



## Bookstore

The Penn State-Behrend bookstore, first floor RUB, is open throughout the year. Monday through Friday, from 8:30 a.m. to 4:30 p.m. The store provides the required textbooks and supplies, along with greeting cards, toiletries, mugs, Penn State jackets, T-shirts and other clothing, best selling paperbacks, and a variety of other items. Textbook prices are set by the publisher, not by the bookstore.

**IF YOU HAVE DROPPED A COURSE AND WISH TO RETURN A TEXTBOOK,** you must do so within fourteen days after the beginning of that semester. The book must be clean (no markings). When returning the book, you must present your cash register receipt and a signed copy of your drop card.

**IF YOU WISH TO SELL YOUR**

**BOOKS BACK TO THE BOOKSTORE AT THE END OF THE SEMESTER,** you may do so at the textbook "buy-back" sponsored by the bookstore at the end of the fall and spring semesters. The "buy-back" normally takes place during the last two days of classes through final exams; however, exact dates and times are posted ahead of time. Prices depend upon a number of factors. If the bookstore needs additional copies of a particular text, it is the latest and current edition, it is usable - e.g. no broken binding - (regardless whether originally purchased new or used), the bookstore will pay one half the original new price. If the book is not scheduled for use, the price quoted will be that amount which a book company would offer. Any books you wish to sell back must be yours and may not belong to anyone else.

## Bus Service Information

Bus service to all parts of the city is made available to the Penn State-Behrend community by the Erie Metropolitan Transit Authority (EMTA). The only EMTA bus stop on campus is located near Erie Hall across from the student parking lot. This bus travels to and from downtown Erie. However, you may reach other parts of the city by transferring to another bus at one of the downtown Erie stops. Bus tokens may be purchased at the RUB desk. You may make connections with the Millcreek Mall bus in

downtown Erie. Complete bus schedules and prices are available at the Main Desk on the first floor of the RUB.

The Penn State-Behrend "Blue Bus" goes from the RUB to the Millcreek Mall, the local YMCA, K-Mart and Peak 'n Peek. There is a minimal fare for this service. Schedules are available on campus. Anyone who wishes to reserve the bus for special activities may do so by contacting the Office of Student Affairs. Students should be aware that the bus schedule changes to accommodate special events.

## Statement on the Handicapped

No qualified handicapped student may be excluded from participation in or denied the benefits of any course or course of study.

Procedural adjustments involving modification of course requirements for attainment of a degree should not result in substan-

### Payment Deadlines

For matriculated Penn State-Behrend students, tuition and charges, including room and board, are due and payable in advance of each semester at the Office of the Bursar, 103 Shields Building, University Park, PA 16802. Important dates are as follows:

Semester	Mailing Date	Due Date
Fall	July 15, 1983	August 5, 1983
Spring	Nov. 15, 1983	Dec. 15, 1983

**ALL TUITION AND ROOM AND BOARD CHARGES MUST BE PAID OR COVERED BY CONFIRMED FINANCIAL AID PRIOR TO REGISTRATION.**

tive differences in course requirements. Academic requirements which are demonstrated to be essential to the program of instruction being pursued will not violate the policy.

The University shall not impose rules upon handicapped students that have the effect of limiting participation (such as the prohibition of tape recorders in classrooms or the use of dog guides).

The University shall provide methods of course examination or other procedures for evaluating academic progress of handicapped students who have a handicap that impairs sensory, manual, or speaking skills, which test academic progress rather than the impairment (except where such skills are factors to be measured).

No handicapped student will be discriminated against in the access to classes because of mobility impairment. The University shall take steps to ensure that no handicapped student is unable to obtain an education because of lack of auxiliary aids.

## Events and Activities

Service to students is our business at Penn State-Behrend. A number of services, encompassing a wide variety of interests, can help you make the most out of your college experience.

Student services can be found in a number of locations including the Student Affairs Office, the Division of Undergraduate Studies (DUS), the Athletic Department, the library, the bookstore, the Records Office, the Office of Housing and Food Service, the Department of Safety and Security, and the Financial Office.

The Student Affairs Office, located on the second floor of the Reed Union Building (RUB), directs activities regarding the residence halls, conduct standards, health services, counseling, career counseling, financial aid, emergency loans, veterans affairs, job

placement, tutorial services, student awards, religious affairs and the student union. The Student Union, first floor of the RUB, coordinates the activities of all of the student organizations which include the Student Government Association, the official representative of the student body, and the Student Union Board (SUB). The aim of the SUB is to provide programs which service the social, cultural, educational and recreational interests of the Penn State-Behrend Community. See the Clubs and Organizations listing in this publication for more information about other student clubs and organizations.

Penn State-Behrend makes a number of academic, recreational, informational, and other services available to its students. The Division of Undergraduate Studies (DUS), academic advisement by

individually assigned faculty members, and the service offered by the Records Office directly support the academic program. The Athletic Department offers a variety of recreational outlets through its varsity and intramural sports programs. Information about activities on and off campus is available through a number of sources including the Behrend Collegian (student newspaper), the Penn State-Behrend radio station (WBCR), the Student Information System (SIS), and others. Essential services are provided by the library, the bookstore, the Office of Housing and Food Service, the Department of Safety and Security, and The Financial Office (Administration Building).

Further information about these student services is presented throughout this publication.

## Committee On Student Affairs

The committee on Student Affairs serves in an advisory capacity to the Student Affairs Office and concerns itself with policies relating to general student welfare. The committee for the 1983-84 academic year is composed of three faculty members, including Mrs. Cathy Mester and Dr. Zachary Irwin. The Dean of Student Affairs, Dohn Harshbarger and the SGA President, Doug Saltzman serve as ex-officio members. Any issue concerning student life may be brought to the attention of a committee member.

### Student Government

On behalf of the Student Government Association I want to welcome all incoming freshmen and returning students to Penn State-Behrend. The returning student, knowing something about student life and campus operations, will be able to help many of the new faces. We hope that campus awareness and involvement continues to grow for returning students and that freshmen will be able to make lasting roots at Penn State-Behrend.

One way for this development to happen is through involvement with the Student Government. Students can actively take part by joining the Student Senate or attending regular meetings. Another way to get involved is by offering simple suggestions to Student Senate members at meetings or at the S.G.A. office. Whether you have a problem or an idea let us know about it - it is our purpose to help you!

If you have any questions or comments please stop by the Student Senate Office, located behind the RUB Desk, or phone us. Our extension is 220. Hope you have a great year.

Doug Saltzman  
S.G.A. Upper Division President

### Nondiscrimination policy

The Pennsylvania State University, in compliance with federal and state laws and regulations governing affirmative action and nondiscrimination, does not discriminate in the recruitment, admission, and employment of students, faculty, and staff in the operation of any of its educational programs and activities as defined by law. Accordingly, nothing in this publication should be viewed as directly or indirectly expressing any limitation, specification, or discrimination as to race, religion, color, or national origin, or to handicap, age, sex, or status as a disabled or Vietnam-era veteran, except as provided by law. Inquiries concerning this policy may be directed to Dean John M. Lilley.

## Health Services

If you are not feeling up to par, you should visit the campus Dispensary, which is located in the rear of the Administration Building. The health services are available to all students, whether residents or commuters. The doctor is in the Dispensary twice a week, and two registered nurses are on duty the following hours: Monday thru Thursday, 8:00 a.m. to 10:00 p.m., Friday, 8:00 a.m. to 9:00 p.m.

There is no charge for student visits to the Dispensary or for services provided by the physician. Medication is available at cost and a fee is required for some dressings. You may borrow supplies such as canes, crutches, and hot water bottles, but you must pay a replacement charge if you do not return them. All Dispensary costs are minimal; however, if you do not pay the outstanding charges by the end of the semester, a hold will be placed on your registration the following semester until they are

## Health Service Policy

The University Health Service assists in maintaining and promoting the health of students. Every new full time student must successfully complete a physical examination before being permitted to register for class at the University. The health services of the University are made available to students in accordance with a statement provided by each campus, pertinent to that campus, and published in its student handbook. The University does not obligate itself for payment of medical services other than those provided by personnel employed or retained by the University and in facilities owned or contracted by the University. Treatment provided in contract facilities must be authorized by the Dean of the college, the Dean of Student Affairs, or the campus nurse. Students are urged to protect themselves against medical expenses that may result from injury or illness by arranging for personal insurance coverage.

### Health Insurance

Any student who desires individual insurance protection against personal injury while in attendance at the University should arrange personally for whatever insurance seems advisable for him/her. A voluntary accident and sickness insurance plan with a variety of benefits is available to students. Information may be obtained from the Dispensary, the Office of Student Affairs, and the Student Senate Office, first floor RUB.

paid. Excuses for class absences are not given by the nurse. You may ask your instructor to call the Dispensary to verify your visit on a particular day. No other information regarding the nature of the visit is released without your written permission.

### Smoking Policy

Smoking is acceptable in:

1. Hallways and lobbies of the Behrend and Nick Buildings.
2. The lobby of Erie Hall.
3. The lobbies and halls of the Reed Building.
4. The Reed Building dining areas only in those areas designated for smoking.
5. Dobbins Hall dining area only in those areas designated for smoking.
6. Private offices at the discretion of the assigned occupant (s).
7. The Back Room of the Reed Building.

Smoking is not acceptable in:

1. Classrooms, laboratories, and seminar rooms.
2. Lecture Halls.
3. Turnbull Hall except private offices.
4. Stairwells.
5. Erie Hall except the lobby.
6. The library except in private offices.
7. The studio except in private offices.
8. The bookstore except for private offices.

Reports of violations and complaints may be submitted to Dean Harshbarger in the Student Affairs Office who will route the information to the administrative officer of the unit against which the complaint is lodged.

Location	Hours
Reed Building	8:00 - 10:00 AM
Reed Building	11:00 - 12:00 PM
Reed Building	1:00 - 3:00 PM
Reed Building	4:00 - 6:00 PM
Reed Building	7:00 - 9:00 PM
Reed Building	10:00 - 11:00 PM
Reed Building	12:00 - 1:00 AM
Reed Building	2:00 - 3:00 AM
Reed Building	4:00 - 5:00 AM
Reed Building	6:00 - 7:00 AM
Reed Building	8:00 - 10:00 AM