PARENT HANDBOOK
2019–20
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I am excited to welcome you and your student to the Westminster College community of learners.

I understand that this is a time of many questions and emotions for the entire family. I feel privileged to be involved in your student's experience at the college and want to assure you that you now have many partners whose primary mission is to challenge, support, and mentor your student.

This handbook provides an overview of important dates, academic information and policies, campus resources and services for both students and parents, and information about opportunities on campus and beyond in which students can become involved. It also includes departmental contact information. Please keep and use the information in this handbook; encourage your student to use the resources they need and contact anyone at Westminster when needs arise.

Sincerely,

Karnell McConnell-Black
Vice President of Student Affairs and Dean of Students
I want to personally welcome you and your student to Westminster College. We are honored that your family has chosen Westminster and we look forward to working in partnership with you to ensure your student is happy, successful, and thriving.

The way we learn is rapidly evolving. With information readily available at the touch of a button, our students and faculty are able to spend their time interacting more productively. Where lectures used to convey information, time spent in the classroom is now an interactive, interdisciplinary exploration of complex ideas, and students are encouraged to open a dialog with their peers and professors to come to a deeper understanding of the subject matter.

At Westminster, our small class sizes and the absolute commitment of our faculty and staff mean that each student receives individual attention. We care very much about each student’s success. We hope to not only support and mentor students, but also challenge them in ways that will lead to intellectual and personal growth.

The key to gaining the most from the college experience is involvement. We encourage students to take advantage of all the opportunities at Westminster from the first day they’re here. By getting involved, they will discover new passions to pursue, not just during their time in college, but for the rest of their lives.

Please encourage your student to make connections and get involved. Push them to talk with their professors outside of the classroom, attend events on campus, join student clubs and organizations, and connect to people and organizations in our community. College is an exciting time, and we look forward to working with your family during this next big adventure.

All my best wishes for a great college-parenting experience,

President Bethami Dobkin, PhD
ABOUT WESTMINSTER

Westminster's Mission
Westminster College is a private, independent college dedicated to student learning. We offer professional and liberal arts courses of study for undergraduates, as well as selected graduate programs. We are a community of learners with a long and honored tradition of caring deeply about students and their education. Students are challenged to experiment with ideas, raise questions, critically examine alternatives, and make informed decisions. We encourage students to accept responsibility for their own learning, to discover and pursue their passions, and to act with responsibility.

Our purposes are to prepare students to lead lives of learning, accomplishment, and service and to help them develop skills and attributes critical for success in a rapidly changing world. We do this by offering distinctive academic programs that emphasize theory and practice and encourage active, experiential, collaborative, and cross-disciplinary learning. We work to pursue excellence while promoting inclusiveness and respect for differences.
Westminster's Vision
Westminster College will use the power of learning and mentoring relationships to create a transformational and accessible student experience, enabling more vibrant, just, and successful lives for our graduates.

Learning Goals
Graduates of Westminster College will achieve the following college-wide learning goals:

- **Critical Thinking**
  Students will comprehensively explore issues, ideas, artifacts, events, and other positions before accepting or formulating an opinion or conclusion.

- **Creativity**
  Students will combine or synthesize new ideas, practices, or expertise in original ways that are characterized by innovation, divergent thinking, and risk-taking.

- **Collaboration**
  Students will demonstrate self-awareness, understanding of effective group dynamics, and project-management skills.

- **Communication**
  Students will communicate ideas to audiences in oral, visual, and written forms to establish knowledge, to increase understanding, or to advocate for a particular position.

- **Global Responsibility**
  Students will (i) employ practices informed by social responsibility across the spectrum of differences and (ii) demonstrate knowledge of and evaluate solutions for challenges affecting local, regional, and global communities.
# ACADEMIC CALENDAR

## FALL SEMESTER 2019 (19/FA)
- Residence halls open for entering first-year students: August 16
- First-Year student orientation begins: August 17
- Convocation (all college): August 19
- Faculty Retreat: August 19
- Residence halls open for continuing students: August 19
- Classes begin: August 21
- Last day to add, drop, change to an audit: August 28
- Labor Day Holiday (college is closed): September 2
- Last day to elect CR/NC option (undergraduates only): October 18
- Fall Break (college is closed on Friday): October 21–25
- Last day to withdraw from classes without grade of WF: November 8
- Thanksgiving Holiday (college is closed): November 27–29
- Last day of classes: December 13
- Residence halls close at noon: December 14
- Final grades are due from faculty at noon: December 18
- Final grades are available to students: December 20
- Winter Break (college is closed): December 24–January 1

## SPRING SEMESTER 2020 (20/SP)
- College re-opens: January 2
- Residence halls open: January 11
- Classes begin: January 13
- MLK Holiday (college is closed): January 20
- Last day to add, drop, change to an audit: January 22
- Spring Break (college is closed on Friday): March 9–13
- Last day to elect CR/NC option (undergraduates only): March 20
- Last day to withdraw from classes without grade of WF: April 3
- Undergraduate Conference/Celebrate Your Path: April 17
- Last day of classes: May 1
- Residence halls close at noon: May 2
- Final grades are due from faculty at noon: May 6
- Final grades are available to students: May 8
- Commencement: May 9

## MAY TERM 2020 (20/MY)
- Classes begin: May 11
- Last day to add, drop, change to an audit: May 18
- Last day to elect CR/NC option (undergraduates only): May 22
- Memorial Day (college is closed): May 25
- Last day to withdraw from classes without grade of WF: May 29
- Last day of classes: June 5
- Residence halls close at noon: June 6
- Final grades are due from faculty at noon: June 10
- Final grades are available to students: June 12
- Draw residence closes at noon: June 15
### GRADUATE SUMMER 2020 (20/S1) – 12 WEEKS

<table>
<thead>
<tr>
<th>Event</th>
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<tbody>
<tr>
<td>Classes begin</td>
<td>May 11</td>
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<tr>
<td>Last day to add, drop, change to an audit</td>
<td>May 18</td>
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<tr>
<td>Memorial Day (college is closed)</td>
<td>May 25</td>
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<tr>
<td>Last day to withdraw from classes without grade of WF</td>
<td>July 10</td>
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<tr>
<td>Independence Day Holiday (college is closed)</td>
<td>July 3</td>
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<tr>
<td>Pioneer Day Holiday (college is closed)</td>
<td>July 24</td>
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<tr>
<td>Last day of classes</td>
<td>July 31</td>
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<tr>
<td>Final grades are due from faculty at noon</td>
<td>August 5</td>
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<tr>
<td>Final grades are available to students</td>
<td>August 7</td>
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### UNDERGRADUATE SUMMER 2020 (S2) 8 WEEKS (BLOCK AB)

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<tr>
<td>Classes begin</td>
<td>June 8</td>
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<tr>
<td>Last day to add, drop, change to an audit</td>
<td>June 15</td>
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<td>Last day to elect CR/NC option (undergraduates only)</td>
<td>July 10</td>
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<td>Last day to withdraw from classes without grade of WF</td>
<td>July 17</td>
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<td>Independence Day Holiday (college is closed)</td>
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<tr>
<td>Final grades are available to students</td>
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### UNDERGRADUATE SUMMER 2020 (S2) 4 WEEKS (BLOCK A)

<table>
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<td>Classes begin</td>
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<td>June 15</td>
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<tr>
<td>Last day to elect CR/NC option (undergraduates only)</td>
<td>June 19</td>
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<tr>
<td>Last day to withdraw from classes without grade of WF</td>
<td>June 26</td>
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<tr>
<td>Independence Day Holiday (college is closed)</td>
<td>July 3</td>
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<tr>
<td>Last day of classes</td>
<td>July 2</td>
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<tr>
<td>Final grades are due from faculty at noon</td>
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<tr>
<td>Final grades are available to students</td>
<td>August 7</td>
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### UNDERGRADUATE SUMMER 2020 (S2) 4 WEEKS (BLOCK B)

<table>
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<th>Event</th>
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<tr>
<td>Classes begin</td>
<td>July 6</td>
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<tr>
<td>Last day to add, drop, change to an audit</td>
<td>July 13</td>
</tr>
<tr>
<td>Last day to elect CR/NC option (undergraduates only)</td>
<td>July 17</td>
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<tr>
<td>Last day to withdraw from classes without grade of WF</td>
<td>July 23</td>
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WHO TO CALL

WHAT IF I HAVE A QUESTION AND DON'T KNOW WHO TO CALL?
If you have a concern about your student (regardless of whether or not they live on campus), or if you don't know where to direct a question, contact the dean of students. The dean of students office can be reached at 801.832.2230.

TIPS AND RESOURCES FOR PARENTS

As you say goodbye to your student, we thought you might like some parting suggestions for this transition in your lives.

• It will get better. It's normal for students to call saying they're homesick within the first few days, weeks, or even hours. Listen and support them, but stall them. Anxiety is to be expected, as this is a new situation and they have to adjust to a new environment and make new friends. It's important that students make connections on campus and create a college support network. In order to do that, students should be encouraged to not visit home for the first few weeks. Encourage them to participate in the orientation and welcome activities on campus, to try something new, and to say yes when confronted with an opportunity. In most cases, feelings of homesickness disappear within a few weeks.

• Roommate issues: If students call with concerns about a roommate, encourage them to talk to their roommate and find areas of compromise. If they cannot resolve their differences, encourage them to talk to their resident advisor (RA). The RA can involve student life staff, if necessary. Above all, don't solve it for them, but encourage them to seek solutions. Conflict resolution is an important life skill.

• Healthy lifestyle: From the beginning, encourage students to establish or maintain a healthy lifestyle. They can add a Human Performance and Wellness class to their schedule or take advantage of one of the many free classes offered at the HWAC every day. Also encourage them to get out into the mountains and hike, bike, or ski. Do ask how much sleep they're getting. First-year students often have trouble establishing a healthy schedule and getting enough sleep is a big part of that.

• Family life: Do share updates and news from home. They may not ask, but will appreciate your sharing with them.

• Communication: Establish good communication patterns and be intentional about how you will communicate during the school year. Remember that “snail mail” is always welcome!

• Finances: Financial issues and resources will probably have to be clarified on an ongoing basis. As the year progresses, they'll have a much better idea of how much pocket money is needed and why. It's better to have an ongoing dialogue about these issues than to deal with a crisis situation, such as an overdrawn bank account. You might consider opening up an account at a local bank to make things easier for your student.
Resources: The next section will go over who to direct students to and the various resources available on campus to help them transition and succeed at Westminster. Remind students to seek help sooner rather than later and that there's no shame in asking for help—academic, medical, or psychological. The resources on campus exist to support students and it's easier to do that before things spiral out of control.

SPECIFIC RESOURCES

Throughout the semester, if your student says "..." to whom can you direct them?

“This class/college is too hard. I don't think I can do it.”
Reassure them that you believe in them and that they CAN do it. College is supposed to be challenging, so this response is normal, especially if your student breezed through high school. Suggest that they talk to their professors, as most professors can provide good advice on studying for and succeeding in their class. Direct them to the FREE Westminster academic support resources. These include the Math Tutoring Center (Giovale Library), Chemistry Coaching Center (Meldrum Science Center Room 150), the Writing Center (Bassis Center), and the Gore School of Business Tutoring Center (Gore 117). We also provide tutors for a number of courses.

“I freeze up on tests.”
Reassure them that they can do this work and that there is help. Direct them to their faculty advisor, who is one of their Learning Community professors. If students have a documented disability or had an IEP/504 in high school, direct them to the director of disability services, Karen Hicks, whose office is in the library. Karen can help students determine if they need or qualify for academic accommodations.

“I'm not making friends.”
Encourage them to get involved on campus. Student organizations sponsor multiple activities every week, and RAs are a great resource. They will be organizing activities for the floor each month. You can ask if they're going to events, lectures, or parties. You can also suggest that they keep their room door open as a way to meet people. Ask about Fair Thursdays, when various campus and outside organizations table in the Shaw Student Center at lunch. This is a great way to find out about campus clubs and to get involved. You can also direct them to the Campus Concierge, which will know what is going on in the area and has specific college student discounts.

“I'm so busy!”
Your student will be very busy during the school year, especially during the middle and end of the semester, when a lot of projects are due. Be patient, keep communication open, listen, and provide a sympathetic ear. If you think there are real problems that the college needs to address, reach out to the Dean of Students Office.
"I don't know what I want to major in/do with my life."
College is a time of transition, especially the first two years. As a liberal arts college, Westminster encourages students to explore different majors and to take some time to determine their interests. We don't encourage or expect students to declare their major until the end of their first year—at the earliest. Most students will not declare a major until their second year and that's okay. Encourage them to talk to their advisor (who is their learning community mentor for the first year) and/or to visit the Career Center. It's never too early to start working with the Career Center to learn about yourself through skills and strengths assessments and the career exploration process.

"I'm confused about my scholarship/financial aid."
Our Financial Aid Office is eager to work with students to help them understand their aid packages. They are also the office that coordinates continuing student scholarships. Encourage your student to visit their office in Bamberger and to look for the announcements about continuing student scholarships.

"Can't you just do this for me?"
Encourage students to tackle their own problems in order to learn real-life problem-solving and conflict-resolution skills. Offer advice if asked, but try not to intervene. If you think your student is depressed, direct them to the Counseling Center on campus.

Other questions
If you were puzzled by your student in high school, they will certainly confuse you now. Students are being exposed to new ideas and new people and are struggling to establish their identities during college. They may express themselves in a variety of bewildering ways. They may come home at Thanksgiving (or any other time) with purple hair or newly pierced body parts or call to tell you they've taken up paragliding or Eastern meditation. Try to have an open mind and expect the unexpected; you won't be disappointed.

Westminster is a safe place for students to make mistakes and to find the support to work through those mistakes. We take student development seriously and have a wealth of resources available to support students on this exciting journey.

RECOMMENDED READING

We recognize that this might be a difficult time for you, whether the student you are dropping off with us is your first or your last, and whether you're local or from far away.

Here are some ideas and reading suggestions to help you with the transition. Be sure to join the Westminster Parent Facebook page and follow Westminster College on Facebook and Instagram to learn what's going on around campus.

Letting Go: A Parent's Guide to Understanding the College Years by Karen Levin Coburn and Madge Lawrence Treeger
ACADEMIC POLICIES

WHAT WE CAN AND CAN’T TELL YOU
Under the Federal Family Rights and Privacy Act of 1974 (FERPA), we cannot release grades/academic information or financial information to parents without a signed release from the student and the known FERPA password. We will tell you what the general academic policies and procedures are; we can also make suggestions about what questions you might ask your student. However, we cannot tell you about specific grades, evaluations, class schedules, or disciplinary proceedings or sanctions without the student's permission, with the exception of drug and alcohol offenses or concerns about student safety. Parents are usually notified when a drug, alcohol, or other substance abuse incident occurs on campus. At the dean of students' discretion, the student may be asked to inform his or her parents initially with a follow-up call to or by the dean to discuss the incident. Parents should encourage open communication about academic achievements and difficulties and agree to family policies before classes start. If students wish to make grades and other information available to parents, they must sign an information release form, available in the Registrar’s Office or on its website.

ADDING, DROPPING, AND WITHDRAWING FROM CLASSES
Students may add classes until the add/drop deadline, which is approximately one week after the start of the semester (specific dates are listed on the academic calendar). As of the first day of the semester, students must receive instructor permission to add a class. A student may also drop a class during the first week with a 100 percent refund, and the transcript will not indicate that the student has been enrolled in that class. After the “drop” date until the 11th week of class, students may withdraw from courses and will receive a mark of “W.” A “W” indicates the student withdrew from the course but does not affect the GPA. In case of illness or injury, family members may initiate a withdrawal from classes. The dean of students should be contacted in this circumstance, and they can discuss options with you. Students are responsible for making certain that classes they decide not to take have actually been dropped. However, before dropping or withdrawing from courses, students should consult with an advisor. This is especially true for students receiving scholarships, grants, or federal financial aid and those competing in intercollegiate athletics since dropping below full-time status (12 hours) at any point in the semester may result in major financial consequences, including loss of scholarships, federal aid eligibility, or athletic eligibility. To find out about refunds for students who have dropped a class after the initial add/drop period, refer to the graduated refund schedule (published online on the Student Account Services page). For more information, please refer to the Student Consumer Information page.
SEMESTER GRADE REPORTS
Grade reports are available online to students at the end of each semester or term. The Registrar's Office will provide an official grade report if requested in writing by the student. The college does not issue midterm grades; however, through an early alert system, instructors are encouraged to inform the director of student success and retention should they be concerned about a student's performance or attendance (see Academic Difficulties below). Grade reports and transcripts are issued only to students who have no outstanding financial or other obligations to the college.

DEAN'S LIST
The Dean's List is an academic honor list computed after fall and spring semesters. To qualify for the list, students must complete at least 12 graded credit hours (credit/no credit classes don't count toward the 12 hours) and achieve a 3.5 or higher grade point average (GPA) for the term.

ACADEMIC ADVISING AND REGISTRATION
Westminster College uses a faculty advising system, so your student's academic advisor will be one of their Learning Community professors. These professors enjoy working with first-year students and have undergone specific professional development related to the transition from high school to college. The faculty advisors will help your student clarify their interests and abilities and explore possibilities that will lead them to make informed decisions about their educational plan.

Once students reach junior status (60 credit hours), they must meet with a faculty advisor and formally declare their major. Nursing and education students are assigned faculty advisors when they are admitted to those programs. While the college provides a strong support network for first-year students, they must also learn to take the initiative in getting the information and help that they need. Parents can support students in this process by encouraging them to use campus resources. A list of these resources is included in this handbook.

ACADEMIC DIFFICULTIES/MIDTERM WARNINGS
If students are having difficulty with a class, we encourage them to talk with their instructors. Faculty members generally spend many hours working with students outside of class. Free peer tutoring for many courses is also available. Students who need a tutor should contact Jimmy Kendall at jkendall@westminstercollege.edu. Students can receive assistance with academic research at the Giovale Library Information Commons and with writing at the Writing Center. The Math Tutoring Lab and Chemistry Coaching Center also offer free drop-in assistance. Visit the Tutoring page to find their hours. The college has an academic early alert program in which faculty are encouraged to identify students missing classes or doing poorly in coursework. Students are then contacted by a concerned staff member who encourages them to meet with their instructors and refers students to appropriate campus resources designed to help them improve their academic performance.
PROBATION AND SUSPENSION

Students failing to achieve good academic standing during a semester are placed on academic probation. The GPA needed for good standing depends on the cumulative total number of credit hours first-year students have attempted at Westminster:

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<tr>
<th>No. Attempted Hours</th>
<th>Required GPA</th>
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<tr>
<td>1–13 hours</td>
<td>1.70 GPA</td>
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<tr>
<td>14–27 hours</td>
<td>1.80 GPA</td>
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<tr>
<td>28 and above</td>
<td>2.00 GPA</td>
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All students are notified by email if they are placed on academic probation (it is not indicated on their online grade report). While on probation, students may not be enrolled in more than 13 semester hours, nor can they participate in intercollegiate athletics. Probationary students are assigned a staff advisor who will contact them to review schedules, refer them to appropriate campus resources, and follow up with them throughout the semester.

When students in academic difficulty are confronted by parents, they sometimes say they were never told they were on probation. Although the college cannot share grades or probationary information with you without a release, please be assured that we are as concerned as you are about your student’s academic performance. Every effort is made to identify problems early, to follow up with resources and academic assistance, and to notify students of their academic status.

To be returned to good standing, students must meet required semester and cumulative GPAs. This applies only to fall, spring, and summer terms (May Term is not included). Students who fail to earn the minimum GPA required for good standing during a probationary semester are suspended from the college. Students may not enroll in any classes while suspended and must remain out of the college for one or more regular semesters. Suspended students must appeal for re-admission. Students who meet semester GPA requirements, but not cumulative GPA requirements, may be considered for continued probationary status rather than suspension if the term GPA shows substantial progress toward meeting all GPA requirements.

ACADEMIC STANDARDS AND SATISFACTORY PROGRESS FOR FINANCIAL AID

To continue to be eligible for a scholarship and federal financial aid, a student must maintain the required minimum cumulative 2.0 GPA (generally at least a 2.0, although this may vary by scholarship). To maintain satisfactory progress for federal and institutional financial aid, students must successfully complete at least 70 percent of the total semester credit hours that they have attempted, and they must maintain a 2.0 GPA. Student records are reviewed at the end of each academic year (end of May Term). More detailed information is available in the “Rights and Responsibilities of Students Receiving Financial Aid” brochure, which students review with their financial aid award letters on WebAdvisor.
MAY AND SUMMER TERMS

May Term is a four-week term following Spring Semester. Full payment of full-time tuition for Fall Semester entitles undergraduate students to two credit hours during the following May Term without additional charge. Full payment of full-time tuition for the Spring Semester entitles students to an additional two credit hours for a maximum of four credit hours for that academic year’s May Term. Students also have the option of applying their earned credits toward summer classes (see below). The college residence halls remain open during May Term, and there is no additional room charge for students who have paid room and board charges for Spring Semester. Students remaining on campus during May should budget their meal plan accounts to include the extra month; students are responsible for any additional money needed for the month. Money left over from fall and spring semesters will roll over to May Term if the student continues to live on campus. Those accounts are deleted upon move out and are only valid for this academic year.

Students may also apply their earned hours to Summer Term if they are not using them in May Term. Tuition rates for Summer Term are significantly reduced, and students may apply up to four credit hours (earned by full-time status) toward summer tuition. To apply two earned hours to summer courses, students must register for three or more credit hours; to apply all four earned credit hours to summer, students must register for six or more credits. All earned credits must be used within the same academic year—they do not roll over until the next May or Summer Term.

CAMPUS RESOURCES AND SERVICES

BOOKSTORE

Angela Thomas, Store Manager
801.832.2700; westminstershop.com

The Westminster Bookstore carries textbooks (for purchase, for rent, and in e-book formats), Westminster apparel and gifts, technology, select Apple products, school supplies, and a small selection of toiletries. Textbooks can be ordered online and held until your student’s arrival on campus.

CAMPUS CONCIERGE

Shaw Center
801.832.2244; westministercollege.edu/concierge

Students can find information at the concierge desk regarding upcoming activities and discounted tickets to area plays, concerts, and events both on campus and in the community. The campus concierge also serves as a resource for information about local restaurants, stores, services (such as medical, dental, car repair), and outdoor activities. The campus concierge is the central location for lost and found items on campus.

CAREER CENTER

Trisha Jensen, Director
801.832.2590; westministercollege.edu/career-center

The Career Center provides guidance and assistance with career planning, internships, graduate school personal statements, job search strategies, and
employment opportunities for students and alumni.

One-on-one coaching appointments can be booked through Handshake westministercollege.joinhandshake.com for career exploration, strengths and skills assessments, interview preparation, job and internship search strategies, personal branding, and résumé reviews. Employer recruitment events are also presented throughout the year. The Career Center utilizes Handshake, an online platform and job database, which provides information on internships, on-campus student employment, and full- and part-time job opportunities for students and alumni. The Career Center also coordinates college credit options for qualified internship experiences. Students are encouraged to utilize the Career Center early and often.

CHEMISTRY COACHING CENTER
Meldrum Science Center
The Chemistry Coaching Center is coordinated by the Chemistry Department and offers drop-in assistance every Sunday–Wednesday from 5–8:00 p.m., in Meldrum 150. Coaching is free and provided for nursing, general, and organic chemistry courses. Requests for an individual tutor can be made through the chemistry faculty.

COUNSELING CENTER
801.832.2465; westministercollege.edu/student_life
The Counseling Center seeks to provide services to assist members of the college community in clarifying and accomplishing personal and academic goals. Licensed professional staff are available for brief therapy/counseling for individuals who may be experiencing psychological or behavioral difficulties. Such difficulties may include depression, anxiety, relationship issues, grief, family problems, substance abuse, and disordered eating, as well as more common issues of adjustment to college and homesickness. Counseling services are confidential, provided at no charge to the student, and available to all registered students. The Counseling Center also provides referrals to services in the community as needed or as indicated.

DEAN OF STUDENTS
Karnell McConnell-Black, Dean of Students
801.832.2230; westministercollege.edu/student_life
The dean of students is the primary student advocate on campus. They deal with any questions or concerns related to medical or family emergencies. The dean is also a liaison with faculty and the academic deans regarding student academic issues. When students or parents are unsure whom they should talk to on campus, the dean is a good first person to call. If they can’t answer your question directly, they will certainly connect you to the appropriate person or office. The dean of students is also responsible for the student code of conduct and the student conduct system on campus. The Dean of Students Office, located in the Shaw Center, serves as the information center for residence life, orientation, student involvement and leadership, spiritual life, student health services, personal counseling, commencement, food service inquiries, and student conduct.
DISABILITY SERVICES PROGRAM

Karen Hicks, Director of Disability Services, 801.832.2272
David Perry, ADA Coordinator. 801.832.2584
westminstercollege.edu/disabilityservices

Westminster College provides equal access to higher education for academically qualified students with physical, learning, or psychiatric disabilities. Disability Services works with departments throughout the college to help ensure that programs and facilities are accessible to all members of the college community.

Students who are seeking accommodations should meet with the director as soon as possible. The director determines eligibility for services after a comprehensive intake and conversation with each student. Students will be asked to describe the nature and impact of the disability and should be ready to discuss any prior accommodations. Students will also be asked to provide documentation of the disability and its impact on their lives. More information is available on the Disability Services website.

It’s important to note the difference between accommodations in high school and in college. In college, students must meet with the director at the beginning of each semester, as accommodations are based on the individual classes and circumstances of the students. Students are generally expected to self-advocate in college, and will often be asked to have a private conversation with the professors about their accommodations. The director of disability services works closely with first-year students to help them navigate this transition.

Students are welcome to start the conversation with Disability Services at any time during their college career, but should keep in mind that it may take a couple of weeks before accommodations can be set, so it’s better to start sooner rather than later.

More information regarding Disability Services policies, procedures, and guidelines for documentation is available on the website. Call the director for an explanation of how to obtain relevant and current documentation.

EQUAL OPPORTUNITY OFFICER

Katherine Thomas
801.832.2262

Westminster is committed to providing a learning, living, and working environment free of all kinds of discrimination and harassment, as well as retaliation. The equal opportunity officer is available to meet with students regarding incidents of discrimination or harassment based on race, color, national origin, ethnicity, age, disability, religion, military status, or genetic information or retaliation. Students may receive supportive measures for their well-being and safety, such as changes in housing, adjustments to academic or work schedules, and no-contact orders. The equal opportunity officer will also provide information about college policy and pursuing the investigation of a complaint.
FINANCIAL AID
Joshua Montavon, Director
801.832.2500; westminstercollege.edu/financial_aid
financialaidoffice@westminstercollege.edu

The Office of Financial Aid helps students and their parents through the financial aid process, mapping the best way to finance the Westminster experience. The office administers institutional scholarships, need-based financial aid including grants, loans, and evaluates students’ eligibility for work-study. Assistance is available in applying for Direct Federal Stafford (subsidized and unsubsidized) Loans and Direct Parent PLUS Loans. The staff can work with students and families to create a four-year financial planning model, which will detail estimated costs throughout the course of a student’s time at Westminster. The college uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for federal, state, and institutional aid. This application can be completed online at fafsa.gov. Determining aid eligibility is an annual process, and students must reapply every academic year. Undergraduate students who have established a Westminster College GPA are eligible to complete a separate application for Westminster College Continuing Student Scholarships prior to the deadline in mid-January of each year. At any time, if there are changes in your family’s financial circumstances that impact your ability to invest in your student’s education, please don’t hesitate to contact the Financial Aid Office.

FOOD SERVICE
Tony DiRaddo, General Manager
801.832.2707; westminster.cafebonappetit.com

Food services are provided by Bon Appétit Management Company. All students living in Hogle, Carleson, Olwell, Behnken, and Stock Halls are required to participate in one of two different meal plans. Students living in Westminster on the Draw have the option of purchasing a meal plan, but it is not required. Meals are served weekdays at the Cornerstone Café in the Shaw Student Center from 7:00 am to 8:00 pm and weekends and holidays from 10:00 am to 7:00 pm. Students' campus ID cards are credited with the meal plan amount each semester. Each time they make a purchase, their account balance is reduced by the cost of that purchase. Students can use their meal-plan dollars to purchase food anytime our retail dining facilities are open, as many times a day as they want. As long as a student continues to live in a residence hall, his or her meal-plan balance can carry over to the next term during the same academic year: Fall Semester balances carry over to Spring Semester, and Spring Semester balances carry over to May Term. When students moves out of their residence hall, or at the end of May Term, their remaining meal plan balance is non-refundable. If dietary issues arise in relation to food services, students should contact the general manager or the dean of students. Commuting students are encouraged to set up a food service account and use their student ID for food purchases, as discounts are available.

GIOVALE LIBRARY
Emily Swanson, Library Director
801.832.2250; westminstercollege.edu/library

The Giovale Library's core mission is to encourage students' intellectual growth and exploration through our services and collections. The Library provides over 90 databases that allow students to access scholarly articles from a wide range of disciplines. The library also offers resources for research, study spaces, and a variety of learning tools to support academic success.
variety of disciplines. In addition to our databases, we have a robust collection of books, journals, academic DVDs, and reference sources specially selected to meet our students' academic needs. Librarians are available to meet with students in person, via email, chat, or phone and can help with all aspects of college research, such as developing a topic, finding quality sources, and managing citations and bibliographies. In addition to academic resources, the Giovale Library has an expansive collection of popular DVDs and fiction.

The Giovale Library is open 93 hours a week and additional hours during finals. The library provides a variety of study spaces such as group study rooms, workstations, quiet areas, standing desks, and collaborative areas. Students can borrow materials using their Westminster College ID. The Giovale Library does not charge fines for overdue materials.

INFORMATION SERVICES

Peter Greco, VP and Chief Information Officer
801.832.2023; westminstercollege.edu/support

The Information Services (IS) department is committed to the development, service, and support of a technologically engaging learning experience for students. At Westminster, students learn best when actively engaged both inside and outside the classroom. To that end, many of our courses use computer technology that requires instant access to web-based materials. The Westminster Anywhere technology platform provides students with access to all applications that are available on a campus computer anywhere there is adequate internet access. Wireless internet is available in all academic areas, residence halls, and most other spaces on campus.

Westminster's approach to education is based on the development of close, personal relationships with professors and peers. But it is also designed to encourage students to enrich those relationships by using all the resources that technology-assisted learning provides. Ensuring that all students have a laptop on campus is an integral part of our educational model and a critical component of the unique learning environment we offer. All Westminster students are required to own or have access to a laptop computer. Not all faculty members will require the use of laptops in the classroom, but all have that option if they so choose. Information about our laptop minimum requirements can be found online at westminstercollege.edu/mobilecomputing.

The Westminster campus houses presentation classrooms, various media labs, and desktop computing labs/classrooms. Our residence halls are networked with Internet access.

The IS department will help students connect to our wireless network. Students are responsible for maintaining and repairing their personal laptops. The IS department also maintains a support website where users can find information, download instructional documentation, and reference guidelines and policies.

If you have technical questions, please contact the Computer Help Desk online at westminstercollege.edu/support or at 801.832.2023.
LEARNING COMMUNITIES
Christie Fox, Director of Student Success and Retention
801-832-2260
westminstercollege.edu/lc
As part of Westminster's commitment to develop new models of teaching and learning, an interdisciplinary learning community is required of all first-year students. These courses are designed to help first-year students adjust to college; develop critical thinking, analytical, writing, and presentation skills; and establish relationships with other students and the faculty. Generally, these courses also fulfill WCore requirements and/or requirements for the major. Each learning community pairs two classes with the same group of students in each class. These classes are interdisciplinary, link two traditionally different subject areas, and incorporate active learning methods. The faculty members who teach learning communities serve academic advisors for their students until they declare a major.

MAIL SERVICES
Jessica Lind, Director
801.832.2690; westminstercollege.edu/internal-content/resources-and-services/administrative-services/mail-services-and-supply
Mail to residential students should be addressed as follows:

Student Name
Westminster College
1840 South 1300 East
Salt Lake City, UT 84105

Mail is delivered to residential mailboxes Monday–Friday. No mail is delivered on Saturdays or Sundays. Please keep this in mind with regard to specially shipped items (e.g., Overnight Express). Students are notified by email when packages are delivered, and they can pick them up at the mailroom Monday–Friday, 8:00 a.m.–5:00 p.m. Students can also drop off packages to be picked up by major carriers as long as there is a pre-paid label or postage attached.

MATH TUTOR CENTER
801.832.2406, Giovale Library
westminstercollege.edu/about/resources/tutoring/math-physics-and-computer-science-tutoring-center
The Math Tutor Center is a drop-in assistance program open six days a week and coordinated by the mathematics department. Tutoring is free, and no appointment is necessary. Tutoring is available for all lower-division math courses. Students can also schedule individual tutoring appointments with math lab tutors or contact the START Center for a list of other available peer tutors.

OFFICE FOR GLOBAL ENGAGEMENT
Sara Demko, MA, Assistant Provost for International Services
801.832.2825; westminstercollege.edu/global
The Office for Global Engagement provides programs and services that support the college-wide learning goals, WCore, and strategic plan, particularly emphasizing their relationship to comprehensive internationalization. The office engages and connects students, faculty, and staff by offering high-
impact, transformative global learning opportunities that encourage global consciousness, social responsibility, and ethical awareness. The office provides advising for international students and scholars (F and J visas), as well as students interested in education abroad opportunities. To meet the needs of international students and students who wish to study abroad, the office offers:

- Comprehensive immigration services and support for F and J visa holders
- Programming for all students with an international background, including orientation, tutoring, English language support, and social activities to assist students in their transition to the US and Westminster
- Advising and support for students interested in education abroad programs, including program selection, credit transfer, financial resources, health and safety, pre-departure preparation, and re-entry programs

OFFICE OF DIVERSITY, EQUITY & INCLUSION
Tamara N. Stevenson, Ed.D., Interim Chief Diversity Officer
801.832.2881; westminstercollege.edu/diversity

The Office of Diversity, Equity & Inclusion facilitates the advancement of an inclusive, equitable, and respectful campus community. This commitment is demonstrated through leading, guiding, modeling, and encouraging individual and collective action in our academic and administrative structures, policies, practices, and programs toward the creation and sustainability of an optimal learning and teaching environment that cultivates a sense of belonging and fosters educational excellence for all students.

PROVOST'S OFFICE
Debbie Tahmassebi, Provost
801.832.2581

The provost is the chief academic officer with oversight of all academic programs and centers, the library, Registrar's Office, retention and student success, faculty fellows, global learning (and study abroad), summer camps, professional and continuing studies, adjunct and full-time faculty, and the McNair Scholars program. The academic deans of the five schools (Arts & Sciences, Bill & Vieve Gore School of Business, Honors College, Education, and Nursing & Health Sciences) report to the provost.

REGISTRAR'S OFFICE
Michael Santarosa, Registrar
801.832.2180; westminstercollege.edu/registrar

The Registrar's Office is responsible for maintaining all official Westminster academic records. The office is also responsible for posting final grades, processing official transcripts, managing registration, awarding transfer credits, processing athletic eligibility, adhering to academic deadlines, evaluating and tracking graduation applications, producing the academic catalog and online course schedule, programming degree audits, and more. Academic records are protected by federal privacy laws; however, students who want to share grades and other FERPA protected information with parents or other third parties can sign a release of information form available in the Registrar's Office or on our website.
RESIDENCE LIFE
Jess Sweitzer, Director
801.832.5301; westminstercollege.edu/residence_life
Westminster College is a residential comprehensive college and is committed to an educational mission that supports learning in and out of the classroom. On-campus housing is an integral part of this educational experience and enhances student success and learning. Residential life provides opportunities for students to develop socially and emotionally, as well as academically. Residents also share in the development of a community and its governance. Residents may expect a living environment that promotes courtesy, honesty, privacy, study time, and consideration of one's values and needs. In return, all residents are expected to be willing to create the same conditions for the other members of their residential community. The college requires all single first- and second-year students who are under 21 years of age to live in campus housing for the entire academic year unless they are residing with their parents or legal guardians in the Salt Lake area. The Residency Exemption Committee must approve exceptions to the residency policy.

STUDENT ACCOUNT SERVICES
Shari Duckworth, Director
801.832.2120; westminstercollege.edu/accounts_receivable
Student Account Services is responsible for student tuition accounts, payment plans, and Perkins Loans. The college offers monthly payment plans available at time of registration to assist students and their parents in financing tuition charges. Please email us at studentaccounts@westminstercollege.edu if you would like a payment plan but did not sign up for a plan at time of registration.

STUDENT DIVERSITY AND INCLUSION CENTER
Daniel K. Cairo, Assistant Dean of Students and Director
801.832.2826; westminstercollege.edu/diversity
The Student Diversity and Inclusion Center supports the campus community through co-curricular programs, initiatives, and activities that promote diversity, equity, and inclusion. Located in Bassis 105, the center is a dedicated space designed for students across all backgrounds and lived experiences to develop salient social identities and to gather, celebrate, and participate in meaningful personal, academic, and social engagement.

ON-CAMPUS STUDENT EMPLOYMENT
Allie Shorkey, Student Employment Manager
801.832.2590; westminstercollege.edu/student_employment
The employment of students has proven to be beneficial for both Westminster and the students who work on campus by providing growth and development outside of the classroom, additional support from supervisors, and statistically proven retention rates of students staying in school. Westminster provides a variety of jobs across campus in offices, labs, and other settings.

Students hoping to find employment on campus should visit our Handshake page at westminstercollege.joinhandshake.com to be proactive in networking with campus departments and applying for open positions. Students hired to work on campus are required to complete new-hire paperwork on or before the day of their first shift. This paperwork includes the Federal I-9 form, which
requires the student to produce original identification documents such as a passport or driver's license and social security card. Failure to have the appropriate documents will cause a delay to the start of employment until original documents are produced.

**STUDENT HEALTH SERVICES**  
*April Greener, FNP*  
**801.832.2239; westminstercollege.edu/student_life**

Student Health Services (SHS) offers convenient, affordable, and quick access to medical care provided by family nurse practitioners for most acute/chronic illnesses, immunizations, lab work, and physical exams. Students will be referred if SHS is unable to provide care for the students’ illness/injury. The clinic is open Monday–Friday, 10:00 a.m.–3:00 p.m., following the academic calendar. SHS is located in the lower level of the Shaw Student Center. Walk-ins are welcome, but appointments are encouraged. The cost is $15 per visit, payable at the time of service, with additional charges for lab testing, immunizations, and other clinical tests completed. The following immunizations are available for students: yearly flu vaccine, Tdap, Hepatitis B, and meningitis vaccine (serogroup ACWY/Menactra). Hepatitis A and MMR are not available at SHS. Tuberculosis skin testing (PPD) is also available. The new meningitis vaccine for serogroup B is not required at Westminster at this time. If the student would like to receive the serogroup B vaccine series, it is recommended to contact your primary care provider. To keep SHS costs down, the clinic only accepts cash/credit payments and is unable to provide detailed receipts of service to submit to insurance companies. If a student becomes ill and needs medical attention when SHS is closed, students should go to an urgent care or a hospital emergency room if severely ill. Nearby facilities are listed on the website or posted outside the SHS door.

**STUDENT INSURANCE**  
*westminstercollege.edu/student_life*

Students are encouraged to carry health and accident insurance. Many plans carry students on their parents' coverage if they are under the age of 26. Westminster’s website has a list of many plans, as there are different options and rates available to students. Cost may vary somewhat due to the student's age. Please contact the Dean of Students Office for more information. All international students and student athletes attending Westminster College are required to carry insurance coverage. Students admitted to the nursing program are required to provide evidence of health insurance coverage.

All students participating in activity-based Human Performance and Wellness courses (HPW), Outdoor Education and Leadership courses (OEL), and/or trips through the fitness, wellness, and recreation department/Outdoor Program are encouraged to carry personal health insurance. In case of accident, injury, or illness, your personal health insurance will be the primary provider.
Westminster is committed to preventing and addressing sexual and interpersonal violence so that students have a safe learning, living, and working environment. Students, faculty, and staff receive training on their rights and responsibilities under the college’s Title IX policy. New students participate in bystander intervention training, a peer-led workshop that teaches them how to positively and safely interrupt potential sexual or interpersonal violence. In addition, there are student clubs and numerous events throughout the year related to this topic.

Students may report incidents of sexual assault, sexual and gender-based harassment, gender-based discrimination, sexual exploitation, interpersonal violence (dating violence, domestic violence, stalking), or retaliation to the Title IX coordinator or the deputy coordinator. They may also report incidents online with the option to remain anonymous. The Title IX coordinators will refer students to helpful resources on and off campus. Students may also receive supportive measures for their well-being and safety, such as changes in housing, adjustments to academic or work schedules, and no contact orders. The Title IX coordinators will also provide information about college policy and pursuing an investigation of a complaint.

The Center for Military and Veterans Services, located in Walker Hall, supports all service members, veterans, military family members, midshipmen, and cadets. Visit the center with questions about using VA education benefits, learn about campus and community resources, or to socialize with fellow student-veterans. Director Sylvia O’Hara can also connect you to the Westminster Military Association, a student club sponsored through ASW.

Westminster’s victim advocate is available to meet with student survivors regarding incidents of sexual or interpersonal violence, refer them to campus and community resources, assist them with obtaining supportive measures from the college, and help them navigate the internal investigation and criminal processes. Students can set up a one-hour appointment by emailing advocate@westminstercollege.edu.

The Writing Center provides free assistance in writing to all Westminster College students with the goal of helping students become better writers. Trained writing consultants are available to work with writers at all levels of experience, from all disciplines, at any stage of the writing process. Services
include one-on-one and small group writing consultations in areas such as generating, organizing, and developing ideas; writing persuasively; conducting research; citing and quoting sources responsibly; and proofreading effectively.

LEARNING BEYOND THE CLASSROOM

ASSOCIATED STUDENTS OF WESTMINSTER (ASW)
myasw.org
Every student currently enrolled for two or more credit hours is automatically a member of the Associated Students of Westminster (ASW). The mission of ASW is to promote shared governance on campus; develop a sense of community; facilitate better communication with the faculty, staff, administration, and board of trustees; enrich the lives of students attending the college; provide leadership, training, and opportunities for students; and provide a forum for student concerns. The ASW is led by the student board, which has representatives from clubs, student activities, executive, and judicial branches. Many student-leadership opportunities are available each year in various positions, including First-Year Senators, ASW Events, and club leadership roles. The ASW Events group sponsors a wide range of social, cultural, and educational programs, which include dances, lectures, concerts, films, community services, and traditional campus events.

CENTER FOR CIVIC ENGAGEMENT
Julie Tille, Director
801.832.2840; westminstercollege.edu/campus-life/centers-and-institutes/center-for-civic-engagement
The Center for Civic Engagement acts as a connecting point among Westminster students, faculty, staff, alumni, and the greater Salt Lake community, including a formal partnership with the city of South Salt Lake. The center mission is to teach and promote social justice by actively addressing the concerns facing our community. Students interested in volunteering are connected to local organizations and are provided leadership opportunities through center Take Action grants and Student Leaders in Civic Engagement (SLICE) programming. The center also serves as a support facility for service-learning courses. Ongoing projects include Alternate Spring Break, OXFAM Hunger Banquet, Habitat for Humanity, and the annual Volunteer Fair. The America Reads project is housed here as well.

CENTER FOR FINANCIAL ANALYSIS
Jon McKenzie, Director
801.832.2051; westminstercollege.edu/cfa
The Center for Financial Analysis is an advanced computer classroom and lab that empowers students and faculty to move beyond theoretical learning to practice their disciplines in a real-world environment. The center offers access to real-time global market data, in-depth financial information for publicly traded companies, and sophisticated models and software designed to simulate, forecast, analyze, and learn. The components of the center combine to form one of the most advanced, information-rich, financial research centers in the Intermountain West.
CULTURAL ACTIVITIES AND LECTURES
westminstercollege.edu/cultural_events

Every year, Westminster hosts a variety of concerts, art exhibits, guest lectures, and theatrical performances. Our cultural events program showcases the talents of Westminster faculty and students, as well as community artists. It brings national and international leaders to campus to share their ideas on business, politics, religion, art, and many other topics through the annual Bastian Foundation Diversity Lecture Series, the Weldon J. Taylor Executive Lecture Series, the Tanner-McMurrin Lecture on the History and Philosophy of Religion, the Kim T. Adamson Lecture on International Studies, and the entrepreneurship series. The college also presents the nationally recognized Anne Newman Sutton Weeks Poetry Series. Most events are free and students are strongly encouraged to take advantage of these activities. Upcoming events are advertised through the Campus Concierge, campus emails, the Dear John newsletter, faculty announcements, and the online campus calendar.

ENVIRONMENTAL CENTER
Kerry Case, Assistant Provost for Integrative Learning
801.832.2810; westminstercollege.edu/campus-life/centers-and-institutes/environmental-center

The Environmental Center fosters environmental awareness and responsibility at Westminster College. The center supports student projects, hosts environmental speakers and events, and works to transform the campus itself into a model of sustainability. The Environmental Center offers several programs, including the organic garden, bicycle collective, #WasteFreeWestminster, and sustainability fellows.

FITNESS, WELLNESS, AND RECREATION
Traci Siriprathane, Director
801.832.2860; westminstercollege.edu/fwrd

The Fitness, Wellness, and Recreation Department (FWRD) is dedicated to making a difference to the health and well-being of our community of learners. A myriad of health-oriented programs and amenities are available in the Dolores Doré Eccles Health, Wellness, and Athletic Center. The center is equipped with a four-lane lap pool, comprehensive weight room, cardio equipment, group exercise studio, a 46-foot climbing wall, multipurpose gymnasium, court, and locker rooms. The FWRD offers over 25 group exercise fitness classes from yoga and Pilates to indoor cycling and Zumba. There are monthly wellness seminars on topics such as nutrition, meditation, and acupuncture. Over 10 different intramural sports are offered during the year. For those needing help to achieve their fitness and wellness goals, personal training is also available for a reasonable fee. There are also a number of Community Education classes offered including tap, belly dance, SCUBA, and golf among others.

The Outdoor Recreation, Education, and Leadership Program exemplifies Westminster’s unique environment for learning. We’re minutes from world-class skiing, mountain biking, rock climbing, fly fishing, hiking, and more in the local Wasatch Mountains. Beyond the Wasatch lies Utah’s red rock deserts, wild rivers, and vast wilderness areas—all of which become both our classroom and our playground for canyoneering, packrafting, backpacking, and kayaking, to name a few.
Through academic classes and the outdoor education and leadership major, we blend classroom learning with meaningful outdoor experiences to develop leadership, technical skills, character, and stewardship. Student leadership is a priority for the program and many of our outdoor trips are student-led. Graduates who were a part of the Outdoor Program often leave Westminster having weeks of valuable field experience, advanced certifications, and an understanding of how lessons learned in the outdoors can apply to other areas of college, career, and everyday life.

Westminster students, faculty, staff, alumni, and their guests are welcome to participate in Outdoor trips and events with priority given to current students. We encourage people of all skill levels to get involved. Visit westminstercollege.edu/outdoors to see what events, trips, certifications, and courses we offer.

INTERCOLLEGIATE ATHLETICS
Shay Wyatt, Athletic Director
801.832.2344; westminstergriffins.com

The Westminster College Intercollegiate Athletics program is an integral part of campus life serving more than 300 student-athletes annually. The athletic program has experienced both regional and national success over the years, with national championships, national tournament appearances, conference titles, All-Conference and All-American academic and athletic honors. The athletic program has a rich tradition, storied history, and many athletic alumni dating back to 1928.

Westminster College is a member of NCAA II and the Rocky Mountain Athletic Conference (RMAC). The Rocky Mountain Athletic Conference is a premier NCAA Division II conference located in the states of Colorado, Nebraska, New Mexico, South Dakota, and Utah. The RMAC competes in 22 NCAA Division II sports and has earned 52 NCAA Division II national championships and 44 national runner-ups since 1992. Founded in 1909, the RMAC is the most historic athletic conference headquartered in the western United States and also in Division II. The RMAC serves as the primary athletic conference for the following men's and women's sports: basketball, cross country, golf, lacrosse, soccer, track, and volleyball. Men's and women's skiing compete as members of the Rocky Mountain Intercollegiate Ski Association (RMISA). We also offer cheer & dance, cycling, men's soccer and snowboard as non-NCAA sports. Westminster students receive FREE admission to all home athletic events with their WC Student ID Card—Go Griffins!

OFFICE OF GLOBAL PEACE AND SPIRITUALITY
Jan Saeed, Director
801.832.2232; westminstercollege.edu/student_life

Spiritual Life creates opportunities for students to explore and grow in their spiritual understanding of the world. Students are assisted in connecting to their own faith community in Salt Lake City and in joining or creating faith-based clubs on campus. The Better Together Campaign is overseen by the office to help students voice their own values, engage with others, and act together to better serve the world in order to become successful members of a multi-cultural, multi-faith global society. To increase understanding and awareness of this diversity, visits to churches, temples, synagogues, and holy
sites are scheduled throughout the year. A faith fair in the fall as well as interfaith dialogues and study groups, spiritual retreats, social awareness service projects (both local and international), wilderness adventures, concerts, and interfaith religious celebrations are some of the year-long activities sponsored by the office and made available to students. Spiritual Life promotes dialogue and understanding among students with diverse beliefs, nurtures spiritual and moral development, celebrates spiritual diversity and individuality, helps students integrate their faith into action, encourages self-expression, and affirms all persons regardless of religion, race, color, gender, sexual orientation, age, and ability.

**STUDENT INVOLVEMENT AND LEADERSHIP**

westminstercollege.edu/student_life

Student Involvement, Leadership, and Orientation oversees student leadership, activities, clubs, organizations, and ASW (student government). More than 70 active clubs and organizations are introduced to students through the Clubs & Organization Fair each September. Popular student activities include dances, free movie nights at the Sugar House Cinemark theater, comedians, and International Fest. The annual Social Change Summit (Day of Leadership) in early fall brings in a national speaker and offers a full day of workshops and presentations on leadership skills by Westminster faculty and staff. For students who want a specific, personalized leadership-development experience, we offer GriffinQuest (GQ) a four-year leadership program that incoming first-year students can apply to join. GQ focuses on the concepts of leadership, social justice, and service as they provide peer mentorship through various roles on campus.

**STUDY ABROAD**

Alison Vasquez, Director of International Student Services and Study Abroad
801.832.2825; westminstercollege.edu/global

In an increasingly global society, international experiences have become an essential part of a college experience. Westminster College encourages all students to explore and engage in the world through meaningful international experiences. Students can choose from short-term learning abroad programs led by Westminster faculty during May and Summer Term, or they can choose a semester or academic year study abroad experience through one of our recognized program providers. Students interested in study abroad should discuss their plans with the faculty advisor for their academic discipline as well as the study abroad advising staff located in the Office of Global Engagement.

**CAMPUS SAFETY AND EMERGENCY PLANNING**

**CAMPUS PATROL**

Tony Russell, Director of Campus Security
801.832.2312

Westminster Campus Patrol provides active patrol for the residence halls, parking lots, classrooms, facilities, and other buildings. Campus Patrol is available 24 hours a day, seven days a week. Campus Patrol will escort anyone walking on campus anytime if requested. To request a Campus Patrol escort, call the campus patrol number (801.832.2525) and someone will meet you at your
location. The college is mindful of safety, so it maintains well-lit walkways and emergency phones, which ring directly to the campus patrol's cellular phone. Emergency phones are denoted by a large, standing blue light, and are located at the south end of the campus on the south side of the Black Bridge, behind the Shaw Center on the southwest corner, and on each level of the parking structures.

For campus residents, three resident advisors are on duty each night, 5:00 p.m.–8:00 a.m. on weekdays, and all day on Saturday and Sunday. In addition, there are hall monitors posted at the locked entrance of several residence halls every evening until midnight. Resident advisors are trained in CPR and by the Safety Department to know what to do in emergencies. Residential life professional staff live on campus and are on call in case of emergencies. Student residential buildings are protected by a radio key system. Each residential student has access only to their hall.

**EMERGENCY RESPONSE**
*Bri Buckley, The Office of Environmental Health and Safety*
*801.832.2529; westminstercollege.edu/ehs*

Westminster College is committed to providing a safe educational and work environment. The Office of Environmental Health and Safety coordinates information and works to clearly communicate procedures with regard to safety, emergency management, fire protection, loss control activities, and consultation with administration.

The college has several methods of communication with the campus community and general public in the event of an emergency, including but not limited to an emergency notification system, email, voicemail, portable public address equipment, the website, etc. Westminster College's Emergency Notification System (ENS) transmits brief urgent messages to a large segment of the institution’s population as quickly as possible through email, voicemail, and text. With this system, students have the option to include several people to receive notification in the event of an emergency. Additional emergency notification tools on campus include a campus loudspeaker system or "giant voice" system that can broadcast emergency messages to the entire campus at large, as well as some areas in the Sugar House community.

For further safety protection, emergency phones are located beneath blue lights in parking and walking areas on campus. Campus surveillance cameras are strategically placed both indoors and outdoors to help keep students, staff, and visitors safe. Visible cameras can help deter crime, and if crime does occur, the presence of surveillance cameras can help identify criminals quickly.

The college also has a comprehensive safety plan that covers everything from procedures for natural disasters to chemical leaks. Each campus building has posted signs of what to do and who to contact in an emergency. Safety training is conducted every fall and spring in the residence halls by resident advisors (RAs) and/ or the Safety Department. The Safety Department and RAs can assist Campus Patrol in emergency response and communications. In the event of an emergency, Campus Patrol is responsible for evacuations and coordination with responding emergency services, namely the Salt Lake City Police and Fire Departments.
IF YOU NEED TO REACH A STUDENT WHILE THEY ARE AT SCHOOL:

Dean of Students Office  801.832.2230
Campus Patrol  801.832.2525

If an emergency arises, and you need to get in touch with your student when they are on campus, you may call the Dean of Students Office. Staff in that office can check a student’s class schedule and deliver a message to his or her current or next class. If your student lives on campus, and you cannot reach him or her in the residence hall, you can also contact the dean of students. After offices are closed, you can contact Campus Patrol. They do not have access to student schedules, but in case of an emergency, they can try to reach students if you know where they might be located on campus.

MOTOR VEHICLES

All motor vehicles parking in Westminster Campus core parking lots must display a parking permit as outlined below:

- Weekdays 8:00 a.m.–4:30 p.m. must display a current parking permit.
- Vehicles parked overnight from midnight to 6:00 a.m. must display an overnight parking permit, which is also valid for day use.
- Visitors may park in any parking lot without a permit from 4:30 p.m. to midnight and from 6–8:00 a.m.
- During weekdays, 8:00 a.m.–4:30 p.m., visitors can park in the Foster lot at one of the free 20-minute parking meters.
- Visitors needing to park on campus for more than 20 minutes may contact the department they are visiting or Campus Patrol at 801.832.2525 for a temporary parking permit.

PARKING FEES

All faculty, staff, students, and other organizations conducting business on campus will be required to purchase a parking permit. Permits are valid from September 1 to August 31 each year. The fees are outlined below:

- Day time parking permits cost $150 per year.
- Overnight parking permits cost $200 per year.
- Spring Semester parking permits cost $110 and will expire August 31.
- Spring overnight parking permits cost $150 and will expire August 31.

There are 80 parking spaces reserved in the parking structure attached to Westminster on the Draw. They are available on a first-come-first-serve basis. You must register your vehicle when you purchase the permit. The cost for parking at Westminster on the Draw is as follows:

- Fall Semester (mid-August–December 31): $180
- Spring Semester (January 1–May 31): $180
- Summer Term (June 1–August 15): $120
TRANSPORTATION
Westminster College provides free transit (local bus, TRAX light rail, and commuter rail) passes to all students. Around peak holiday travel times (typically November, December, and January), the Office of Student Life coordinates a free shuttle service to the Salt Lake International Airport. Students receive information about this service in their email, and the dates/times are dependent upon availability and interest. There is also a ride-share board located in the Shaw Center for commuting students, as well as those traveling home for breaks.

GET TO THE MOUNTAINS
While there is not direct transportation to the local ski resorts, many of our students who are skiers or snowboarders can usually find rides from campus to the ski resorts. Another option to access the mountains is to use local bus routes that connect to two local canyon bases where separate ski buses run up to the ski resorts. The Westminster transit passes do not cover fares on ski buses; however, fares may be covered by annual resort passes.

RESOURCES FOR PARENTS

PARENT PROGRAMS
801.832.2757
westminstercollege.edu/parents

We believe that a strong partnership with Westminster families is an effective way to support the intellectual, social, and personal growth of Westminster students. Westminster is committed to keeping you in touch with college news and providing you with programs, resources, and opportunities to connect you with the campus and your student throughout the year.

Sign up online with the Parent Communication Survey to ensure we have your contact information to send the e-newsletter for parents and messages from Westminster College.

Go online to westminstercollege.edu/parents for Westminster College resources, FAQs for parents, academic deadlines, local information, and what’s happening on campus. Plan now to come for our signature Westminster Winter Weekend for parents and families in late February. And don’t forget that Westminster parents give back and support the college’s top priority—our students—through the Parent Fund.
Please contact the Dean of Students Office at 801.832.2230 for any questions about Westminster College and life in Salt Lake City that you may have.