.edu/area-lodging. Be sure to ask if a PHC discount rate is available.

NEW STUDENT TALENT SHOW

During Orientation week, we will have a New Student Talent Show. Please begin thinking about what you may like to perform, if you so desire. You are welcome to perform something solo, but you may include other incoming freshmen in your act as well. It will be a memorable event and a great way to introduce the freshman class to the PHC student body.

ARRIVING EARLY FOR SOCCER

Playing soccer at PHC is a unique experience. We have a great time playing the game and growing together as teammates. But more importantly, we strive to make a difference for the Lord on and off the field. If you are interested in playing or want additional information, please contact Student Life at SLife@phc.edu **before July 24**. Soccer players have an earlier move-in date (tentatively August 14) in order to begin pre-season training.

PATRICK HENRY COLLEGE

CONTACT LIST

Main Phone Line: 540.441.8123

Office of Admission: *Second Floor of Barbara Hodel Center*

540.441.8110 | admission@phc.edu

Mrs. Michelle Hutton, Administrative Assistant

Office of Financial Aid: *Second Floor of Barbara Hodel Center*

540.441.8140 | financialaid@phc.edu

Mr. William Kellaris, Director of Financial Aid

Office of Student Life: *Second Floor of Barbara Hodel Center*

540.441.8600 | slife@phc.edu

Ms. Sandra Corbitt, Dean of Student Affairs

Mr. Jeff Thornhill, Associate Dean for Men, Apprenticeship Program Coordinator

Office of Public Safety and Events Services: *Second Floor of Barbara Hodel Center*

540.441.8800 | publicsafetyandevents@phc.edu

Chief Paul Yancey, Director of Public Safety and Events Services

Office of the Registrar: *Main Floor of Founders Hall*

540.441.8050 | registrar@phc.edu

Mr. Rodney Showalter, Vice President of Institutional Effectiveness and Planning; Registrar

Student Accounts: *Main Floor of Founders Hall*

540.441.8761 | studentbilling@phc.edu

Student Billing Administrator

On-Campus Student Employment: *Main Floor of Founders Hall*

540.441.8770 | hr@phc.edu

Mrs. Janet Low, Manager of Human Resources and Payroll

Office of Information Technology: *Basement of Barbara Hodel Center*

540.441.8920 | helpdesk@phc.edu

Mr. Jeffrey Good, Director of Information Technology

Music Department: *Basement of the Barbara Hodel Center*

540.441.8281 | remccormick@phc.edu

Mrs. Rebekah McCormick, Music Coordinator

FINAL CHECKLIST (WITH DEADLINES)

Please review this checklist to ensure that you have completed the required tasks by the appropriate deadlines.

May 15

- ☐ **Housing Form**
 - **Submit by May 15** for priority housing placement with the required **\$275 deposit**. (Payment may be made on the student portal or by mailing a check to the Office of Admission.) Housing assignments are processed in the order they are received
- ☐ **Participation Agreement and Release**
 - Submit at same time as housing form

July 1

- ☐ Mail your final, official, and administrator-signed **High School Transcript**

July 15

- ☐ Submit **New and Former Student Pre-Registration Form**
- ☐ Mail **Student Health Forms and Insurance Form** (sealed separately in the small Health Forms envelope and then included in the larger return envelope)
- ☐ Submit **Certification and Statement of Faith form**
- ☐ Submit **Insurance Forms** and upload copy of **insurance card**

July 20

- ☐ **Pay your bill** or sign up for a payment plan via the student portal.
If you are choosing the 5-payment plan, you must sign up for the plan between June 18 & July 11

August 1

- ☐ If you are interested in a **Student Laptop Bundle**, purchase this through the Student portal. The Computer Purchase Information link will be available under the “Information Technology” menu and will be titled “Lenovo Student Bundle”.
- ☐ Under “Administration” menu **on the Student Portal**, click “PHC Acknowledgments” and **complete the following forms:**
 - Meal Terms and Conditions
 - Housing Terms and Conditions
 - Vehicle Terms and Conditions
 - Bicycle Terms and Conditions
 - Media Terms and Conditions
 - Vehicle Boot Policy

Before August 15

- ☐ Read the Student Life Manual on the Student Portal before arriving on campus

