welcome New Students

www.PhilaU.edu/NSP
welcome to PhilaU™
PHILADELPHIA UNIVERSITY
Welcome to Philadelphia University! We are excited that you will be joining our campus community. This booklet is designed to be a one-stop resource for you to navigate the enrollment process. However, if at any time you have questions, please reach out to us. We are here to help. Please review the bullet points below; they are a quick guide to the information in the booklet.

**Definitions of Common Terms:**

- **First-Year Students:** Recent high school graduates or someone who has not enrolled previously in college.
- **Transfer Students:** Students who have previously attended another college.
- **Re-entry Students:** Students who have previously attended PhilaU and are returning.

**Sections of the booklet:**

- **New Student Orientation (NSO)** NSO includes Summer Orientation and Welcome Week. NSO is required for all First-Year and Transfer students.
- **Learning and Advising** This section explains placement testing and course selection. Placement tests are due June 1.
- **High School Transcripts** All new students (first-year, transfer, and re-entry) need to send an official copy of their final high school transcripts to the Office of Admissions. If you are a transfer student or a high school student who is transferring college credit for courses taken in high school, please send official college transcripts.
- **Residence Life** Any student living in campus housing should review this section and complete the required forms. This information will help us pair new student roommates.
- **Commuter Life & Off-Campus Housing** This section outlines the resources available to students who will be living off-campus.
- **Health Services** This section details the medical records and insurance information that must be received prior to enrollment. Health forms are due July 1. We encourage you to contact your family physician as soon as possible to ensure that these forms reach us by July 1. All students must complete the proper health forms.
- **Student Billing** This section outlines information on how to pay your tuition. Student statements will be posted online in July. In addition, this section explains the various payment options available to you and how to use your campus card. Please review the section on FERPA. This section outlines a student’s right to privacy and parent access to student information, such as student financial information.
Calendar

Upcoming Deadlines for New Students

June 1
Deadline to complete Math Questionnaire and Writing Placement online (First-year students only)
Questions, call Learning & Advising at 215.951.2730

June 8
Summer Orientation registration due
Questions, call Student Engagement at 215.951.2634

June 26
Housing application & agreement due
Questions, call Residence Life at 215.951.2741

July 1
Deadline to return Health Forms
Questions, call Health Services at 215.951.2986

July 31
Fall Tuition due
Questions, call Student Accounts at 215.951.5988

September 11
Deadline to complete online waivers for health and tuition insurance. Waivers can only be completed online.
Questions, call Student Accounts at 215.951.5988

Selected Fall 2015 Academic Dates

August 20 Residence Halls open for new students
August 20 NSO: Welcome Week begins
August 20 New Student Convocation
August 24 Classes begin, 8 a.m.
September 1 Last day to add classes – NOTE: New students must meet with Faculty Advisor in Learning and Advising to add or drop classes.
September 7 No classes: Labor Day
September 11 Last day to drop classes without “W” grade – NOTE: New students must meet with Faculty Advisor in Learning and Advising to add or drop classes.
October 3 Homecoming and Family Day
October 12 - 16 Midterm Evaluation Week
October 30 Last day to withdraw from a course
November 25 No classes: Thanksgiving Break begins
November 25 Residence Halls close, 10 a.m.
November 29 Residence Halls open, 12 p.m.
November 30 Classes resume
December 7 Classes end
December 8 - 10 No classes: Reading and Review Days
December 11 - 17 Final Examinations
December 18 Residence Halls close, 10 a.m.
January 13 Grades posted

For a complete academic calendar, please visit www.PhilaU.edu/registrar/

PhilaU Phone Numbers

Please dial 215.951 followed by the extension.

Main Number x2700
Admissions x2800
Athletics x2720
Bookstore x2717
Career Services x2930
Commuter Life & Off-Campus Housing x2634
Counseling Services x2868
Dining Services x2924
Disability Services x6830
Emergency x2999

Financial Aid x2940
Health Services x2986
Learning & Advising x2730
Safety & Security x2620
Student Accounts x5988
Student Engagement x2634
Student Life x2740
Study Abroad x2815
Registrar’s Office x2990
Residence Life x2741
Welcome New Students  •   3

Transfer Students
Summer Orientation for transfer students will be offered on the following dates:
• Thursday, June 18, 2015
• Thursday, July 9, 2015
• Wednesday, August 19, 2015**

Congratulations on your acceptance to Philadelphia University! We look forward to your arrival and invite you to begin (or continue) your undergraduate experience by participating in NSO: Summer Orientation. Summer Orientation is a time for new students to preview the University and receive their class schedule prior to arrival this fall. **Summer Orientation is required for all new students.**

Summer Orientation Dates

First-Year Students
Summer Orientation sessions for first-year students will be offered on the following dates:
• Tuesday, June 30 – Wednesday, July 1, 2015
• Monday, July 13 – Tuesday, July 14, 2015
• Wednesday, July 15 – Thursday, July 16, 2015
• Wednesday, August 19, 2015**

Transfer Students
Summer Orientation for transfer students will be offered on the following dates:
• Thursday, June 18, 2015
• Thursday, July 9, 2015
• Wednesday, August 19, 2015**

** Students and guests are strongly encouraged to participate in one of the June or July sessions. The August session is intended for students traveling from more than 250 miles away who are unable to travel to campus over the summer.

Welcome Week
Welcome Week is a continuation of NSO and is required for all new students. The dates are **Thursday, August 20 through Sunday, August 23, 2015.**
Making Your Summer Orientation Reservation

Since spaces in the Summer Orientation program fill on a first-come, first-served basis, you should complete the reservation process as soon as possible. For your convenience, you can make your reservation for Summer Orientation online at www.PhilaU.edu/NSP.

To register to attend, you will need your WebAdvisor username and password. If you have not yet received this information, please contact the Philadelphia University Help Desk by calling 215.951.4648 or via email at HelpDesk@PhilaU.edu.

Exploring Philadelphia Program

For students unfamiliar with the city of Philadelphia, those traveling from a distance, or those who want to get the most out of their orientation experience, consider participating in our Exploring Philadelphia Program. This initiative, offered on Monday, June 29, Sunday, July 12 and Tuesday, July 14, allows students the opportunity to explore Philadelphia—our extended campus—with peer leaders and other new students. Students who would like to participate in this program should plan to arrive on campus at approximately 3:30 p.m. the evening before their scheduled Summer Orientation session.

Please note: There is an all-inclusive $60 charge for this program that covers an additional night stay in Ronson Hall, two additional meals—including late night snacks, transportation to and from Center City, and evening entertainment.

If applicable, cancellations for the Exploring Philadelphia Program will receive a full refund only if the reservation is cancelled in writing via email to fye@PhilaU.edu a minimum of 5 business days before your scheduled check-in date.

If you have questions regarding the Summer Orientation Program, please call the Office of Student Engagement at 215.951.2634. We look forward to meeting you this summer!

First-Year Student Sessions include:

- ID Photos
- Welcome Address
- Small Group Meetings
- Writing Placement
- Financial Aid
- Student Accounts
- Sessions for Residents
- Sessions for Commuters
- Safety and Security
- Kanbar at Night
- Faculty Group Advising Sessions and Schedule Distribution

Both incoming commuter and resident students are required to attend one of the two-day Summer Orientation sessions (spending one night on campus) offered throughout the summer months. This important program is here to help make your transition to Philadelphia University as seamless as possible. The cost of this program for students is included in your student deposit. There is an additional cost of $60 per guest.
Transfer Days are an opportunity for new transfer students to preview the PhilaU experience and complete important steps to prepare for your new academic home. All transfer students are required to attend one of the three Transfer Days held throughout the summer.

Making Your Summer Orientation Reservation
Since spaces in the Summer Orientation program fill on a first-come, first-served basis, you should complete the reservation process as soon as possible. For your convenience, you can make your reservation for Summer Orientation online at www.PhilaU.edu/NSP.

Transfer Student Orientation includes a hot breakfast and an optional lunch. Parents, family members, and guests are encouraged to attend. The guest fee for Transfer Days is $30 per person.

To register to attend, you will need your WebAdvisor username and password. If you have not yet received this information, please contact the Philadelphia University Help Desk by calling 215.951.4648 or via email at HelpDesk@PhilaU.edu.

NSO: Welcome Week
After the basics—such as advising and registration—are completed, New Student Orientation Welcome Week is scheduled from Thursday, August 20 to Sunday, August 23, 2015. Activities during this program include the University Convocation Ceremony, the President’s Family Picnic and sessions specifically designed for transfer students. This program will supplement the Transfer Days by introducing students and their families to more of the social and transitional aspects of being a new student—getting involved on campus, finding your way around, resources to be successful—and will provide a chance to interact with the student Orientation Leaders.

If you have questions regarding the NSO Program, please call the Office of Student Engagement at 215.951.2634. We look forward to meeting you this summer!

Transfer Student Sessions include:
- Welcome Address
- Writing Placement
- Career Services
- Small Group Meetings
- Transfer Student Success Panel
- Financial Aid
- Student Accounts
- Academic Overview and Advising
Summer Orientation: Parents, Families and Guests

We are also pleased to welcome parents, family members and guests to the Philadelphia University community. Sending a family member to college (or a new college) can be a challenging experience, as it marks not only a major transition in his or her life, but also in yours. We strive to help take away any anxiety and make it a great experience for everyone.

Family Orientation Program
The University provides a separate, optional program for parents, family members, and guests during each Summer Orientation session. This program affords family members and guests an opportunity to spend time on campus getting to know our faculty and staff, discussing the transition to Philadelphia University and experiencing our programs and services firsthand.

The Family Orientation Program is specifically designed to educate parents, family members and guests of a student on academic and social transition issues, discuss how parental encouragement and interest helps students optimize opportunities in college, and assist with the transition and separation process for parents. While there will be some opportunity for students and families to connect during Summer Orientation, the majority of sessions throughout the Summer Orientation program will be separate.

Please note: There is an all inclusive $60 per person charge that covers all associated costs including, but not limited to, program materials, four meals and a guided historical Trolley Tour of Philadelphia.

Family Accommodations During Summer Orientation
The University has worked with local hotels to offer discounts to parents, families and guests participating in Summer Orientation. Accommodations may be reserved at one of the following locations:

Hilton Philadelphia City Avenue
4200 City Avenue, Philadelphia, PA
For reservations, call 215.879.3399 x2016 and request the Philadelphia University Orientation corporate rate.

ACE Conference Center
800 Ridge Pike, Lafayette Hill, PA
For reservations, contact Sue Mahoney at 610.825.8000 and reference the Philadelphia University Freshmen Orientation room block.

Crowne Plaza Philadelphia West
4010 City Avenue, Philadelphia, PA
For reservations, contact 1.888.2.CROWNE and ask for the Philadelphia University group rate.

Holiday Inn Express - Philadelphia Midtown
1305 Walnut Street, Philadelphia, PA
Call 215.735.9300 for reservations and ask about the PhilaU discount.

More information regarding visiting the campus, including additional hotels, can be found at: www.PhilaU.edu/admissions/visitorscenter

Parent/Family Sessions include:
- Welcome Address
- Understanding Your Student's Generation
- Learning and Advising Overview
- Financial Aid
- Student Accounts
- First Year Experience
- Safety and Security
- Reception with Campus Leadership
- Sessions for Families and Guests of Resident Students
- Sessions for Families and Guests of Commuter Students
- Study Abroad 101
- Septa 101
- Health, Wellness and Counseling
Frequently Asked Questions about Summer Orientation

Q. How do I register to participate in the Summer Orientation Program?
A. To confirm your space for a Summer Orientation session, please complete the online form at PhilaU.edu/NSP.

Q. Where and when do I report for Summer Orientation?
A. Check-in location may vary depending on the date. You will receive an email to your PhilaU email address from the Office of Student Engagement closer to your Summer Orientation date with the exact time and location of check-in.

Q. What do I need to bring?
A. You should bring the following items with you:
   1. A photo I.D. (state ID or license)
   2. Pen and pencil
   3. Comfortable shoes and clothing
   4. Health forms if not already turned in (call 215.951.2986 if you have questions)
   5. Bedding or sleeping bag for a twin bed
   6. Towel
   7. Toiletries (shower shoes)
   8. Light sweater or jacket for air-conditioned spaces
   9. Most importantly—a lot of questions and a lot of energy!

Q. What if I can’t attend?
A. Summer Orientation is required for all incoming first-year and transfer students.

Q. When do I get my class schedule? Will I meet with an advisor?
A. During Summer Orientation you will meet for a group advising session with a faculty advisor from your College or School. You will also have an opportunity to get your questions answered by the staff of the Learning and Advising Center. At the conclusion of the Summer Orientation program, you will receive your class schedule along with your Philadelphia University student ID so you will be ready to begin classes on August 24!

Q. Is there a program for parents and family members?
A. Parents, family members and guests of our new students are welcome to attend Summer Orientation. Please refer to the Summer Orientation: Parents, Families and Guests section for more information.

Q. Will food be provided? Do I have to pay?
A. All of your meals throughout the Summer Orientation program will be provided for you at no additional cost. For guests, meals are included in the $60 fee.

Q. Where can I park?
A. The majority of the Summer Orientation program will occur on the main campus. Accordingly, commuting students and visiting guests can park in any available student parking near the Kanbar Campus Center, Archer Hall, or the Learning and Advising Center. Please refer to the campus map on the website for specific directions.
Learning and Advising

The Learning and Advising Center staff is happy that you have decided to join the Philadelphia University community. As a first-year student, you will be enrolled in your first semester courses according to the requirements for your major. Since you will receive your first semester schedule at the Summer Orientation session, it is important that we know more about your math and writing preparation as soon as possible.

We require that you complete a short online Math Questionnaire and timed Writing Placement Essay so that we can place you into appropriate level math and writing courses. Please be sure to complete these placement tests by June 1. You can find them online by accessing the new student page on the Philadelphia University website at www.PhilaU.edu/NSP and clicking on the Summer Orientation links. You can also access them by visiting www.PhilaU.edu/webadvisor, logging in with your Philadelphia University login and password, and completing the components titled Math Questionnaire and Writing Placement Essay. Please note that the Writing Placement is timed.

At www.PhilaU.edu/NSP, you can also find Advising Answers for Parents/Freshmen and Advising Answers for Transfer Students, as well as sample writing placement questions that you can use to prepare for your Writing Placement Essay.

The Philadelphia University Learning and Advising Center staff looks forward to meeting you at your Summer Orientation session. In the meantime, should you have any general questions about the Math Questionnaire or Writing Placement Essay, please contact us at advising@PhilaU.edu. For more specific questions about writing placement, please contact Erin Lucas, Writing Assistance Coordinator, at 215.951.2844 or lucase@PhilaU.edu.

Disability Services

The Disability Services Office (DSO), located in Suite 102 of the Kanbar Campus Center, facilitates equal access to education, programs and activities at Philadelphia University for students with disabilities. Certain accommodations may be available to students with learning, psychological and physical disabilities enrolled at Philadelphia University. To register for services, students must contact the DSO and provide written documentation from qualified professionals. Further details for documentation can be found at www.PhilaU.edu/disabilityservices.

If you need accommodations for placement testing during Summer Orientation please inform DSO in advance so that we may review your documentation and prepare for your arrival.
Transcripts, AP and Transfer Credits

All students (first-year, transfer, and re-entry) need to send an official copy of their final high school transcripts to Philadelphia University.

As you may know, auditors often check to confirm the presence of a final high school transcript indicating graduation in the file of every student receiving federal financial aid funds. Possessing a final high school transcript for each and every student attending Philadelphia University will also allow us to complete our files. Failure to provide this documentation could result in the inability to register for classes in a future semester.

If you have already made arrangements for us to receive an official copy of your final high school transcript, we thank you in advance for your cooperation. For those of you who have not yet made such a request, please complete the enclosed form and return it to us in the postage-paid envelope. This form should allow your school to release a transcript to Philadelphia University.

AP Credit
If you took an AP Course in high school and would like to see if it can be used as college credit, please have an official copy of your AP Exam results sent to the Office of Admissions.

College Credit
If you are a transfer student or a high school student who wants to transfer college credit earned while in high school, please send official college transcripts. Students who earned college credit while in high school MUST submit official college transcripts for those credits to be evaluated and transferred.

If you have any questions, please feel free to contact the Office of Admissions at 215.951.2800 or 800.951.7287.
We are excited to welcome you to the Philadelphia University community! The Office of Residence Life provides on-campus housing to undergraduate students. Residence Life strives to create communities in which each student is afforded the opportunity to develop as an individual in a safe and welcoming atmosphere.

Students who have been admitted as resident students will be able to sign their 2015-2016 Housing Application and Agreement starting Monday, June 1. The Application and Agreement must be completed by Friday, June 26. Students must log into MY HOUSING on the residence life webpage at www.PhilaU.edu/reslife to complete the Housing Application and Agreement.

Resident students will have the opportunity to complete the roommate-matching survey online. Students are randomly assigned to the four first-year residence halls: Fortress, Partridge, Ronson or Scholler. The roommate-matching survey will assist in matching roommates with similar interests. Students who have been selected for the Honors Program will be able to request to live in the Honors community. Students may also select a specific roommate. All requests must be mutual and submitted by Friday, July 17.

Room assignments will be random using a computer program that will take into consideration the roommate-matching survey and other pertinent details. Once students are assigned and offered a housing assignment, cancellations are generally not accepted.

In late July, we will email your housing assignment, roommate contact information and other pertinent materials to help you plan your move to the University. Be on the lookout for additional correspondence via your University email account.

We look forward to seeing you on campus and welcome your questions. Our staff is available Monday through Friday, 9 a.m. to 4:30 p.m. and may be reached by phone at 215.951.2741 or email at ResLife@PhilaU.edu.

**Important Housing Dates**

Please note the following dates as they relate to residence hall openings and closings in order to make appropriate travel arrangements. Dates and times are subject to change. If changes occur, students will be notified via their campus e-mail address.

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Housing Application and Agreement available</td>
<td>Monday, June 1</td>
</tr>
<tr>
<td>Housing Application and Agreement must be completed</td>
<td>Friday, June 26</td>
</tr>
<tr>
<td>Final day to submit a roommate request</td>
<td>Friday, July 17</td>
</tr>
<tr>
<td>August NSO Program attendees move in</td>
<td>Tuesday, August 18, 3 - 5 p.m.</td>
</tr>
<tr>
<td>Residence Halls open – Fall Semester</td>
<td>Thursday, August 20 (times assigned)</td>
</tr>
<tr>
<td>Residence Halls close – Thanksgiving Break</td>
<td>Wednesday, November 25, 10 a.m.</td>
</tr>
<tr>
<td>Residence Halls reopen – Thanksgiving Break</td>
<td>Sunday, November 29, 12 p.m.</td>
</tr>
<tr>
<td>Residence Halls close – Fall Semester</td>
<td>Friday, December 18, 10 a.m.</td>
</tr>
</tbody>
</table>
Residence Halls

2015 – 2016 Housing Rates & Options

All prices are per person, for the full academic year. All traditional residence hall rooms and apartments are furnished. Each room includes a bed, desk, desk chair, dresser and/or wardrobe for each student. Apartments include a refrigerator, oven, kitchen table, chairs and living room furniture. All utilities, cable TV service and data service are included. All residents are required to bring their own computer and/or television to access services. Apartments are traditionally assigned to returning residents and transfer students, as space permits. All residence halls and apartments are smoke free in rooms and common areas.

The full term of the Housing Application and Agreement is August 20, 2015 - May 12, 2016. The housing term does not include Spring Break intermission. Limited housing is available for Spring Break for an additional fee for students who reside three (3) or more hours from campus.

Transfer students will be billed for the cost of a traditional residence hall. The Office of Residence Life will try to honor requests for apartment-style housing. Students will be notified via Philadelphia University email if there will be an increase in housing cost.

<table>
<thead>
<tr>
<th>Halls</th>
<th>Style</th>
<th>Sex</th>
<th>Yearly Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fortress Hall</td>
<td>Traditional</td>
<td>Female Only</td>
<td>$5,670</td>
</tr>
<tr>
<td>Mott Hall</td>
<td>Traditional</td>
<td>Co-Ed</td>
<td>$5,880 - $6,800*</td>
</tr>
<tr>
<td>Partridge Hall</td>
<td>Traditional</td>
<td>Co-Ed</td>
<td>$5,670</td>
</tr>
<tr>
<td>Ronson Hall</td>
<td>Traditional</td>
<td>Co-Ed</td>
<td>$5,670</td>
</tr>
<tr>
<td>Scholler Hall</td>
<td>Traditional</td>
<td>Co-Ed</td>
<td>$5,670</td>
</tr>
<tr>
<td>Independence Plaza – Franklin</td>
<td>Apartment</td>
<td>Co-Ed</td>
<td>$8,370</td>
</tr>
<tr>
<td>Independence Plaza – Jefferson</td>
<td>Apartment</td>
<td>Co-Ed</td>
<td>$8,370</td>
</tr>
<tr>
<td>Independence Plaza – Madison</td>
<td>Apartment</td>
<td>Co-Ed</td>
<td>$8,370</td>
</tr>
<tr>
<td>Townhouses</td>
<td>Apartment</td>
<td>Co-Ed</td>
<td>$7,970</td>
</tr>
<tr>
<td>Residences at Falls Center</td>
<td>Apartment</td>
<td>Co-Ed</td>
<td>$8,370 - $8,840**</td>
</tr>
</tbody>
</table>

*higher rate denotes cost of a single room.
**higher rate denotes cost of a single apartment.

Further information about the residence halls (including floor plans, basic demographics, what not to bring and a virtual tour of some of the rooms) can be found on our website, www.PhilaU.edu/reslife.

Two-Year Residency Requirement

Incoming first-year students who live more than 30 miles away (permanent residence) are required to live in university-owned or leased housing for their first two years of enrollment. Students who live within 30 miles of campus (permanent residence) can opt-in or volunteer to live on campus and remain on campus in subsequent years by participating in the housing selection process for returning students. Transfer students will be exempt from the two-year housing requirements. Requests for exceptions must be made in writing to the Dean of Students.

Cancellation Policy

Cancellations for students who remain eligible for housing are generally not approved. The Housing Application and Agreement is binding for the full academic year. Cancellation requests are reviewed by the Student Accounts Committee and if approved, subject to forfeiture of the $250 housing deposit and additional cancellation fees. Students graduating or participating in a University approved internship or study abroad may cancel their Housing Application and Agreement without penalty.

In the event that you decide to cancel your application to Philadelphia University, please provide our office with written notice of your intent to do so as soon as possible. Please include your University ID number (not your social security number), mailing address and telephone number in order to expedite communications.
Frequently Asked Questions

Can I change my housing assignment?
Requests for changes are considered during the second week of classes. You must initiate the room change through your Residence Coordinator.

Is my property insured?
University insurance does not cover students’ property. Students should carry their own insurance protection against loss or damages of personal property.

Are there laundry facilities?
Yes, laundry facilities are provided in every residence hall. The cost of the machines is built into the room cost. All machines are connected to the LaundryView program, where you can check the availability of washers and dryers online.

Where can I get my mail?
Mail can be picked up in the Kanbar Campus Center at the mailroom located on the second floor.

Meal Plans

2015 - 2016 Meal Plan Rates & Options

All residential freshmen will be assigned the premium 19-meal plan. All transfer students will be assigned the premium 14-meal plan. All students have the opportunity to change their meal plan to the standard or premium plan. Commuters and transfer students in apartments can choose any meal plan. Transfer students can make adjustments to their meal plan after the housing assignments are received by contacting the Office of Residence Life. All meal plans have the option of eating in Ravenhill Dining or for its cash equivalency at any retail dining location (i.e. Ted’s, Common Thread, Tuttleman Cafe). Meals are designated by the use of your student ID during a designated meal time, i.e. breakfast, lunch and dinner, as established by Parkhurst Dining Service.

Bonus dollars can be used at any PhilaU dining facilities and/or convenience stores. Bonus dollars roll over from Fall to Spring semester. Guest meals can be used to host a friend and use a guest meal to pay for their meal. Guest meals expire each semester.

In addition to the above notes, the premium meal plans contain:

- Additional bonus dollars
- More guest meals than the standard plans
- The flexibility to use their meals at any point during the day, up to 4 meals in any given day—limited to the number of meals per week based on plan purchased.
- An additional pool of bonus dollars to be used for the purchase of textbooks in the University Bookstore

Standard Plan Options

<table>
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<tr>
<th>Meals per week</th>
<th>Bonus Dollars</th>
<th>Guest Meals per Semester</th>
<th>Cost per Year</th>
<th>Cost per Semester</th>
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</thead>
<tbody>
<tr>
<td>19</td>
<td>$100</td>
<td>7</td>
<td>$5,800</td>
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<td>14</td>
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<td>$1,090</td>
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Premium Plan Options

<table>
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<th>Meals per week</th>
<th>Bonus Dollars</th>
<th>Guest Meals per Semester</th>
<th>Bonus Textbook Dollars per Semester</th>
<th>Cost per Year</th>
<th>Cost per Semester</th>
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<tr>
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<td>$50</td>
<td>0</td>
<td>$0</td>
<td>$2,250</td>
<td>$1,125</td>
</tr>
</tbody>
</table>

Students may make changes to their meal plan assignments during the first two weeks of the semester with no penalty. No changes can be made after the first two weeks. Visit www.PhilaU.edu/reslife/MealPlanInfo for full information.
Commuter Life & Off-Campus Housing

As part of the Student Engagement Team, The Office of Commuter Life & Off-Campus Housing is a significant contributor to students’ connection to Philadelphia University. We provide resources, programs, and services to meet the needs of PhilaU’s off-campus student population. Whether it is welcoming new commuters to PhilaU, assisting students in finding off-campus housing and/or roommates, or continuing to build the commuter community, the Commuter Life Staff is dedicated to serving the needs of commuting and off-campus students. Let us help you make the most of your PhilaU experience!

Check out these initiatives exclusively offered to our 1st year/new transfer off-campus students:

• As an off-campus student, you will be assigned a Commuter Assistant (CA) according to the first letter of your last name. CAs are upper-class, off-campus students who will help with your introduction and transition into the PhilaU community. CAs provide opportunities for new students to connect with one another and familiarize themselves with campus resources, traditions, and services. CAs will host many special events and programs to help first year/new transfer commuters become involved and meet other members of the PhilaU Family.

• Earn Commuter Cash (C-Cash) for your involvement, grades, utilization of campus resources and participation in the campus community. At the end of each semester, you can use your C-Cash to win prizes. Past prizes include SEPTA tokens, an external hard drive, PhilaU Gear, Nintendo Wii, Xbox360, blu ray player, iPod touch, beats by Dre, TOMS, gift cards to local restaurants, and more. We get prize ideas directly from YOU so be prepared to earn your C-Cash and share your ideas!

• Network with other 1st year/transfer commuters at our Monthly Commuter Community Meetings facilitated by our amazing Commuter Assistant staff. Featured refreshments at each meeting!

• Join the Commuter Assistants for One-on-One sessions at Ted’s Barista for a snack on us and chat about concerns, interests or school. Want to get more connected to campus? Utilize your Commuter Assistants. They’re pros!

• ALL commuters are invited to join the Commuter Involvement Committee (CIC). CIC provides a forum for off-campus students to meet one another, participate in campus traditions, and discuss topics related to the off-campus student community. Meeting information will be shared via email and social media outlets.

The opportunities listed above are only a glimpse of what PhilaU has to offer. Take advantage of them! Please don’t hesitate to contact us with any questions or concerns. Best of luck and see you soon!

Kanbar Campus Center 317
215.951.2634 • CommuterLife@PhilaU.edu
www.PhilaU.edu/commuters
Twitter: @PhilaUCommLife
Facebook: Search PhilaU Commuters
The Student Health Center staff looks forward to meeting you and assisting with your health care needs while you are attending Philadelphia University.

Included in this packet, you will find the Student Health Form and a postage-paid envelope to return it to us. Please make arrangements now to obtain your physical exam and needed immunizations. Information regarding the meningococcal vaccine, which may be obtained from your provider or at the Student Health Center, is also included here.

Here is important information about the health form:

**IMPORTANT DATE: July 1:** This is the deadline for the health form to be returned to us. However, it is preferred that it be sent to Student Health as soon as possible. Please contact your physician and make an appointment as soon as possible to ensure that you can meet this deadline.

- You must complete pages one and two.
- Your provider must complete and sign pages three and four in their entirety, no attachments except titer results, if necessary.
- Please make a copy of the completed form for your records.
- If you are participating in athletics, you must make an additional copy of your health form and mail it to Athletics.

**Health Insurance Coverage:** The University requires all students to have health insurance. Prescription coverage is recommended, but not required.

- Your insurance carrier must be licensed to do business in the United States with a U.S.-based office and telephone number.
- Please go to [www.philau.edu/healthservices](http://www.philau.edu/healthservices) and enter your health insurance information into the database to waive the university-sponsored insurance plan.
- You will receive a confirmation number. Print a copy of this page for your records.
- If you do not identify your health insurance information at the above website, you will be charged the yearly premium for the university-sponsored health insurance plan.

**University-Sponsored Health Insurance Plan:**

- Full-time students may choose to enroll in this plan at any time during the year. Proof of prior coverage will need to be provided to our Business Office.
- For more information about the plan, please go to [www.philau.edu/healthservices](http://www.philau.edu/healthservices).

**IMPORTANT DATE: September 11:** The last date to rectify any discrepancies regarding a charge to your account for the university-sponsored health insurance plan. After this date, you will be responsible for the yearly premium that may have been applied to your account.

**Meningococcal Vaccine:** If you wish to receive this vaccine at the Student Health Center, please send a check for $120 with your completed health form.

- Make the check payable to Philadelphia University.
- We will hold the check until you arrive to receive the reserved vaccine.
Welcome New Students

Student Accounts

Your Tuition Statements
The University does not mail billing statements; QuikPAY statements are available online. Students can access QuikPAY from WebAdvisor under the Billing Information Section. Email notifications are sent to the student’s University email address when a new statement is posted. To access and/or manage a student’s financial accounts, a parent must be designated by a student as an authorized payer in QuikPAY.

Semester bills are available online in July and December. Monthly statements are posted for students with past due balances and billing changes.

Fall tuition is due annually on July 31. Spring tuition is due annually on January 5. Summer tuition is due on the first day of the summer semester.

Please be sure to review the University’s Annual Expense Brochure, which is mailed to students each summer, for a comprehensive overview of our tuition, fees, and billing policies. More information is also available on our website at www.PhiLaU.edu/studentaccounts

Parent Access
Because college students’ financial records are protected by the Federal Family Educational Rights and Privacy Acts (FERPA), parents do not have automatic access to students’ financial accounts. The student is considered the person responsible for tuition and fee payment on their student account.

The process for parents to gain access to a student’s financial records is twofold:

1. Ask your student to set you up as an Authorized Payer in QuikPAY so you can view statements and make payments online. As authorized payers, parents will receive email notices when statements are available.

2. Ask your student to list you on their FERPA Financial Release. This will allow you to discuss the student’s financial information by phone, email and in person.

For more information about FERPA and QuikPAY please review those sections on the following pages.

Insurance Information
All full-time students are required to have health-insurance coverage through their family policy, an individual policy or through the University-sponsored health and accident plan. As such, full-time undergraduate students are billed automatically for the coverage and may waive the university-sponsored health and accident plan by completing an online waiver that documents private insurance coverage.

- The University-sponsored health and accident plan is provided by Academic Health Plans. For details, please review their website at www.ahpcare.com/PhilaU.

- The online waiver can be accessed by students using WebAdvisor. The waiver must be completed annually by the second Friday in September. Students waiving the spring/summer portion of the coverage must complete the waiver by the first Friday in February.

The University has contracted with A.W.G. Dewar to provide our students with tuition insurance. This plan insures each student’s annual tuition and fee charges (and housing and meal plan for on-campus students) in the event that the student must withdraw from the University due to a serious illness or accident after the published tuition refund deadlines.

- This coverage will be billed automatically. Students may opt to waive this coverage via WebAdvisor. The waiver is good for the academic year and will need to be renewed annually. The waiver deadlines are the same as outlined above.

- Students who opt to waive the tuition insurance coverage will be responsible for billed expenses if they require a
medical withdrawal after the published tuition refund dates (See Annual Expense Brochure).

• For details, please review A.W.G. Dewar’s website at www.tuitionrefundplan.com.

FERPA
The Family Educational Rights and Privacy Act of 1974 as amended (FERPA) is a U.S. Federal Law that governs access to student records as well as disclosure of information from them. FERPA is sometimes referred to as the Buckley Amendment.

• FERPA gives parents certain rights with respect to accessing their children’s K-12 education records. However, these rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. As such, the University considers the student to be the responsible party for billing and payment purposes.

• In order for the Financial Aid and Student Accounts Offices to disclose financial information in person or over the phone to a third party, the party must be listed on the FERPA Financial Release form which has been signed by the student. A copy is contained in the forms section of this packet.

Payment Options
Payments can be made electronically in QuikPAY, by phone to 215.951.2964, by mail to Philadelphia University, PO Box 95000-4210, Philadelphia, PA 19195-0001 (please be sure to include the student ID#), or in person at the Cashier Office in Archer Hall.

• We accept in person payments by cash, check, and money orders. We accept online payments via savings or checking account at no charge.

• The following credit cards are accepted online and are subject to 2.75% service fee: American Express, Discover, MasterCard and Visa.

• Philadelphia University has partnered with peerTransfer to streamline the tuition payment process for our international students. With peerTransfer, you are offered excellent foreign exchange rates, allowing you to pay in your home currency (in most cases) and save a significant amount of money, as compared to traditional banks. You will also be notified via email when your payment is received by the school. Please visit philau.peertransfer.com to begin the payment process.

• The University offers an interest-free, monthly payment plan with Tuition Management Systems. A nominal enrollment fee applies. Please see www.afford.com/PhilaU for details or to enroll.

QuikPAY: Access Your Account; Make Payments Anytime
To access via WebAdvisor:
Students can access statements and make payments 24/7. To navigate, start at www.PhilaU.edu. Access the “WebAdvisor” link. Choose the “log in” button. Log in with your University username and password. Choose the “Students” button. Scroll down to view the “Billing Information” and choose “QuikPAY.” QuikPAY menu appears.

To view statements:
Choose “View Accounts.” The current account status will automatically display. This is a live, up-to-the-minute view of your student account balance that reflects any updates and changes that have been made since your current statement. To view your billing details please select “Current Statement.” The statement reflects charges, payments and financial aid at a point in time. To print a copy of your statement, select the PDF icon. Any updates that have been made to your student account since your current statement should be reflected in your “Account Status.” To view previous statements, click “Statement History.” Click on the magnifying glass for a full view of any statement.

To make a payment:
Choose “Make Payment.” Select the term for your payment from the drop-down menu. Type the amount you wish to pay in the blank box marked “Payment Amount.” Choose a “Payment Method” from the drop-down menu. The University accepts eCheck (no fee) and credit cards (2.75% service fee). The University accepts American Express, Discover and MasterCard for online tuition and fee payments.

To create an Authorized Payer:
Choose the “Authorize Payer” link from the menu. Click the “Add New” button; key in requested information. An email will be sent to your authorized payer advising them of their log-in name. The password will not be emailed. You need to inform your authorized payer of their password. You may set up more than one authorized payer and you may de-authorize a payer at any time. The University cannot set up authorized payers for students or parents. The student must log on to QuikPAY to set up an authorized payer. Authorized payers should log in using the “Guest Access” link on WebAdvisor and then choose the “QuikPAY Authorized Payers” link to get to the log-in screen.

To request direct deposit of your student refund check:
Choose the “Direct Deposit” link from the menu. Follow steps to key in your checking or savings account information. Please note: only student refunds will be issued via direct deposit. Student accounts with refunds due as a result of a Parent PLUS loan will have refunds issued to the parent borrower via paper check unless the parent borrower elected to have the refund payable to the student at the time of the PLUS loan application.
Tuition Refund and Withdrawal Policies
Forms Needed To Withdraw/Take a Leave of Absence from the University
Undergraduate students must complete either the Withdrawal form or the Leave of Absence form. These forms are available from the Registrar’s Office or online at www.PhilaU.edu/Registrar/forms. A student is considered in attendance until one of these forms is completed and returned to the Registrar’s Office and the student has been withdrawn from all of their classes. Students cannot drop all of their classes on WebAdvisor. Students should contact the Registrar’s Office to confirm all courses have been withdrawn and their Withdrawal/Leave of Absence has been processed. Students are encouraged to follow up with the Student Accounts and Financial Aid offices to discuss the financial implications.

Refund is Based on When You Withdraw
Refunds are calculated this way:
Undergraduate Day and Online*:
Before classes start 100%
First week of class 80%
Second week of class 60%
Third week of class 40%
Beginning of fourth week of class 0%
*Regardless of log-in status

Campus Card
Why use my Campus Card instead of cash?
Your Philadelphia University Campus Card is much more than your ID! You can now use it to purchase a wide variety of products and services all over campus. You can buy books, supplies and clothing at the University Bookstore. If you can’t find change and you want a snack from a vending machine or you need to make photocopies, just use your Campus Card. You can also use it at all campus dining locations, such as Ted’s convenience store, the Mail Room, the Duplicating Center and the Health Services Center. Keeping money on your Campus Card means that you won’t need to carry cash or deal with the hassle of cash transactions while on campus. Using your Campus Card makes any financial transaction you need to perform on campus quick and easy, so take advantage!

How do I use my Campus Card?
All you need to do is deposit funds on your Campus Card. There are four ways to do this:
2. Call Student Accounts at 215.951.5988.
3. In person at the cashier window of the Student Accounts Office, located on the right-hand side of the first floor of Archer Hall, from 9:30 a.m. to 4 p.m., Monday through Friday.

Anyone (e.g., you, Mom, Dad, etc.) can deposit funds on your Campus Card using cash, check or credit card (the minimum deposit is $20). Funds posted online using a credit card reflect on the campus card immediately. Students may also request that any excess financial aid be moved to the campus card by emailing studentaccounts@philau.edu. Funds processed through the Student Accounts office usually are posted by 5:30 p.m. on the next business day.

How can someone make a guest deposit for a student?
Anyone can make a campus card deposit for a student and they do not need to have the student’s username or password. The benefit of making a guest deposit online is that the funds are immediately available to the student. To make a guest deposit go to campuscard.philau.edu and select “Make a guest deposit.” Simply enter the student’s last name and their Philadelphia University email address (i.e. smith1234@students.philau.edu). If you have any difficulty completing your transaction, please call Student Accounts at 215.951.5988 and a representative will be happy to assist you.