

## Dear Capital Parents and Families:

We are delighted to have your sons and daughters with us at Capital. We want to see every Capital student grow, thrive and succeed including your student.

This handbook provides academic, financial and student life information of interest to parents, particularly those new to the Capital community. Parental support is a key ingredient of student success. This publication provides information that will assist you in supporting your Capital student.

Please feel free to contact us any time with your questions, concerns or ideas. And check the Parents and Families section of the university website regularly for the latest news. If you haven't already, please bookmark [www.capital.edu](http://www.capital.edu).

We want your daughter or son's experience to be meaningful, fulfilling and enjoyable. Let's keep in touch!

Kathy Shellogg

Dean of Students

Betty Lovelace

Associate Provost/Vice President of Academic and Student Affairs

## You as a Capital Parent

### The University/Parent Relationship

The faculty and staff of Capital believe that the university, parents and student body all play important roles in the academic success and personal development of students. We are partners in the enterprise, each having distinctive roles toward that success.

### The University

Capital's primary responsibility is the education of its students. The institution does not act as a surrogate parent; students *are treated as though they are capable of making their own decisions*. Our objective is to provide students with a supportive environment in which they make independent decisions and assume responsibility for their actions. Capital staff and faculty member's guide, advise and encourage students to reach intelligent conclusions and make appropriate choices on their own. After all, it is the students' educational experience.

We invite you to join us at events and programs in an effort to assure parental support. The university communicates with parents to ensure that basic programs and goals are understood; however, Capital cannot assume the responsibility of communicating student decisions to individual parents, including (among others) decisions to drop or add a class, change residence, join a Greek organization, miss class or meals, visit the Health and Wellness Center or engage in conduct that results in a judicial complaint. Capital recognizes the importance of students' relationships with their parents and does not interfere with that role. We do, if students' health, safety, or educational future is in jeopardy, consult with parents on a case-by-case basis.

### Parents

We hope you will be informed and involved supporters in your son or daughter's academic success. Capital will provide you with program information and the opportunity to become more connected. We encourage you to maintain open lines of communication with your student, and think in terms of advising on decisions rather than providing answers. Please keep your Parent Handbook throughout your student's time at Capital. The information provided in this booklet will continue to be pertinent to your student's college experience.

Your active involvement might include:

- Attending parent orientation programs (summer and fall);
- Attending athletic events, art shows, theatre productions, concerts, and other student performances and presentations;
- Visiting campus;
- Participating in Homecoming and or Family Weekend
- Calling, texting and e-mailing your student (this seems obvious but students look forward to hearing from you);
- Sending care packages to your student;
- Informing the Admissions Office of high school students who may also be interested in Capital;

- Viewing the Parents and Families section at [www.capital.edu](http://www.capital.edu) and reading other Capital publications;

## Parental Notification/FERPA (Family Educational Rights and Privacy Act)

The university supports students in their academic and personal endeavors through services including personal counseling and guidance from trained professional staff members. Capital University administrative officials notify any student of any intended communication from the university to the student's parents or guardians concerning alleged misconduct. Such notice will be given a reasonable time in advance of any communication from the university to parents. We take all appropriate actions to ensure confidentiality of student records.

In the event of a student emergency, confidentiality guidelines do not apply and university administrative officials will attempt to notify the student's parents or guardians, regardless of the student's age. Officials will attempt to provide the student with the opportunity to notify his/her parents or guardians personally if the student so chooses. However, it is essential to involve those individuals who have legal responsibility for the student and who can provide immediate help and support for a student experiencing difficulty.

**General information about FERPA:** The privacy protection FERPA gives to students is very broad. With limited exceptions, the FERPA regulations give privacy protection to all students' "education records." Education records are defined as "those records that are directly related to a student and are maintained by an educational agency or institution or by a party acting for the agency or institution." Examples of student records entitled to FERPA privacy protection are grade reports, transcripts, and most disciplinary files. FERPA does not cover counseling or medical records but other policies do.

### ***How can I find out my student's grades?***

The best approach is to ask your son or daughter directly. We recognize that this communication may be a challenge—young adults are not always as forthcoming as we would like. The college years, however, are a period of remarkable growth and maturation. The ability and willingness of students to share information and insights usually grows, especially as they acquire the confidence that comes with assuming greater responsibility for their own lives.

### ***Is there a single waiver that my son or daughter can sign so I can have access to all of his or her records or are there separate waivers for different offices?***

Capital does not have a single waiver that students can sign to give parents access to all their records. In carrying out their assigned responsibilities, many offices at the College collect and maintain information about students. Four offices have records on all students. The Registrar's Office maintains information pertaining to a student's enrollment (registration) and official academic record. The Student Financial Aid Office maintains financial aid information, Student Accounts maintains information about charges assessed and payments made to a student's account and the Office of Student Affairs maintains the students overall record of activities, discipline, and accomplishments. If you desire access to certain information, we recommend that you ask your son or daughter to provide permission to the office that is handling a particular matter.

### ***Why do I have limited access to my son or daughter's college records especially when I am paying the bills?***

Under FERPA, the access rights that parents and legal guardians had in the elementary and secondary school setting are transferred to students when the student has turned eighteen, or is attending any post-secondary educational institution. Parents can be given access to their son or daughter's records if the student authorizes the permission in writing or in connection with the student's application for, or receipt of, financial aid.

### ***How can I make sure the college-related bills and grades are sent to me?***

If you are interested in obtaining your student's grades, please discuss this with your son or daughter. (S)he can give you the password to access his/her academic record found on the Capital website

### ***Where can I find out more information about FERPA?***

FERPA is enforced by the U.S. Department of Education. The Department maintains a FERPA website (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/>), with links to FERPA regulations.

### ***Will I be notified if my son or daughter is placed on academic probation?***

No. Information about grades and academic standing is provided directly to students. You can, of course, ask your student to keep you informed about his or her academic performance.

### ***Will I be notified if my son or daughter is hurt or in danger?***

If we learn of an emergency involving one of our students, we will attempt to notify the student's parents, in accordance with our emergency notification policy and procedures. Hospitals and police agencies will also follow their own notification protocols. Students are responsible for submitting their emergency contact information to the Office of Student Affairs.

### ***What if my son or daughter is in danger off-campus?***

Generally, students are not subject to our control or supervision when they are off-campus. However, if we learn of an emergency involving one of our students, we will attempt to notify the student's parents, in accordance with our emergency notification policy and procedures.

Hospitals and police agencies will also follow their own notification protocols.

***I've heard about a FERPA provision allowing notice to parents when a student violates alcohol or drug laws. What position has the Capital taken on this new rule?***

FERPA regulations authorize—but do not require—disclosure to parents of “the student’s violation of any Federal, State, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance.” The Dean of Students will contact parents if a student’s alcohol or drug use is endangering themselves or threatens to endanger others

***Will I be informed if my son or daughter is treated at the Center for Health and Wellness?***

Not normally, if your son or daughter is over 18. State and Federal laws preclude the University from sharing student health information with third parties, including parents, without the student’s consent. The Health and Wellness Center routinely encourages students who are very ill to let their parents know the situation, and to let the health care provider contact the parent. However on occasion, in cases that are critical to life safety, we have contacted parents without or against the permission of the student. If your son or daughter is under 18, the State and Federal laws are different, and you will be contacted, except in cases of family planning, sexually transmitted disease, and substance abuse treatment, per state laws.

***Will I be informed if my son or daughter is seeing a counselor at the Center for Health and Wellness?***

In most cases, no. State laws and professional ethical codes preclude the University from sharing student counseling records with third parties, including parents, without the student’s consent. There are important policy reasons supporting these confidentiality requirements, including the proven therapeutic benefits associated with encouraging students to talk openly and candidly with a counselor—without fear their conversations will be reported to others. Confidentiality, of course, is not absolute. It can be broken (and parents notified, as appropriate) if counselors determine that a student poses an imminent danger to self, or to an identifiable third party.

***How will I know if my son or daughter is subject to College disciplinary action?***

As the family member of a student at Capital, you may have numerous questions and concerns about non-academic conflict resolution and the discipline process. The Office of Residence Life and in some cases, the Office of Student Affairs, administers this process. The Director of Residence Life and the Dean of Students are always available to discuss general information about the resolution process, Capital regulations, and related laws. It is important to know that federal law prohibits staff from releasing any information about a student’s involvement in the discipline process without the student’s written permission, even to family members.

## Life on Campus

### Residence Life

We know the concern parents feel for their children. Multiply your concerns to cover about 1400 students, and we hope you can empathize with our staff. Residence Life and Housing staff includes a director, an assistant director, three professional full-time Area Directors-live in staff, almost 50 student resident assistants (RA), and a full-time administrative assistant who coordinates operations. They are supported by a team of maintenance and trades professionals who work to ensure work orders are responded to in a timely manner and our buildings are clean and attractive. The residential staff team promotes a quality living environment. It supports and challenges students as they transition through the freedoms and responsibilities of community living. We use a community approach so students can help determine their living and learning environment. All residential students must be enrolled as full-time students and make academic progress to live in an on-campus residential facility.

Our housing policy, which requires all students to live on campus in residence halls for two years or until they have academic junior credit status the semester previous (unless they live with their parents within 60 miles of Capital or *request an exception from the residency policy*), is based on our educational philosophy. The experience of group living enhances growth and development, values-clarification, academic performance, and engagement in college. In the rarest of circumstances, exceptions to this policy are approved based on special needs.

Facility Needs/Concerns: Students are encouraged to submit a work request for problems in their rooms. It is a simple process through the web site. If your student is unaware of how to submit a work request for a problem in his/her residence hall room your student can contact his/her RA (resident assistant) and S/he will be happy to direct the student how to create a work request.

### Roommates/Room Changes

Living with a roommate helps your son or daughter learn life skills that prepare the way for life throughout his/her years at Capital and beyond college. Our goal is to help residents negotiate, problem solve, compromise, and work together to create a shared living environment where respect and civility are the most important outcomes. We understand that many students have not shared a room at home, and we know that living with

someone involves developing a set of skills that that may be challenging. To achieve this goal, we will support residents as they work hard at these new skills.

There is a process for roommates who desire a roommate or room change. Voicing concerns to a roommate is the first step to solving a roommate concern. We often ask residents to create or revise their roommate agreement to create an overall better living and learning environment. Conflict resolution and resident meetings with trained resident assistants during which both residents demonstrate a good faith effort toward settling issues is another method for resolving roommate conflicts. In some cases, students will have the choice to forego this step, but that choice will likely result in their non-approval to move.

If Residence Life and Housing professionals decide that the best solution for resolving a roommate conflict is to approve a move, the resident who has raised the concern with the other will be the one to move. Before moving, we ask residents to complete paperwork and to meet with their Area Director to determine the best new room choice among available spaces. There are no room changes during the first four weeks of the academic semester, because the settling-in process may involve a number of discussions until roommates create positive strategies for living together. There are also set weeks throughout the academic year that have been identified as room change periods. Students are encouraged to speak with area directors and resident assistants at any point during the year about roommate or community issues of concern, but residents may not be approved to move outside room change periods unless the professional staff determine that extenuating circumstances apply.

## Residence Hall Computer Facilities

Each residence hall contains a “computer lab,” which includes PC/Windows computers. These computers are connected to the campus network and the Internet, allowing access to e-mail, campus servers and the web. In addition, each residence hall facility room has wireless network access for residents who wish to connect their personal computer to the campus system. The recommended computer configurations may help determine the usefulness of a current computer on the Capital University campus. The minimum configurations suggested below assure connectivity on the Capital campus network. They are also posted on the Capital Website.

**Technical Support for Windows Vista and Windows 7 are very limited as the campus has not adopted this platform. Recommended Configuration**

<b>Processor</b>	AMD Phenom or Intel Core 2 Series
<b>Memory</b>	2 GB RAM or higher
<b>Network Connection Card</b>	Integrated NIC. Wireless NICs should support Wireless B and G.
<b>Monitor</b>	15-17 Inch Monitor or larger
<b>Hard Drive Space Free Space</b>	80 GB or higher
<b>Drives</b>	CDRW/DVD Drive/Burner
<b>Production Software</b>	Microsoft Office Suite 2007
<b>Security Software</b>	AVAST, McAfee, AVG
<b>Printer</b>	Inkjet Printer
<b>USB Drive</b>	2 GB or higher

## Dining on Campus

All first year students living on campus are required to be on a 225 dining plan. The 225 plan is a full-service dining plan. Upper-class students who live in the residence halls have the option of purchasing a 225, a 175 or 125 dining/meal plans. Juniors and seniors can purchase any of the plans and 75 meals per semester plan. Each plan carries *flex points* allowing students to use a variety of dining areas on campus. Since apartments have full kitchens, residents of these facilities are not obligated to purchase a meal plan, but have the option of purchasing any plan and many do so. Students’ residential ID card allows students access to the dining facilities. Capital is served by Parkhurst Dining Services.

Our dining facilities include the following:

- Capital Court, known to students as the MDR (main dining room)
- Crusader Club (American grill and deli), known to students as the Cru Club
- The Mezzanine (Mediterranean-style bistro), known to students as the Mezz
- Cru Brew Cafe, a coffee shop featuring Starbucks products

Parkhurst Dining Services also provides a “From Home with Love” program. This program allows you to partner with Parkhurst to make your student’s birthdays, holidays, and study breaks more delicious.

## Living at Home (Commuter Students)

Parents of commuter students should encourage involvement in campus life. We urge students who live off campus to purchase a meal plan, allowing them a discount in the Main Dining Hall (MDR), Cru Club and Cru Brew (coffee house). It is the best value plan with the greatest discount. A special lounge was created in the Campus Center as a place for commuter students to eat, relax or study. Another lounge located across from the Cru Brew in Saylor Ackermann serves as an alternate destination to meet friends, relax and study. Students who live off campus may reach many campus information resources (e.g., e-mail, Blackboard, Web Advisor) through accounts with local Internet service provider. Commuter students are permitted to park in "S" lots, which are located on the campus of Capital University.

## Fraternities and Sororities

Capital recognizes four fraternity and four sorority campus chapters in addition to three NPHC (historically Black Greek-letter fraternities and sororities) city wide chapters, which are founded upon academics, service, leadership and brotherhood/sisterhood. Being a part of the Greek community is a way for students to connect with peers, alumni, community members, faculty and staff. Every fraternity and sorority has its own identity, and comes together to form a cohesive Greek community. Approximately 14% percent of Capital students belong to a Greek letter chapter. Capital encourages the Greek organizations to meet students in residential-based organization rooms. New students may join a Greek chapter during the spring semester through a formal recruitment process.

## Office of Multicultural Affairs

The Office of Multicultural Programs and Services provides support, programs and services for cross-cultural engagement throughout the university. The office ensures a strong, stable, and supportive environment for intercultural students and groups. The University Diversity Committee develops and evaluates ongoing initiatives to provide a diverse learning environment for all students. The office has a resource area with materials for students, supports a wide variety of organizations. The office also helps to orient and transition new students through the Smooth Transitions program, which takes place 4 days before fall orientation. Smooth Transitions provides an opportunity for upper-class students to support incoming students of color, but all first year students are encouraged to participate.

## Harry C. Moores Campus Center

The Harry C. Moores Campus Center is the hub of involvement at Capital University, and offers a variety of services for students, faculty, staff, and alumni- The Campus Center provides meeting spaces for the Capital and external community. It is also home to the mailroom, the campus Bookstore, career development, the theater, a recreation center (includes a small bowling alley and a big screen TV) commuter lounge, as well as the Mezz where musical groups perform, students hang out, and groups gather.

## Getting Involved and Student Organizations

College involvement enhances personal development and helps students become part of campus life. Capital University has a variety of recognized student organizations, clubs and honor societies. These include departmental clubs, governing groups, musical groups, publications and service/social organizations. University Programs brings small concerts, comedians and novelty entertainers to campus and plans events during special events like Homecoming and Family Weekend.

Students interested in joining any on-campus organization should

- Contact the Student Involvement office in the campus center. Our professional and student staff can help students get involved on campus and in the community through organizations that meet their interests.
- Attend the student involvement and organization fairs which are held in August.
- Refer to the Capital website, where a directory of student organizations is available

## Community Service

We encourage every student to serve the community through some form of civic engagement. Opportunities are available for our students to connect with and make an impact through service, awareness events and alternative spring breaks. Within the office of community service-special opportunities are designed by and for students to provide involvement in social justice, volunteer and philanthropic projects. Capital is recognized by The President's Higher Education Community Service Honor Roll, which annually honors institutions of higher education for their commitment to and achievement in community service.

In collaboration with Ohio Campus Compact, the Midwest Campus Compact Citizen-Scholar (M3C) Fellows Program provides a \$1,000 education award to use toward tuition, or federally funded student loans, in return for community service. It is open to low-income, first generation Capital

students who complete 300 hours of community service activities. Students should contact the Office of Community Service for additional information.

## Student Governance

Students have many opportunities for active participation in university governance; most notably as a student senator in the Student Government (SG). Campus elections are held in the spring and new students are encouraged to run for a senate seat during their second semester. Most university standing committees have student representatives chosen through SG or academic departments.

## The CAP Center: Intercollegiate Athletics, Intramurals, and Recreation

The CAP Center is the home to 16 intercollegiate athletics division III teams, the Department of Health and Sciences, and the university's recreation and athletic facilities. The CAP Center includes a 5,000 square foot fitness center, a 3,000 seat Bernlohr Stadium and a 2,100 seat arena. Bernlohr Stadium is home to football and men's and women's soccer. The arena is home to the men's and women's basketball and women's volleyball programs. The center also includes classrooms, meeting rooms, and gathering areas. Open recreation times are available to students, faculty and staff.

The CAP Center provides many student employment opportunities. Intramurals and event management provides positions for students who have a strong interest in sports management and officiating. The open recreation program provides student employment opportunities as building and workout area supervisors. Intramurals, club sports and recreation are all opportunities for students who want to continue to be involved in competitive but more leisure sport and recreation involvement. In collaboration with the Campus Center students can get involved with everything from fencing, and Ultimate Frisbee, to sand volleyball and flag football. The intramural schedule is posted on-line on the Capital Website, which is also where individuals or teams may sign up to participate.

## Career Development

Career Development provides a collaborative, flexible approach to meet both the broad and individual needs of students as they develop and pursue goals throughout their career development process. Students' journeys at Capital include choosing majors and careers that are consistent with their interests, skills, and values. Their journeys also involve preparing for the world of work or for an advanced degree, and making the transition from Capital to a job or graduate/professional school.

Career planning begins long before graduation. Beginning with the first year, we assist students through appointments individually, and also through groups (in the classroom, through Choosing a Major workshops, and through our Spiritual Practices for a Whole Life retreats) as they select an area of study that is enriching and interesting. As students confirm their career interests, we assist them with identifying and applying for internships and career-related part-time jobs and research positions. At the last stage of the process, we assist students with the job search or graduate school application process. Students interested in graduate school are offered assistance with applications, personal statements, graduate school listings and test information. Students looking for jobs are offered assistance with résumé and cover letter writing, job listings, and interview skills. Students can post their résumés to our on-line system and are able to view job listings that are shared between six local institutions.

Our staff work with current students at every stage of their academic program, and we also assist alumni. You can find many of our resources, as well as our contact information, on our web site: [www.capital.edu/CareerDevelopment](http://www.capital.edu/CareerDevelopment).

## Public Safety and Safety on Campus

Campus safety and security is the responsibility of all faculty, staff and students but the task is primarily that of a team of law enforcement officials who work closely with local community law enforcement. The Public Safety Department consists of a chief, five patrol officers and three full-time office staff. Officers are on duty 24/7 although office hours are between 8:00 am-Midnight.

We encourage the use of common sense, including locking vehicles and rooms, keeping items out of sight when your vehicle is parked, walking with others at night, and being aware of your surroundings. The Capital Alert System is Capital's urgent notification system in which those who register will be notified through text messaging and e-mail in the event of an emergency or safety concern. Special information on campus security and safety is included in the Student Handbook and is distributed to students. This information is provided in compliance with the *Campus Security Act*. Information is also available on our website about policies and unfolding events. Capital is not the insurer of personal items. Homeowners, renters, or personal insurance of other types should be reviewed for its applicability.

## Parking

Capital provides campus parking for students, faculty and staff through a registration/fee process. Limited visitor parking is also available in designated areas. Please obey all parking rules as vehicles may be towed or ticketed if parked in restricted or reserved areas. Capital encourages the use of public transportation as well as carpooling, walking and bicycling to reduce impact on the environment. All vehicles must display a permit. Because of limited number of parking spaces on campus, all first year and some second year resident students are limited to the O parking lot (2 blocks from the main campus on Nelson Rd). O lot permits are sold on a first come first serve basis and are picked up when the new student arrives on campus for fall classes. Shuttles run back and forth from the O lot. Commuter students are permitted to park in S lots located throughout the campus.

## Students with Learning, Physical, and Mental Health Disabilities

Capital University welcomes students with disabilities to be an integral part of the educational community. We work to coordinate support services and accommodations for students with disabilities to ensure equal educational opportunities and equal access to university life. The Americans with Disabilities Act (ADA), the Americans with Disabilities Act Amendments Act (ADAAA), and Section 504 of the Rehabilitation Act of 1973 prohibit discrimination of students with disabilities. It is up to the student to request services by providing documentation of their disability to the disability services coordinator located in the Center for Health and Wellness. Disability services can include:

- Accommodations (e.g., testing accommodations, note-taking assistance, housing accommodations)
- Adaptive hardware and software (e.g., reading and writing enhancement software, voice recognition software, video magnifier, iPod adaptive devices for audio note-taking)
- Academic coaching
- Tutoring

## Health and Wellness

The Center for Health and Wellness is located in the Kline building. It offers a broad range of services to meet your students' emotional, physical and medical needs, while also promoting wellness on campus. The medical staff includes a physician and nurse practitioner. One or both of these medical professionals are available five days a week through a combination of walk-in hours and appointments. Short term counseling services are available by appointment with our psychologist and director, a mental health counselor, and disability services coordinator. We know that the transition experience for new students can be a challenge, so if you sense a concern or change in your student tell them to call or stop by. The office coordinator serves as our friendly voice of first contact for the center. For information or assistance call (614) 274 6114 and we will be happy to help.

## Insurance

Capital University requires that all traditional undergraduate students registered for 6 or more credit hours are required to carry health insurance. The university offers a 12-month accident and sickness insurance plan at a cost set annually. Students insured through an existing policy may waive this coverage @ [www.studentinsurance.com](http://www.studentinsurance.com). The Capital plan may also serve as a supplemental policy to help with deductibles, co-insurance, and prescription costs of a primary insurance plan. We recommend that you check with your primary insurance provider to verify that your primary coverage will allow a student to seek specialized services in Columbus, Ohio. If you are eligible to waive this plan you must do so prior to September 9, 2011.

## Campus Life Policies

Your student has access to copies of the student life policies in the Student Handbook. First year students will receive a copy of the student handbook during fall Orientation. The handbook is also available on the Capital website. We've listed below some of the policies about which parents most often inquire.

- **Alcohol**—not permitted except in the confines of a student's room if the student is of legal age. No bulk containers of alcohol are allowed on campus. Use of illegal drugs will not be tolerated.
- **Bicycles**—Permitted, but may not be stored in hallways or stairways. Racks are available around campus.
- **Cars**—Permitted. Students must register their vehicles. Parking hang tags are provided by Public Safety and designate particular lots designated as student lots. Certain parking lots are reserved and a semester fee is charged to park in those areas. Ticketing will occur if students park in unauthorized areas. Towing is enforced in handicapped spaces, fire lanes as well as on the street by Bexley law enforcement.
- **Class attendance**—Expected. Attendance policies are set by individual instructors.
- **Code of Student Conduct**—Included in the Student Handbook a copy is on the Capital website. The Campus Hearing Board hears cases involving complaints against students for engaging in misconduct as described in the Code of Student Conduct.

• **Residence halls**— No pets, weapons, candles, waterbeds, small appliances or microwaves are allowed. Small fish tanks and small refrigerators are permitted. Students will receive details on additional residence hall policies at summer orientation and on the website.

## Campus Mail

All full-time students—residents and commuters—have an assigned student mailbox number (CMB#) that remains the same throughout their enrollment at Capital. This mailbox is used for all official mail students receive from the university and any personal mail they wish to have sent to them on campus. First year students will receive their student mailbox assignments during new student Orientation. Address mail to your student as follows: Name, Capital University, and CMB #, 1 College and Main, Columbus, Ohio 43209. Mail is not delivered to the residence halls. Please do not use a room number as your student's address.

## Inclement Weather

If weather conditions appear dangerous or threatening, Capital may cancel classes. The university will announce any cancellations through the Capital Alert System text message service, the university website ([www.Capital.edu](http://www.Capital.edu)), Big Voice (a commercial public address system on campus) , and numerous television and radio stations:

- NBC 4
- ABC 6/FOX 28
- WBNS 10 TV
- Ohio News Now (ONN)
- WBNS AM 1460 and FM 97.1
- WSNY FM 94.7
- WODB FM 107.9
- WJZA FM 103.5/104.3
- WJZK, WTVN AM 610
- WNCI FM 97.9
- WCOL AM 1230 and FM 92.3
- WFJX FM 105.7 and WLZT FM 93.3

The city of Bexley and or Columbus may issue a parking ban due to snow. It is the students' responsibility to move cars to avoid a fine or towing.

## Academic Life

### Academic Advising

Capital faculty advises students from summer orientation and registration until graduation. A summer advisor provides initial assistance to each entering student during summer orientation registration. Each student will be assigned an advisor. Until the student officially declares a major, the pre-major advisor is available for guidance in the exploration of life and career goals. Once a major is officially declared, the student is assigned a major advisor in that department. Students are encouraged to maintain frequent contact with their advisors to explore options, ask questions and gather information as they set and achieve academic goals.

### Academic Support

Capital faculty and staff are invested in your students' academic progress and personal growth.

The Center for Excellence in Learning and Teaching (CELT) provides peer tutoring, study strategy counseling, learning style assessment as well as tutoring for a number of courses. CELT is located in the *Blackmore Library* which is an *information commons style library* with many computer stations so students can electronically search for books, articles and write directly on computers. Food and drink are permitted making this a busy student success facility.

The *Director of Retention*, located in the lower level of *Yochum Hall*, in collaboration with CELT provides a resource for students seeking academic support but uncertain of services available.

### Academic Expectations

Students are expected to attend all classes, even if the faculty member does not take attendance. The typical class load for a first year student is 15 or 16 credit hours; 12 hours are required to maintain full-time status (which may be important in meeting certain financial aid, athletic eligibility or health insurance requirements). A bachelor's degree requires a minimum of 124 hours or an average of 16 hours per semester for four years. Students can also earn credit in the summer sessions. Students are *expected to attend all classes*, although attendance may not be taken.

Classification of students is by credit earned:

First Year: up to 29.99 hours

Sophomore: 30 to 59.9 hours

Junior: 60 to 89.99 hours

Senior: 90 + hours and above

The student is ultimately responsible for attendance, makeup work, knowing degree requirements and planning his or her academic program in conjunction with the advisor.

## Dropping a Course/Withdrawal

Withdrawal from a course or from the university does not require parental authorization. Full time students may “drop” a course during the first two weeks of classes. A “drop” is not recorded on the transcript. From the third through the 10th full week of classes, students may “withdraw” from a course. A withdrawal results in a grade of “W” posted on the transcript that is not computed in the grade point average. No course withdrawals are allowed after the 10th week.

Students considering a complete withdraws from Capital must see the registrar for the appropriate form. The form must be completed and returned prior to the beginning of finals to avoid receiving automatic “F” in their courses. The student must have an exit interview with Financial Aid and Director of Retention. Failure to withdraw can jeopardize refunds, grades and readmission to Capital. Contact the registrar for further details at (614) 236-6150.

Tuition refunds are prorated through the first six weeks of the semester; no refunds are given on fees. See the course bulletin for details.

## Grades

Capital’s four-point grading system is as follows:

A and A+ = 4.00 grade points

A- = 3.67 grade points

B+ = 3.33 grade points

B = 3.00 grade points

B- = 2.67 grade points

C+ = 2.33 grade points

C = 2.00 grade points

C- = 1.67 grade points

D+ = 1.33 grade points

D = 1.00 grade points

D- = 0.67 grade points

F = 0.00 grade points

P Passed (student designated nontraditional grade; earned “C-” or better)

F Failed (student designated non-traditional grade; earned “D+” or lower)

W Withdrawal before the end of the 10th week of the semester

FX Failed due to not attending

P Passed without grade

PX Passed by examination

I Incomplete

AU Audit—no credit (music ensembles and other courses requiring participation may not be audited)

The grade point average (GPA) is calculated by (1) totaling all hours taken at Capital in courses where traditional grades are earned (A, B, C, D with +s and -s, and F\* but does not include grades of W, WA, P\*, PX, I, or AU); (2) adding all grade points, and (3) dividing the sum of grade points by the sum of hours graded. A semester GPA is computed each semester in addition to the cumulative GPA. Transfer credits and grade points are not computed in the Capital University GPA. Transfer credits are recorded as a unit and count toward the total number of hours earned. No transfer credits are given for classes with a grade of D+, D or D- or the equivalent. Pass/Fail may be an option for your student in courses not required in his or her major or minor program. Your student will need to consult the college catalog for the exact policies. Students must earn a grade of at least C- to pass and a P\* is recorded on the transcript. An F\*, or failure, is recorded when a grade of D+ or lower is earned. Some courses are Pass/Fail Only or Pass/Fail

Oriented and are designated as such in the class schedule. Instructors may also designate some courses as No Pass/Fail. Students must maintain a 2.0 to be in good standing.

Students may access their grades on Web Advisor, an online report that serves as the primary mode of communication of grades. Students may give parents Web Advisor access to grades, schedule, and financial information by providing them their access information.

## Academic Awards and Honors

During the academic year, students may be offered membership in honor societies, elected as officers in academic and other organizations, or selected for distinctive awards. The academic honors list includes students who earn at least a 3.85 or better grade point average are recognized on the President's list, those receiving 3.70-3.849 in a given semester are recognized on the Provost's list and students with 3.50-3.69 are on the Dean's list while completing a full-time course load of at least 12 credit hours of graded work with no Incomplete grades. A news release announcing academic honors list honorees will be distributed to students' hometown newspapers approximately four to six weeks following the semester's completion.

## Finances

### When is payment due?

Tuition and fees are due August 12, 2011 for fall semester and December 12 for spring semester. A \$ 150.00 late fee is assessed after that time if your student's balance is not either paid in full or in our authorized monthly payment plans. Information about the payment plan is available through the Student Accounts Office. If you have questions regarding financial matters, contact the Financial Aid Office and the Student Accounts or go to Capital's website. Here's a partial list of services:

### Student Accounts

- Payment or arrangement for payment of all tuition and fees, room and board
- Payment options
- Refunds
- E-bill- a monthly billing statement of your tuition, fees, room and board sent to the student

A detailed billing is issued monthly. An email is sent to the student at the student's Capital email, giving them notice of an updated e-bill. To access the e-bill, students will need to click on the link provided in the email notice to login to their ebill account. Students have the opportunity to set up parents or other individuals as authorized users to view or pay the account. Students must make any necessary arrangements for prompt payment by the dates specified in the billing. There are online payment options for web checks and or for credit card payments. Capital accepts MasterCard and Discover Card and there is a 2.75 percent convenience fee for all credit card payments. Paying by a Web check is free

### Financial Aid Office

614-236-6511, 1-866-544-6175 EXT: 6511 or [finaid@capital.edu](mailto:finaid@capital.edu)

This office can help you file the FAFSA online and will post your award notification on Web Advisor. Financial aid counselors can help to navigate loan processing (Federal Direct, Perkins, Nursing, and Alternative) and the Federal Work Study employment website at <http://www.Capital.edu/work-study>.

The Free Application for Federal Student Aid (FAFSA) should be completed each year online at <http://www.fasfa.ed.gov>. The student and the reporting parent will need PIN numbers to sign the application electronically. The PIN numbers may be obtained at <http://www.pin.ed.gov>

### Scholarships and Financial Aid Disbursements

Scholarships and/or grants are credited to the student's account. When the required online loan processes have been completed for the Federal Direct Loan, Federal Perkins Loan and Nursing Loan Programs and the funds have been received electronically by Capital, the loan proceeds will be credited to the student's account. Student employment earnings will not be credited to the student's account. Students will submit timesheets to the Student Accounts Office and earnings will be directly deposited to the student's savings or checking account.

## Books

Subject area and the availability of used books mean costs for texts vary widely. A fair estimate is \$500 per semester for books and supplies. Textbooks may also be rented. Check with the Capital University Bookstore for renting program availability. Students can order their books on line by ordering at [www.capital.bncollege.com](http://www.capital.bncollege.com). Students may pay by check, VISA, MasterCard, American Express or Discover Card. The university does not own the Bookstore; purchases cannot be charged to a student's account.

## Miscellaneous Expenses

Parents frequently inquire as to the miscellaneous expenses associated with college. It is difficult to estimate what students will spend, as students' needs and habits vary. The many variables can include car expenses, long distance telephone bills, laundry, organizational dues, late night dining, dating expenses, clothes, fines (library, breakage penalties), etc. Our advice is to talk about who pays for what, agree on a budget, remain flexible for the first month and once the routine is established, have your student live on a budget consistent with your resources.

## Employment

Approximately 600 students work on campus through the campus employment program. The Financial Aid Office manages the *on-campus work study* employment program. Student employees are paid monthly. Employers throughout Bexley and Columbus offer opportunities for part-time, off-campus employment. Career Development maintains an *online job listing site that advertises part-time openings and internships* by local employers. On-campus employment has the benefit of keeping students connected to campus.

# The Transition Experience-A First Time Parent Primer

## High School vs. College- The Basics

You have committed 12 years of school assisting your student to be successful. The college environment now expects your student to be responsible for his/her own success. Wow what a change for you and your student.

It is a journey for both you and your student so hopefully the following chart will help you navigate the changes as your child moves from high school to the collegiate environment.

The summer is a great time to review this list with your student so that he/she understands the expectations before coming to Capital.

### Teachers/Professors

High School	College
Teachers check student's completed homework	Professors may not always check homework, but they assume the student has completed it on time-sometimes it may be graded.
Teachers provide information when a student has been absent from class	Professors expect the student to get notes from classes they have missed from classmates.
Teachers present material to help students understand the material in the textbook- often students do not read textbooks using them only for review	Professors may not follow the textbook, but amplify the text, giving illustrations, providing background information or discuss research on the topic- they expect that students read the textbook
Teachers impart knowledge and facts, often drawing direct connections and guiding a student through the thinking process	Professors expect the student to think critically about and synthesize seemingly unrelated topics
Teachers often take time to remind students of assignments and due dates	Professors expect a student to read, save and consult an electronic or paper copy of the course syllabus (outline)

### Classes

High School	College
A student will spend 6 hours each day-30 hours a week-in class	A college student will spend 12-18 hours each week in class
Teachers carefully monitor attendance	Professors may not formally take attendance but they expect a student to be in class each class period.
Students are provided with textbooks at little or no cost in public	A student's books may cost anywhere from 200.00 -500.00 a semester

schools	
A student is not responsible for knowing what it takes to graduate	Graduation requirements are complex; depending on the major. The student is expected to know those that apply to a major and to check with faculty advisor and registrar to make certain they remain on track.

### Studying

Typically students report that they spend from 0-3 hours a week outside of class studying, typically for exams	For each class a student will need to study between 2-3 hours outside of class which is typically 10-15 hours a week.
Students often “hear” a presentation once or read an assignment once to learn what they need to know to be successful.	Students will need to review class notes, re-read text material regularly to learn the information required
Students typically receive short assignments that are discussed in class and often reviewed again.	Students will be assigned larger amounts of reading and writing which may or may not be directly addressed in class.
Students are often told what they need to know or learn from readings.	It is up to the student to read and understand assigned material before the class daily- the lecture or simulation in class assumes the student has done so

### Exams and Grading

High School	College
Testing is frequent and covers small amounts of information	Testing is usually infrequent (although weekly quizzes may be used in some classes) may be cumulative and cover larger amounts of information
Make up tests are often available	Students need to request a make- up exam and they are not always available unless pre-arranged or the result of an emergency
Extra credit projects are often used to help students raise a grade	Extra credit projects in general are not used to raise a grade in a college course
Teachers rearrange test dates to avoid conflicts with school events and activities	Professors in different courses usually schedule exams without regard to demands in other courses or co-curricular / athletics.
Grades are given for assigned work	Grades may not be earned for all assigned work
Homework that is consistently good helps to raise overall grades in a class	Grades on exams and major papers provide most of a student’s grade that he or she earns in a class

### Personal Freedom

High School	College
Student’s time is typically structured by parents, teachers, coaches etc.	A student manages his/her own time and schedule
Parents and teachers remind students of responsibilities, homework etc.	Students must balance responsibilities and set priorities
Students may have had assistance in waking up and getting to school on time	College students are responsible for waking up, regulating sleep so that they can get to class on time- even those 8:00 am classes
Students may have been able to play 2 varsity sports, sang in the choir, involved in clubs, worked 25 hours and received A grades	A fall varsity sport or being involved in a couple of organizations, taking a full load of classes, and working 10-15 hours may be the most a student can do during the first semester in order to be successful academically while they make the transition to different academic expectations.

## Changes- What to Expect

Expect that your student will not respond to all of your contacts, but know that he or she appreciates hearing from you. Homecoming, a concert or a sporting event about 6-8 weeks into the semester is an excellent way to reconnect with your student.

When checking-in with your student, give your student the opportunity to share feelings and ideas with you. He or she is experiencing new viewpoints and perspectives that may challenge prior belief systems. Allow your student to explore ideas without being judgmental. Understand that changes in viewpoints, behavior, and dress, eating and sleeping habits, and relationships with parents are all to be expected during the college years. However, if you suspect that some of these changes may be signs of bigger problems (alcohol or drug abuse, academic problems, etc.), refer your student to Counseling Services at the Center for Health and Wellness. Trust your instincts. Your student may need you to refer him or her to the appropriate resources for help.

### **Academic Success**

Students will have difficulty with at least one or more classes at some point. If your student tells you they do not believe they are doing as expected in a course may want to encourage them to attend class. Attending class allows a student to understand course material. Suggest that they speak to the instructor, your student's academic advisor, or a trusted faculty member. They can also form or join a study group of others in the course. It may seem simple, but ask your student if he/she is reading the text book or all assigned readings before the class session. Most students will tell you that they never read the text book in high school and they assume that they can do the same in college and earn excellent grades. Not true. Encourage them to read before they discuss the reading. Finally, you may need to encourage them to stop by the second floor of the library. Academic services are available through Center for Excellence in Learning and Teaching. If a class is not going well and your student appears lost in the course ask your student if they understand all the grading options in a class Pass/Fail, Dropping a course or Withdrawing from a course. An F is devastating to a GPA so often the best option is to drop a course and take it again during another semester. It is important that a student maintains full-time status which means 12 credit hours. If they will move below full-time status encourage them to talk to an academic advisor.

### **Be Knowledgeable about Campus Resources**

Utilize this handbook and the Capital website to become familiar with life at Capital. These resources provide a great deal of information about the College and its departments. Helping your student navigate the College by referring him or her to the appropriate resources is one of the best ways for you to coach your college student during this transition to adulthood. By acting as a referral source, you can demonstrate that you are interested in your student's life at Cap, and at the same time, you empower your student to solve his or her own problems.

### **Continue to Have Difficult Conversations**

As a parent or family member of a traditional age college student, you no longer have the same control that you once had over your student's day-to-day life. However, you do still have a tremendous influence on your son or daughter's behavior. In college, your son or daughter will have to make their own decisions about what time to get up in the morning, when to study, when to exercise, which organizations to participate in, what to eat, whether or not to drink alcohol, how much alcohol to drink if any, and whether or not to engage in sexual relationships.

While you cannot force your student to behave exactly as you would want them to, you can share your values and beliefs with your student on these topics. Studies show that parents influence their child's behavior regarding drugs, alcohol, and risky sexual behavior even after their child leaves for college. Provide your student with the facts on these issues, and empower them to distinguish between good and bad decisions when it comes to their behavior, health, and safety. Create an atmosphere of open communication, and your student will not only appreciate that you respect him or her as an adult, but he or she will also be more likely to turn to you for guidance. (Source: Brigham Young University (2008, February 11). "Sex, Drugs and Alcohol: Parents Still Influence College Kids' Risky Behavior, Study Shows." Science Daily. Read the news release.)

Here are a few suggestions for productive discussions:

- Be specific about what you expect them to do in college (abstain or drink moderately, make positive choices about sexuality and eating patterns, practice financial responsibility.)
- Ask questions, but be prepared for the answers. Listen in a non-judgmental manner. This will keep communication open.
- Do not romanticize your own experience with alcohol or other drugs. You may inadvertently encourage this behavior.

To help you get started, here are a few suggestions for questions to ask:

- "What are some decisions that you are facing right now?"
- "How do you cope when you feel stressed?"
- "What do you think helped you cope with stress before going to college that you could still rely on now?"
- "What do you do with friends in your free time?"
- "How will you deal with pressure to drink or drink too much?"
- "What kinds of activities are available besides parties with alcohol?"
- "How do you deal with someone who is pressuring you to increase physical intimacy in a relationship?"
- "How would you make sure that a partner gives consent for sexual activity?"
- "What are the positive/negative aspects of a sexual relationship?"
- "How do you protect yourself emotionally and physically in a sexual relationship?"
- "How do you talk about your sexual boundaries with a partner?" \* *The University of Michigan University Health Service.*

### **Ask Questions—But Not Too Many**

Most first-year college students desire the security of knowing that someone from home is still interested in them. Parental curiosity can be alienating or supportive depending on the attitudes of the persons involved. Honest inquiries and other "between friends" communication and discussion will do much to further the parent-student relationship.

### **Expect Change**

Your student will change. College and the experiences associated with it can effect changes in social, vocational, and personal behavior and choices. It's natural, inevitable, and it can be inspiring. Often though, it's challenging. You can't stop change, you may never understand it, but it is within your power (and to you and your student's advantage) to accept it. Remember that your son or daughter will be basically the same person that you sent away to school.

***Do Not Tell Your Student That “These Are the Best Years of Your Life”***

The first year of college can be full of indecision, stress, insecurities, disappointments, and most of all, mistakes. It’s also full of discovery, inspiration, good times, and exciting people. It may take a while for students to realize that their Hollywood-created images of what college is about are all wrong. Hollywood doesn’t show that college includes being scared, confused, overwhelmed, and making mistakes. Students may feel these things and worry that they are not ‘normal’ because what they’re feeling is in contrast to what they’ve been led to believe while growing up. Parents can help by understanding that the highs and lows of college life are a critical part of your son or daughter’s development, and by providing the support and encouragement to help him or her understand this as well.

***Trust Your Student***

College is also a time for students to discover who they are. Finding oneself is a difficult enough process without feeling that the people whose opinions you respect most are second-guessing your own second-guessing.

**Referral Guide:**

**Please Refer A Student Who Is:**

**Emotionally distressed, physically ill, or suicidal**

Center for Health and Wellness Center (614) 236-6114  
Office of Student Affairs (614) 236-6611  
Office of Public Safety (614) 236-6666

**Absent from class for a week or more due to illness or family emergency**

Office of Student Affairs (614) 236-6611

**Having Roommate Difficulties**

Residence Life and Housing Office (614) 236-6811

**In need of advice about a medical or emergency withdraw**

Office of Student Affairs (614) 236-6611

**In need of advice about a leave of absence, permanent withdraw or transfer**

Director of Retention (614) 236-6694

**In need of advice about Finances?**

Financial Aid (614) 236-6511  
Student Accounts (614) 236-6123

**Spiritual or Religious Support**

University Pastor (614)-236-6214

**Support for Cultural or Identity Issues**

Office of Multicultural Affairs (614) 236-6181  
Office of Student Affairs (614) 236-6611

**Seeking Accommodations or support for a physical, cognitive or psychological disability**

Center for Health and Wellness (614)-236-6114

**In Need of Advice about Choosing/Changing a Major**

Faculty Advisor  
Career Development (614) 236-6606

**In Need of Tutoring or Academic Success Skills**

Academic Services (CELT) (614) 236-6461

**Please Report a Student Who is:**

**In a life-threatening situation or is posing imminent threat to self or others**

Office of Public Safety (614) 236-6666

**Suspected of being missing**

Office of Student Affairs (614) 236-6611  
Office of Public Safety (614) 236-6666

**Here are a few books to help you as you begin your journey.**

*Almost Grown: Launching Your Child from High School to College*, by Patricia Pasick

*Don't Tell Me What To Do, Just Send Money: The Essential Parenting Guide to the College Years*, by Helen Johnson

*Letting Go: A Parent's Guide to Understanding the College Years*, by Karen Levin Coburn and Madge Lawrence Teeger

*The Launching Years: Strategies for Parenting from Senior Year to College Life*, by Laura Kastner and Jennifer Wyatt

*You're On Your Own, But I'm Here if You Need Me: Mentoring Your Child During the College Years*, by Marjorie Savage

*When Your Kid Goes to College: A Parent's Survival Guide*, by Carol Barkin

## Academic Calendar 2011-2012

### August

- 17 Fall Tuition Deadline
- 21-25 Smooth Transitions Program
- 24 Registration for New Students/Transfer  
(Who did not register in June)
- 25-28 **New/Transfer Student Orientation (required)**
- 25 Convocation-  
A ceremony for parents and students to signify the beginning of student's college career
- 29 **First Meeting of Classes**  
Involvement Fair  
Part-time Job Fair

### September

- 5 Labor Day Recess
- 27 Fall Unified Theme Symposium

### October

- 7-9 Homecoming Weekend
- 21 Mid-term Break

### November

- 15-23 Pre-registration for Spring Semester
- 22 Residence Halls Close at 9:00pm
- 23-27 Thanksgiving Recess

### December

- 9 Final Day of Classes for Fall Semester
- 12-15 Final Examinations
- 15 Final Day of Fall Semester
- 15 Residence Halls Close at 9:00pm

### January-Spring

- 9 First Meeting of Classes

### February

- 1 Graduation Application Deadline for Students who Plan to Graduate in May
- 24 Residence Halls Close at 9:00pm
- 25 Mid-term Recess

## March

- 5 Mid-term Recess Over- Classes Resume

## April

- 4 Residence Halls Close at 9:00pm
- 5-9 Passover/Easter Break
- 27 Final Day of Classes for Spring Semester
- 30 Final Examinations Begin

## May

- 3 Final Examinations Conclude
- 3 Final Day of the Spring Semester
- 3 Residence Halls Close at 9:00pm
- 5 Commencement
- 14 Summer Session Begins

### **Other Numbers to Suggest Your Student Contact:**

#### Academic Programs:

School of Humanities (language, History, political science, religion/phil., English	614-236-6467
Conservatory of Music and Communication and Fine Arts	614-236-6474
School of Management and Leadership	614-236-6579
School of Natural Sciences /Nursing	614-236-6800
School of Social Sciences and Ed.	614-236-6445

Admission Office	614-236- 6101
Alumni Relations	614-236-6701
Athletic Office	614-236-6911
Bookstore	614-236-6116
Career/Major Advising, Jobs and Internships: Career Development	614-236-6606
Center for Excellence in Learning and Teaching (CELT)	614-236-6327
Community Service	614-236-7378
Conference Services	614-236-6200
Financial Aid	614-236-6511
Gallery-Schumaucher	614-236-6319
Greek Life	614-236-6904
Center for Health and Wellness	614-236-6114
Information Technology	614-236-6508
International Education	614-236-6170
Leadership Development	614-236-6109
Library	614-236-6614
Mail Services	614-236-6658
Multicultural Affairs	614-236-6307
New/Transfer Orientation	614-236-6109
Parkhurst Dining Services	614-236- 7100
Pastor	614-236-6214
Public Relations and Marketing	614-236-6196
Registrar	614-236-6150

Residence Life and Housing	614-236- 6811
ROTC	614-236-6808
Public Safety	614-236-6666
Student Accounts Office	614-236-6123
Student Involvement Office	614-236-6901
University President	614-236-6908
Work Study Employment	614-236-6511
Vice President and	614-236-6611
Dean's office-Student Affairs	
Campus Information	614-236- 6011

## Capital University and the Americans with Disabilities Act

Capital University welcomes people with disabilities to our campus. The university is committed to providing accessibility and reasonable accommodations to all who take part in campus events so that all have equal educational opportunities and full participation in the campus community life.

Capital provides equal opportunity to all qualified persons in all areas of university operation, including education, employment, and decisions regarding faculty appointment, promotion or tenure, without regard to race, religion, age, sex, creed, color, disability, marital status, national or ethnic origin, or sexual orientation.

Federal law requires that Capital University make "reasonable accommodations" to ensure that persons with disabilities will have equal access to all educational programs, activities and services. Therefore, Capital University, in compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and with the Americans with Disabilities Act of 1990 (ADA), as amended in 2008, recognizes the university's obligation to make reasonable accommodations for qualified students with disabilities.

## Non-Discrimination Statement

Capital provides equal opportunity to all qualified persons in all areas of university operation, including education, employment, and decisions regarding faculty appointment, promotion or tenure, without regard to race, religion, age, sex, creed, color, disability, marital status, national or ethnic origin, or sexual orientation.