OH!
The memories you will make.

Hiram
Hiram College won an Olympic gold medal in basketball in 1904.

The College’s Center for Integrated Entrepreneurship has awarded thousands of dollars to Hiram students to start their own businesses and foster business ideas.

Hiram is included in the 13 percent of colleges nationwide with a chapter of Phi Beta Kappa, the oldest and most prestigious undergraduate honor society in the U.S.

Hiram has two other campuses: the James A. Barrow Biological Field Station located three miles from the main campus, and the Northwoods Field Station in Michigan’s Upper Peninsula.

Hiram College is recognized as a College of Distinction by the national college rating guide, Colleges of Distinction for its high-impact education practices, highly-engaged students, quality education, vibrant community and successful outcomes.
Dear Hiram families,

On behalf of the faculty, staff and students of Hiram College, welcome to our community. This promises to be an exciting time for you and your student, as you begin a lifelong relationship with the extraordinary people of Hiram.

Research has shown that college students will contact their families first in times of need. Your involvement in your student’s college experience directly affects his or her academic and personal success. This handbook is designed to provide you with helpful information and to show you how to be an involved Hiram family. One booklet cannot answer every question, but we have made an attempt to identify some of the common areas of concern expressed by families over the years. We hope you will keep this handbook and refer to it often during the time your student is at Hiram.

Beginning college is an exciting time, a time filled with pride, excitement, sadness, anxiety and sometimes frustration. The college years are never easy; they are a time of new friendships, new responsibilities and new academic and social opportunities. We are engaged in a partnership: you, your student, and Hiram College. Our common goal is to create a self-assured, productive individual who is prepared to lead and to face an ever-changing world. Please let us know if we can assist you in any way.

Once again, welcome to Hiram College!

Sincerely,

Bethani Burkhart
Director of Career and Academic Development
Co-Director of Orientation

P.S. Once your student has completed orientation, you’ll have the rest of the summer to get your student ready to become a Hiram student. Don’t hesitate to contact us during this time if we can help. In the meantime, mark your calendars for the morning of Friday, Aug. 28, which is arrival day. Arrival information will be sent to students and families in July. Upon arrival to campus, Orientation will continue for your student, onsite, with programs and events focused on exploring campus life and various aspects of college. We hope to see you then!
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The mission of Hiram College is to foster intellectual excellence and social responsibility, enabling our students to thrive in their chosen careers, flourish in life and face the urgent challenges of the times.

CORE VALUES

Core values are the essential enduring tenets which guide the Hiram College community. They set forth what we believe and define how we should conduct our affairs. At the heart of these values is the student.

Community | Learning | Responsibility | Diversity | Innovation
**TELEPHONE NUMBERS TO KNOW**

To call a specific Hiram College office, dial 330.569 and the extension given below *(office locations in parentheses)*.

<table>
<thead>
<tr>
<th>Service/Department</th>
<th>Extension</th>
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<tbody>
<tr>
<td>Athletics and Intramurals (Coleman Center)</td>
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<td>Chaplain (Fisher All-Faith Chapel)</td>
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<td>Dray Computer Help Desk (Teachout-Price)</td>
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<td>Counseling and Disability Services (Julia Church Health Center)</td>
<td>5952</td>
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<tr>
<td>Dean of the College (Hinsdale, 3rd Floor)</td>
<td>5125</td>
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<tr>
<td>Dean of Students (Bates Hall)</td>
<td>5233</td>
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<td>Dining Services (Dining Hall)</td>
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<td>Health Center (Julia Church Health Center)</td>
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<td>Information line</td>
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<td>International, Commuter, and Out-of-State Student Services (Kennedy Center)</td>
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<td>Student Accounts (Teachout-Price)</td>
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<td>Student employment (Teachout-Price – Financial Aid Office)</td>
<td>5111</td>
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<tr>
<td>Study Away (Library-1st floor)</td>
<td>5160</td>
</tr>
<tr>
<td>Tech &amp; Trek (Library, 1st floor)</td>
<td>6040</td>
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</tbody>
</table>
CAMPUS EMERGENCY
In the event of an emergency, be sure to check trusted sources for information:
1. Text messages (students)
2. Hiram email (students)
3. www.hiram.edu (students + parents)
4. Info Line 330.569.5959 (students + parents)
5. News media

During an emergency, the primary responsibility of Hiram staff is to care for the health and safety of students. You may not be able to speak with a staff member individually. Know where to go to get information.

Be prepared in the event of an emergency or catastrophic event. Talk as a family about who your student will call, where your student will go, what your student will do if an emergency strikes Hiram College.

Hiram on the web
Stay up to date on important news and information about Hiram College!
Visit or follow us on the platforms below:

www.hiram.edu
facebook.com/hiramcollege
youtube.com/hiramcollege

www.hiram.edu/news
twitter.com/hiramcollege
instagram.com/hiramcollege
2020-2021 COMMON READING AND ETHICS THEME

WHAT BETTER WAY TO CONNECT NEW STUDENTS THAN THROUGH A COMMON BOOK?
Each year, a faculty committee selects a new Common Reading book that aligns with the year’s Ethics theme. An electronic copy of the book will be loaded onto student iPads and will be an integral part of classwork during onsite orientation sessions. The book is then incorporated into First Year Enduring Questions and Urgent Questions courses.

A Common Reading experience is often seen as a great way for new students to embark upon the intellectual challenges of the college experience.

The 2020-2021 Ethics Theme is Junk, Trash, and Waste: What We Value and What We Throw Away.
The 2020-2021 Common Reading is *Trashed* (2015). Backderf is a Northeast Ohio native and award-winning cartoonist known for *My Friend Dahmer* (2012). His new graphic novel *Kent State* will be released this April.

*Trashed* Summary from publisher Abrams Books:
Every week we pile our garbage on the curb and it disappears—like magic! The reality is anything but, of course. *Trashed*, Derf Backderf’s follow-up to the critically acclaimed, award-winning international bestseller *My Friend Dahmer*, is an ode to the crap job of all crap jobs—garbage collector. Anyone who has ever been trapped in a soul-sucking gig will relate to this tale. *Trashed* follows the raucous escapades of three 20-something friends as they clean the streets of pile after pile of stinking garbage, while battling annoying small-town bureaucrats, bizarre townfolk, sweltering summer heat, and frigid winter storms. *Trashed* is fiction, but is inspired by Derf’s own experiences as a garbageman. Interspersed are nonfiction pages that detail what our garbage is and where it goes. The answers will stun you. Hop on the garbage truck named Betty and ride along with Derf on a journey into the vast, secret world of garbage. *Trashed* is a hilarious, stomach-churning tale that will leave you laughing and wincing in disbelief.
WHAT IS TECH AND TREK?
- Hiram’s Tech and Trek program puts an iPad Pro, Apple Pencil, and keyboard in the hands of every full-time traditional student.
- As a Hiram undergraduate, you’ll learn how to critically and creatively use your iPad Pro to hone your academic, interpersonal, and reflective skills—those same skills that characterize a Hiram education and prepare you for your future career.
- Since all traditional students are equipped with the same devices, preloaded with the same suite of educational apps, the learning field is leveled.

MINDFUL USE OF TECHNOLOGY
Mindful Technology is more than simply knowing how to use technology. It is also about when and when not to use this technology. Our Tech and Trek program is designed to remind students when to put the device down and to keep their eyes, ears, and, most importantly, their hearts open.

This is the New Liberal Arts at Hiram College: Integrated study, high-impact experiences, and mindful technology that together offer you a remarkable educational experience.

INTEGRATED STUDY • HIGH-IMPACT EXPERIENCES • MINDFUL TECHNOLOGY

A JOURNEY OF EXPLORATION AND INQUIRY
Whether you’re monitoring frog species at our 550-acre James H. Barrow Field Station, preparing your capstone project, working at an internship, embarking on a Zambian safari during a study-abroad expedition, or simply trekking across campus, Tech and Trek will enable you to capture, connect, and reflect on life-changing ideas, feelings, images, and questions.

- Facetime or Skype with students, friends, or content experts anywhere, anytime.
- Be part of a class where faculty can assess your understanding on the spot, so questions get answered and you don’t leave confused by the material presented.
- Download presentation apps to create engaging digital storytelling projects.
- Augment a written narrative or essay with photography or videography.
- Record data, blog, and post about your experiences; push it out and share it with the world.
Students today have instant access to almost everything, including you, so remember that what you hear from your student may not be an accurate portrayal of what is actually happening, but rather an immediate, impulsive reaction. Also, do not assume that there has been thoughtful reflection about what is being said or experienced. **Hold back** on your response, and encourage your student to consider what he or she can do about the situation. Refrain from being the problem-solver. Your student may need a familiar person to listen to his or her problems or frustrations, and that is good. **Just listen.** Let them vent. Your student may also want you to solve the problem, but that is precisely the wrong thing to do. College is your student’s job and unless you are planning to call your student’s employer in the future, **do not step in and fix it for them.**

Here are some tips to help build your student’s experience in solving problems independently:

1. **Use direct communication and open-ended questions.**
   Communicate directly, but don’t take over your student’s responsibilities. When you sense your student might need help (or when you would like information about how things are going), use open-ended questions like the following:
   - Where do other students go for assistance in that class?
   - Who should you talk to about that?
   - What do you think your professor will say about your test?
   - What do you want to do about that?

2. **Give your student tasks.**
   If you feel your student isn’t developmentally ready to take direct action, give your student very specific tasks, and ask him or her to report back to you at a specific time. The following phrases may be helpful:
   - Talk to your professor, and let me know tonight what you find out.
   - Speak with your Resident Assistant, and find out where to go for assistance. Tell me what you find out tonight.
   - Go online, look at your progress reports, and tell me what you find out tonight.
   - Check your account online, and tell me what your balance is tonight.

   If you don’t like what you hear, send your student back to find out more. Avoid fixing it for him or her. If what you hear from your student does not make sense to you, it may be the result of unclear communication. The solution lies in your student becoming comfortable with pursuing and clarifying both questions and responses.

3. **Encourage your student to practice interpersonal communication skills.**
   Encourage your student to meet face-to-face with Residential Education staff, professors and others, instead of accepting that your student relied on email. Many of today’s students have limited experience with the “soft skills” necessary for effective interpersonal communication on the job and in human relations. Help your student develop the confidence to speak effectively with others by encouraging them to do so.
4. Be aware of resources.
Take the resources provided throughout the college search process and Orientation to keep as a reference. When your student needs assistance, direct him or her to the office or person you know can be helpful. Be direct, and have your student report back to you. Avoid calling or asking on your student’s behalf. You can coach your student with the knowledge and life experience you have, but always insist that your student take care of the matter independently. This is critical life learning and is much easier at this stage rather than later in life.

5. Encourage your student to try new things and meet new people.
The top two obstacles to successfully adjusting to residential college life are: the temptation to remain surrounded by old friends online and the pressure to go home on weekends. Homesickness is a major problem for students today because students fail to make the adjustment to being independent. Encourage your student to experience new and different things. Hiram College is a diverse learning environment and offers an extraordinary opportunity to develop interpersonal skills that are important and useful on the job and in the future.

6. Stay the course.
Your student will be required to learn and master college-level academic skills, be challenged to think, to reflect, and to face the discomfort (and eventual peace of mind) that accompanies being alone sometimes. Learning to focus, reflect, and think are major difficulties for many of today’s students, but the result is invaluable in the workplace and in life. Your student will have ups and downs at Hiram College, and your support and encouragement will help your student keep things in perspective. Avoid offering the easy out. Help your student emerge as an independent adult with clear goals and the resilience to overcome the obstacles life inevitably puts in our way.

7. Keep your needs separate from your student’s needs.
You are a parent, and you are entitled to worry. Today’s students face an uncertain economy, global unrest, unparalleled violence in society, and illness and disease. As parents you spend your lives protecting your children, and you will worry. At the same time, you must nurture the courage and fearlessness of youth, so they can face life’s challenges. To do this requires you to step back, let go, and return your attention to the quality of your own life. Think about how your life will be different now that your student has matured. Set the example of an active, engage life for your student, so that your student doesn’t have to feel responsible for your happiness and well-being.
FREQUENTLY ASKED QUESTIONS

If your student calls home with one of these questions, use this guide to identify where to send him or her.

**What do I do if I’m sick or injured?**
Call the Julia Church Health Center, located on Peckham Street, at ext. 5418.

**What if I need counseling?**
Call Counseling and Disability Services at ext. 5952.

**Who do I talk to about requesting accommodations for my disability?**
Call Counseling and Disability Services at ext. 5952.

**Can I have a car on campus?**
Yes. A parking permit must be purchased through [www.thepermitstore.com](http://www.thepermitstore.com).

**Where can I cash a check?**
Go to the bookstore in the Kennedy Center or the business office in Teachout-Price. The amount must be less than $50.00. Take your ID with you.

**Who do I talk to with questions about my bill?**
Call the Office of Student Accounts at ext. 5118.

**Where can I find an on-campus job?**
Check Student Job Central online at [my.hiram.edu](http://my.hiram.edu) or call ext. 5111.

**What study away programs are available?**
Call ext. 5160 or go to [www.hiram.edu/academics/study-abroad](http://www.hiram.edu/academics/study-abroad) for additional information.

**Who do I call about diversity and inclusion?**
Call the Office of Diversity and Inclusion at ext. 5237.

**Who can help with career planning or tutoring?**
Call Career and Academic Development at ext. 5131.

**How do I find out about religious organizations?**
Call the Chaplain at ext. 5148 or director of Campus Involvement at ext. 5182.

**What if I can’t find a class I need?**
Contact your Enduring Questions professor or the Registrar’s office in Teachout-Price or at ext. 5210.

**Who do I call with housing/roommate concerns?**
Call the Office of Residential Education at ext. 5232.

**Where can I find a listing of all important dates for the school year?**
The official 3-year Academic Calendar can be found at the following web address: [www.hiram.edu/academics/academic-calendar](http://www.hiram.edu/academics/academic-calendar)

**Any additional questions?**
Call the Dean of Students Office in Bates Hall at ext. 5233.
Once your student has completed
Online New Student Orientation,
they should return to the New Student Experience website
http://www.hiram.edu/campus-life/new-student-experience/

and complete the items listed on the Orientation checklist.

All items need to be completed before arriving on campus for the Fall semester.

On the Orientation Checklist site, they should:

☐ Complete the Publicity Release
☐ Complete either the Residential or Commuter student contract
☐ Complete the Hiram College Health Record & Consent form
☐ Request any CCP or Transfer Credit transcripts to be sent to Hiram’s registrar
☐ Complete the SafeCollege instruction module(s)
☐ Complete the CIRP Freshman Survey
ACADEMIC PROGRAM
Under the Hiram Semester Plan, each 15-week semester is divided into two sessions: a 12-Week and a 3-Week session. Each session is an integral component of the 30-week academic calendar. Typically, during the 12-Week, students enroll in three to four academic courses, and in the 3-Week they are required to enroll in a single course of study.

Additional information about the Academic Program can be found in the College Catalog located at the following web address: www.hiram.edu/academics/support-services/Registrar/college-catalogs/ If you have questions about academic programs at Hiram, please contact the Associate Academic Dean’s Office, at ext. 5126.

Academic Advisors
Hiram College recognizes and values the importance of high-quality advising. Academic advising helps students develop a course of study that is appropriate for their academic background and intellectual abilities, and advising helps students develop and achieve their educational and career goals. Advisors play a central role in student success. They help ensure students take appropriate courses to satisfy degree requirements and serve as mentors, aiding the student through difficult periods in the process of social, intellectual and ethical development. If your student is registered for an Enduring Questions Seminar [FYEN] or an Interdisciplinary 19900 [INTD 19900] course, their first academic advisor will be the professor of this course. This professor will serve as an academic advisor until your student declares a major, at which time he or she will choose a professor within his or her department.

Hiram Connect
Employers and graduate schools prefer to hire and enroll college graduates who have excelled both in and out of the classroom. Hiram Connect helps students participate in and reflect upon the out-of-classroom experiences employers and graduate programs value most: internships, study away and research projects.

The Four Steps
Hiram Connect includes four sequential steps that loosely correspond to your student’s four years of college. Every student is guided through each step by an advisor who gets to know him or her on a personal basis.

1. First Year Program: These interdisciplinary classes help set the stage for the type of learning students can expect to do as part of their liberal arts education.

2. Declaration of a major: This process entails some very important decisions, but the student’s advisor and career center staff are here to help.

3. Internship, research, or study away: All students must choose at least one of these hands-on experiences, giving them the out-of-classroom experience that employers and graduate schools look for.

4. Capstone: Drawing from four years of coursework and activities, students explore a question or topic relevant to their field of study and then share their findings with the community.

Learn more at www.hiram.edu/connect
New Student Course Registration

New students will register for Fall 2020 classes during an advising session with a Hiram faculty member during Orientation. Before the first day of the new semester, students can add/drop courses for both the 12-Week and 3-Week terms via Web4Student, accessible through my.hiram.edu. Students cannot change their FYEN or INTD 19900 class in this way; they should contact the Registrar if there is a need to do so. After classes start, registration adjustments can only be made as follows:

First day of semester through end of Week 2
Add a 12-Week course via instructor-signed add slip: No fee
Add a 3-Week via student-signed add slip: No fee; instructor signature may be required
Drop 12-Week on the web: No fee
Drop 3-Week: No fee; associate academic dean’s signature required
Swap one course for another via student-signed add slip: No fee; instructor signature may be required

Weeks 3 through 10 of semester
Drop 12-Week via drop slip: (W) issued on transcript; student, advisor, and athletic director (if appropriate) signatures required; no fee
Add 12-Week late: $5 fee; instructor and associate dean signatures required
Add 3-Week late via student-signed add slip: $5 fee; instructor signature may be required
Drop 3-Week: student, advisor, associate academic dean, and athletic director (if appropriate) signatures required; (W) issued on transcript
Swap one 3-Week course with another via student-signed swap slip: No fee; instructor signature may be required

Weeks 11 through 12 of semester
Drop 12-Week via student-signed drop slip: (F) issued on transcript
Add 12-Week late: $5 fee; instructor and associate academic dean’s signatures required
Add 3-Week late via student-signed slip: $5 fee; instructor signature may be required
Drop 3-Week: (W) issued on transcript; student, advisor, associate academic dean, and athletic director (if appropriate) signatures required
Swap one 3-Week course with another via student-signed add slip: No fee, instructor’s signature may be required

First day of 3-Week through Day 3
Add 3-Week late: $5 fee; student, instructor and associate academic dean signatures required
Drop 3-Week: (W) issued on transcript; advisor and associate academic dean’s signature required
Swap one 3-Week course with another via student-signed add slip: Instructor signature required

Day 4 through Day 12
Add 3-Week late: $5 fee; student, instructor, and associate academic dean signatures required
No swapping permitted.
Drop 3-Week: (W) issued on transcript; student and advisor signatures required

Day 12 through Day 15
Add 3-Week late: $5 fee; instructor and associate academic dean signatures required; no swapping permitted.
Drop 3-Week course: (F) issued on transcript; student, advisor, associate academic dean, and athletic director (if appropriate) signatures required
Students must carry at least 12 credit hours each semester (12-Week + 3-Week) to maintain full-time status. However, in order to graduate in four years, it is highly recommended that students earn an average of 15 credits per semester. Tuition is charged for 12-18 hours per semester. “W” courses count in this overall semester hour determination, but may not count for athletic and housing eligibility, please see appropriate offices for details. Extra hour charges will be billed for hours less than 12 or more than 18. Students who wish to enroll in 21 hours or more must seek approval from the dean of the college.

All traditional students are required to take one 3-4 credit-hour course or an approved equivalent course block during the 3-Week session in each semester they are enrolled at Hiram College. Students must receive written permission by the associate academic dean (written on an add slip provided by the Registrar's Office) to register for more than four semester hours or fewer than three semester hours during the 3-Week.

Students must be registered for courses in order to attend them. Students not registered by the Monday after the add/drop deadline in week two and found to be attending courses will be instructed to leave the classroom by the instructor. Failure to leave will result in removal from the classroom and legal or judicial action for disruption.

**Academic Status**

Students are expected to maintain at least a 2.0 grade point average (GPA) and complete 30 credit hours each year. Failure to meet these criteria usually indicates that a student is not making satisfactory progress. Such students are asked to consult with their faculty advisors and counselors in the Academic Development Office. Depending on the student's major, a GPA of 2.0 or higher must be maintained in the student’s major course of study in order to graduate. Students should check with individual academic departments to learn about GPA requirements. Students who have failed to maintain a cumulative 2.0 grade point average will be eligible to be placed on academic probation or suspension by the Academic Review Board.

**Credits**

Credits are expressed in semester hours. Taking 30 credit hours per academic year constitutes normal progress. A student must earn a minimum of 120 semester hours of academic credit in order to graduate. Most courses carry three or four hours of credit. Science courses, nursing courses, and some others, meet for an additional laboratory, clinical, or other special instruction.

**Class Standing**

- **First Year standing:** 0-23 semester hours
- **Junior standing:** 56-89 semester hours
- **Sophomore standing:** 24-55 semester hours
- **Senior standing:** 90+ semester hours

**Graduation**

To earn a Bachelor of Arts degree, a student must complete 120 or more credit hours. To earn the Bachelor of Science degree in nursing, students must complete 133 or more semester hours. Both the B.A. and the B.S.N. degrees require a cumulative GPA of at least 2.0. In addition, students must attain a cumulative GPA of 2.0 in their major; some majors require higher than a 2.0. The degrees are awarded upon successful completion of all coursework and fulfillment of all general education and major requirements. It is the student’s responsibility in the fourth year to apply for graduation and be audited by the Registrar’s Office.
**Academic Honors**
Students may graduate with honors (cum laude, magna cum laude, and summa cum laude) from Hiram College on the basis of cumulative GPA. The minimum GPA requirements are: 3.5 for cum laude, 3.7 for magna cum laude, and 3.9 for summa cum laude. Students who earn summa cum laude recognition must also have no more than three (two for transfer students) pass/no credit courses (12 semester hours) on their academic records.

**Departmental Honors**
Graduating seniors may receive departmental honors if they meet the following criteria:

- 2.8 or higher cumulative GPA
- 3.6 or higher major GPA
- a major and cumulative GPA equaling a combined total of 6.8 (in other words, at least one of the two GPAs must exceed the minimum requirement listed above for a student to qualify for departmental honors).

Academic departments must recommend students for departmental honors. Further requirements, determined by department, may include papers, examinations, performances, or productions.

**STUDY AWAY**
Hiram College offers a number of study away options, including three to four faculty-led study away trips that have visited five continents over the years. Study away trips are available during the 12-Week and 3-Week term as well as for entire semesters. Learn more about these programs at [www.hiram.edu/studyabroad](http://www.hiram.edu/studyabroad). Applications for faculty-led programs are online. First-year students are first eligible for study away trips during the Spring 3-Week semester of their freshman year, with recommendations from faculty and the associate dean. Students interested in studying away should make an appointment with the Office of Financial Aid to discuss their loan options, though some scholarships are available. Hiram College room and board charges are discounted for students traveling on any of our faculty-led programs. Contact Nicole Gatrell, director of international, study away, and out-of-state student services for additional information at 330.569.5388 or gatrellnr@hiram.edu.

**REGISTRAR: Academic Records, Grades, Transcripts and More**
The Registrar’s Office provides services and information to facilitate student academic progress at Hiram College. Services include the following:

- enrollment verification
- transcripts
- verification of good standing
- registration and course scheduling
- declaration of major, minor, and advisor
- processing of Advanced Placement, International Baccalaureate, and all transfer credit
- processing grade mailers upon student request

**Academic records**
Hiram College is committed to the protection and confidentiality of student educational records. The Registrar’s Office adheres closely to the guidelines established by the Family Educational Rights and Privacy Act (FERPA), a federal legislation established to regulate access and maintenance of student educational records.
FERPA affords students certain rights with respect to their education records, including the right to inspect their education records, request an amendment to the records that the student believes are inaccurate, and the right to control disclosures of their records, except to the extent that FERPA authorizes disclosure without consent. It is important to note that all rights to access grades move to the student when that student (regardless of age) is in a post-secondary education institution; parents, spouses and significant others have no inherent right to access a Hiram College student’s education records. Education records, for the most part, with certain exceptions, include all records maintained in any medium that can identify the student.

Please visit [www.hiram.edu/registrar](http://www.hiram.edu/registrar) to view Hiram College’s annual notification to students regarding their FERPA rights and the exceptions to the requirement of prior student consent for release of student record information.

**How to Access Grades**
Enrolled students can access midterm and final grades through their secure Web4Student account. Grades, including progress reports, midterm, and final grades, are viewable as soon as faculty post them.

Hiram College does not mail grades at the end of each semester. Students may obtain a copy of their final grades either by accessing their secure Web4Student account and printing a copy of their final grades or by completing a “Request to Mail Grades Form.” This form is available in the Registrar’s Office or can be downloaded from [www.hiram.edu/registrar](http://www.hiram.edu/registrar). Once completed, the form must be returned to the Registrar’s Office.

**Please note:** Under FERPA, the Registrar’s Office cannot issue grades to anyone, including parents, without the student’s written consent on a “Request to Mail Grades Form.” As always, we encourage students to communicate their academic progress with their parents.

**Registrar Office Information**
The Registrar’s Office is located on the first floor of Teachout-Price. Hours of operation are 8:30 a.m. to 5 p.m., Monday through Thursday, and 9:30 a.m. to 5 p.m. on Friday.

**Contact us:**
Phone: **330.569.5210**  
Fax: **330.569.5211**  
Email: registrar@hiram.edu

**Mailing Address:**
Hiram College, Registrar’s Office  
P.O. Box 67  
Hiram, Ohio 44234
STUDENT AFFAIRS AND ATHLETICS
The Vice President and Dean of Students Office is a resource for students, parents, faculty, staff, and administration. The vice president and dean of students supervises the following offices: Athletics, Campus Involvement, Campus Safety, Career and Academic Development, Chaplain, Citizenship Education, Community Service, Diversity and Inclusion, Emerging Scholars Program, Health, Counseling and Disability Services, Hiram Connect, International, Commuter, and Out-of-State Student Services, Residential Education, and Special Events and Conferencing. If you ever have any questions, concerns, or problems, please contact the Dean of Students Office in Bates Hall at 330.569.5233.

Personal Emergency
Students who need to leave campus for an extended period of time should contact the Dean of Students Office. The office will notify professors and the Office of Residential Education, if applicable, about the student’s extended absence. It is the responsibility of the student to discuss missed class work with individual faculty members.

ATHLETICS
Hiram College is a member of NCAA Division III and the North Coast Athletic Conference (NCAC). The Terriers compete in eighteen intercollegiate sports, including: football, softball baseball, men’s and women’s basketball, men’s and women’s golf, men’s and women’s lacrosse, men’s and women’s soccer, men’s and women’s swimming and diving, men’s and women’s volleyball, Cheer & STUNT, and men’s and women’s wrestling (in 2020 and 2021 respectively). In addition, the Department of Athletics offers a wide variety of wellness classes, as well as majors in Integrative Exercise Science and Sport Management, and a minor in Health & Wellness.

The Les and Kathy Coleman Sports, Recreation, and Fitness Center is the hub for athletic activity on campus. The state-of-the-art facility houses Price Gymnasium, Martin and Fleming Fieldhouses, an indoor jogging track, fitness center, Bill Belichick Olympic Lifting Center, aerobics studio, racquetball courts, Alumni Memorial Pool, and an administrative office suite.

The Coleman Center overlooks outdoor athletic venues, including Charles A. Henry Field (home to football, soccer, and lacrosse), Myrtis E. Herndon Softball Field, Fishel Field at Proverbs Park Baseball Field, and the Walt and Marilyn Peckinpuagh Tennis Complex. The athletic facilities on campus are open to all Hiram College students, faculty, and staff. Recreation and Club Sports Hiram offers comprehensive recreation and club sports programs designed to enrich the quality of life for students, faculty, and staff alike, by providing a range of sports, recreation, and fitness activities for men and women of all ability levels. The Department of Athletics, Exercise/Sport Science, and Recreation aim to accommodate this active participation by providing a wide variety of recreational activities.

Recreation and Club Sports
Recreational offerings include yoga, kickball, dodgeball, as well as co-ed soccer, volleyball, and swimming. In addition to recreational offerings, the school provides a number of intramural sports designed to facilitate those looking for a more competitive environment. Intramural opportunities currently include: flag football, coed basketball, soccer and volleyball, tennis and pickle ball.
The Club Sport Program is designed to serve individual interests in different sports and recreational activities. The activities that the club sport teams provide range from the very competitive, which travel and play inter-collegiately, to the recreational and instructional. Club sports offered currently include: men’s and women’s cross country, equestrian, women’s rugby, ski, snowboard, and rock climbing clubs, Ultimate Frisbee, as well as the Hiram College Dance Team.

**CAMPUS SAFETY**
Safety and security are imperative these days. The Hiram College Office of Campus Safety is here to ensure students, faculty, staff and guests are as safe as possible and secure in a professional and courteous fashion. We’re located on the second floor of the Kennedy Center.

Our services include but are not limited to:
- Issuing ID cards
- Issuing parking permits
- Assisting with parking tickets and appeals
- Patrolling the campus
- Securing campus facilities
- Providing safety escorts
- Responding to and communicating about crises and emergency situations
- Coordinating the student property ID program

**Parking Permits**
Any student who brings a car, regardless of class standing, must purchase a parking pass. Students must register their vehicle and obtain a valid parking decal to be displayed at all times. The permit can be ordered online starting August 1, 2020 through hiram.thepermitstore.com. The fee for the 2020-2021 academic year is $65.95 for residential students and $15.95 for commuter students. The fee can be paid securely online with a major credit card.

The vehicle make, year, model, and license plate number are required to complete the application and students must use their Hiram College email address when placing a permit order.

An assigned parking permit is transferrable from one vehicle to another, as long as the alternate vehicle is properly registered to the permit holder’s parking account. If two vehicles will be on campus simultaneously, two permits will need to be purchased. A temporary permit may be downloaded and printed at the time of purchase to use until the actual permit arrives. Once ordered residential student permits (residential or commuter) will be sent to the Hiram College Campus Safety office. Please pick up the permits when you arrive on campus in the fall, and bring along your student ID. If you have any questions, please contact Campus Safety at 330.569.5188. For hiram.thepermitstore.com technical support, please contact 805.562.8200 or email customerservice@iparq.com. Parking permits remain the property of Hiram College.

**Safety Reports**
We are required by law to make safety information and crime statistics available to students and their families each year. Please visit www.hiram.edu/safetyreport for our Annual Security and Fire Report.
CAREER AND ACADEMIC DEVELOPMENT

Career and Academic Development is committed to helping students become more effective and empowered learners, both inside and outside the classroom. We encourage all students who work with us to engage intellectually and socially, set personally rewarding goals, and manage themselves and the demands of college life.

The following free academic services are available to all students. Please encourage your student to contact the Coordinator of Academic Development, Adam Santavy, at santavyad@hiram.edu.

- **Professional Academic Coaching** - Students have the opportunity to work one-on-one with a professional staff member to develop and refine their academic success skills, including time management, note-taking, studying, goal setting, organization, test-taking, and more; and create a personal academic success plan to help them reach their full potential, both inside and outside the classroom.

- **Tutoring** - Academic Development offers free drop-in and one-on-one tutoring to all students. Drop-in tutoring occurs Monday-Thursday from 8:00 to 10:00 p.m. in Hinsdale Hall, and students may drop in at any time to ask questions and receive assistance with course material and study skills. One-on-one tutoring is available to students for subjects that are not offered through drop-in tutoring; to commuter, College Credit Plus (CCP), and Weekend College students who cannot attend weekly drop-in tutoring sessions; to students who regularly attend weekly drop-in tutoring sessions and need additional assistance; and to students with other extenuating circumstances that prevent them from attending weekly drop-in tutoring sessions. Students meet with their one-on-one tutor throughout the term during a one-hour scheduled weekly day and time.

- **Student Success Programming** – Professional staff offer presentations and workshops throughout the year centered on a variety of academic topics, including time management, note-taking, studying, goal setting, organization, test-taking, and more.

The following free career development services are available to all students. Please encourage your student to contact the Director of Career and Academic Development, Bethani Burkhart, at burkhartbm@hiram.edu.

- **Internships and Job Assistance** – Students can schedule an appointment anytime with a member of the Career Development staff to learn more about internship, career, and graduate school opportunities. Career Development staff help students with applications, resume writing, cover letters, interviewing, and more!

- **Career and Major Exploration** – Students who are exploring their career and major options can meet with a professional staff member anytime to learn more about what they want in a career, the majors offered at Hiram, and potential career opportunities.

CITIZENSHIP EDUCATION - Guidelines for Responsible Student Behavior

Hiram College students are expected to maintain the College’s standards of academic and social conduct. Students are responsible for knowing the published regulations and policies of the College. These guidelines express expectations for student behavior, convey a respect for residential living, and provide for protection of individual rights. The College has the responsibility and authority to establish standards for student conduct and campus life. The College will not condone violations of local, state or federal laws, nor will it support conduct detrimental to students or the College. Specific examples of policies can be found at www.hiram.edu/studenthandbook.
COMMUTER STUDENT SERVICES
The Office of Residential and Commuter Services is located in Bates Hall and is committed to supporting and serving Hiram College’s commuter students. The office strives to ensure their success and connections to the campus, and provides communications to all commuter students via email, periodic Commuter Connections newsletters, and the Hiram College Commuters Facebook page. For more information, contact Kelly Johns via phone at 330.569.6108, via email at johnskm@hiram.edu, or go to www.hiram.edu/commuter.

All commuter students have access to the Commuter Lounge on the first floor of the Kennedy Center to socialize, study, and relax. Amenities include lockers, a microwave, a refrigerator, and a television. Commuter students can also enjoy meals on campus by purchasing a meal block plan. For more information and pricing, visit www.hiram.edu/diningservices.

For a small fee, temporary overnight housing is also available to commuter students who live more than walking distance to campus for circumstances such as inclement weather, unforeseen circumstances, or late academic commitments. To make arrangements, contact the Office of Residential and Commuter Services at 330.569.5232 during business hours (Monday through Friday, 8:30 a.m. to 5 p.m.). After business hours, reservations can be made by calling the Area Coordinator on duty at 330.569.4025.

Commuter students at Hiram are encouraged to get connected on campus by joining student organizations, participating in leadership opportunities, attending campus events, and applying for on-campus jobs.

HEALTH SERVICES - JULIA CHURCH HEALTH CENTER
The Health Center is staffed by a full-time nurse practitioner, registered nurse, and a college physician who is on campus once a week. Students can schedule same-day appointments by calling the Health Center at 330.569.5418 during regular business hours (Monday through Friday from 8:30 a.m. to 5 p.m.).

Please remember your student is now over the age of 18. Because of Health Insurance Portability and Accountability Act (HIPAA) laws, the Health Center is not permitted to discuss details of your student’s Health Center visits with you without written permission from the patient. If you have questions about your student’s appointment, please call him or her.

The following services are provided at the Health Center:
• acute illness care
• chronic health care management
• employment physicals
• first aid supplies
• general medical care
• HIV testing
• informational materials
• men’s/women’s health counseling
• over-the-counter cold care medications
• prescription services
• rapid mono testing
• sexually transmitted infection testing
• stress management (use of relaxation room
• urinalysis
• allergy injection administration (student provides antigenic extract
• contraception
• family planning
• flu vaccines
• gynecological testing
• immunizations
• laboratory testing (sent to UH Portage Medical Center)
• men’s urological health
• pregnancy testing
• rapid influenza testing
• rapid strep testing
• smoking/vaping cessation
• travel consultations
Pre-College Health Checklist:
All first-year health forms are due by July 31, 2020. They can be found at [www.hiram.edu/healthforms](http://www.hiram.edu/healthforms)

___ Health Form (to be filled out by student)

___ Consolidated Form that includes Consent to Treat and immunizations

___ Prescriptions: If your student is on a daily medication, please ensure he or she has a prescription with enough refills to last until he or she will be able to see the doctor again. Most prescriptions can be brought to the Health Center to be refilled at Garrettsville Family Pharmacy (8295 Windham Street, Garrettsville, Ohio 44231). Please check that your insurance will cover this pharmacy. Health Center staff pick up students’ prescriptions from this location once daily, Monday through Friday at lunchtime, as a service to minimize access barriers for needed medications.

___ Controlled Prescriptions: If your student is on a controlled medication (such as attention deficit/hyperactivity disorder medication), please ensure that you have made arrangements for him or her to get a written prescription once monthly to get it refilled. We will not refill these medications.

___ First Aid Kit: Create a first aid kit to send to campus with your student. Include over-the-counter medicines, an instant hot pack and cold pack, antibiotic ointment, and bandages for minor injuries.

Local Hospitals
University Hospital Portage Medical Center: 6847 N. Chestnut Street, Ravenna, Ohio 44266
University Hospital Geauga Medical Center: 13207 Ravenna Road, Chardon, Ohio 44024

*Be sure to include information about your preferred hospital on health forms and on the student’s emergency card for Residential Education.*

Counseling Services
The Counseling Center is located in the Julia Church Health Center. Short-term personal counseling and psychological therapy is available at no cost to all full-time traditional students.

The college years can be a stressful time in your student’s life. The Counseling Center is committed to helping your student gain increased self-understanding and reach his or her personal and academic goals. Students having difficulty with a situation or who are simply in need of a “listening ear” are encouraged to contact the Counseling Center for an appointment.

The focus of on-campus services is to assist and support students with the normal, short-term issues that are typical of this age. Students with issues that will require longer treatment, are chronic in nature, or require specialized treatment or monitoring will be assisted in locating an off-campus mental health provider in one of the neighboring communities. These services will involve a fee, which will vary depending on the provider and the student’s insurance coverage. Payment for off-campus services is the student’s responsibility. Students also are responsible for providing their own transportation to off-campus appointments.
If your student is currently involved in therapy that will need to continue, begin working with your current therapist to establish an appointment and relationship with an area mental health provider for soon after your student arrives on campus this fall.

Please contact Director of Counseling and Disability Services Kevin Feisthamel, Ph.D., LPPC-S, NCC, at 330.569.5418 with any questions about on-campus counseling services. Please remember that as a college student, your student’s contact with the Counseling Center is confidential. The staff cannot provide you with information about appointments or the nature of any contacts.

**Disability Services**

Hiram College makes every effort to provide reasonable accommodations to students with disabilities. Students who need special accommodations should work with Disability Services, part of the Julia Church Health Center, to provide supporting documentation. Our goal is not only to provide the reasonable accommodations that are needed in order to have the opportunity for success here at Hiram, but also to help students develop both the functional skills and the skills of self-advocacy that will be helpful in their life after Hiram. Information about requesting accommodations and providing documentation is available at: www.hiram.edu/disabilityservices. Please be aware that IEP’s and 504 plans are helpful in providing information about past services; however, they may not be sufficient to meet documentation requirements.

Students with documented disabilities may find that they will need to be much more responsible for the management of their accommodations than they were in high school. After a student completes the self-identification form of having a disability and current documentation is provided, accommodation letters will be provided. The student will then need to provide the letter to his or her professors, review the accommodations, discuss the requested accommodations in relation to the class, and discuss any type of special arrangements that will be needed (for example, extended time for testing).

Students are encouraged to contact Disability Services to discuss their needs soon after their arrival on campus. Please contact Director of Counseling and Disability Services Kevin Feisthamel, Ph.D., LPPC-S, NCC, at 330.569.5418.
RESIDENTIAL EDUCATION

Residence Hall Rooms
The residence hall rooms at Hiram are furnished with an extra-long twin bed (36 x 80 inch mattress), a dresser, desk, chair, and closet for each resident. Specific information about your student’s assigned room will be included with the room assignment letter they receive in August. Please visit www.hiram.edu/campus-life/residence-life to get the specific dimensions of your student’s room. Televisions and decorative items are permitted in rooms. Waterbeds, most pets, space heaters, toaster ovens, candles, and incense are not permitted. Hiram College does not insure the property of residents, so students are encouraged to carry personal insurance on their belongings; many homeowners’ policies will cover such belongings. Each residence hall has a robust Wi-Fi network and one computer network port per resident in each room. The Kennedy Center has a computer lab, which is open 24 hours a day when classes are in session.

Shuttle Services
Shuttle service is offered at the beginning and end of each semester and during spring, Thanksgiving, and winter breaks to students who need to be picked up from, or taken to, the Cleveland airport only. The charge is $15 per person, each way. Students are notified by Hiram email regarding shuttle dates and times.

Reservations are due at least one week in advance and can be made online using the Airport Shuttle Reservation Form or by calling the Office of Residential Education (ext. 5232). Reservation and payment are due at least one week in advance. Space may be limited. All transportation services are subject to the availability of the college vehicles and certified college drivers.

This service is provided for free to new students arriving in Hiram for the beginning of the fall semester (with reservations). The shuttle schedule can be found at www.hiram.edu/airportshuttle.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 1</td>
<td>First-Year Student housing assignments sent</td>
</tr>
<tr>
<td>Aug. 28</td>
<td>Arrival day for new students</td>
</tr>
<tr>
<td>Aug. 29</td>
<td>Shuttle departs Cleveland airport 8 p.m. – RSVP required</td>
</tr>
<tr>
<td>Aug. 30</td>
<td>Check-in for returning students</td>
</tr>
<tr>
<td>Aug. 31</td>
<td>First day of class</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>Labor Day (no classes)</td>
</tr>
<tr>
<td>Sept. 11</td>
<td>Housing freeze ends</td>
</tr>
<tr>
<td>Oct. 2-4</td>
<td>Fall weekend (no classes Friday)</td>
</tr>
<tr>
<td>Nov. 13</td>
<td>Noon - 24 hour quiet hours begin all halls</td>
</tr>
<tr>
<td>Nov. 16-18</td>
<td>Exams</td>
</tr>
<tr>
<td>Nov. 18</td>
<td>Noon - 24 hour quiet hours end</td>
</tr>
<tr>
<td>Nov. 18</td>
<td>Shuttle departs Hiram to Cleveland airport 6 a.m. &amp; 2 p.m. - reservation required</td>
</tr>
<tr>
<td>Nov. 19 - 29</td>
<td>Fall term break (Halls remain open, sign-up with RA for break access)</td>
</tr>
<tr>
<td>Nov. 29</td>
<td>Shuttle departs Cleveland airport 8 p.m. - RSVP required</td>
</tr>
<tr>
<td>Nov. 30</td>
<td>3-Week classes start</td>
</tr>
<tr>
<td></td>
<td>Winter break contracts available</td>
</tr>
<tr>
<td>Dec. 9</td>
<td>Winter break contracts due</td>
</tr>
<tr>
<td>Dec. 11</td>
<td>Winter break housing notification</td>
</tr>
<tr>
<td>Dec. 16</td>
<td>9 p.m. - 24 hour quiet hours begin</td>
</tr>
<tr>
<td>Dec. 19</td>
<td>Exam Day – Halls close 7 p.m. (Halls remain open for students contracting with Residential Education-THERE IS AN EXTRA CHARGE)</td>
</tr>
<tr>
<td>Dec. 19</td>
<td>Shuttle departs Hiram to Cleveland airport 6 a.m. &amp; 2 p.m. - reservation required</td>
</tr>
<tr>
<td>Dec. 20-Jan 10</td>
<td>Winter break</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
</tr>
<tr>
<td>-------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Jan. 10</td>
<td>Halls Open for spring semester - 10 a.m.</td>
</tr>
<tr>
<td>Jan. 10</td>
<td>Shuttle departs Cleveland airport 8:00pm – RSVP required</td>
</tr>
<tr>
<td>Jan. 11</td>
<td>Classes Start</td>
</tr>
<tr>
<td>Jan. 18</td>
<td>MLK Day (no classes)</td>
</tr>
<tr>
<td>Jan. 22</td>
<td>Housing freeze ends</td>
</tr>
<tr>
<td>Mar. 6</td>
<td>Shuttle departs Hiram to Cleveland airport 6 a.m. - reservation required</td>
</tr>
<tr>
<td>Mar. 8 - 12</td>
<td>Spring break (Halls remain open, sign-up for break access)</td>
</tr>
<tr>
<td>Mar. 14</td>
<td>Shuttle departs Cleveland airport 8 p.m. – reservation required</td>
</tr>
<tr>
<td>Mar. 15</td>
<td>Classes resume</td>
</tr>
<tr>
<td>April 1</td>
<td>Summer housing contracts available</td>
</tr>
<tr>
<td>April 9</td>
<td>Noon - 24 hour quiet hours begin</td>
</tr>
<tr>
<td>April 12 - 14</td>
<td>Exams</td>
</tr>
<tr>
<td>April 14</td>
<td>Noon - 24 hour quiet hours end</td>
</tr>
<tr>
<td>April 15 - 20</td>
<td>Term break (Halls remain open, sign-up with RA for break access)</td>
</tr>
<tr>
<td>April 21</td>
<td>3-week classes begin</td>
</tr>
<tr>
<td>April 23</td>
<td>Summer housing contracts due</td>
</tr>
<tr>
<td>May 3</td>
<td>Summer housing notification</td>
</tr>
<tr>
<td>May 10</td>
<td>Noon - 24 hour quiet hours begin</td>
</tr>
<tr>
<td>May 12</td>
<td>Exams</td>
</tr>
<tr>
<td>May 12</td>
<td>Noon - 24 hour quiet hours end</td>
</tr>
<tr>
<td>May 12</td>
<td>7 p.m. - Halls close for undergraduates</td>
</tr>
<tr>
<td>May 13</td>
<td>Shuttle departs Hiram to Cleveland airport 6 a.m. - reservation required</td>
</tr>
<tr>
<td>May 15</td>
<td>Commencement - 6 p.m. - Halls close</td>
</tr>
</tbody>
</table>

Housing deposit must be paid before students are allowed to sign up for Fall 2020 housing.
TRANSFER STUDENT SERVICES
Transfer students are encouraged to reach out to their admission counselor with any questions during their transition to Hiram College. In the fall semester, all transfer students are required to participate in the Online Orientation before classes begin. This is a series of programs focused on exploring campus life and the various aspects of Hiram College for students new to our campus. Throughout the sessions, all new students will gather information about college resources and learn what is expected of them as a Hiram College Community member.

If you have questions or concerns, please contact Rylie Crine in Admissions via phone at 330.569.5973 or via email at crinerm@hiram.edu.

GENERAL INFORMATION
Banking
An ATM, owned and serviced by the Cardinal Credit Union, is located in the lobby of the Kennedy Center. Cardinal Credit Union will charge $2.95 per transaction for all foreign bank ATM requests. For more information about the bank and its services, please contact them directly at 888.801.2121.

BOOKSTORE
The Hiram College Bookstore is located on the first floor of the Kennedy Center. The campus bookstore has a large selection of used textbooks and textbook rentals that must be ordered through the bookstore website and delivered either to the bookstore to pick up, or to your home address. The bookstore also provides a textbook buyback program that gives students the option of selling back textbooks year-round. New students average $350-$450 per semester for their academic needs, depending on the type of courses they have chosen. Items can be purchased using cash, personal check, MasterCard, Visa, Discover, American Express, bookstore gift cards, and Hiram Terrier Cash. Textbooks, clothing, gifts, and other miscellaneous items can also be purchased online from the bookstore at www.hiramcollegebookstore.com.
AVI Foodsystems Inc. provides food and dining services for Hiram College students, faculty, staff, and visitors. AVI operates the Hiram College Dining Hall, located on Hinsdale Street, and the Bistro, located on the first floor of the Kennedy Center. Information about meal plans for residential students and meal block plans for commuter students is available at www.hiram.edu/diningservices.

The Bistro
The Bistro offers a menu of soups, salads, sandwiches, and snacks for dine-in or carryout options during the hours listed below. The menu can be found at hiram.avifoodweb.com/menu_bistro.

<table>
<thead>
<tr>
<th>Beverages and snacks</th>
<th>Monday-Friday</th>
<th>Saturday/Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:30 a.m.-11 p.m.</td>
<td>noon-10 p.m.</td>
</tr>
<tr>
<td>Full Service</td>
<td>11 a.m.-10:30 p.m.</td>
<td>noon-10 p.m.</td>
</tr>
</tbody>
</table>

The Dining Hall
The Hiram Dining Hall offers all-you-can-eat dine-in service for students during the following hours while classes are in session:

- **Monday-Friday** 7:30 a.m.–8 p.m. Continuous Service (from the first day of school until Thanksgiving Break)
- **Monday-Friday** 7:30 a.m.–7:30 p.m. Continuous Service (After Thanksgiving break through the rest of the year)
- **Saturday/Sunday** (year round): Brunch 10 a.m.-2 p.m., Dinner 4:30 p.m.-6:30 p.m.

**DRAY COMPUTER HELP DESK**
Thanks to our Tech and Trek program, Hiram College has collaborated with Apple to provide students with an iPad Pro tablet with detachable keyboard and Apple Pencil. These devices are managed by Hiram College. Any technical or hardware related issues, including physical damage, should be reported to the Tech and Trek desk located on the first floor of the library. Students may decide to bring any further devices at their own cost.

All iPads require the use of an Apple ID. It is the responsibility of each student to create and maintain their Apple ID and account.

Students also have access to Microsoft Office products through their student email. Instructions on downloading office products can be provided by our Helpdesk (see contact information below).

Hiram College provides each student with an email address. Students should check this address regularly as it is the primary method of contacting students while they attend Hiram. Once a student graduates or leaves the college, their Hiram email account will be restricted 30 days following the end of last term of attendance. All important correspondence, contacts, files in OneDrive, and any other material they would like to maintain from their Hiram account should be removed before the 30-day window expires.

If there are any questions about provided equipment, please contact the Dray Computer Center Helpdesk at helpdesk@hiram.edu or 330.569.5313.
**FINANCIAL AID OFFICE**

**Checklist prior to arriving to campus:**

_____ Have your student return one signed copy of the Financial Aid Offer. Awards can also be accepted/declined online via Web for Student (accessible via my.hiram.edu).

_____ Have your student complete the verification process. If your student is selected for verification, the Hiram College Financial Aid Office will notify you of the documents you need to submit. Students can also check their status online by logging into Web4Student and clicking on the “Financial Aid” tab.

*Please note: any need-based financial aid is considered an estimate until the verification process is completed.*

_____ If accepting student loans, have your student complete the loan paperwork. Detailed instructions are available online at www.hiram.edu/admission/financial-aid/loan-information.

_____ Have your student notify the Hiram College Financial Aid Office of any outside scholarships he or she receives and make a copy of the award notification, ensuring the dollar amount is listed, to mail or fax to us. We will notify the Student Accounts Office about this scholarship. Keep in mind that half will be applied toward the fall semester bill and the other half will be applied toward the spring semester bill.

**Checklist during the academic year:**

_____ Keep up those grades! Students must maintain a cumulative GPA of 2.0 or higher and successfully complete 67 percent of their classes in order to remain eligible for financial aid. The Financial Aid Office reviews grades at the end of each semester. Failure to meet these requirements may result in the cancellation of financial aid.

_____ Reapply for financial aid each year. The Free Application for Federal Student Aid (FAFSA) is available October 1 each year and must be submitted prior to June 1 every year to avoid losing eligibility for the Hiram College Grant. We recommend reapplying as soon after October 1 as possible.
Campus Employment
There are numerous opportunities for employment on and off campus, whether or not the student is eligible for federal work-study. Check the student’s financial aid award letter to determine if he or she is eligible for work-study. Those not awarded federal work-study can still work on campus. The pay rate can vary by position, but all students are paid at least $8.70 an hour, the federal minimum wage. Students are paid biweekly and can either receive a check or have their pay credited directly to their account.

There are two ways to secure a job for the fall semester:
• searching Student Job Central, Hiram's online job database, via my.hiram.edu
• attending the annual student employment job fair at the beginning of the fall semester

At the job fair, employers from on and off campus will meet with potential student job candidates. Students should be prepared to complete applications and talk with employers; a resume is recommended. Required employment forms are available in the Business Office after the beginning of the academic year. Detailed information about campus employment will be provided at New Student Orientation.

Post Office
Since on-campus mail delivery is not provided at Hiram, each student rents his or her own post office box at the Hiram Post Office. The rental fee is $64 for the entire year or $32 for six months. The Hiram Post Office will send a letter to each student in July with information about mailing services. Upon receipt of your student’s rental fee, the Post Office will assign a personal Hiram address. Please have all of your student’s correspondents use the Post Office Box number on all mail to avoid delay in processing. Upon arrival, please have your student stop at the Hiram Post Office to pick up the lock combination and receipt for the P.O. Box. Hiram Post Office, 1676 Hayden Street Hiram, Ohio 44234, 330.569.7881.

Package Delivery - However, students may receive packages delivered to our Service Center. An example of how the package should be addressed is shown below. Students will be notified via email when they receive a package at the Service Center. Please note Service Center hours are Monday through Friday, 8:30 a.m.–5 p.m. during the school year.

Student Name
Residence Hall and Room Number
Hiram College
11715 Garfield Road
Hiram, OH 44234

STUDENT ACCOUNTS
Important Billing Dates

Fall Semester 2020
June 11, 2020 Fall bills mailed
July 20, 2020 Fall payment due date

Spring Semester 2021
Nov 9, 2020 Spring bills mailed
Dec 2, 2020 Spring payment due date

*A $100 late payment fee will be assessed for students who are registered for classes, but whose student accounts are not in a paid status by each published semester payment date.
*After an internal review period, students who are registered for classes and who have signed up for a residence hall room, but whose student accounts are not in a paid status by the published semester payment deadlines, will have their class schedules and residence hall assignments cancelled.
Acceptable Forms of Payment
- Credit card (Discover, American Express, Visa and MasterCard)
- Credit card payments are processed through Official Payments, a leader in providing electronic payment options for higher education institutions and will be accepted online.
- No credit card payments by phone or at the window are accepted.
- Official Payments will charge a convenience fee of 2.5 percent of the payment amount for this service.
- Two line items will appear on the credit card statement: Tuition payment will appear as “Hiram College”, and the convenience fee will appear as “tuition convenience fee.”
- This convenience fee is not charged by or paid to Hiram College. It is assessed by Official Payments to cover operating costs and the costs associated with servicing transactions.
- Payers will be informed of all fees before they authorize the payment.
- Check, cash, or money order, in person, are accepted at the Student Accounts Window.

Ways to pay:
- online 24/7 at www.hiram.edu/paymybill
- mailed check or money order
- in person at the Student Accounts cashier window

Hiram College Payment Plan (HCPP)
Hiram College offers students the opportunity to meet financial obligations to the College through the use of an eight-month payment plan. Study-abroad trips are excluded from the payment plan. For more information visit www.hiram.edu/studentaccounts.

HCPP Payment Dates
Hiram College Payment Plan - Eight payments over 10 months
- July 20, 2020 First payment due
- August 20, 2020 Second payment due
- September 20, 2020 Third payment due
- October 20, 2020 Fourth payment due
- December 2, 2020 Fifth payment due
- February 2, 2021 Sixth payment due
- March 2, 2021 Seventh payment due
- April 2, 2021 Eighth payment due

A $100 late payment fee will be assessed for each delinquent payment. Two missed payments will make the student ineligible to participate in the Hiram College Payment Plan the following year. Hiram College reserves the right to refuse to register and to withhold grades, transcripts, and the diploma of any student with an unpaid balance.

Cashier Window
Located in Teachout-Price, Students can:
- cash checks up to $50 per day
- pick up work-study checks
- make payments (cash, check/money order only)

For additional options for financing your student’s Hiram education call 330.569.5107 or visit www.hiram.edu/financingoptions.

Student Telephone Service
Students do not have landline telephones in residence hall rooms. The use of cellular phones is encouraged. Cellular carriers with on-campus service include Verizon and AT&T.
ACTIVITIES AND ATTRACTIONS

Accommodations in and around Hiram College
(Listed by distance to campus)

Hiram Inn (on campus)
6867 Wakefield Road, Hiram, OH 44234     330.569.6000
www.thehiraminn.com

The Old Fire Station Apartment (next to Hiram College Library)
11684 Hayden Street, Hiram, OH 44234     330.603.3123
hirambnb@gmail.com

Aurora Inn (11 miles, 15 minutes)
30 Shawnee Trail, Aurora, OH 44202     330.562.0767
aurorainninhoio.com

Bertram Inn (12 miles, 18 minutes)
600 N. Aurora Road, Aurora, OH 44202     330.995.0200
www.thebertraminn.com

Comfort Inn (14 miles, 22 minutes)
9172 Market Square Drive, Streetsboro, OH 44241     330.422.6446
Comfort Inn – Streetsboro

Hampton Inn (16 miles, 23 minutes)
800 Mondial Parkway, Streetsboro, OH 44241     330.422.0500
Hampton Inn – Streetsboro

Restaurants in and around Hiram College
Local favorites

Fresh Start Diner (4 miles, 6 minutes)
8126 Main Street, Garrettsville, OH 44231     330.527.2700
thefreshstartdiner.com

Two Traveler’s Tavern (4 miles, 6 minutes)
8097 Main Street, Garrettsville, OH 44231     330.527.8134
zmenu.com/two-travelers-tavern-garrettsville-online-menu

Garrett’s Mill and Brewing Co. (4 miles, 6 minutes)
8148 Main Street, Garrettsville, OH 44231     330.527.8080
www.garrettsmillbrewing.com

The Brick (5 miles, 7 minutes)
8373 Windham Street, Garrettsville, OH 44231     330.527.7082
www.freddyburger.com
Sean’s Pub and Eatery (5 miles, 7 minutes)
8105 Main Street, Garrettsville, OH 44231
www.slimandjumbos.com/seans-pub

Welshfield Inn (5 miles, 7 minutes)
14001 Main Market Road, Burton, OH 44021
thederiftwoodgroup.com/restaurants/welshfield-inn

The Lucky Dragon (5 miles, 7 minutes)
8136 Main Street, Garrettsville, OH 44231
luckydragon.chinesemenu.com

James Place (10 miles, 14 minutes)
271 East Garfield Road, Aurora, OH 44202
www.jamesplace.co

Cafe Tandoor (Indian) (11 miles, 17 minutes)
96 Barrington Town Square Drive, Aurora, OH 44202
cafetandoorcleveland.com

El Campesino Mexican Restaurant (15 miles, 24 minutes)
9169 State Route 44, Streetsboro, OH 44241
elcampesino.com

Barrio Tacos (19 miles, 30 minutes)
295 S Water Street, Kent, OH 44240
barrio-tacos.com

Mike’s Place (20 miles, 30 minutes)
1700 S Water Street, Kent, OH 44240
www.mikesplacerestaurant.com

Pizza
Gionino’s Pizza (On Campus)
11679 Hayden Street, Hiram, OH 44234
www.gioninos.com/locations/oh-hiram-11679-hayden-st-44234

Teresa’s Pizza (4 miles, 7 minutes)
11651 State Route 44, Mantua, OH 44255 (In the Dollar General Plaza)
www.teresaspizza.com/mantua

Domino’s Pizza (4 miles, 8 minutes)
8007 State Street, Garrettsville, OH 44231
pizza.dominos.com/ohio/garrettsville
Uncle Spike’s Pizzeria (11 miles, 16 minutes)
242 E. Garfield Road, Aurora, OH 44202
www.facebook.com/UncleSpikesPizzeria
330.562.4897

Little Caesar’s Pizza (18 miles, 24 minutes)
9315 State Route 14, Suite B, Streetsboro, OH 44241
littlecaesars.com
330.626.1000

POPULAR CHAIN RESTAURANTS
Dairy Queen (4 miles, 5 minutes)
8013 State Street, Garrettsville, OH 44231
www.dairyqueen.com/us-en
330.527.4621

McDonald’s (4 miles, 5 minutes)
8027 State Street, Garrettsville, OH 44231
330.527.4876

Subway (4 miles, 5 minutes)
8094 Main Street, Garrettsville, OH 44231
www.subway.com/en-US
330.527.4401

A and W Drive-in (13 miles, 19 minutes) SEASONAL
769 Main Street, Ravenna, OH 44266
awrestaurants.com
330.296.5028

Taco Bell (13 miles, 19 minutes)
308 E. Main Street, Ravenna, OH 44266
www.tacobell.com
330.296.0288

Buffalo Wild Wings (13 miles, 20 minutes)
9062 State Route 14, Streetsboro, OH 44241
www.buffalowildwings.com
330.626.1515

Rockne’s (14 miles, 22 minutes)
9406 State Route 14, Streetsboro, OH 44241
www.rocknes.com/index.html
330.422.8010

Chipotle Mexican Grill (17 miles, 22 minutes)
9754 State Route 14, Streetsboro, OH 44241
www.chipotle.com
330.626.3549

Applebee’s (14 miles, 22 minutes)
1200 State Route 303, Streetsboro, OH 44241
www.applebees.com/en
330.422.1560
New Peking Chinese Restaurant (14 miles, 23 minutes)
9507 State Route 14, Streetsboro, OH 44241
330-626-9871.chinesemenu.com

Samurai Japanese Steakhouse (14 miles, 23 minutes)
7155 N. Aurora Road, Aurora, OH 44202
330.995.0880
www.samuraijapanesesteakhouse.com

Bob Evans (15 miles, 23 minutes)
7105 N. Aurora Road, Aurora, OH 44202
330.562.1844
www.bobevans.com

Panera (15 miles, 23 minutes)
8480 E. Washington Street, Bainbridge Township, OH 44023
440.543.3000
www.panerabread.com/en-us/home.html

Cracker Barrel (17 miles, 23 minutes)
4367 State Route 44, Rootstown, OH 44272
330.325.9970
www.crackerbarrel.com

Denny’s (18 miles, 23 minutes)
9449 State Route 14, Streetsboro, OH 44241
330.422.1890
www.dennys.com

Ruby Tuesday’s (16 miles, 24 minutes)
9687 State Route 14, Streetsboro, OH 44241
330.626.5115
www.rubytuesday.com

Coffee shops
The Bistro (On Campus)
Kennedy Center, Hiram, OH 44234
330.569.5195
www.hiram.edu/visit/locations/bistro

Cellar Door Coffee Co. (4 miles, 6 minutes)
8138 Water Street, Garrettsville, OH 44231
330.977.7237
www.cellardoorcoffeeco.com

Restoration 44 (6 miles, 10 minutes)
10675 Main Street, Mantua, OH 44255
330.357.8044
www.r44coffee.com

Coffee Corners Antiques and Coffee House (11 miles, 16 minutes)
14544 N. Cheshire Street, Burton, OH 44021
440.834.0076
www.coffeecorners.com
Starbucks Cafe (11 miles, 16 minutes)
157 W. Garfield Road, Aurora, OH 44202
www.starbucks.com/store-locator/store/11155
330.562.4080

Entertainment and Activities
Camp Hi Canoe and Kayak (3 miles, 4 minutes)
12274 Abbott Road, Hiram, OH 44234
camphicanoe.com/index.php
330.569.7621

Garrettsville Cinema (3 miles, 6 minutes)
8801 State Street, Garrettsville, OH 44231
www.bigscreen.com/Marquee.php?theater=4768
330.527.0888

Sugar Bush Golf Club (3 miles, 5 minutes)
11186 State Route 88, Garrettsville, OH 44231
www.sugarbushgolfcourse.com
330.527.4202

Skylane Bowling (4 miles, 8 minutes)
8311 Windham Street, Garrettsville, OH 44231
www.skylanebowling.com
330.527.9999

Cinemark 10 Movie Theatre – Aurora (11 miles, 17 minutes)
40 Barrington Town Square Drive, Aurora, OH 44202
www.cinemark.com/northern-ohio/cinemark-10-aurora
330.995.6433

Zip City (13 miles, 20 minutes)
9960 State Highway 43, Streetsboro, OH 44241
zipcityusa.com/cleveland
330.931.4944

National Packard Museum (18 miles, 25 minutes)
1899 Mahoning Avenue, Warren, OH 44483
www.packardmuseum.org
330.394.1899

RollHouse Entertainment (21 miles, 26 minutes)
33185 Bainbridge Road, Solon, OH 44139
www.therollhouse.com/solon
440.248.4080

Mahoning Valley Scrappers Baseball Team (26 miles, 33 minutes)
111 Eastwood Mall Boulevard, Niles, OH 44446
www.milb.com/mahoning-valley
330.505.0000

Akron Rubber Ducks Baseball Team (34 miles, 42 minutes)
300 South Main Street, Akron, OH 44308
www.milb.com/akron
330.253.5151
Cleveland Botanical Garden (36 miles, 50 minutes)
11030 East Boulevard, Cleveland, OH 44106
216.721.1600
cbgarden.org

Cleveland Museum of Art (36 miles, 51 minutes)
11150 East Boulevard, Cleveland, OH 44106
216.421.7350
clevelandmuseumofart.art

Stan Hywet Hall and Gardens (38 miles, 47 minutes)
714 North Portage Path, Akron, OH
330.836.5533
www.stanhywet.org

Cleveland Metroparks Zoo (39 miles, 44 minutes)
3900 Wildlife Way, Cleveland, OH 44109
216.661.6500
www.clevelandmetroparks.com/zoo

Cleveland Indians Baseball Team (40 miles, 45 minutes)
Progressive Field
2401 Ontario Street, Cleveland, OH 44115
www.mlb.com/indians

Playhouse Square (40 miles, 44 minutes)
1501 Euclid Avenue, Cleveland, OH 44115
216.241.6000
www.playhousesquare.org

West Side Market (41 miles, 46 minutes)
1979 W 25th Street, Cleveland, OH 44113
216.664.3387
westsidemarket.org

Rock and Roll Hall of Fame (43 miles, 45 minutes)
1100 East 9th Street, Cleveland, OH 44114
216.781.7625
www.rockhall.com

James A. Garfield National Historic Site (46 miles, 50 minutes)
8095 Mentor Avenue, Mentor, OH 44060
440.255.8722
www.nps.gov/jaga/index.htm

Football Hall of Fame (50 miles, 55 minutes)
2121 George Halas Drive NW, Canton, OH 44708
330.456.8207
www.profootballhof.com

Cedar Point (94 miles, 1 hour 35 minutes)
1 Cedar Point Drive, Sandusky, OH 44870
419.627.2350
www.cedarpoint.com
**Hiking trails**

James H Barrow Biological Field Station (2 miles, 5 minutes)
11305 Wheeler Road, Garrettsville, OH 44231
www.hiram.edu/academics/support-services/field-station 330.527.2141

Nelson-Kennedy Ledges State Park (6 miles, 10 minutes)
12440 OH-282, Garrettsville, OH 44231
parks.ohiodnr.gov/nelsonkennedyledges

Eagle Creek State Nature Preserve (7 miles, 12 minutes)
11027 Hopkins Road, Garrettsville, OH 44234
natureprespreserves.ohiodnr.gov/eaglecreek

Paddock River Preserve (11 miles, 16 minutes)
129 Trails End, Aurora, OH 44202
birding-in-ohio.com/portage-county/paddock-river-preserve

The Holden Arboretum (29 miles, 43 minutes)
9550 Sperry Road, Kirtland, OH 44094
www.holdenarb.org

Chapin Forest (31 miles, 48 minutes)
9938 Chillicothe Road, Kirtland, OH 44094
www.lakemetroparks.com/parks-trails/chapin-forest-reservation

Cuyahoga Valley National Park
www.nps.gov/cuva/planyourvisit/maps.htm
Popular Trails: Brandywine Falls, Ledges Trail, Kendall Lake
Cuyahoga Valley Scenic Railroad

Cleveland Metroparks
www.clevelandmetroparks.com
Popular Parks: Brecksville Reservation, North Chagrin Reservation (Squires Castle), South Chagrin Reservation (Henry Church Rock)

**Shopping**

Aurora Farms Premium Outlet Mall (12 miles, 18 minutes)
546 S Chillicothe Road, Aurora, OH 44202 330.526.2000
www.premiumoutlets.com/outlet/aurora-farms

Eastwood Mall (26 miles, 33 minutes)
5555 Youngstown Warren Road, Niles, OH 44446 330.652.6980
www.eastwoodmall.com

Pinecrest (27 miles, 30 minutes)
200 Park Avenue, Orange, OH 44122 216.535.2100
www.discoverpinecrest.com
Legacy Village (32 miles, 36 minutes)
25001 Cedar Road, Lyndhurst, OH 44124
legacy-village.com

216.382.3871

**Find Events**
This is Cleveland Event Calendar
www.thisiscleveland.com/things-to-do/event-calendar

Blossom Music Center Concerts
www.livenation.com/venue/KovZpZAEAtAA/blossom-music-center-events
The Hiram Inn welcomes
Families and friends of Hiram College!

The Inn offers hometown hospitality –
one-of-a-kind guest suites, a quiet library, and
cheerful deck to enjoy conversation
or a cozy fire.

Your stay with us includes continental
breakfast, free parking, Wi-Fi, and use of the
Hiram College Fitness Center.

For more information, visit www.thehiraminn.com
email us at info@thehiraminn.com

Parents of Hiram College students receive
a 10% discount ~ discount code HCP10