Services for Students

Millersville University offers a number of programs and services designed to identify students' academic and personal needs, to develop their skills and abilities to meet their needs, and to support their academic efforts.

Department of Academic Advisement and Student Development

Millersville University considers academic advisement to be an integral part of the undergraduate experience, from orientation to graduation. The advisement process is devoted to helping students achieve their academic goals, to ensure timely progression through the University curriculum, to review graduation requirements and to clarify student career interests. This process involves the total campus community, especially individual faculty, as well as offices and departments across campus that support personal, academic and professional growth.

Every student has an assigned faculty advisor. In a declared major have a faculty member from their major department. Students in the Exploratory/Undeclared Program have faculty advisors, who are specially trained to support students as they explore the University’s major and minor offerings.

Advisors at Millersville are knowledgeable about University policies and procedures, helping students to understand and complete the general education and major requirements, being accessible to their advisees via office hours, referring students to appropriate resources on campus, and helping students who need assistance to improve their academic standing. Students share responsibility with their advisor for completing degree requirements, meeting with their advisor on a regular basis to discuss their academic progress and career plans, and sharing any obstacles or pitfalls that may occur along the way.

The Department of Academic Advisement and Student Development is located on the 5th floor of McNaile Library and acts as a resource that provides support and direction for advisement-related and student-development needs. The department additionally hosts multiple Student Advisement and Success Centers, strategically located near each College office. In addition, the department has a comprehensive website at www.millersville.edu/advisement (http://www.millersville.edu/advisement/). The Exploratory Program also has a website that includes relevant information for the exploratory/undeclared student at www.millersville.edu/explore (http://www.millersville.edu/explore/). Students with general advisement questions can email the office at advisor@millersville.edu.

Career Services

Experiential Learning and Career Management, located in Bedford House, offers career programs and services to help students/alumni clarify and attain educational and career goals. Choice of academic major, exploration and selection of an appropriate occupation, awareness of employment trends, and skill development for finding and landing prime jobs need to be an integral part of a college education. The staff assists students/alumni with these important activities. Career counseling, computer-assisted career guidance and current information on hundreds of occupations are available to students.

Interactive programs help students:

• Identify their interests, values and personality traits as they relate to careers.
• Analyze employment trends and their influence on career choice.
• Learn how to research and evaluate career information.
• Discover how to make a realistic and satisfying choice of major.

All students who are not certain about their present major or have not selected a major are encouraged to participate in these programs. Instructional resources online and individual counseling appointments are available for resume writing, interviewing and job-search strategies. Also available online are job vacancies, resume referrals, links to job fairs and electronic resources to research potential employers.

Millersville University hosts a job and internship fair each semester, as well as participates in regional job/intern fairs. A graduate school fair is also held each fall.

During fall and spring semesters, the office hours are 8 a.m.-4:30 p.m., Monday through Friday. A counselor is available to answer general questions and critique resumes in Bedford House during established walk-in hours, which are posted on the web. For more information, go to www.millersville.edu/elcm/careerservices (http://www.millersville.edu/elcm/careerservices/).

Center for Counseling and Human Development

The Center for Counseling and Human Development is located on the third floor of Lyle Hall. The center offers students the opportunity to discuss any matter freely and in a confidential, professional setting. There is no cost to students for this service. Licensed psychologists help students reach greater self-understanding and enhance their abilities to manage immediate and future concerns. Individual counseling, crisis intervention, workshops, group experiences and consultations are available to counseling center clients. Alcohol counseling and other drug counseling are available, which is provided by a Certified Advanced Alcohol and Drug Counselor. Counseling services are strictly confidential.

English Language Institute

The English Language Institute (ELI) provides six levels of intensive English instruction designed to meet the academic needs of international students attending Millersville University. Full-time ELI students receive a minimum of 18 hours of English instruction and four hours of supervised language lab work per week. Classes are taught by dedicated, experienced instructors trained in English as a Second Language instruction and holding a master's degree or higher.

While attending the ELI, students may earn up to 15 credits toward their academic major through concurrent enrollment during levels 4, 5 and 6. Successful completion of ELI level 5 will allow students to step into their academic major full-time and equip them to be successful throughout their academic career at Millersville University and beyond.

For more information about the English Language Institute, contact the Office of International Programs and Services, (717) 871-7506, or email international@millersville.edu.

Millersville University Health Services

Millersville University Health Services, located in the Witmer building, is staffed with licensed medical professionals. Our staff provides medical services necessary for maintaining the health and well-being of all registered students. There is no charge for a visit to Health Services and only minimal charges for some medications, testing and orthopedic supplies. Services include but are not limited to treatment for minor
illnesses and injuries; preventive, athletic and sexual-health exams; vaccinations (including free flu vaccines); TB testing; in-house lab testing; and other medical procedures such as EKGs, wound care and laceration repair. Our practitioners provide education and advice for health concerns and work closely with students’ PCPs to monitor and manage some chronic health conditions. Students can obtain free over-the-counter medications and supplies for minor illnesses and injuries from the Self-Care Cart, located in the reception area.

To best serve Millersville University students, Health Services requires that all students submit a physical exam with past medical history, immunization record and TB screening questionnaire. Our Health Evaluation Form can be accessed on our website at www.millersville.edu/healthservices. The deadline for submitting this information to Health Services is August 1 for fall matriculation and January 1 for spring matriculation. For more information or to answer your questions, please call 717-871-5250, visit our website or e-mail hservices@millersville.edu.

International Student and Scholar Services
The Office of International Programs and Services (IPS) offers a variety of services and programs for international students and scholars at Millersville University. The dedicated staff provides information, programs, and immigration and cultural advising. Any international student or scholar with questions regarding his or her visa status should contact IPS as it relates to employment, obtaining a Pennsylvania driver’s license, maintaining their immigration status or any other related topics.

IPS serves as a liaison with foreign consulates and embassies, as well as several U.S. federal agencies, concerning international students and scholars at Millersville University.

For more information about international student services, contact the Office of International Programs and Services, (717) 871-7506, or email international@millersville.edu.

Mentorship
Mentoring is a goal-oriented partnership built on trust and mutual respect. Mentoring can be formally defined as a structured and sustained relationship in which experienced persons provide guidance and feedback to less-experienced persons for the purpose of facilitating skill development or enhancing academic, professional or personal growth.

The Mentorship Office, located in Bedford House, is a centralized resource center for the Millersville University community, providing mentoring opportunities, guidance, support and recognition for Millersville mentoring relationships and programs.

The mission of the Mentorship Office is to support current mentoring programs on campus by building their capacity to provide targeted and high-impact mentorship for students and to develop new opportunities for students not currently served by ongoing mentoring programs.

Students seeking opportunities to serve as a mentor or to be mentored can connect with the Mentorship Office in order to learn more about the formal mentoring programs currently available on campus, as well as opportunities to participate in online mentoring programs.

For more information, visit the Mentorship Office website at www.millersville.edu/mentorship.

Pre-Professional Advisement
Pre-professional advisement is available to students contemplating professional post-baccalaureate programs such as law or medicine. It is a secondary system that helps students prepare for admission to—and success in—these programs.

Health Professions Advisory Committee (HPAC). This multidisciplinary faculty panel advises students interested in attending schools of allopathic medicine (M.D.), osteopathic medicine (D.O.), podiatry, optometry, dentistry or veterinary medicine. Students in any major may meet with, seek advice from and be interviewed by this committee. Contact the Department of Biology, Caputo Hall, for details.

Pre-Law Advisement. Students interested in preparing for law school are assigned a special pre-law advisor in the department of their major, if possible. These advisors help students identify areas of study that law school admissions offices consider important. They also help students prepare for the law school admissions test (LSAT), identify appropriate law schools and complete the application process. Contact the Department of Government & Political Affairs for more information.

Services for Commuters
Commuting students are an integral part of the University community and are encouraged to take advantage of the many opportunities to get involved on campus. Commuter student support provided by the Department of Campus Life, engages commuter students throughout the academic year through various programs and events. Millersville has over 170 student organizations that meet throughout weekdays and on weekends, which makes it easy for commuters to become engaged during a time that works best for them. A complete listing of student organizations can be found at getinvolved.millersville.edu. The Club De’Ville, located on the lower level of the Student Memorial Center, is a space designed for students to relax. The lounge area is equipped with comfortable seating, a video gaming area, arcade games and grab-and-go food.

Services for Nontraditional and Adult Students
While the majority of Millersville undergraduates are full-time residential students of traditional college age, an increasing number of students are working professionals, commuters, age 23 or older, attending part-time and/or parents of young children. Millersville is working to meet the needs of these students through a variety of services.

For information on admission to Millersville as a nontraditional or adult student, see the section on Admission to Millersville University. For more information on services for adult students, contact graduate.admissions@millersville.edu, or call (717) 871-4723.

Policy on Auxiliary Aids
Millersville University does not discriminate on the basis of disability status in admission or access to its programs and activities. Individuals are encouraged to make the University aware of any permanent or temporary disability. Arrangements will be made to secure auxiliary aids and services, when necessary, to ensure that such students are not denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under programs and/or activities at Millersville University. This policy extends to full-time, part-time and non-degree students, and students enrolled in both credit and noncredit courses.

A member of Pennsylvania’s State System of Higher Education.
Services for Students with Disabilities
The Office of Learning Services provides academic and housing accommodations as well as auxiliary aids to students with disabilities. Services are provided at no cost to the student. Students with disabilities are encouraged to submit eligibility documentation as soon as they receive admission to the University to allow time to arrange services. For more information on services for students, call 717-871-5554.

Bus Service
Millersville University coordinates bus service for students, faculty and staff for traveling throughout the campus and surrounding apartment complexes, the Park City Mall and a bus route to downtown Lancaster. Schedules are available in the Student Memorial Center, at the Student Information Desk, located just inside the main entrance. The schedule plus additional information can be found at www.millersville.edu/shuttlebus/.

Title IX Coordination
The Title IX Coordinator is responsible for the development, implementation and monitoring of appropriate policies, procedures and practices designed to comply with federal and state legislations, regulation and case law requiring the prompt and equitable resolution of all complaints pursuant to Title IX.

Equal Employment Opportunity, Affirmative Action, and Titles VI, VII, VIII and IX (handling discrimination and sexual misconduct complaints, including intake, investigations, tracking and resolution) are managed through a collaborative process between the Office of Human Resources and the Title IX Coordinator and a team of deputy Title IX coordinators. The University’s Title IX Coordinator is Elizabeth Swantek, 717-871-4100, Elizabeth.Swantek@millersville.edu.

Tutorial Services
Tutoring is available through the Millersville University Tutoring Center, a division of the Office of Learning Services, 717-871-7222, in the following areas: select departments in the CEHS, departments in the CAHSS and departments in the CST (math tutoring available only for students with disabilities; all other students should seek math tutoring directly through the Math Assistance Center).

University Dining Services
Millersville operates a comprehensive dining service program for students, faculty, staff, and guests of the University. All students are eligible to participate in the dining program. Students who reside in the University resident halls, including Shenks Hall, and Reighard Halls, are required to purchase a Traditional or Block Meal Plan. (See Meal Plan – Description and Rates, under Expenses and Financial Aid). Off-campus students, including those living in Student Lodging, Millersville, and all commuters may participate in any of our Traditional and Block Meal Plans, which offer exceptional flexibility at various locations throughout the campus. All Dining locations are open to our students and campus community with or without a Meal Plan. University residents and community may dine at the Upper Deck, our “all-you-care-to-eat” dining hall, located in Gordinier Hall. Our retail dining locations are in Gordinier Hall – The Anchor, Student Memorial Center – Galley & All – Aboard – Get Food App Pickup and Starbucks at the Francis G. McNairy Learning Forum and Library. The Anchor on the first floor of Gordinier Hall feature sustainable free-trade coffee, a bakery showcasing items from our own bake shop, grab ’n go and made-to-order selections, a convenience store, a creamery, and full range of beverages. Looking for a pre-work or post workout smoothie or protein shake, stop by the Anchor. Our newest dining opportunity is the popular “Get-Food” app, with pickup available at the Student Memorial Center at the All-Aboard counter, adjacent at PSECU, The Anchor and Starbucks. Descriptions of meal plans and dining hours are available at www.millersville.edu/dining (http://www.millersville.edu/dining/). For more information, see the section under Expenses and Financial Aid.

For more information, see the section on Expenses.

Veterans Resource Center
Designated a Military Friendly® Bronze Designation campus, Millersville University proudly serves and supports our student veterans and their dependents. The Veterans Resource Center (VRC), located on the north side of campus in the Mercer House, strives to provide the support and assistance necessary for students to achieve academic success while fostering camaraderie and engagement. The VRC is staffed by student veterans who through their shared experiences endeavor to maintain a dynamic, effective welcoming center that is responsive to the needs of our student veteran community.

Writing Center
The Writing Center at Millersville University helps students with all aspects of their writing, from idea development and organization to proofreading strategies. Students who want to improve their writing skills, techniques and styles can make appointments to consult on an assignment or to discuss general concerns. All levels of writing help are available, and students from all disciplines and classes are welcome.

The Writing Center is located on the first floor, Room 106, McNairy Library. For more information and hours, see www.millersville.edu/english/writingcenter (http://www.millersville.edu/english/writingcenter/).

Center for Health Education and Promotion
The Elsie S. Shenk Center for Health Education and Promotion, located in the Cumberland House, contributes to fulfilling the educational mission of Millersville University through empowering students to make informed decisions and develop lifelong skills that enhance their personal well-being. The Center contributes to increasing the academic success, productivity and retention of students by providing current and relevant information about high-risk behaviors; raising awareness about personal decision making and the impact decisions have on an individual and their community; and engaging students in meaningful opportunities to create a healthy community in which all students can achieve their personal and academic goals.

The Center for Health Education and Promotion features trained peer educators who provide lifestyle education programs, awareness events and outreach on topics including alcohol and other drugs, mental health, sexual responsibility/healthy relationships and sexual violence. In addition to peer educational programs, the Center offers education programs and campaigns to promote the healthy decisions made by Millersville students, and various publications, including “Stall Talk”—the campus restroom newsletter!

A graduate-level Student Wellness Advocate is available throughout the week to provide guidance and refer students to necessary resources.

Sexual assault advocacy services are provided by the YWCA Lancaster in the Cumberland House on Mondays from 10 a.m. to 5 p.m., and relationship violence advocacy services are provided by Domestic Violence Services of Lancaster on Tuesdays from 1-4 p.m.
Dr. Rita Smith Wade-El Intercultural Center

The Dr. Rita Smith Wade-El Intercultural Center, also known as Intercultural Center or ICSE, is a student-centered resource that is dedicated to creating and sustaining a campus culture that aligns with the University’s commitment to diversity, equity and inclusion, and its EPPIIC Values. The Intercultural Center aims to provide students with opportunities to explore their multiple identities and learn about the background and experiences of others. Together, the hope is to create a culture of inclusion, equity and a sense of belonging here on campus and beyond.

The Intercultural Center promotes the importance of a sense of belonging and centers marginalized populations/identities in its programming efforts. ICSE engages students in the development of knowledge, awareness and skills around cultural competence, social justice and advocacy for marginalized populations to live and thrive in a diverse and global world.

ICSE also works to support identity-based/multicultural student organizations such as the African and Caribbean Student Association (ACSA), the Asian Student Inclusivity Association (ASIA), the Black Student Union (BSU), Friends of Advocates for Native Nations (FANN), Gender and Sexuality Alliance (GSA), Hillel-Jewish Students Fellowship, National Association for the Advancement of Colored People (NAACP), National Minority Teachers Association (NMTA), National Society for Black Engineers (NSBE) and Society on Latino Affairs (SOLA). For more information about these organizations and how to get involved, visit getinvolved.millersville.edu (http://getinvolved.millersville.edu).

The Intercultural Center is located in the Student Memorial Center (SMC), Room 110/111. The center is open Monday-Thursday, 10 a.m.-7 p.m., and Friday 10 a.m.-5 p.m. A resource room with a robust library and free printing is available while open. For more information about programs and services provided by the Intercultural Center, visit www.millersville.edu/icse (http://www.millersville.edu/icse/) and follow @mu_interculturalcenter on Instagram.

Community Service

Volunteer Central, an Experiential Learning and Career Management program located in Bedford House, engages students in worthwhile service activities both on and off campus.

Volunteer Central works with many nonprofit organizations in Lancaster and York counties to offer rewarding and challenging service experiences. Students may volunteer with a transitional living center, health clinic, animal shelter, daycare center, museum, library or other organizations to explore career options, gain work experience and serve the community.

Volunteer Central works closely with the Office of Financial Aid to coordinate federal work-study placements. Eligible students may choose to work at a nonprofit organization, serving the community while earning their federal award. Popular federal work-study placements include tutoring in city schools and after-school programs, food banks and senior centers. Many organizations are located on public bus routes.

For more information, go to www.millersville.edu/elcm (http://www.millersville.edu/elcm/).

Student Conduct and Community Standards

The Office of Student Conduct and Community Standards (SCCS) fosters student learning and success by balancing individual and community rights, while promoting a safe, student-centered and inclusive community. The SCCS administers and provides education on the Student Conduct & Community Standards Handbook, advocates for students’ rights, and upholds the community standards and values of Millersville University. The SCCS office educates students about the expectations of the Millersville University community and assists them in their development. Through the discipline process, the SCCS challenges students to think ethically and critically about their decision making and their role within the campus community. The SCCS teaches accountability and responsible citizenship so every student will thrive within Millersville University’s diverse and dynamic academic community. SCCS works to ensure all Millersville University students have an exceptional, productive and challenging educational experience in a safe and civil environment.

Student Housing

Millersville University Residency Requirement

The Housing and Residential Programs (HARP) staff is dedicated to providing a safe and engaging living-learning environment in the residence halls. There are many housing options for you to choose from at the "Ville. Approximately 2,100 students live in the three residential "villages" on campus. Rooms are designed “suite style” and include top-rated amenities and safety features. Each environment is characterized by living-learning communities and outstanding academic and social programming to support you in the key areas of academic performance, self-understanding and community connections.

The Housing Residency Requirement was instituted for the benefit of students. Students who live on campus benefit from the facilities and resources that support student success. Additionally, research and experience demonstrate that students who live on campus:

- develop a greater sense of belonging;
- find it easier to form friendships;
- participate more in student organizations;
- develop stronger connections to faculty;
- increase their awareness of diversity; and,
- are more likely to complete a degree within four years.

You’ll meet and create relationships with many faculty, staff and students from different backgrounds and cultures, and have the opportunity to learn from them. We attempt to create an environment that is inclusive for all our students on campus. Millersville University believes that an inclusive community is a core value, an essential part of the foundation for the community. Gender-inclusive housing furthers the University’s nondiscrimination policy and provides a housing option that may appeal to students who identify as transgender, may be more comfortable living with another sex or gender, or do not wish to prescribe to gender classifications.

Students who have not earned 60 credit hours are required to live on campus. On-campus housing is defined as residing in one of the following residence halls: East Village, Reighard Hall, Shanks Hall, South Village or West Village. Students entered into a housing contract are obligated to the full term of their housing agreement regardless of their credit hours completed and/or class standing, including graduate student status. Students are obligated to the full term of their housing agreement regardless of credit hours completed. There are additional terms and conditions which affect this policy.

Student Involvement

Millersville University believes that the lifelong benefits of a college education are not derived solely from the classroom. Therefore, one of the University’s priorities is to develop the full potential of its students
and in doing so enhance the quality of their lives. To achieve this goal, Millersville University offers a wide variety of co-curricular activities, as being involved and engaged in campus life provides students the opportunity to build connections with fellow students, faculty, staff and administrators, and plays a critical role in one’s own personal and professional development. The Department of Campus Life champions an inclusive and engaging community on campus through programs and activities that foster social belonging, personal leadership development, and campus pride. Students can find ways to get involved in areas such as: Campus Activities, Fraternity and Sorority Life, Leadership Programs, Mascot Team and Student Organizations.

With more than 170 student organizations, students at Millersville University can find many opportunities that align with their personal and professional interests. If a student's interests are not represented in an existing organization, a new club may be established by following the procedures set forth by the Student Government Association.

Student organizations are open to all enrolled Millersville University students and divided into several general-interest categories: academic, arts and culture, fraternity and sorority life, identity-based, service and civic engagement, sports and leisure, and spirituality.

The first step to getting involved on campus is to activate your Get Involved account by logging into getinvolved.millersville.edu (http://getinvolved.millersville.edu) using your Millersville username and password. Once activated, you can browse the listing of student organizations, see current events and programs happening on campus, and stay connected to the campus you now call home.

For questions about getting involved on campus, visit the Department of Campus Life, located in the Student Memorial Center, suite 118, or visit www.millersville.edu/campuslife/ (http://www.millersville.edu/campuslife/).

**Athletics and Recreation**

**Intercollegiate Athletics**

Intercollegiate athletics have a long and proud tradition at Millersville University. They are designed to meet the needs of both participants and spectators. All intercollegiate teams compete at the Division II level and are members of the Pennsylvania State Athletic Conference (PSAC). Four full-time certified athletic trainers and student trainers serve all intercollegiate teams.

Men’s programs are available in baseball, basketball, football, golf, soccer, tennis and wrestling. Women’s programs are available in basketball, cross country, field hockey, lacrosse, soccer, softball, swimming, tennis, track and field, golf and volleyball.

**Campus Recreation**

All students are encouraged to participate in Intramural Sports, which are planned and administered with considerable student input. Activities include basketball, flag football, indoor and outdoor soccer, softball, ultimate, volleyball, floor hockey, dodgeball, badminton, tennis, table tennis, field hockey and eSports. The Campus Recreation Department also offers special event programs like Iron Chef and NFL and NCAA watch parties. The Intramural Department has a number of student employment options available. Go to IMLeagues.com (http://IMLeagues.com) for more information.

**Club Sports**

Club sports are student organizations that offer organized, non-varsity competition and recreational activities. Club sports currently active on campus include baseball, bowling, equestrian, fencing, ice hockey, martial arts, men’s lacrosse, men’s and women’s rugby, men’s volleyball, MU Dance, running, ultimate and women’s soccer.

**Ropes Course**

Millersville University offers an outdoor ropes course experience with over 30 different elements. Activities are designed for team building or adventure-based activities.

**Athletic and Recreational Facilities**

Millersville’s facilities include two gymnasiums; one swimming pool; one raquetball court; several weight-training facilities; outdoor tennis and basketball courts; lighted, multipurpose synthetic-turf stadium and practice field; fields for field hockey, baseball, soccer and softball; and a low and high ropes course.

**Student Memorial Center**

Much of the social life on campus centers within the Student Memorial Center (SMC). The building’s facilities offer many opportunities for recreation and socializing.

The SMC has six furnished conference rooms and a multipurpose room that can handle various setups/weekly meetings, guest speakers and special events. Reservations for conference rooms and the multipurpose room can be made online via ASTRA scheduling. This is required for registered student organizations, or at the Information Desk for faculty and staff.

The Business Office is located on the main level of the SMC. This area houses the banking services for registered student organizations. Personal checks up to $50 may be cashed with a valid Millersville University ID Card. This office also exchanges cash for change needed for laundry machines. The Ticket Sales office is located near the Business Office. Tickets for campus events can be purchased here. In addition to these services, the Pennsylvania State Employees Credit Union has an office in the SMC.

The Galley, a spacious dining area, is located in the SMC and provides students, faculty, staff and visitors with an extensive menu. A juice bar is also located on the main floor near the Reighard Multipurpose Room.

The University Store is located in the northern end of the SMC. A large selection of imprinted campus apparel, art supplies and materials required for class are located on the upper level. The store also offers store gift cards, postage stamps, computer accessories, a variety of greeting cards and a wide selection of gift items. The lower level features the Textbook Department, which provides books and other materials required for class and a full-service Copy Shop, which includes copies, fax services, lamination, binding and poster printing.

The Recreation Center offers a top-of-the-line facility designed to meet the fitness needs of students, faculty, staff and alumni. This facility also provides a diverse selection of workout equipment, which includes cardiovascular machines, weight-training machines and free weights along with an indoor track, three basketball courts, a multi-use court and two racquetball courts.

The Technical Operations Department specializes in audio, video, lighting and other electronic support for campus functions. Meetings, conferences, lectures, cultural affairs and concerts are just a few of the events serviced by Technical Operations. University organizations can also rent portable audio/video equipment for dances, movies and other social events.
The Computer Lab is adjacent to the Business Office and is open 24 hours/seven days a week.

**Educational and Popular Programming**

A wide range of programming is provided for students by the University Activities Board (UAB). Allocated by the Student Government Association, UAB is a student-run organization divided into committees, with each committee responsible for programming in their specific area (traditions, entertainment, recreation and leisure, late night and travel).

**Student Government Association**

To foster an atmosphere of open communication within the University, Millersville offers a number of avenues for student participation in University governance. Consultation with students is an integral step in any major decision. The aim of the Student Government Association is to encourage students to participate in sound governmental procedures and develop innovative and creative University programs.

Students participate in University governance through the Student Government Association and Faculty Senate committees such as the Undergraduate Course and Program Review Committee, and the Academic Policies Committee. As the governmental body of the students, the Student Government Association is an integral component in the governance of the University and works with the faculty and administration on major University policies. The Student Government Association approves the constitution of every campus organization, delegates responsibility to its constituent groups, recommends the allocation of activity fee funds and makes emergency allocations to recognized University organizations when necessary. These decisions are subject to approval by the University president.

**Student Communications Media**

The Snapper, MUTV 99 and WIXQ-FM are the official student communications media of Millersville University.

The Snapper is the University’s student-run newspaper, published weekly during the academic year. For many years the paper has won the highest awards given by major press associations.

MUTV 99, the student-operated campus cable TV station, provides the University with 24/7 programming throughout the school year.

WIXQ-FM, the campus radio station, provides the University and local community with educational programming, news, sports, talk shows and music. The station adheres to all Federal Communications Commission regulations and is student operated.

**Faith and Spirituality**

Millersville University has students from many different backgrounds and faith traditions. We offer a welcoming environment for students to practice or explore these faiths in an open-minded setting while promoting appreciation and respect for religious and spiritual diversity.

Student Organizations offer faith and spirituality programs and services, including Athletes Bible Fellowship, Bible Campus Ministries, College Bible Fellowship, Fellowship of Christian Athletes, Hillel, John Newman Association (Roman Catholic),Navigators, Orthodox Christian Fellowship, Reformed University Fellowship, United Campus Ministry, University Christian Fellowship, and Young Life.

The Inter-Faith Council of Ministers is made up of campus ministers who serve the University community by providing faith-based counsel, assisting during times of crisis, and participating in faith and spirituality events throughout campus.

Millersville-area churches welcome students to their services and often sponsor programming specifically for students. Students who do not find a place of worship in Millersville will find many options available in the nearby city of Lancaster. Three synagogues in Lancaster represent the Reform, Conservative and Orthodox branches of Judaism. Seven Muslim mosques are located in the Harrisburg area; a Buddhist association is in Columbia; and a Hindu temple is in New Cumberland. For more information, please visit the Faith and Spirituality link on the Student Affairs and Enrollment Management page at www.millersville.edu/studentaffairs/.

**Special Educational Facilities**

**Language and Culture Studies Media Center**

The Language and Culture Studies media center in McComsey Hall includes the instructional digital language lab with 30 student stations. The department also has a collection of visual, audio, games and print materials for the study and teaching of French, German and Spanish.

**Francine G. McNairy Library and Learning Forum**

The Francine G. McNairy Library and Learning Forum is a learner-centered hub for the University community, dedicated to educating, inspiring and connecting people with ideas, information and each other. Librarians and information professionals are available to assist students with online and in-person research, information literacy and accessing information resources appropriate for their studies.

Students and members of the University community can access library resources by visiting the library or the library’s website, www.library.millersville.edu (http://www.library.millersville.edu). Library collections include electronic journals, databases, streaming video and eBooks, as well as physical collections and collections of books, films, and curriculum kits. The Archives and Special Collections is a repository for unique historical documents and records focused on the University and local region. The library features spaces for research and learning, including the Digital Learning Studio, where students can seek assistance with digital content creation, 3D printing and other current technologies. Flexible spaces for group and individual study and meetings are available for any member of the Millersville University community to use.

In addition, the Francine G. McNairy Library and Learning Forum is home to the Writing Center, an advising center, the Integrated Studies office and the Starbucks Café.

**Applied Engineering, Safety & Technology**

Osburn Hall is a 70,000-square-foot facility designed exclusively to house programs offered by the Department of Applied Engineering, Safety & Technology at Millersville. Osburn Hall provides laboratories, classrooms, offices, research areas and other spaces that support programs in applied engineering, engineering technologies, occupational safety and environmental health, technology and engineering education, and integrative STEM education.

The lower level of Osburn Hall includes an electronics lab; an energy, power and transportation lab; and an automation and robotics lab. It also has a student lounge, central storage, and maintenance and repair area. The main floor includes our production laboratories (manufacturing and construction), along with an innovation lab, an integrative STEM laboratory for studying technology and engineering education at the elementary level, an administrative office complex and a 60-seat
multimedia technology.

The Department of Computer Science has halls, a student study lounge, a student café and lounge, seminar and laboratories, specialized support laboratories, 11 classrooms, four lecture complex includes 42 teaching laboratories, 39 individual student research Roddy Hall (renovated in 2001), Brossman Hall and Nichols House. The square-foot Caputo Hall (constructed in 1999), the 55,000-square-foot The Millersville University Argires Science Complex includes the 88,000-

www.millersville.edu/infotech/ Technology web page, provided, equipment in labs and much more, visit the Informa

questions, as well as walk-in support for faculty, staff and students. Visit Assistance for any type of technology question is provided by the Technology Assistance Center (TAC). The TAC, located in the Boyer Building, provides telephone support for hardware and software questions, as well as walk-in support for faculty, staff and students. Visit the Information Technology web page, www.millersville.edu/infotech (http://www.millersville.edu/infotech/), for the TAC’s available hours.

For complete details about the Information Technology staff, services provided, equipment in labs and much more, visit the Information Technology web page, www.millersville.edu/infotech (http://www.millersville.edu/infotech/), or phone (717) 871-7777.

Science and Technology Facilities

The Millersville University Argires Science Complex includes the 88,000-

square-foot Caputo Hall (constructed in 1999), the 55,000-square-foot Roddy Hall (renovated in 2001), Brossman Hall and Nichols House. The complex includes 42 teaching laboratories, 39 individual student research laboratories, specialized support laboratories, 11 classrooms, four lecture halls, a student study lounge, a student café and lounge, seminar and conference rooms, and faculty offices. Classrooms are all outfitted with multimedia technology. The Department of Computer Science has two computer teaching laboratories: the human-computer interaction laboratory and the graphics, virtual reality and haptics laboratory. This is one of the finest science facilities in the region; it houses programs in biology, chemistry, computer science, earth sciences, physics and nursing.

Wickersham Hall, home of the Department of Mathematics, houses departmental and faculty offices, as well as a mathematics computer laboratory with 36 networked PCs, each loaded with an array of mathematical software, including the Mathematica computer algebra system and the Minitab and SAS statistical software packages. Wickersham also has student study areas, a conference room, dedicated space for mathematics tutoring and eight classrooms. It was completely renovated in 2006.

Facilities for the Department of Geography, housed in McComsey Hall, include the Environmental Geography Lab and the Geo-Graphics Lab. The Environmental Geography Lab was recently completed and is the primary classroom for staging laboratory and field exercises in a variety of environmental and physical geography courses. Additionally, the facility is utilized by faculty and students as they conduct independent research projects. The Geo-Graphics Lab is the teaching classroom for GIS-based courses. The Geo-Graphics Lab is also the common study and workspace for students in all geography courses and for scheduled group tutoring. The Geo-Graphics Lab houses approximately 20 PC work stations, a large-format plotter, and color and B&W printers. Instruction in all GIS-based courses utilizes the latest software, ArcGIS and ArcGIS Pro.

Osburn Hall is a 70,000-square-foot facility designed exclusively to house programs offered by the Department of Applied Engineering, Safety & Technology at Millersville. Osburn Hall provides laboratories, classrooms, offices, research areas and other spaces that support programs in applied engineering, engineering technologies, occupational safety and environmental health, technology and engineering education, and integrative STEM education.

The lower level of Osburn Hall includes an electronics lab; an energy, power & transportation lab; and an automation and robotics lab. The main floor includes our production laboratories (manufacturing & construction), along with an innovation lab, an integrative STEM laboratory for studying technology & engineering education at the elementary level, an administrative office complex, and a 60 seat multipurpose room. The upper level of Osburn hall is dedicated to graphic communications and packaging, drafting and design, and occupational safety and environmental health (OSEH). It includes an advanced CADD lab with a rapid prototyping area, an additional CADD lab, a desktop publishing laboratory, a graphics lab a CNC packaging lab, and a series of laboratories associated with the OSEH program, including fire science, confined space, safety engineering and industrial hygiene.

Millersville University has an extensive inventory of modern instrumentation that students use in classroom work and for independent study and research. Included are four large environmental chambers, autoclaves, optical microscopes, an atomic force microscope, an optical polarizing microscope, a scanning electron microscope, several types of spectrophotometers (FT infrared, visible-ultraviolet, 400 MHz FT nuclear magnetic resonance, and atomic adsorption), a gas chromatograph/ mass spectrometer, a Raman spectrometer, a scintillation counter, phase contrast microscopes, optical bench components, a vibration-isolating table for holography and optical interferometry, a cryogenics unit, an excimer laser, an X-ray spectrometer, a cosmic ray muon detector, electrophoresis equipment, thermocyclers, ultra microtomes, high-speed and tabletop centrifuges and microfuges, laminar flow hoods,
CO2 incubators for tissue culture, ultralow freezers, an ultracentrifuge, several gas chromatographs, an electrochemical oxygen analyzer, an auto-analyzer, a high-vacuum system, equipment for microwave behavior study, and hardware/software for data capture. Field equipment includes dissolved oxygen probes, flow meters, a backpack electroshocker, PIT tagging equipment, active infrared monitors, a fluorometer, digital cameras, video cameras, turbidity meters, a microwavebalance and extensive air-sampling equipment. Additional science facilities include botanical glasshouses, a limnological research pond, the Kheefer ecological study area, several microcomputer-based laboratories, photographic darkrooms, and cold rooms. There are museum reference collections of mammals, birds, fishes, insects and other invertebrates, and modern animal-care facilities, including special aquatic “wet” rooms for maintenance of animals and research. There is an extensive botanical collection.

Millersville University meteorology has assembled a suite of instruments and associated equipment in support of boundary layer (BL) and atmospheric chemistry research and education. The BL component of this facility, referred to as the Millersville University Atmospheric Boundary Layer (MABL) facility, is mobile and has been deployed for several field projects from Philadelphia to California. MABL consists of the following: Rawinsonde and Tethered Balloon Sounding systems; Scintec MFAS Acoustic Sodar with radio acoustic sounder; Sigma Space micropulse LiDAR with cross-polarization; a 10-meter flux tower; trace gas analyzers and particle-scattering instruments; and trailer. Millersville also has its own Weather Research and Forecasting (WRF) Modeling System that is used for operational forecasting and in support of the observational studies and throughputs over 100 Gb per day of satellite, radar, model, upper air, and surface data and data products. Millersville meteorology supports a modern weather center, complete with an electronic map wall and streaming video production.

The geology program has a license for RockWorks software. Geophysical equipment includes a proton precession magnetometer, an Earth resistivity meter and a stacking seismograph with multiple geophones. The program has a sand-tank groundwater flow model and GMS-MODFLOW numerical groundwater modeling. The program also maintains a broadband seismograph that is part of the Lamont-Doherty Earth Observatory’s Cooperative Seismic Network. The Earth Surfaces Processes Laboratory maintains equipment needed for preparing rock and soil samples for chemical and mineralogical analyses. A full suite of field water-sampling equipment is available for studies involving the chemistry and sediment of surface water. This includes handheld pH and conductivity meters. A total surveying station is available for topographic studies requiring accurate determination of elevation and distance, such as is used in hydrologic and geophysical studies and for LiDAR-derived elevation validation.

The ocean science and coastal studies program maintains a dedicated remote sensing laboratory equipped with ENVI/IDL software and state-of-the-art LiDAR processing hardware and software, including Terrasolid, LP360, Global Mapper, LasTools and Microstation. The program also maintains two CTDs, including a Seabird SBE 25 equipped with LiCor light sensors, a backscattering sensor, a YSI oxygen sensor, a fluorometer, an acoustic current meter and a newly acquired portable weather station. Millersville University is a senior full member of the Chincoteague Bay Field Station (CBFS) at the Marine Science Center at Wallops Island, Virginia, with full access to facilities, including two monitor boats, the R.V. Flatfish and R.V. Mollusk. Both are approximately 45 feet in length and are used primarily in the tidal creeks and backbay areas for trawling and sampling. The R.V. Phillip N. Parker is a 47-foot, crew vessel used mostly for cruises beyond the inlet and up to 25 miles offshore. CBFS also maintains a fleet of kayaks that allow access to cypress swamps, shallow tidal creeks and flats, and other areas where our motorized vessels cannot go.

The department also maintains two rotating tables to conduct experiments in geophysical fluid dynamics for teaching and research, a hydrogen-alpha solar telescope, a National Acid Deposition Program sampling site off campus, and a Geo-Graphics Lab running ARCView, ARCGIS (3-D Analyst, Spatial Analyst, Geostatistical) and Watershed Modeling System.

**Student Policies**

Students are expected to familiarize themselves with and abide by all student conduct regulations found in this catalog and other University publications, including the Student Code of Conduct, the Living on Campus Handbook and the Student Handbook. Please refer to the Student Handbook for information on student discrimination grievance procedures, sexual-harassment policy, and policy on sales and vendors.

**Identification Card**

Enrolled students are required to have a Millersville University identification card. The card is needed for facility access and for the use of many campus services and activities.

Identification cards may be obtained at the campus I.D. office in the lobby of the Boyer Building. There is no charge for the first card, and the current fee for replacement is posted in the campus I.D. office.

Office hours are Monday through Friday, 8 a.m. to 4 p.m. Extended hours for the beginning of fall and spring semesters are posted at the I.D. office.

**Motor Vehicles**

All vehicles parked on the properties of Millersville University must display a valid University-issued parking permit. Permits may be secured at the University Police Parking Division, located at Lebanon House (237 N. George St., rear lower level).

Violations of University parking regulations may result in parking violation tickets and possible disciplinary action, including cancellation of parking privileges, the withholding of grades and the denial of registration privileges. Parking sections of the Pennsylvania Vehicle Code (Title 75) are also enforced on the properties of Millersville University.

The Parking Division will utilize a waiting list in the event resident student parking reaches capacity for students who live in University residence halls. Office hours are Monday through Friday from 8 a.m.-4:30 p.m. Hours are extended at the beginning of the fall and spring semesters and are posted at the University Police Department.

**Privacy of Student Records**

The Family Educational Rights and Privacy Act of 1974 was amended in December 2008 by the U.S. Department of Education. It gives students the right to review their academic records, to challenge their contents and to protect their confidentiality. Basic directory information may be disclosed without prior consent of the student. In the event of an alcohol-related incident or a health/safety emergency, parents may be considered appropriate parties to whom a nonconsensual disclosure may be made.

Millersville’s policy on the confidentiality of student records is available from the Vice President for Student Affairs and Enrollment Management. Directory information is used to report student achievements in academic, athletic and extracurricular activities through appropriate media. Students may request that such information not be released by
filing a written request during the first two weeks of each semester with
the Office of the Registrar, Lyle Hall.

Annual notification of the University’s policy on confidentiality of student
records is also posted on the registrar’s website.

Students may file complaints about the contents of their records or
alleged wrongful disclosures of information with the Vice President for
Student Affairs and Enrollment Management.

Smoking
Smoking is prohibited inside all campus buildings.

Academic Honesty Policy
Students of the University are expected to be honest and forthright in
their academic endeavors. To falsify the results of one’s research, to
steal the words or ideas of another, to cheat on an examination, or to
allow another person to commit or assist another in committing an act of
academic dishonesty corrupts the essential process by which knowledge
is advanced.

Actions that Violate the Academic Honesty Policy
The below lists are for illustration only. They should not be construed as
restrictive or exhaustive enumeration of the various forms of conduct
that constitute violation of the academic honesty policy.

Plagiarism
Plagiarism is the inclusion of someone else’s words, ideas or data as
one’s own work. When an individual submits work that includes the
words, ideas or data of others, the source of that information must be
acknowledged through complete, accurate and specific references, and
if verbatim statements are included, through quotation marks or other
accepted citation practices. By placing his/her name on a scholarly
product, the student certifies the originality of all work not otherwise
identified by appropriate acknowledgments. Plagiarism would thus
include representing as one’s own any academic exercise (e.g., written
work, computer program, sculpture, etc.) prepared totally or in part by
another. An individual will avoid being charged with plagiarism if there is
an acknowledgment of indebtedness whenever one:

1. quotes another person’s actual words;
2. uses another person’s ideas, opinions or theories, even if they are
   completely paraphrased in one’s own words;
3. borrows facts, statistics or other illustrative materials, unless the
   information is common knowledge.

These guidelines should be followed for all source types, including
books, newspapers, pamphlets, journal articles, websites and other
online resources. The above list is for illustration only. It should not be
construed as restrictive or exhaustive enumeration of the various forms
of conduct that constitute violations of the academic honesty policy.

Fabrication
Fabrication is the falsification of research or other findings. The below
list is for illustration only. It should not be construed as restrictive or
exhaustive enumeration of the various forms of conduct that constitute
violation of the academic honesty policy.

1. Citation of information not taken from the source indicated.
2. Listing in a bibliography sources not actually consulted.
3. Inventing data or other information for research or other academic
projects.

Cheating
Cheating is the act or attempted act of deception by which an individual
tries to misrepresent that he/she has mastered subject matter in an
academic project, or the attempt to gain an advantage by the use of
illegal or illegitimate means. The below list is for illustration only. It
should not be construed as restrictive or exhaustive enumeration of
the various forms of conduct that constitute violation of the academic
honesty policy.

1. Copying from another student’s test paper.
2. Allowing another student to copy from one’s test paper.
3. Using the course textbook, or other material such as a notebook,
brought to class meetings but unauthorized for use during a test.
4. Collaborating during a test with another person by receiving or
providing information without the permission of the instructor.
5. Using or possessing specifically prepared, unauthorized materials
during a test (e.g., notes, formula lists, formulas programmed into
calculators, notes written on the student’s clothing or person).

Academic Misconduct
Academic misconduct is the violation of University policies by tampering
with grades or participating in the distribution of any part of a test before
its administration. The below list is for illustration only. It should not be
construed as restrictive or exhaustive enumeration of the various forms
of conduct that constitute violation of the academic honesty policy.

1. Stealing, buying or otherwise obtaining all or part of an
   unadministered test.
2. Selling or giving away all or part of an unadministered test, including
   answers to an unadministered test.
3. Bribing, or attempting to bribe, any other person to obtain an
   unadministered test or any information about the test.
4. Buying, or otherwise acquiring, another’s course paper and submitting
   it as one’s own work, whether altered or not.
5. Entering a building, office or computer for the purpose of changing a
   grade in a grade book, on a test or on other work for which a grade is
   given.
6. Changing, altering or being an accessory to changing and/or altering
   a grade in a grade book, on a test, on a “Change of Grade” form or
   other official academic University record which relates to grades.
7. Entering a building, office or computer for the purpose of obtaining an
   unadministered test.
8. Continuing to work on an examination or project after the specified
   allotted time has elapsed.
9. Taking a test or course for someone else or permitting someone else
   to take a test or course in one’s place.
10. Giving or taking unauthorized aid in a take-home exam or paper.
11. Submitting work for a class that was already submitted for another
    class, when unauthorized, or allowing another student to submit or
    copy from your previously submitted classwork.

What Can Students Do To Protect Themselves from Being Charged
with Violations of the Academic Honesty Policy?

1. Prepare thoroughly for examinations and assignments; this also
   implies attending class on a regular basis.
2. Take the initiative to prevent other students from copying your exams
   or assignments (e.g., shield your answer sheet during examinations;
   don’t lend assignments to other students for them to copy and turn
   in).
3. Check your instructor’s course syllabus for a section dealing with academic honesty for that course, information on what style sheets or standards manuals to use, etc. If you can’t find such a section, ask the instructor about expectations in this area. Instructors should issue clear guidelines at the beginning of a course as to what constitutes dishonesty; ultimately, however, it is the student’s responsibility to clear up any uncertainties ahead of time.

4. Don’t look in the direction of other students’ papers during examinations.

5. Use a recognized handbook for instruction on citing source materials in papers. Consult with individual instructors or academic departments when in doubt.

6. Make use of tutorial services, or other services that may be available, to assist in preparing papers and completing other course assignments properly.

7. Discourage dishonesty among other students.

8. Refuse to assist students who cheat.

**Actions Which May Be Taken for Violation of the Academic Honesty Policy**

When a faculty member suspects that an act of academic dishonesty has occurred, he/she will meet with the student to:

1. discuss the alleged act;
2. hear any defense the student may have;
3. discuss any proposed academic sanctions;
4. inform the student of his/her right to appeal faculty-imposed sanctions to the department chair and/or dean of the college.

Academic sanctions that may be imposed by the faculty member include:

1. a verbal reprimand;
2. a written reprimand;
3. requiring the student to redo/resubmit the assignment, test or project;
4. lowering the grade for the assignment, test or project.

Academic sanctions that require a formal charge to be filed with the Associate Provost for Academic Administration include:

1. any sanction in excess of lowering the grade for an assignment, test or project;
2. failing the student for the course;
3. recommending temporary or permanent suspension from the academic major or University.

Faculty members are encouraged to submit a report for each violation of the academic honesty policy to the Associate Provost for Academic Administration regardless of the academic sanction imposed or requested. If more than one such report is filed for a student, even in the case of sanctions imposed only by the faculty member, then the Associate Provost for Academic Administration will meet with the student to discuss these occurrences and possibly impose additional academic sanctions.

**Confidentiality**

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974, any information relating to an alleged violation of the University’s Student Code of Conduct or to the outcome of a judicial hearing must be treated as strictly confidential by members of the faculty.