

SPRING 2020

WELCOME GUIDE



PATRICK HENRY COLLEGE
for Christ and for Liberty

WELCOME TO PHC!

This packet contains instructions and forms that will prepare you for Patrick Henry College this spring. As you read each section, please pay particular attention to the deadlines. **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 **Pre-Orientation Checklist** 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, please reach out to Meredith Monroe at 540-441-8130 or mnmonroe@phc.edu.

*We look forward to seeing you on campus **January 13th–14th** for Orientation!*



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ORIENTATION

Mandatory for all On-Campus Incoming Students

New Student Orientation begins Monday, January 13th at 10am with Check-In. The evening prior, however, families are welcome and encouraged to attend a dinner at the home of Executive Vice President Howard Schmidt. Parents are asked to depart Tuesday evening. More information will be available regarding the dinner and the orientation schedule in the coming weeks. You will receive a detailed orientation schedule at Check-In.

CHECK-IN

When you arrive on campus, make an immediate right and park in an available Visitor Parking spot. If these are full, proceed to the back of the Barbara Hodel Center (the largest building on campus) and park near the tennis courts. Please refer to the Campus Map (p. 14) for directions.

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, resolve any outstanding billing matters, receive a mailbox assignment, and more.

Once you have completed Check-In, you will receive your Student Photo ID Card and room key, and meet your Resident Assistant. From there, he or she will help you move into your residence hall.

MOVE-IN

After completing Check-In, you may move into your dorm room. 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. 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.

ORIENTATION DRESS CODE

You are welcome to dress casually on Monday, January 13th when you arrive! On Tuesday of Orientation, students are expected to wear business casual during business hours (8:30am - 5:00pm). Please refer to the Student Life Manual on the student portal for the complete dress code.

For more comprehensive guidelines related to campus life, students should read the Student Life Manual before coming to campus on January 13th. It is located on the student portal under "College Publications" in the navigation menu on the left.

PRE-ORIENTATION FORMS

Housing Form (due by December 1st)

- Don't forget to submit your \$275 housing deposit on your student portal.
- If you are a commuter student, please fill out the specified Commuters Only Housing Form.

Insurance Information Form (due by December 1st)

Student Activity Participation Agreement Form (due by December 1st)

Pre-Registration Form (due by December 15th)

- This form is both for On-Campus and Distance Learning students.

Final Official High School Transcript (due by December 15th)

- To be final and official, this transcript must include an ink signature from your school administrator, a graduation date in MM/DD/YYYY format, all final grades for all courses, and must be mailed as a hard copy to the Office of Admissions or via a third-party transcript service.

Final Official College Transcript (due by December 15th)

- If you took any college-level courses outside of Patrick Henry College, a final official transcript must be sent either physically or digitally from the academic institution to the Office of Admissions.

Official AP Test Score Report (due by December 15th)

- If you took any AP tests in high school, you should request that your official results be sent to the Office of Admissions. PHC's school code for the AP exams is 2804.

Health Forms (due by January 6th)

- Please print out these forms and mail completed forms to the Office of Student Life, care of Sandra Corbitt, Dean of Student Life. The forms must include an ink signature from a doctor.

All forms can be found at
www.phc.edu/orientation-forms-spring

CAMPUS LIFE

RESIDENCE HALLS

Please complete and submit the Housing Form with the \$275 housing deposit by **December 1st**. **Housing assignments will not be released until the housing deposit is received.**

Payment can be made on your student portal or by mailing a check to the Office of Admissions with “housing deposit” in the memo line. Housing assignments are processed in the order in which the forms are received and are subject to change up to the beginning of Orientation.

Patrick Henry College requires all incoming first-year students to live on campus. If you are married or living locally with your family, you may be exempt from this requirement; simply fill out the Commuter Only Housing Form.

On-campus housing is not guaranteed to students who are under the age of 17 or over the age of 24. Applications for on-campus housing for such students 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

REQUIRED

Bedding for an extra-long twin bed:

- Mattress pad
- XL twin sheets
- Blanket(s)
- Bedspread
- Pillow(s)

Laundry:

- Basket or bag
- Detergent

Bath:

- Bath towels
- Hand towels
- Washcloths
- Toiletries

Miscellaneous:

- School supplies
- Alarm clock
- Hangers
- Headphones
- Extension cords/
Power strips
- Surge protector

OPTIONAL

- Iron (must have automatic shut-off)
- Room décor items (e.g., art, posters, pictures, curtains)
- Lamps
- Calendar
- Dishes
- Small microwave
- Mini refrigerator
- Coffeemaker
- Hot pot
- Crock pot
- Shower curtain
- Dry erase board and markers
- Stackable shelving unit(s)

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 of any kind
- Ammunition of any kind
- Knives over three inches in length

MEALS

All first-year resident freshmen are required to purchase the 21-per-week meal plan. (First-year resident sophomores and above and returning students may purchase either a 15-meal or 21-meal plan.) Meals are served in the Dining Commons located on the first floor of the Barbara Hodel Center. **Meal plans begin Monday, January 13th.** The news feed on the student portal will alert you when the meal plan selection is available.

If you have any allergies or special dietary needs, please alert the kitchen staff by emailing Michele del Mundo at mddelmundo@phc.edu prior to Orientation.

COMPUTERS AND 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 one of the preconfigured “Student Computer Bundles” available on your student portal. These computers come with a four-year warranty covering any failure or 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.

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 and price-matching the correct, faculty-chosen textbooks. 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.

The Spring 2019 Book List will be released one month before the start of classes. The book list will be published on your student portal, and you will be notified via your PHC student email.

Contact the Bookstore at 540-441-8860 or bookstore@phc.edu with any questions.

MAIL

At Check-In, students will be assigned a mailbox number that should be included on all mail and packages addressed to the student. Mail should be addressed in the following manner:

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

PARKING

All student vehicles on campus must be registered through Patrick Henry College. 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 they are not bringing a vehicle on campus.**

Those who wish to keep a bicycle on campus must purchase a bicycle parking permit through their student portal. **Registration is required for each semester.** All bicycles on campus are required to have a working lock mechanism.

Contact the Office of Public Safety and Events Services at 540-441-8805 or publicsafetyandevents@phc.edu with any questions.

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. Complete and submit the Insurance Information Form with a copy of the front and back of your insurance card by **December 1st**.

Contact Student Life at 540-441-8600 or slife@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. Check the corresponding box on your Pre-Registration Form should you wish to register for Chorale or Chamber Orchestra. You can sign up for private music lessons or join an ensemble during Add-Drop period each semester.

Contact PHC's Music Coordinator Rebekah McCormick at remccormick@phc.edu with any questions.



ACADEMICS

STUDENT PORTAL

Your student portal provides access to information including online registration for returning students, degree audit, transcripts, financial aid, online documents, course content, grades, general announcements, computer purchasing information, and more. Please note that new degree-seeking students do not need to use the online registration function in the student portal.

Prior to the beginning of each semester, every student must read and acknowledge the terms, conditions, and policies put forth by Patrick Henry College. All these acknowledgements can be found on the home page of your student portal.

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

CLASS REGISTRATION

To receive your class schedule prior to Check-In, you must complete and submit the New and Former Student Pre-Registration Form at phc.edu/orientation-forms. You must also submit your final official high school transcript, final official college transcripts (if applicable), and official AP score report (if applicable) to the Office of Admissions by **December 15th**. 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 the beginning of Orientation.

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

FINAL OFFICIAL TRANSCRIPTS

All final official high school transcripts must be mailed to the Office of Admissions by **December 15th**. Your transcript(s) must include your name, GPA, names and final grades for all courses taken, your graduation date (in mm/dd/yyyy format), and an ink signature from a school administrator. If the transcript is date stamped, the date must be after the stated high school graduation date.

If you have taken any college courses at an institution other than Patrick Henry College, an official transcript must be sent directly from the institution to the Office of Admissions by **December 15th**. Both high school and college transcripts can be electronically submitted if done so through a third-party e-transcript service. Otherwise transcripts must be mailed through the postal service. Hand delivered transcripts will not be accepted.

Contact Meredith Monroe at 540-441-8130 or mnmonroe@phc.edu with any questions.

FINANCES

FINANCIAL AID

Upon confirmation of your intent to enroll, your Financial Aid Package can be viewed in your 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 if a change is made to your financial aid. Please keep in mind that while merit scholarships are automatically renewable, **annual submission of the CSS/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.

Full payment for the Spring 2020 semester is due no later than Friday, December 20th. 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 forthcoming email. A Student Bill Payment Information flyer has also been enclosed in this packet 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, you can review the positions available on the student portal under “Campus Jobs” from the Career menu. Additional positions may be posted as the start of the semester approaches. 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. Please submit your application before arriving on campus for Orientation.

Employment paperwork may be found under the Career menu in the Informational Bulletin on your student portal. Please bring your completed forms and appropriate identification as listed on page 3 of the I-9 Form to Orientation.

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

CONTACT LIST

Main Phone Line: 540-441-8123

OFFICE OF ADMISSIONS

540-441-8110 | admission@phc.edu

Mr. Stephen Pierce, Director of Student Recruitment
Mrs. Jenn Wright, Administrative Assistant
Miss Meredith Monroe, Data Analyst

OFFICE OF FINANCIAL AID

540.441.8140 | financialaid@phc.edu

Mrs. Melissa Orndorff, Financial Aid Officer

OFFICE OF STUDENT LIFE

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

540.441.8800 | publicsafetyandevents@phc.edu

Chief Paul Yancey, Director of Public Safety and Events Services

OFFICE OF THE REGISTRAR

540.441.8050 | registrar@phc.edu

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

STUDENT ACCOUNTS

540.441.8761 | studentbilling@phc.edu

Mrs. Mandy Blizzard, Student Billing Administrator

ON-CAMPUS STUDENT EMPLOYMENT

540.441.8770 | hr@phc.edu

Mrs. Janet Low, Manager of Human Resources and Payroll

OFFICE OF INFORMATION TECHNOLOGY

540.441.8920 | helpdesk@phc.edu

Mr. Jeffrey Good, Director of Information Technology

MUSIC DEPARTMENT

540.441.8281 | remccormick@phc.edu

Mrs. Rebekah McCormick, Music Coordinator

PRE-ORIENTATION CHECKLIST

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

DECEMBER 1ST

- Housing Form
- Housing Deposit
- Insurance Information Form
- Student Activity Participation Agreement and Release

DECEMBER 15TH

- Pre-Registration Form
- Final Official High School Transcript(s)
- Final Official College Transcript(s)
- AP Score Report

BEFORE DECEMBER 20TH

- Pay your Student Bill (Check student Portal for Payment Plan due dates)

JANUARY 6TH

- Health Forms

BEFORE JANUARY 13TH

- If interested, purchase a student Laptop Bundle through your Student Portal
- Complete your PHC Acknowledgements on your Student Portal
- Read the Student Life Manual on your Student Portal

CAMPUS MAP

