

Qwik Check List Of The Four W's

WHAT	WHERE	WHEN	WHO
1. Academic hassle?	1) Professor of your course 2) Academic advisor 3) Division head 4) Dean of Behrend, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Dean J.M. Lilley
2. Can't make up your mind about a career?	Division of Undergraduate Studies, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Diane Weissman
3. Got a general gripe?	Office of Student Affairs, Reed Union Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Dean D.E. Harshbarger
4. Got a parking or traffic ticket?	Financial Office, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. R. Sosnowski
5. Hassle with housing or food, need a new room key?	Food and Housing Office, Dobbins Hall	8 a.m.-5 p.m. Mon.-Fri.	Mrs. M. Taylor
6. Have to cash a check, buy a magazine, get insurance, or a bus schedule?	Reed Main Desk, Reed Union Bldg.	8:30 a.m.-4:00 p.m. Mon.-Fri.	Mr. C. Reber
7. Have a friend who wants to enroll?	Admissions Office, Reed Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. B.A. Lane
8. Have a veteran's problem?	Office of Student Affairs, Reed Union Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Veteran's Counselor
9. Hurt yourself or sick?	Dispensary, Admin. Bldg.	8 a.m.-10 p.m. Mon.-Fri. 8 a.m.-12 noon Saturday	Mrs. M. Hamilton, RN Mrs. D. Adameck, RN
10. Interested in sports?	Erie Hall	8 a.m.-5 p.m. Mon.-Fri.	Mr. H. Lauffer
11. Lose your ID card?	Instructional Communications Center, 126 Behrend Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. Paul Bailey
12. Lost and Found?	Security Office, South Cottage	24 hours	Mr. G. Johnson
13. Need a job on work-study?	Office of Student Affairs, Reed Union Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mrs. M.B. Peterson
14. Need money, financial aid or emergency loans?	Office of Student Affairs, Reed Union Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mrs. M.B. Peterson
15. Need a sticker so your car won't be ticketed?	Security Office, South Cottage	24 hours	Mr. G. Johnson
16. Need a transcript?	Records Office, Reed Union Bldg.	8 a.m.-12 noon; 1 p.m.-5 p.m. Mon.-Fri.	Mr. R. Schenker
17. Planning to transfer, withdraw, drop-add, leave of absence, change of assignment, change of major, or housing contract for University Park?	Records Office, Reed Union Bldg.	8 a.m.-12 noon; 1 p.m.-5 p.m. Mon.-Fri.	Mr. R. Schenker
18. Ripped off?	Security Office, South Cottage	24 hours	Mr. G. Johnson
19. Want to form or join a club?	Reed Main Desk, Reed Union Bldg.	8:30 a.m.-4:30 p.m. Mon.-Fri.	Mr. Chris Reeber
20. Want to improve your study skills or need a tutor?	Office of Student Affairs, Reed Union Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Ms. S. Edwards
21. Want to pay your fees?	Financial Office, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. R. Sosnowski
22. Want to join Army ROTC?	ROTC Office, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Major J. Pigot
23. Want to write home and need stamps?	Reed Main Desk, Reed Union Bldg.	8:30 a.m.-4:30 p.m. Mon.-Fri.	Mr. C. Reber
24. What's happening? Need activity card?	Reed Main Desk, Reed Union Bldg.	8:30 a.m.-5 p.m. Mon.-Fri.	Mr. C. Reber
25. Applying for degree status?	Admissions, Reed Union Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. B.A. Lane
26. Need an engraver to mark your property?	Security Office, South Cottage	24 hours	Mr. G. Johnson
27. Need Security in case of emergency?	Security Office, South Cottage 896-1511	24 hours	Mr. G. Johnson

Grade Mediation

The purpose of the Grade Mediation Panel is to provide a forum for discussion and resolution when a student and a Behrend College faculty member are involved in a misunderstanding concerning a final grade. Since only the instructor of a given course can give or alter a grade, findings are advisory only.

The panel is composed of two faculty from the Committee on Undergraduate Studies and two students.

The Grade Mediation Panel is the Third Level Consultation in the following procedure:

First Level Consultation - Student to Faculty Member.

Second Level Consultation - Student to Division Head.

Third Level Consultation - Student to Grade Mediation Panel established by the Undergraduate Studies Committee.

Final Referral-Consultation - Student to Dean of Faculty.

Any request for remediation must be submitted within one term after the grade has been received. Since the panel meets only during the academic year, complaints concerning grades given spring term will be considered in the fall.

The hearing may be during the second academic term, but in no case will the process take more than one academic year. Questions may be directed to the Chairman of the Grade Mediation Panel.

I.D. entify

Each student is provided with an ID card at the start of his/her first term at Behrend. At each registration, the ID card is validated with a sticker indicating enrollment for the current term.

This card is to be carried by the student at all times and must be presented to any authorized University official when the student is asked to do so. Students should ask the official to identify himself or herself if there is any doubt as to the individual's identity.

Questions concerning ID cards should be directed to the Instructional Communications Office, 126 Behrend Building.

Behrend Office Locations

Dean's Office.....	First Floor, Administration Building
Admissions.....	Second Floor, Reed Union Building
Records Office.....	First Floor, Reed Union Building
Division of Arts and Humanities.....	Turnbull Building
Division of Natural Science and Engineering.....	Behrend Building
Division of Social and Behavioral Sciences.....	Faculty Office Building
Division of Undergraduate Studies.....	Second Floor, Administration Building
Office of Student Affairs (including Financial Aid, Placement, Conduct Standards).....	Second Floor, Reed Union Building
Business Office.....	First Floor, Administration Building
Financial Office.....	First Floor, Administration Building
Health Services.....	South End, Administration Building
Student Union.....	Reed Union Building
Housing and Food Services.....	Dobbins Hall
Continuing Education.....	Second Floor, Administration Building
Safety and Security.....	South Cottage
Army ROTC.....	Basement, Administration Building
Instructional Communications Center.....	Behrend Building

"Excellence In Teaching" Award

In 1969, the Behrend College Advisory Board established an "Excellence In Teaching" award to annually recognize that faculty member who in the opinion of students and colleagues most truly fills the role of an inspired and committed instructor - an instructor whose teaching and working with students is characterized by excellence.

The recipient of the award, selected from among faculty members nominated by students, chartered student organizations, faculty or staff, is recognized at Commencement each Spring and receives a plaque and a check for \$250 from the Behrend College Advisory Board.

Previous recipients of the "Excellence In Teaching" award include:

1970 Philip K. Iobst.....	Instructor in Philosophy
1971 Jeffrey C. Steinbrink.....	Instructor in English
1972 Edwin C. Masteller.....	Associate Professor of Biology
1973 A. Daniel Frankforter.....	Assistant Professor of History
1974 Mary Chisholm.....	Assistant Professor of Chemistry
1975 Charles C. Kolb.....	Instructor in Anthropology
1976 Donald R. Leavers.....	Assistant Professor of Chemistry
1977 Michel Small.....	Assistant Professor of English
1978 Barry R. Weller.....	Assistant Professor of Economics
1979 Robert P. Hostetler.....	Associate of Mathematics
1980 David E. Roth.....	Assistant Professor of Engineering
1981 Steven Ward.....	Assistant Professor of Speech Communication