

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) Associate Dean of Penn State-Behrend, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Dean J.D. Burke
2. Can't make up your mind about a career?	Career Development and Placement Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mrs. M.B. Peterson
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.	9 a.m.-5 p.m. Mon.-Fri.	Mr. Chris Reber
7. Have a friend who wants to enroll?	Admissions Office, Administration Bldg.	8 a.m.-5 p.m. Mon.-Fri. 7 p.m.-11 p.m. Mon.-Fri. 1 p.m.-9 p.m. Sat. & Sun.	Mr. B.A. Lane Ms. B.Y. Swift
8. Have a veteran's problem?	Office of Student Affairs, Reed Union Bldg.	8 a.m.-9 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?	Financial Aid Office, Administration Building	8 a.m.-5 p.m. Mon.-Fri.	Mrs. M.B. Peterson
14. Need money, financial aid or emergency loan?	Financial Aid Office, Administration 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 at UP?	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 Reber
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. Sandy 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 Joel Pigott
23. Want to write home and need stamps?	Reed Main Desk, Reed Union Bldg.	9 a.m.-5 p.m. Mon.-Fri. 7 p.m.-11 p.m. Mon.-Fri. 1 p.m.-9 p.m. Sat.&Sun.	Mr. Chris Reber
24. What's happening? Need activity card?	Reed Main Desk, Reed Union Bldg.		Mr. Chris Reber
25. Applying for degree status?	Admissions, Administration Building	8 a.m.-5 p.m. Mon.-Fri.	Mr. B.A. Lane Ms. B.Y. Swift
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 806-1511	24 hours	Mr. G. Johnson
28. Thinking about withdrawing?	Office of Student Affairs, Reed Union Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Dean D.E. Harshbarger
29. Alumni Activities	Office of University Relations, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. Ben E. Hancock, Jr.
30. Speaker's Bureau	Office of University Relations, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. Ben E. Hancock, Jr.
31. Off Campus Publicity	Office of University Relations, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. Ben E. Hancock, Jr.
32. University Development and Public Relations	Office of University Relations, Admin. Bldg.	8 a.m.-5 p.m. Mon.-Fri.	Mr. Ben E. Hancock, Jr.

Policy On Writing

The Behrend College faculty affirms that one of the chief marks of educated persons is their ability to express themselves clearly, correctly, and effectively. Without these abilities, one cannot claim to be fully educated. Moreover, the quality of one's thought cannot be evaluated unless ideas are expressed clearly enough to be understood. For these reasons, the teaching of effective communication, especially writing, must be one of the primary aims of The Behrend College.

Responsibility for teaching the basics of effective written English must, of course, rest primarily with the English faculty. However, all faculty who require writing of their students are justified in demanding clear, correct, and effective prose and may take into account all aspects of composition when evaluating student work.

Students are encouraged to purchase "The Behrend College Style Manual" in the bookstore. This manual is designed to help students learn to write clearly, correctly, and effectively.

Veteran's Benefits

Upon acceptance to Penn State-Behrend a veteran should submit a certified copy of his/her DD 214 to the Veterans Affairs, second floor RUB.

Benefits under the Veterans Education Assistance Program are available to:

1. Service-connected disabled veterans receiving vocational rehabilitation assistance.

2. Non-disabled veterans who have been separated from active duty less than ten years.

3. War orphans' assistance for children of individuals who lost their lives from service-connected causes after the beginning of the Spanish-American War and through the present conflict, as well as children and wives of totally disabled veterans of that period and widows of veterans who died of service-connected disabilities.

The Office of Veterans Affairs is located in the Student Affairs Office, Reed Union Building. All veterans, whether eligible for any benefits or not, should see a veteran's counselor. We need to know how many veteran students are attending Penn State-Behrend. Those veterans eligible for educational benefits should stop in as soon as possible to begin paperwork. Dependents eligible for VA benefits under a parent's file should also stop in soon. We're not only here for processing paperwork, but for any help we can render. Come see us.

Religious Activities

Religious activities on campus are the responsibility of the Student Affairs Office. A Roman Catholic Mass is celebrated on campus every week. The Residence Hall Handbook contains a list of services of several denominations off campus. Any suggestions regarding religious activities may be directed to Dean Harshbarger in the Student Affairs Office.