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Fun Facts

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

• The College’s Center for Integrated Entrepreneurship has awarded thousands of dollars to 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 United States.

• 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 New Terrier Family,

On behalf of the professors, staff, and current students at Hiram College, welcome to our community!

As you begin a lifelong relationship with the extraordinary people of Hiram, this promises to be an exciting time for you and your student. Your involvement and interactions with your student’s college experience directly affects their academic and personal success. This guidebook is designed with that in mind. It’s carefully crafted with helpful information, quick tips, and need-to-know items. One booklet cannot possibly answer every question, but we have gathered questions and concerns throughout the years to create this book to help families like you.

We hope you keep this handbook and reference it often during your student’s time at Hiram. We’re now involved in a partnership—you, your student, and Hiram. We are here to help and support each other through this exciting time. Beginning the college journey is truly thrilling; but it is also filled with pride, sadness, anxiety, and sometimes frustration. The college years will not always be easy. These years are a time of new responsibilities, both academic and social. Our common goal is to create a self-assured, effective individual who is prepared to lead and face the new challenges of the ever-changing world.

This summer, your student will take part in the many facets of Orientation that we’ve created to guide them. Do not hesitate to contact us during this time if we can help in any way. It is very important that both you and your student watch your email for information about orientation information, helpful tips for campus life, and arrival to campus.

Please let us know what else we can do to help your student achieve their goals.

Once again welcome to Hiram!

Warm Regards,

Abigail N. Stevenson
Taylor Rahach
Co-Chairs of the Student Transition Services Team
Mission statement & Core values
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 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 office, dial 330.569 and then the extension given below. Office locations are in parentheses.

- Athletics and Intramurals (Coleman Center) 5340
- Admission (Teachout-Price) 5169
- Bookstore (Kennedy Center) 5209
- Campus Involvement (Kennedy Center) 5181
- Campus Safety (Kennedy Center) 5188
- Career and Academic Development (Library, first floor) 5131
- Chaplain (Fisher All-Faith Chapel) 5148
- Dray Technology Center (Teachout-Price) 5313
- Counseling and Disability Services (Julia Church Health Center) 5952
- Dean of the College (Hinsdale, third floor) 5125
- Dean of Students (Bates Hall) 5233
- Dining Services (Dining Hall) 5187
- Diversity and Inclusion (Kennedy Center) 5181
- Health, Counseling, and Disability Services (Julia Church Health Center) 5418
- Information Line 5959
- Registrar (Teachout-Price) 5210
- Residential Education and Commuter Services (Bates Hall) 5232
- Student Financial Services (Teachout-Price) 5107
- Study Abroad and Study Away (Library, first floor) 5160

Campus Emergency
The primary responsibility of Hiram staff is to care for the health and safety of students. During an emergency, you may not be able to speak with a staff member individually. Know where to find the information you need and 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, and what your student will do if an emergency occurs at Hiram.

Students, in the event of an emergency, be sure to check trusted sources for information:
- Text messages from the college emergency text line.
- Your Hiram email.

Families, check other trusted sources for news and information about Hiram:
- Call the information line: 330.569.5959.
- Our website: Hiram.edu.
- Social media:
  - Facebook.com/hiramcollege.
  - Youtube.com/hiramcollege.
  - Twitter.com/hiramcollege.
  - Instagram.com/hiramcollege.
Tech & Trek
Creatively and critically use technology to your advantage through Hiram’s Tech and Trek program. Bring group work, individual reflection, classroom exploration, real-world journeys, and virtual adventures to life. Communicate with classmates, colleagues, family, and friends through mindful technology.

To hone your academic, interpersonal, and reflective skills, all students at Hiram receive the following:

- iPad
- Apple Pencil
- Keyboard Bundle
- Hiking boots

Along with their Apple products, students will need to create and maintain an Apple ID and account.

With Hiram’s Tech and Trek program, students are encouraged to unplug from technology and explore Hiram’s greatest treasure, the 550-acre James H. Barrow Biological Field Station.

A unique “classroom,” the Field Station offers opportunities that aren’t available elsewhere. Take part in maintaining the unique buildings, animals, wildlife rehabilitation center, and natural and semi-natural areas. Although the Field Station enhances the science and environmental studies programs, students in all majors are enriched and inspired by the work done at the Field Station.

Want to explore further? Hiram students are also able to check out the Northwoods Field Station, located in Michigan’s Upper Peninsula. This Field Station is in the heart of the Hiawatha National Forest and is minutes away from Lake Superior. Here, you will learn to live off the grid in harmony with nature, using a low-consumption lifestyle.

Frequently Asked Questions
What do I do if I’m sick or injured?
Call the Julia Church Health Center using ext. 5418 to make an appointment and ask questions.

What if I need counseling? Who do I talk to about requesting accommodations for my disability?
Call Counseling and Disability Services using ext. 5952.

Can I have a car on campus?
Yes, even as a first-year student. A parking permit must be purchased through thepermitstore.com.

Where can I cash a check?
Go to the bookstore, located in the Kennedy Center, or Student Financial Services, located in Teachout-Price. The amount must be less than $50. Make sure you have your ID with you. An ATM is also available for students at the Kennedy Center.

Who do I talk to with questions about my bill?
Call Student Financial Services using ext. 5107.

Where can I find an on-campus job, internship, or a job in my career once I graduate?
All on-campus positions are posted on Handshake.
Before you start your classes at Hiram, you will receive an email with information on your Handshake account. For help with Handshake, internships, and your future career, visit the Career and Academic Development Office, or email careercenter@hiram.edu.

What study away programs are available?
Call ext. 5160 or visit the study abroad and study away website for additional information: hiram.edu/academics/study-abroad.

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

Who can help with career planning or tutoring?
Call Career and Academic Development using 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 Academic Advising Office, ext. 5161, located in Hinsdale 205.

ACADEMICS

Academic Program
The Hiram Plan, our unique semester structure, is designed to give you the opportunity to gain valuable, intensive, real-world experiences. Each 15-week semester is divided into two sessions: a 12-week and a 3-week session. During the first 12 weeks, students take three or four classes before completing exams and going home for a break. For the final three weeks, students focus on a single, intensive course in the classroom, in the field, or abroad.

Questions about academic programs at Hiram? Contact the Associate Academic Dean's Office, ext. 5126 or visit the College Catalog.

Hiram Connect
Employers and graduate schools prefer 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. 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 them on a personal basis. Each student will complete four benchmarks during their time at Hiram:

0. 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.
1. Declaration of a major: this process entails some very important decisions, but the student’s advisor and the career center staff are here to help.
2. 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.
3. 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 hiram.edu/connect.

Academic Advisors
Hiram 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. Advising also 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 [UCS 10101] or an Urgent Questions Seminar [UCS 20101] 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 they will choose a professor within their department to become their new academic advisor.

New Student Course Registration
New students will register for fall classes during an advising session with a Hiram faculty member during Orientation. Until the end of the first week of classes, students can add/drop courses for both the 12-week and 3-week terms via Web for Student, accessible through my.hiram.edu.

After classes start, registration adjustments can be made. However, after certain points in the semester, there may be consequences to adding or dropping a course. Please refer to the Registrar’s website for more information regarding registration adjustments: hiram.edu/academics/support-services/registrar/.

Students must carry at least 12 credit hours each semester (between the 12-week and 3-week) to maintain
full-time status. However, to graduate in four years, it is highly recommended that students earn an average of 15 credit hours per semester. Tuition is charged for 12-18 credit hours per semester.

Please note:
- “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 charges will be billed for less than 12 or more than 18 credit hours. 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.
- Students must receive written permission from the associate academic dean to register for more than 5 semester hours or fewer than 3 semester hours during the 3-week.

Students must be registered for courses 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.

Credits
Credits are expressed in semester hours. Taking 30 credit hours per academic year constitutes normal progress. Most courses carry three or four credit hours. Science courses, nursing courses, and some other courses meet for an additional laboratory, clinical, or special instruction.

Class Standing
- Freshmen standing: 0-23 semester hours
- Sophomore standing: 24-55 semester hours
- Junior standing: 56-89 semester hours
- Senior standing: 90+ semester hours

Academic Standing
Any student with both a cumulative and term grade point average (GPA) above 2.0 is in good academic standing. Students with a cumulative GPA below 2.0 does not meet the academic standards of the college and is subject to academic probation or suspension by the Academic Review Board. Each student’s academic standing is determined at the end of each semester, after grades have been processed by the Registrar.

For more information on academic standing, academic probation, or suspension, visit the Registrar’s website: hiram.edu/academics/support-services/registrar/academic-standing-policy/.

Graduation
To earn a Bachelor of Arts degree, a student must complete a minimum of 120 credit hours. To earn a Bachelor of Science degree in nursing, students must complete a minimum of 128 credit hours. Both degrees require a minimum cumulative GPA of 2.0. In addition, students must attain a cumulative GPA of 2.0 in their major coursework, although some majors require a higher GPA than 2.0. The degrees are awarded upon successful completion of all coursework and fulfillment of all general education and major requirements. Students must apply for graduation in their final year 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 based on 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 Abroad and Study Away
Hiram offers a number of study abroad and study away options, including three to four faculty-led study away trips per year around the world. Study away programs are available during the 12-week and 3-week terms as well as exchange options for entire semesters. Learn more and apply to these programs at hiram.edu/studyabroad.

First-year students are eligible for study away tri 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 and scholarship options.
and board charges are discounted for students traveling on any of our faculty-led programs.

Contact Matthew Notarian, Director of Study Abroad, for additional information at 330.569.5453 or notarianmf@hiram.edu.

Registrar: Transcripts, Grades, Academic Registration, and more
The Registrar's Office provides services and information to facilitate student academic progress at Hiram. 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 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 student's education records. Education records, with certain exceptions, include all records maintained in any medium that can identify the student.

Please visit hiram.edu/academics/support-services/registrar/ferpa to view Hiram'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.

Accessing Grades
Enrolled students can access midterm and final grades through their secure Web for Student account. Grades, including progress reports, midterm, and final grades, are viewable as soon as faculty post them. Hiram does not mail midterm and final grades to students.

Please note: under FERPA, the Registrar's Office cannot issue grades to anyone, including parents, without the student's consent.

Contact us:
The Registrar's Office is located on the first floor of Teachout-Price.
registrar@hiram.edu | 330.569.5210

Office hours:
Monday–Thursday; 8:30 a.m.–5 p.m.
Fridays; 9:30 a.m.–5 p.m.

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 for student affairs 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 Commuter Services; and Events and Conferencing.

Athletics
Hiram is a member of NCAA Division III and the North Coast Athletic Conference (NCAC). The Terriers compete in seventeen intercollegiate sports, including:

- Football
- Softball
- Baseball
- Men's and women's basketball
- Men’s and women’s golf
- Men's acrosse
- Men's and women's soccer
- Men's and women's swimming and diving
- Men’s and women’s volleyball
- Cheer & STUNT
- Men's and women's wrestling

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, Walt and Marilyn Peckinpah Tennis Complex, and an outdoor disc golf course. The athletic facilities on campus are open to all Hiram 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. There is a range of sports, recreation, and fitness activities for men and women of all ability levels. These include yoga, kickball, dodgeball, as well as co-ed soccer, volleyball, and swimming. In addition to these recreational offerings, Hiram provides several intramural sports designed to facilitate those looking for more competition. These opportunities include flag football, co-ed basketball, disc golf, soccer, volleyball, tennis, cornhole, and pickleball.

Campus Safety
Safety and security are imperative these days. The Office of Campus Safety ensures the safety of students, faculty, staff, and guests in a professional and courteous fashion. The Office of Campus Safety is 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
- Securing campus facilities
- Patrolling campus
- 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 always be displayed. The vehicle year, make, model, and license plate number are required to complete the application. Students must use their Hiram email address when placing a permit order. Using their student IDs, students can pick up their parking permit from Campus Safety when they arrive on campus in the fall. For the most up-to-date information on parking permits and fees, visit our parking webpage: hiram.edu/campus-life/resources/parking/.

If you have any questions, please contact Campus Safety at 330.569.5110. For hiram.thepermitstore.com technical support, please contact 805.562.8200 or email customerservice@iparq.com. Parking permits remain the property of the College.

Safety Reports
Hiram is required by law to make safety information and crime statistics available to students and their families each year. Please visit hiram.edu/safetyreport for our Annual Security and Fire Report.

Career and Academic Development
The Office of Career and Academic Development is committed to helping students become more effective and empowered learners, both inside and outside the classroom.

The following free academic services are available to all students. Please encourage your student to contact Academic Development at academicdevelopment@hiram.edu.

- **Professional Academic Coaching**: students can 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 inside and outside the classroom.

- **Tutoring**: Academic Development offers free drop-in and one-on-one tutoring to all students. Students can drop in at any time to ask questions and receive assistance with course material and study skills. One-on-one tutoring is available for subjects that aren’t offered through drop-in tutoring; to commuter, College Credit Plus (CCP), and Online/Partnership students who can’t attend weekly drop-in tutoring sessions; 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 period.

- **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 Career Development at careercenter@hiram.edu.

- **Internships and Job Assistance**: students can schedule an appointment anytime with a Career Development staff member 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 exploring their major and career options can meet with a professional staff member to learn what majors are offered at Hiram, what they want in a career, and potential career opportunities.

**Guidelines for Student Behavior**
Hiram holds standards of academic and social conduct that all students are responsible for knowing. These guidelines express expectations for student behavior, convey a respect for residential living, and provide protection of individual rights. Specific policies can be found in the student handbook: hiram.edu/studenthandbook.

**Julia Church Health Center**
The Health Center is staffed by a full-time nurse practitioner, registered nurse, and a college physician who is in the office 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.).

**Health Services**
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 and women’s health counseling
- Over-the-counter cold care medications
- Prescription services (including courier services)
- Rapid mono testing
- Sexually transmitted infection testing
- Stress management and use of the relation room
- Urinalysis
- Allergy injection administration
- 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 before your student starts classes at Hiram. They can be found at hiram.edu/healthforms. Here are some items to complete before your student starts at Hiram:

- **Health Form**: (to be filled out by your student). Include information about your preferred hospital on the health forms and on the student's emergency card for Residential Education.
- **Consolidated Form**: which includes Consent to Treat and immunizations.
- **Prescriptions**: most prescriptions can be brought to the Health Center to be refilled at Garrettsville Family Pharmacy (8295 Windham St, Garrettsville, OH 44231). Health Center staff will pick up prescriptions from this pharmacy as a service to minimize barriers for needed medications. Check that this pharmacy will be covered by your insurance policy.
- **Controlled Prescriptions**: if your student is on a controlled medication (such as attention deficit/hyperactivity disorder medication), arrangements will need to be made to get a monthly written prescription so the medication can be refilled. The Health Center will not refill these medications.
- **HIPAA Health Release**: Due to the Health Insurance Portability and Accountability Act (HIPAA), the Health Center is not permitted to discuss details of your student’s visit(s) with you unless the student has given explicit written permission. Unless given permission, the staff cannot provide you with information about appointments or the nature of any contact. By completing this form, information can be shared.
- **First Aid Kit**: include over-the-counter medications, an instant hot pack and cold pack, antibiotic ointment, and bandages for minor injuries.

**Local Hospitals**
- University Hospital Portage Medical Center: 6847 N. Chestnut St. Ravenna, OH 44266
- University Hospital Geauga Medical Center: 13207 Ravenna Rd. Chardon, OH 44024

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

College 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 their 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 short-term issues that are typical of this age. Students with concerns that 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 and transportation to off-campus appointments are the student’s responsibility.

If your student is currently involved in therapy, begin working with your current therapist to establish an appointment and relationship with an area mental health provider before 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.

Disability Services
Hiram is diligent in providing reasonable accommodations for students with disabilities. Students who need special accommodation should work with Disability Services, part of the Julia Church Health Center, to provide supporting documentation.

The goal of Disability Services is to:
• Provide reasonable accommodations needed to have successful opportunities at Hiram.
• Allows students to develop both the functional and self-advocacy skills that will assist them in life after Hiram.

Information about requesting accommodations and providing documentation is available at 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.

It is important to note that students with documented disabilities will be responsible for managing their accommodations. After completing the self-identification form of having a disability and current documentation is provided, the student will need to provide accommodation letters to their professors. Students will need to discuss their accommodations and what is requested in relation to the class as well as any special type of needed arrangements.

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.

Personal Emergencies
Students who need to leave campus for an extended period should contact the Dean of Students Office in Bates Hall. The office will notify professors and the Office of Residential Education and Commuter Services about the student’s extended absence. It is the responsibility of the student to discuss missed class work with individual faculty members. If you have any questions, concerns, or problems, please contact the Dean of Students Office at 330.569.5233.

RESIDENTIAL EDUCATION AND COMMUTER SERVICES

Commuter Student Services
The Office of Residential and Commuter Services, located in Bates Hall, is committed to supporting and serving Hiram’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 an updated bulletin board in the Commuter Lounge.

The following services are available to all commuter students:
• Access to the Commuter Lounge on the first floor of the Kennedy Center. Students can use the lounge 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 plan. For information and pricing, visit hiram.edu/dining services.
• Temporary overnight housing is available to commuter students who live more than walking distance to campus. Temporary housing can be used in extenuating circumstances such as inclement weather, late academic commitments, or unforeseen circumstances. Contact the Office of Residential and Commuter Services during business hours (Monday through Friday, 8:30 a.m. to 5 p.m.) at 330.569.5232 to make arrangements. After hours? Reserve housing by calling the professional staff on duty at 330.569.4025.

For more information, visit our commuter website: hiram.edu/commuter.
Residence Hall Rooms
For each resident, residence hall rooms are furnished with:

• Extra-long twin bed frame and mattress (36 inches by 80 inches)
• Dresser
• Desk and chair
• Closet

Each residence hall has a robust Wi-Fi network and one computer network port per resident in each room.

Items like televisions and decorative items are permitted in rooms. However, there are some items that are not permitted:

• Any item with an open heating element
• Space heaters
• Toaster ovens
• Candles
• Incense
• Water beds
• Most pets

Hiram does not insure the property of residents. Students are encouraged to carry personal insurance on their belongings. Many homeowners’ policies will cover such belongings.

Please insert the new Hall Calendar graphics that you just updated with Kelly.

Shuttle Services
Hiram’s shuttle service is offered to students who need to be picked up from or taken to Cleveland Hopkins airport. Services are offered at the beginning and end of each semester, and during spring, Thanksgiving, and winter breaks. The shuttle schedule can be found at: hiram.edu/airportshuttle.

Students must reserve and pay for a spot on the shuttle at least one week in advance. Reserve online using the Airport Shuttle Reservation Form or call the Office of Residential Education to reserve a spot. Space may be limited. All transportation services are subject to the availability of the college vehicles and certified college drivers.

New students arriving at Hiram for the beginning of the fall semester can reserve a spot in the shuttle for free. Reservations are required. All other times, students will be charged $15 per person each way.

General Info
Activities and Attractions
Please refer to our website for local accommodations and entertainment: hiram.edu/campus-life/accommodations-and-entertainment.

Banking
An ATM is in the lobby of the Kennedy Center. Owned and serviced by Cardinal Credit Union, the ATM will charge $2.95 per transaction for all foreign bank ATM requests. Need help or have problems with the ATM? Contact Cardinal Credit Union directly at 888.801.2121.

Bookstore
The Hiram College Bookstore is located on the first floor of the Kennedy Center. The bookstore facilitates the acquisition of textbooks required for courses through a partnership with eCampus. Students must place their orders online. Textbooks can be picked up at the bookstore when they arrive. The bookstore also provides a textbook buyback program that gives the students the option of selling back textbooks year-round.

The bookstore also has a large selection of Hiram imprinted clothing and gifts as well as school supplies, drinks, and snacks. Imprinted clothing and gifts can also be ordered online at hiramcollegebookstore.com.

The store accepts cash, personal checks, MasterCard, Visa, Discover, American Express, and Terrier Cash.

Dining
AVI Foodsystems Inc. provides food and dining services for Hiram students, faculty, staff, and visitors. AVI operates in the Dining Hall (located on Hinsdale St.) and the Bistro (located on the first floor of the Kennedy Center). Information about meal plans for residential students, meal block plans for commuter students, the daily menu, and hours of operation is available at: hiram.edu/diningservices

The Bistro
The Bistro offers a menu of soups, salads, sandwiches, and snacks for dine-in or carryout options.

<table>
<thead>
<tr>
<th></th>
<th>Monday – Friday</th>
<th>Saturday–Sunday</th>
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<tbody>
<tr>
<td>Grab &amp; Go</td>
<td>8:30 a.m. – 11 p.m.</td>
<td>6 – 10 p.m.</td>
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<tr>
<td>Full Service</td>
<td>11 a.m. – 10 p.m.</td>
<td>6 – 10 p.m.</td>
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<td>(The Bistro allows meal swipes from 2 – 4:30 p.m. and 7 – 10 p.m. while the Dining Hall is closed)</td>
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Dining Hall
The Dining Hall offers an all-you-can-eat dine-in service for students during the following hours while classes are in session:

<table>
<thead>
<tr>
<th></th>
<th>Monday – Friday</th>
<th>Saturday–Sunday</th>
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</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:30 – 9:30 a.m.</td>
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</tr>
<tr>
<td>Lunch</td>
<td>11 a.m. – 2 p.m.</td>
<td>10 a.m. – 2 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30 – 8 p.m.</td>
<td>4:30 – 7:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>from the first day of school until Thanksgiving break</td>
<td>after Thanksgiving break through the rest of the year</td>
</tr>
<tr>
<td></td>
<td>4:30 – 6:30 p.m.</td>
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</table>
Clocktower Café
A high-tech, self-service convenience store located in the library, the Clocktower Café provides items like cold and barista-style beverages, fresh sandwiches, wraps, fruit, vegetables, salads for a grab-and-go dining option, and more. The café is open during regular library business hours, but when the library is closed for holidays or after hours, students can still access the café until midnight with their student ID cards.

Dray Technology Center
The Dray Technology Center is home to Hiram’s IT Helpdesk, Media Center, and Tech & Trek. If a student needs help regarding software or hardware issues, multimedia services, support for their iPad, or more, contact the Dray Technology Center via email at helpdesk@hiram.edu or 330.569.5313.

Shortly after depositing, students will receive a Hiram email, which will be the primary method of contacting students while they attend Hiram. Students will need to check their Hiram email regularly. Once students graduate or leave the college, their Hiram email will be deleted after 30 days. Important correspondence, contacts, OneDrive files, and other materials should be removed before the 30-day window expires.

Students also have access to Microsoft Office products that can be downloaded onto their device while they attend Hiram.

Post Office and Package Delivery
Students can rent their own post office box at the Hiram Post Office. In July, the Post Office will send a letter to students with information about mailing services. The rental fee is $64 for the year or $32 for six months.

Students can receive packages delivered to our Service Center, free of charge. Students will be notified via email when they receive a package. Packages should be addressed like so:

Student Name
Hiram College
11715 Garfield Rd.
Hiram, OH 44234

Please note Service Center hours are Monday through Friday, 8:30 a.m. to 5 p.m. during the school year.

Student Financial Services
The Office of Student Financial Services helps students and families navigate their financial journey by assisting and advising on all aspects of financial aid and the payment process.

Our office is available to assist you at any point. In addition, all financial information, including financial aid and billing details, is available to the student via the online Student Portal at my.hiram.edu. Full policies, including the tuition refund schedule, and other important information can be found online at hiram.edu/finaid.

To ensure a smooth transition to campus, we have outlined the items that need to be completed prior to arrival on-campus:

- Review and decide on the financial aid offer, if not already completed. Students can do this either by submitting the decision online via the Student Portal or by returning a signed copy of the award letter.
- Complete the verification process, if selected. Students can check their status online by logging into Web for Student and clicking on the “Financial Aid” tab.
- If accepting student loans, the student needs to complete the required loan paperwork before those funds can be applied to the student account. Detailed instructions are available online at hiram.edu/admission/financial-aid/loan-information.
- Make payment arrangements for any remaining balance after financial aid by the payment due dates.

Payment Options
There are several ways to cover any remaining balance after financial aid.

1. Pay balance in full each semester by the payment due date. Acceptable forms of payment include cash, check, and/or credit card. Note: there is a convenience fee charged by the third party that processes the credit card payments; this fee is not collected by Hiram.
2. Enroll in the Hiram College Payment Plan. This plan breaks down the balance owed for the semester into eight (8) monthly payments spread over the fall and spring semesters (four payments/semester). Enrollment begins with the fall due date in July.
3. Parent Loan for Undergraduate Students (PLUS Loan). This is a loan borrowed and repaid by the parent on behalf of the student.
4. Private educational loans. These loans are borrowed and repaid by the student above the student’s federal loans. Most students require a credit-worthy co-borrower to be approved.

The full details for the options listed below are available online at hiram.edu/financingoptions.

Communication from Student Financial Services
All communication, including financial aid and billing notices, is sent to the student, primarily via their Hiram email and text messages. Therefore, it is important to
stress that the student read, follow-up, and share any communication they receive with those that are involved in financial decisions and/or payments.

We are only able to communicate and discuss account information with others once the student has approved that authorization, as their educational record is protected by FERPA. Students may authorize others to discuss their account information by assigning a delegate through their eBill or by completing the Student Financial Services FERPA Authorization Form.

**Important Dates**

Important dates are available on our website, but a few are highlighted below:

- **Mid-June 2022** – fall bill notifications are sent via email to the student
- **July 20, 2022** – FALL BILL DUE
- **October 1, 2022** – FAFSA renewal for the 2023–2024 academic year available
- **Mid-November 2022** – spring bill notifications sent via email to the student
- **December 2022** – SPRING BILL DUE
- **April 1, 2023** – priority deadline for completing the 2023–2024 FAFSA
- **April 1, 2023** – summer financial aid application available

**Campus Employment**

Students interested in working on-campus have many opportunities to meet their interests, goals, and schedules. The pay rate can vary by position, but all students are paid at least the state or federal minimum wage, whichever is higher. Students are paid biweekly and can either receive a check or sign up for direct deposit.

Students may also qualify for a work study. If a student qualifies for a work study, it will appear on their Financial Aid award. Each office on campus can offer a different amount of compensation, so clarify what compensation is available when applying for a position.

There are two ways for students to secure an on-campus job while at Hiram:

1. Searching our online job listing via Handshake: hiram.edu/handshake.
2. Attending the annual student employment job fair held at the beginning of the fall semester.

As with any job, students will need to complete tax paperwork and provide a copy of the required government identification, which is outlined on the Student Financial Services Website.

**Contact us:**

Office of Student Financial Services is located on the first floor of Teachout-Price.

**financialaid@hiram.edu | 330.569.5107**

**Office hours:**

Monday through Thursday from 8:30 a.m. to 5 p.m.
Fridays from 9:30 a.m. to 5 p.m.

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**HIRAM INN**

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 or email us at info@thehiraminn.com

**Parents of Hiram College students receive a 10% discount. Discount code is HCP10**

6867 Wakefield Road, Hiram, OH 44234 | 330.569.6000

thehiraminn.com