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WELCOME

Commuter Services (CS) provides support, services and communications to commuter students. CSS is committed to supporting and serving our commuter student population and strives to ensure their success and connections to Hiram College.

This handbook was created to orient you to the services, programs and activities available to you at Hiram College. While the information provided in this handbook may not answer all of your questions, it is our hope that the information will assist you with many of them. If you have any ideas, questions or concerns, please stop by the office, send an email or give us a call.

Commuter Email Listserv
Commuter Services wants to keep you informed of information specific to commuter students. We will send you periodic newsletters and occasional emails.

If you are not receiving emails, please contact Kelly Johns at johnskm@hiram.edu and we will be sure to add you to the list.

Commuter Events
Watch your email for free events for commuters that will take place in the commuter lounge during the academic year. Events such as pizza parties, ice cream socials, and hot chocolate and donuts will take place two to three times a semester.

Contact Information:
Kelly Johns, Coordinator of Housing Operations and Commuter Services
Bates Hall
330.569.6108 • johnskm@hiram.edu
Where can I find the academic calendar?
Go to my.hiram.edu and click on “Calendars” at the top of the page. Then click on “Academic Calendar.” This calendar provides information such as start and end dates of the semesters, advising times, exam schedules, class registrations, and breaks.

Where can I find class schedules and locations?
You can find information about your class schedules and locations at my.hiram.edu.
  • Go to my.hiram.edu
  • Click on “Class Schedules” on the top of the page
  • Enter the specific search criteria and click on “search”

Where do I go for academic advising?
Until you officially declare a major, your First-Year Enduring Questions/Interdisciplinary professor is your academic advisor. After you declare a major, which you must do no later than the spring semester of your sophomore year, you are allowed to choose the faculty member in your academic discipline who will advise you. If you are a transfer student, you are encouraged to declare your major once you are confident in your choice. Your academic advisor can then work with you on your academic plan toward graduation.

How do I declare a major?
Prior to declaring a major, you should have a conversation with your new advisor and complete the Connect Declaration Reflection. Once this is approved by your new advisor, complete the Major Declaration form obtained from the Registrar’s office located in Teachout-Price Hall. You will need the signatures of the School Director over your major along with the signature of your new advisor. Once you’ve also signed, return the form to the Registrar’s Office.

How do I register for classes?
In order to register for classes, you will need to meet with your academic advisor and obtain an alternate pin number. Academic advising takes place each semester. You will find the dates for advising listed on the academic calendar. After you receive your alternate pin number, log on to Web for Students. To log on to Web for Students:
  • Go to my.hiram.edu
  • Click on Students on the upper left-hand page
  • Click on Web for Students
  • Click Enter Secure Area
  • Enter your User ID and password (same as what you use to log into your email, student portal)
  • Click on Student Services
  • Click on Registration
  • Click on Add/Drop Classes
  • Select the appropriate term
  • Enter your alternate pin given to you by your advisor
  • Type in the CRN numbers of the classes you wish to take at the bottom of the page and hit “submit”
  • If you need assistance in accessing your Web for Students, please contact the Dray Computer Center at 330.569.5313 or email helpdesk@hiram.edu.

How do I change my class schedule?
Class changes can be made at Web for Students. Some class changes may require the approval of your advisor, the academic department, or professor.

Where can I get tutoring, academic assistance or help with a paper?
Academic assistance and tutoring are free to Hiram students through Academic Development located in Hinsdale Hall 101. To request a tutor or to learn more information on services offered by Student Academic Services, visit www.hiram.edu/academics/academic-support-services/academic-development. If you need help with your papers or other writing assignments, free assistance is available at the Writing Center in the Writing House located on Hinsdale Street. To see the available times for assistance, please visit www.hiram.edu/academics/academic-support-services/writing-center.
How do I locate a professor?
If you do not know how to contact a professor, you can go to my.hiram.edu and click on “Campus Directory.” In the “criteria” box, type in the professor’s last name. You will then find the contact information for the professor. If you are having difficulty locating the professor, please call the Welcome Center at 330.569.6030 for assistance.

Where can I study?
Study spaces are available in the library, commuter lounge, Kennedy Center, and many academic buildings around campus.

Are computers and printers available?
Computers are available in the computer lab located on the lower level of the Kennedy Center 24 hours a day, seven days a week, unless the College is closed for holidays or breaks. Computers are also available in the library during the hours of operation. To view the hours, go to library.hiram.edu.

What services does the library offer students?
The Hiram College Library offers:
• Online research help
• A research consultant who can provide intensive help with your paper, research or project
• Interlibrary loan service where you can find an article or book not available at the Hiram College Library
• Borrowing services for laptops, DVD players, VCRs, board games and headphones for use within the library
• For more information, go to: library.hiram.edu

Where is the Tech and Trek center located?
The Tech and Trek center is located on the first floor of the library. Staff is available to answer questions related to the iPad pro.

What if I am ill and cannot attend class?
You will need to contact your professor directly via email or phone prior to your absence. Professors will have individual policies on class attendance and making up exams.
How do I get involved on campus?

- Join a student organization or activity. Obtain a list from the Office of Campus Involvement (OCI) located on the first floor of the Kennedy Center or go to www.hiram.edu/campus-life/involvement-activities.
- Attend campus events. There is a lot going on after class.
- Attend sporting events. To find game schedule or to read sports news, go to www.hiramterriers.com.
- Get a campus job. Check Student Job Central postings at home.hiram.edu. Click on “Students,” then “Student Job Central”.
- Purchase a block meal plan and eat in the dining hall. Go to the Student Accounts Office on the first floor of Teachout-Price Hall to ask about options or www.hiram.edu/commuterdining for meal block plan options.
- Participate in student government. Run for office or attend Senate meetings.
- Attend commuter events. Events are held in the Commuter Lounge in the Kennedy Center. Dates and times will be sent out in an email newsletter.
- Contact Kelly Johns at johnskm@hiram.edu to join the Commuter Advisory Board.

What is the Commuter Advisory Board and how do I become a member?
The Commuter Advisory Board (CAB) was established in fall 2010 to serve in an advising capacity role to Commuter Services. Their role is to assist in organizing programs and events as well as provide support to Commuter Services. CAB meets throughout the academic year with the director of commuter services to discuss needs of commuter students and to plan events. To join the Commuter Advisory Board (CAB), please contact Kelly Johns at 330.569.6108 or email johnskm@hiram.edu for more information.

How do I find out what’s happening on campus?

- Check out www.hiram.edu to see the latest news and upcoming events.
- Go to www.hiram.edu/campus-life/involvement to check out the numerous events and activities including comedy shows, coffeehouse performances, hypnotists, magicians and much more.
- Download the Hiram College App on your smartphone for quick access to news and what’s going on at Hiram.
- Check your Hiram email.
- Look for fliers, posters and table tents around campus.
- Stop by the Welcome Center on the first floor of the Kennedy Center and talk with a Welcome Center staff member.

Are there spiritual resources available on campus?
Hiram College has a strong tradition of religious freedom, and of support and encouragement for each student to maintain his or her faith and practice of religion. The College was founded by the Christian Church (Disciples of Christ), and retains a special relationship with the denomination and to the Disciples Church in the village. For more information, go to www.hiram.edu/campus-life/diversity-culture/religious-life/
Do I need a parking pass?
All commuter college student vehicles are required to have the proper commuter parking permit for parking in a student parking lot. These permits can be obtained for $10.00. A valid Hiram College parking permit is required to park in any campus parking lot. Hiram College issues student parking permits through The Permit Store at hiram.thepermitstore.com. Permits are available 24 hours a day, seven days a week. Commuters who do not park in any Hiram College parking spots do not need a parking permit. However, should you choose to park in any lot without a permit, you will be ticketed.

Where can a commuter park?
- Bancroft Lot (commuter parking only until 7 p.m.)
- Gelbke Lot
- Light Plant Drive East- angled in parking
- Overlook Lot - small lot on Light Plant Drive behind Booth/Centennial, both East/West rows Quad South Lot
- Stadium Lot
- The Tennis Court Lot
- The Winrock spaces facing the softball field

Go to www.hiram.edu/map to view parking lots. You may park anywhere that is designated as a Commuter Student or Student Parking as long as you have the designated permit. Students are responsible for knowing in which lots they are permitted to park. Designated areas for Faculty-Staff and Visitors in the front of Coleman Center are not permitted for Student Athlete/Sport Center Student workers, regular students or commuters. Commuter students are not considered “visitors” and you are not permitted to park in any “visitor” lots, including the Townhouse Visitor Lot and Kennedy Center Visitor Parking Lot.
Where is the commuter lounge located?
The Commuter Lounge is located in the Kennedy Center first floor off of the main lounge area across from the bistro. It is a comfortable place to study, hang out with friends in between classes or simply relax. Amenities include comfortable seating, a refrigerator, a microwave, a television, and lockers.

How do I rent a locker?
Lockers are available on a first-come, first-serve basis and can be used to store your personal belongings. All locks for the lockers must be obtained from the Campus Safety Office. Any non-college issued locks located on the lockers will be removed and any unauthorized belongings will be stored in Campus Safety for a maximum of 30 calendar days. If you have any questions, please contact the Campus Safety Office during regular business hours, 8 a.m.-5 p.m., by visiting their office on the second floor of the Kennedy Center or via phone at 330.569.5110.

How do I know if the College is closed due to emergencies or weather conditions?
1. Please go to www.hiram.edu for the most current information about any closings or delays.
2. Call the Emergency/Weather Closing Information Line at 330.569.5959 for the most current information.
3. The College has the ability to send you a text message. For you to receive Emergency Closing Information via text message, we need to maintain your current cell phone number at all times. Please stop by the Registrar’s Office in Teachout Price Hall, call 330.569.5210, or email registrar@hiram.edu, if you need to update your cell phone number.
4. When possible, an email will be sent to your Hiram account. However, you should always use the website and/or the Information Line as your primary source of information.

IMPORTANT PHONE NUMBERS
Commuter Services 330.569.6108
Campus Switchboard 330.569.3211
Dean of Students Office 330.569.5233
Julia Church Health Center 330.569.5418
Campus Safety 330.569.5110
Emergency/Weather Closing Hotline 330.569.5959
What if I need temporary overnight housing?
Temporary overnight housing due to inclement weather, unforeseen circumstances, or late academic commitments is available to commuter students. The policies and procedures below outline how commuters can secure temporary housing on campus for those times when they need the convenience of being on campus.

A limited amount of single rooms is available to commuters who live more than walking distance to the campus. The cost is $25 per night and the charge will be applied to your student account. Linens will be provided by the College. To make arrangements to stay overnight, you should contact Commuter Services by calling 330.569.6108 Monday-Friday between the hours of 8:30 a.m.-5 p.m. After business hours, reservations can be made by calling the Area Coordinator on duty at 330.569.4025.

Is there a Lost and Found?
Yes, Lost and Found is located at the Welcome Center on the first floor of the Kennedy Center. You can also call 330.569.6030 or email at welcomecenter@hiram.edu.

Is there a place to leave an item for someone?
Yes, you can leave an item for someone to pick up at Will Call at the Welcome Center. Students can leave items such as flowers, letters, books, packages, etc. at the Welcome Center front desk for a Hiram College student, faculty or staff member to pick up.

Where can I help with my email or my Web for Students account?
Call the Dray Computer Center at 330.569.5313 or email them at helpdesk@hiram.edu.

How do I find an on-campus job?
There is a Student Job Fair that takes place during the first week of classes. Watch your email for date, time and location. You can also go to my.hiram.edu. Click on “Students” then “Student Job Central” to view available jobs.

How do I get involved in community service?
If you are interested in getting involved in community service, contact the Office of Campus Involvement at 330.569.5623. There are a number of different work sites around the community and many opportunities to perform service on campus.

How does Hiram support diversity?
The Office of Diversity and Inclusion, located on the first floor of the Kennedy Center, engages the campus on general diversity issues affecting the entire Hiram community. It also provides specific support services to enhance the success and personal development of historically underrepresented minority students. The office also provides cultural programming to promote mutual understanding and respect of global citizenship on the part of students from all backgrounds. For more information, please visit www.hiram.edu/campus-life/diversity-culture.

Where is the campus bookstore?
The Hiram College Bookstore is located on the first floor of the Kennedy Center. To access the bookstore website, visit www.hiramcollegebookstore.com.

Is there an option for renting textbooks?
Yes, visit www.hiramcollegebookstore.com and click on “order textbook” on the left-hand side of the webpage. Then search for your classes.

Is there an ATM on campus?
Yes, there is an ATM hosted by Cardinal Credit Union located in the main entrance of the Kennedy Center. Non-Cardinal Credit Union customers will be assessed a service charge per transaction.

Where is the post office located?
The Hiram Village Post Office is located on the corners of Hayden Street and State Route 82.
FOOD

Hiram College Dining Hall
The dining hall is located on Hinsdale Street. Visit www.hiram.edu/campus-life/resources/food-and-dining-services to view the menu. The meal costs are:
• Breakfast - $4.75 • Lunch - $6 • Dinner - $8.25

The Bistro
The Bistro is located on the first floor of the Kennedy Center. Visit aviserves.com/Hiram/the-bistro to view the menu and prices.

In addition to on-campus dining, the following restaurants/stores are located in the Hiram Village:
• Maggie’s Donuts (located on State Route 82)
• Gionino’s Pizzeria (located on Dean Street across from the Hiram Village Post Office)

Is there a meal plan for commuters?
Yes, commuters can purchase a meal block plan. Below are the three different levels of plans available:
- Platinum - Level I 100 swipes + $150 Terrier Cash $625
- Gold - Level II 50 swipes + $100 Terrier Cash $375
- Silver - Level III 25 swipes + $ 50 Terrier Cash $195

To purchase a meal block plan, please go to the Student Accounts Office in Teachout-Price Hall or go to www.hiram.edu/campus-life/resources/student-accounts/make-a-payment and scroll down to the bottom of the webpage. Then click on “Make a payment to Student Meal” and choose the level of plan you wish to purchase.

Please note that Terrier Cash may be used in the Bistro and the Hiram College Bookstore.

RECREATION

Is there somewhere to exercise?
Yes, you can work out at the Les and Kathy Coleman Center. Venues in the facility include an indoor track, Martin Fieldhouse, Andrews Fitness Center, Coach Steve Belichick Olympic Training Center, Steinem Aerobics Studio, Krabill and Morris Racquetball Courts, Price Gymnasium, Fleming Fieldhouse and Alumni Memorial Pool.

Can I participate in Intramurals?
Yes, Hiram offers a comprehensive Recreation and Club Sports program designed to enrich the quality of life for the students, faculty, and staff of the College by providing a broad-based programming of sports, recreation and fitness activities for both men and women of all ability levels. For more information, go to: www.hiramterriers.com.

Is there a place to play pool or games?
Yes, you can borrow equipment for pool, ping pong, air hockey, video games (Wii U, PlayStation 4, Xbox One) and board games from the Welcome Center located on the first floor of the Kennedy Center.
Is there an on-campus health center?
Yes, the Student Health Center is located on the corner of Hinsdale and Peckham streets across from the Pendleton House. A handicap access ramp is located at the front entrance. All traditional plan students, including commuter students, are welcome to use the Health Center. Hours are Monday through Friday 8:30 a.m.-5 p.m. (closed for lunch 12:30-1:30 p.m.). To make an appointment, call 330.569.5418. The website for the health center is located at www.hiram.edu/healthcenter.

Is there an on-campus counseling center?
Yes, the counseling center is located in the Student Health Center. You can make an appointment by calling 330.569.5418 or stopping by to schedule in person. Appointments are available Monday-Friday, from 9 a.m.-noon and 1:30-4 p.m. The counseling center website is www.hiram.edu/disabilityservice.

Where can I obtain information about services for students with disabilities?
Contact the Director of Counseling, Health, and Disability Services at 330.569.5952. You can also view information online at www.hiram.edu/counseling.
Where is Campus Safety located and how do I contact them?
The Office of Campus Safety is located on the second floor of the Kennedy Center.
Website: [www.hiram.edu/campus-life/campus-safety](http://www.hiram.edu/campus-life/campus-safety)
Email: CampusSafety@hiram.edu
Phone:
- 330.569.5110
- 330.569.3211, option 1
- 330.469.4119
- If you require police, fire or EMS assistance please dial 9-1-1.

What services does campus safety offer?
Daytime services are available from 8 a.m.-5 p.m. on standard business days and include, but are not limited to:
- Issuing identification (ID) cards
- Issuing temporary ID cards
- Parking permits
- Parking citations/appeals
- Responding to crisis/emergency situations

Nighttime services are available all night, 365 days a year and include, but are not limited to:
- Patrolling the campus
- Responding to crisis/emergency situations
- Securing campus facilities
- Interacting with students

Are there emergency phones located on campus?
Yes, there are 12 exterior emergency phones directly linked to the Police/Fire/EMS Dispatch. The phones may either be yellow or black and have a light directly overhead and are placed in well-lit areas. These phones can be used in case of an emergency, or to request an escort from your vehicle. Community members should be familiar with the locations of these phones. They are:
1. In front of the Fisher All-Faith Chapel and Meeting House
2. In front of Bowler Hall
3. In front of Booth Hall
4. The sidewalk leading to and in front of Frohring Music Hall near the Flag pole - The “Green”
5. Near the Hiram Inn - in front of fountain
6. Terrier Drive, directly between Price Gym and the Kennedy Center
7. Between the Stadium and Tennis Court parking lots
8. Middle, East side of the track at Henry Field
9. South end of the 305 parking lot
10. In Martin Common - North of Hurd Garden
11. Walkway to Gelbke from SR 700
12. Main Entrance of the dining hall

Can I request a Campus Safety Escort?
Yes, Safety Escorts are available all night, seven days a week. Please call 330.469.4119 from your cell phone or use one of the campus emergency phones to request an escort from a Campus Safety Officer.