new student
Orientation
SUPPORTER
guide
2023-2024
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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 Student Supporter,

On behalf of the faculty, staff, and current students at Hiram College, welcome to the Hiram 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 guide is designed with just that in mind: offering helpful information, quick tips, and need-to-know resources that will help you support your student as they gain the confidence to navigate this new experience. However, one guide cannot possibly answer every question, but we have gathered questions and concerns that have been raised throughout the years and included them for your reference.

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 can also be filled with many other emotions such as uncertainty, sadness, anxiety, and at times 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 for Hiram graduates to be self-assured, knowledgeable, and confident individuals who are prepared to lead and face the urgent 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, transition tips, and arrival to campus. Finally, we encourage you to join our Hiram Supporter Facebook group allowing you to meet other Hiram families and gain valuable insight to prepare for life on the hill.

We hope this guide is helpful and you can reference it often during your student’s time at Hiram. Please let us know what we can do to help your student achieve their goals.

Again, welcome to Hiram!

Dee West
Dean of Students and Chief Diversity Officer
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 listed below. Office locations are in parentheses.

- Athletics and Intramurals (Coleman Center) 5340
- Admission (Teachout-Price) 5169
- Bookstore (Kennedy Center) 5209
- Campus Involvement (Kennedy Center) 5182
- Campus Safety (Kennedy Center) 5188
- Career Development Center (Kennedy Center) 5185
- Chaplain (Fisher All-Faith Chapel) 5148
- Dray Technology Center (Library, lower level) 5313
- Dean of the College (Hinsdale, third floor) 5125
- Dean of Students (Bates Hall) 5233
- Dining Services (Dining Hall) 5187
- Diversity and Inclusion (Bates Hall) 5181
- Health, Counseling, and Accessibility Services (Julia Church Health Center) 5418
- Information Line 5959
- Registrar (Teachout-Price) 5210
- Residence Life and Commuter Services (Bates Hall) 5232
- Student Academic Services (Library, main floor) 5388
- 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
- Social media:
  - Facebook
  - YouTube
  - Twitter
  - Instagram
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.

No matter your student’s major, all Hiram students are encouraged to embrace, celebrate, and care for the beautiful environments that surround the campus and beyond.

Help your Student Grow Independently
As your student begins their college career, it is important to support them in ways that help them gain the confidence to enter the world of becoming an independent young adult. This includes encouraging them to grapple with non-emergent day-to-day challenges and listening to their problems and frustrations, while intentionally refraining from being the problem solver.

As your student becomes increasingly comfortable with college life, they will become comfortable making some of their own decisions. They will naturally continue to come to you for solutions, however, it is important to keep in mind that at Hiram we encourage students to ask for help and to utilize their campus resources. To that end, we offer the below conversation tips as a resource to help you support your student build healthy independent problem-solving skills.

1. Use direct communication and open-ended questions. Examples include:
   - Where can you go for assistance with that class or issue?
   - 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 students specific tasks to complete and ask them to get back to you soon. This will help them become comfortable pursuing and clarifying questions and responses. For example:
   - Speak with your Resident Assistant or Commuter Services and find out where to go for assistance. Tell me what you find out.
   - Check your account online and let me know what your balance is soon.

3. Encourage your student to practice interpersonal communication skills by meeting with staff, professors, and others face-to-face. This will help them build communication skills that are necessary for their career and in life.

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Keep this guide handy as it can help you direct your student to the person or office needed.

Encourage your student to try new things and meet new people! Hiram is a diverse learning environment that offers continuous opportunities to develop interpersonal skills that are important and useful in your student’s careers and future.

We realize this can be a challenging time in a family’s life, but we are here to help your student become their absolute best, both academically and otherwise!

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 Accessibility Services using ext. 5418.
Can I have a car on campus?
Yes, even as a first-year student. Get more information and purchase a parking permit here.

Where can I cash a check?
You can go to the bookstore, located in the Kennedy Center. 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 Development Center, or email careercenter@hiram.edu.

What study away programs are available?
Call ext. 5160 or visit the study abroad and study away webpage for additional information.

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

Who can help me with or tutoring?
Call Student Academic Services office using ext. 5388.

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. Students also have the option of taking online classes in the first or second eight-week semester with guidance from their academic advisor.

Questions about academic programs at Hiram? Contact the Academic Advising Office or visit the College’s Course Catalog.

Urgent Challenges Curriculum
The Urgent Challenges Curriculum, Hiram College’s general education program, sets up students to integrate their skills, interests, knowledge, and interdisciplinary experiences throughout their learning at Hiram. The general education program at Hiram College is not a disparate list of courses, but an interrelated course of study that addresses enduring and topical challenges, integrates learning across disciplinary boundaries, enhances learning through non-classroom experiences, and weaves skill development throughout the student’s years of study at Hiram.

The First-Year Program: The First-Year Program serves as the first articulation of the Urgent Challenges Curriculum’s purpose and intended learning outcomes.

In the fall Enduring Questions Seminar (4 credits), students explore a fundamental enduring question, theme, or topic as they acclimate to college-level inquiry, critical thinking, and written communication. The periodic common hour provides a shared intellectual experience grounded in a common reading and an ethics theme. It also introduces students to reflective learning through Hiram Connect.

The second semester’s Addressing Urgent Questions Seminar (4 credits) engages students in interdisciplinary thinking and problem solving as they consider an urgent question of the times through different disciplinary perspectives. While practicing careful gathering and use of information, students will also advance their written and oral communication skills. This course serves as a bridge to core courses and to the major degree programs.

The Core: Hiram’s Core asks students to engage broadly with knowledge, practice, and ideas, both through varied disciplinary approaches (Ways of Knowing) and through the study of ethics and citizenship (Ways of Responsible Citizenship).

Ways of Knowing (up to 20 credits): Hiram’s Core provides students with a breadth of knowledge and with an intellectual experience that focuses on methods for acquiring and analyzing knowledge. Each of the courses in Ways of Knowing responds to the goals of this segment of the core from its unique lens, whether it be creative methods, interpretive methods, modeling methods, experimental scientific methods, or methods of social and cultural analysis.
Ways of Responsible Citizenship (up to 12 credits): the goals are to prepare students to adapt to a changing world. Each course in this segment of the core curriculum provides the opportunity for students to demonstrate understanding of the values and attitudes of people in another culture; of the diversity of the U.S. society; and of how values are discovered, articulated, and justified.

Urgent Challenges Seminar: This interdisciplinary, team-taught course (4 credits) normally taken in the junior year will focus on broad questions that speak to the problems in our contemporary world. Working collectively, students will engage with and address an urgent challenge from different disciplinary perspectives, using a problem-based learning approach.

Hiram Connect: As the name implies, Hiram Connect allows students to make connections between their courses and high-impact experiential learning. 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 guided research. Learn more at hiram.edu/connect.

Capstone Experience: Before graduation, students will complete a capstone project that draws upon four years of the Hiram Urgent Challenges Curriculum and their major program. Every student will complete a directed experience allowing them to work independently and to integrate aspects of the major program in a coherent way. As a culmination of their work, students present their capstones in a public forum.

Academic Advisors
Hiram recognizes and values the importance of high-quality advising. Academic advising helps students develop and pursue a successful course of study, ensuring students take appropriate courses to satisfy degree requirements. But advisors do more than help students pick classes. They serve as mentors, aiding the student through difficult periods in the process of social, intellectual, and ethical development. Advisors help students achieve intellectual excellence and learn social responsibility, providing every learner with the tools and resources they need to excel in college life both inside and outside the classroom.

Early in their first semester at Hiram, students are given the opportunity to declare a prospective major; declared students will be paired with a faculty advisor in that major. Exploratory students (Students who choose to explore major options) are advised through the Academic Advising Office located in the Student Academic Services Suite in the Library. Beyond working with a dedicated academic advisor, Exploratory students will engage in a broad range of programming helping them to explore possible majors and career options.

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 webpage for more information regarding registration adjustments.

Students must carry at least 12 credit hours each semester (between the 12-week, 3-week, and 8-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 or 2nd 8-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.

Further information can be found in the Hiram College Catalog.

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 webpage.

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 one to two faculty-led study away trips per year around the world. Study away programs are usually available during 3-week terms as well as exchange options for entire semesters. Learn more and apply to these programs.

First-year students are 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 Student Financial Services to discuss their loan and scholarship options. Hiram room 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.

Student Academic Services
Student Academic Services is committed to helping students achieve intellectual excellence and learn social responsibility, by working with them to create personally rewarding goals and providing them with the tools and resources they may need to manage themselves and the demands of college life both inside and outside the classroom. The following services are available to all students:

Advising
The advising office supports the whole student: fostering their academic, personal, and professional development over their career at Hiram. Students can drop in or make an in-person or online advising appointment.

Emerging Scholars
The Emerging Scholars program provides academic, social, and cultural enrichment; courses and activities tailored to enhance academic performance; and sustained support for selected students during their first year of study.

Learning Technologies
Learning Technologies provides resources and guidance on finding the best technology tools for students to be successful. Workshops, programs, classes, and other opportunities are offered for students to continue engaging with various tech resources.
Tutoring
Drop-in and 1-on-1 tutoring are available to all students at Hiram. Students who are recommended by professors are hired and trained by Hiram’s professional staff to become peer tutors.

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, both inside and outside the classroom.

Writing Center
Experienced writing assistants are available to help all students with papers at any stage in the writing process. There are tutors from a variety of majors that offer help with papers from any discipline.

Contact the Student Academic Services office for more information: 330.569.5388, academicadvising@hiram.edu, or hiram.edu/student-academic-services.

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.

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 here.

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 in the Student Services suite on the first floor of Teachout-Price.
registrar@hiram.edu | 330.569.5210

Office hours:
Monday through Thursday from 8:30 a.m. to 5 p.m.
Fridays from 9:30 a.m. to 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: Academic Development; Athletics; Campus Involvement; Campus Safety; Career Development Center; 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; Residence Life 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 21 intercollegiate sports, including:
- Baseball
- Cheer & STUNT
- Football
- Men’s and women’s basketball
- Men’s and women’s cross country
- Men’s and women’s golf
- Men’s lacrosse
- Men’s and women’s soccer
- Men’s and women’s swimming and diving
- Men's and women's track and field
- Men's and women's volleyball
- Men's and women's wrestling
- Softball

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 Peckinpaugh 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 pickle ball.

Campus Safety
Safety and security are imperative these days. The Office of Campus Safety ensures the safety of students, faculty, 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 and parking permits
- Assisting with parking tickets and appeals
- Responding to and communicating about crises and emergency situations
- Patrolling campus and securing campus facilities
- Providing safety escorts

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.

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. View our Annual Security and Fire Report here.

Career and Academic Development
The Career Development Center is committed to assisting the diverse population of Hiram students and alumni become more effective and prepared professionals.

The following free career development services are available to all students. Please encourage your student to contact Career Development Center at careercenter@hiram.edu.

Handshake: students can find and apply to on and off-campus jobs and internships all from one site. As a student at Hiram, they have access to thousands of jobs posted and approved by Career Development staff to ensure high quality matches and encourage safe application practices.

Internships and Job Assistance: students can schedule an appointment anytime with a Career Development Center 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 Exploration: students exploring their career options can meet with a professional staff member to learn what they want in a career and potential career opportunities.

Post-Graduation: students can continue to utilize the Career Development Center’s services once they gradu-
Alumni have the same access to events, job postings, and resources as all current students do, and can make an appointment at any time.

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.

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 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
- Treatment of minor acute injuries
- Employment physicals
- General primary medical care
- Informational materials
- Men’s and women’s health counseling
- Over-the-counter cold care medications
- Prescription services (including courier services)
- Rapid strep, mono, flu, and covid testing
- Sexually transmitted infection testing
- Stress management and use of the relation room
- Urinalysis
- Allergy injection administration
- Family planning and contraception
- Flu vaccines
- Gynecological testing
- Laboratory testing (sent to UH Portage Medical Center)
- Men’s urological health
- Pregnancy testing
- Smoking/vaping cessation
- Travel consultations
- Weight management

Pre-College Health Checklist:
All first-year health forms are due before your student starts classes at Hiram. They can be found on the Health Center webpage. Here are some items to complete before your student starts at Hiram:

______ Health Form (to be filled out by your student).
Include information about immunizations, health history, insurance, and consent for treatment. Immunization records can be obtained through the student’s high school if unavailable at home or at the doctor’s office.

______ 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. Many prescriptions can be refilled by our nurse practitioner when necessary.

______ 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 staff cannot prescribe refills of these medications.

______ (OPTIONAL) First Aid Kit: include over-the-counter medications, a reusable hot pack and cold pack, antibiotic ointment, and bandages for minor injuries.

Local Urgent Care Centers
- Cleveland Clinic Urgent Care: 17747 Chillicothe Rd, Suite 100, Bainbridge, OH 44023
- WellNow Urgent Care: 951 E. Main St, Ravenna, OH 44266

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 to work on making an appointment with a therapist on campus or a provider within the community before your student arrives on campus this fall.

Please contact Executive Director of Counseling and Accessibility Services Kevin Feisthamel, Ph.D., at 330.569.5418 with any questions about on-campus counseling services.

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

The goal of Accessibility 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 on our website. 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 Accessibility Services to discuss their needs soon after their arrival on campus. Please contact the Executive Director of Counseling and Accessibility Services Kevin Feisthamel, Ph.D., 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 Residence Life 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 Residence Life 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 Residence Life 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 webpage.

Residence Hall Rooms
For each resident, residence hall rooms are furnished with a(n):
• Extra-long twin bed frame and mattress (36 inches by 80 inches)
• Dresser
• Desk and chair
• Closet
Each residence hall has robust Wi-Fi services offered by our third-party provider, Apogee, 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.

**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 [here](#).

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 Residence Life and Commuter Services 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.

**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 e.Campus. 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.

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 [online](#).

**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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*(The Bistro allows meal swipes from 2 – 4:30 p.m. and 7 – 10 p.m. while the Dining Hall is closed)*

**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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<tbody>
<tr>
<td>Breakfast</td>
<td>7:30 – 9:30 a.m.</td>
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<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>
</tbody>
</table>

*from the first day of school until Thanksgiving break after Thanksgiving break through the rest of the year*

**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 Help-desk, 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 along the way. 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.

To ensure a smooth transition to campus, we have outlined the items that need to be completed prior to arrival on-campus:
• Review and submit the decision on the financial aid offer, if not already submitted. Students submit their decision online via Web for Students on the Financial Aid tab.
• Complete the verification process, if selected. Students selected for verification will be notified via email but can also check their status online via Web for Student on the Financial Aid tab. Detailed information about the verification process is available on our Verification Information webpage.
• 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 on our Loan Information webpage.

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. Below we outline available options; full details are available online.

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 electronic 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).

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.

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:
- June 2023 – fall bill notifications are sent via email to the student
- August 4, 2023 – FALL BILL DUE*
- November 2023 – spring bill notifications sent via email to the student
- December 2023 – FAFSA renewal for the 2024-2025 academic year available
- December 2023 – SPRING BILL DUE
- April 1, 2024 – priority deadline for completing the 2024-2025 FAFSA
- April 1, 2024 – summer financial aid application available

*If arriving to campus prior to this date, your Fall bill is due prior to arrival.

**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.

There are two types of positions on-campus: federal work-study and campus employment. Wages earned through federal work-study are partially subsidized by the Department of Education. Students eligible for work-study will have it included as part of their financial aid offer. Students not eligible for work-study can still work on-campus via our campus employment program.

There are two ways for students to secure an on-campus job while at Hiram:
1. Searching our online job listings via 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.

sfs@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 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