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WELCOME

The Office of Residential Life and Commuter Services provides support, services, and communications to commuter students. Commuter Services is committed to supporting and serving our commuter student population and strives to ensure their success and connections to Hiram College.

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

COMMUTER EMAIL LISTSERV
Commuter Services wants to keep you informed of information specific to commuter students. We will send you periodic newsletters and occasional emails. If you are not receiving emails, please email us at commuterservices@hiram.edu and we will add you to the list.
What is the academic calendar and where can I find it?
The academic calendar provides information such as start and end dates of the semesters, advising times, exam schedules, class registrations, and breaks. Find an updated academic calendar online:
• Go to my.hiram.edu.
• Click on Calendars, then Academic Calendar.

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

Where do I go for academic advising?
Until you officially declare a major, your first-year enduring questions/interdisciplinary professor is your academic advisor. After you declare a major, which you must do no later than the spring semester of your sophomore year, you are allowed to choose a professor in your academic discipline as your advisor. If you are a transfer student, you are encouraged to declare your major once you are confident in your choice. Your academic advisor can then work with you on your academic plan toward graduation.

How do I declare a major?
Prior to declaring a major, you should have a conversation with your new advisor and complete the connect declaration reflection. Once this is approved by your new advisor, complete the major declaration form obtained from the Office of the Registrar located in Teachout-Price. You will need signatures from the school director of your intended major and your new advisor. Once you’ve also signed the form, return the form to the Registrar.

How do I get tutoring, academic assistance, or help with a paper?
Student Academic Services provides many supportive services to students. Ranging from tutoring to academic coaching, students can receive a variety of professional and peer services. For more information on what is offered from Student Academic Services, please visit www.hiram.edu/student-resources/student-academic-services/.

How do I register for classes?
To register for classes, you will need to meet with your academic advisor and obtain an alternate pin number. Academic advising takes place each semester. You will find the dates for advising listed on the academic calendar. After you receive your alternate pin number, log on to Web for Students.

To log on to Web for Students:
Go to my.hiram.edu.
• Click on Students on the upper left-hand page.
• Click on Web for Students.
• Click Enter Secure Area.
• Enter your User ID and password (same as what you use to log into your email and student portal).
• Click on Student Services.
• Click on Registration.
• Click on Add/Drop Classes.
• Select the appropriate term.
• Enter your alternate pin given to you by your advisor.
• Type in the CRN numbers of the classes you wish to take at the bottom of the page and hit Submit.

If you need assistance in accessing your Web for Students, please contact the Dray Technology Center IT Helpdesk at 330.569.5313 or email helpdesk@hiram.edu.

How do I change my class schedule?
Class changes can be made at Web for Students. Some class changes may require the approval of your advisor, the academic department, or your professor.
How do I locate a professor?
If you do not know how to contact a professor, you can go to my.hiram.edu and click on Campus Directory. In the criteria box, type in the professor’s last name. You will then find the contact information for the professor. If you are having difficulty locating the professor, please call the Welcome Center at 330.569.6030 for assistance.

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

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

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

Where is the Tech and Trek center located?
The Learning Technologies Help Desk is located on the first floor of the Library. Staff are available to answer questions related to your iPad.

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

How do I get involved on campus?
Join a student organization or activity. Obtain a list from the Office of Campus Involvement (OCI) located on the first floor of the Kennedy Center or go to www.hiram.edu/life-at-hiram/clubs-and-organizations/.

Attend campus events. See all campus events online: www.hiram.edu/student-events/.

Attend commuter events. Events are held in the commuter lounge in the Kennedy Center and can include pizza parties, ice cream socials, and hot chocolate and donuts. Dates and times will be sent out in an email newsletter.

Attend sporting events. To find the game schedule or to read sports news, go to www.hiramterriers.com.

Get a campus job. Check Student Job Central postings at my.hiram.edu. Click on Students, then Student Job Central.

Purchase a block meal plan and eat in the dining hall. Go to the Student Accounts Office on the first floor of Teachout-Price Hall or visit www.hiram.edu/life-at-hiram/food-dining/to learn about meal block plan options.

Participate in student government. Run for office or attend Senate meetings.

What is the Commuter Advisory Board and how do I become a member?
The Commuter Advisory Board (CAB) was established in fall 2010 to serve in an advising capacity role to Commuter Services. Their role is to assist in organizing programs and events as well as provide support to Commuter Services. CAB meets throughout the academic year with the director of commuter services to discuss needs of commuter students and to plan events. To join CAB, please contact Rachel Breckenridge at 330.569.5239 or email breckenridger@hiram.edu or Ethan Scheck at 330.569.5605 or email schecke@hiram.edu for more information.

How do I find out what’s happening on campus?
Check out www.hiram.edu to see the latest news and upcoming events.

Go to www.hiram.edu/student-events/ to check out the numerous events and activities including comedy shows, coffeehouse performances, hypnotists, magicians, and much more.

Check your Hiram email and the Hiram Highlights that are sent out by the Strategic Marketing and Media Relations Office every Monday.

Look for fliers, posters, and table tents around campus.

Stop by the Welcome Center on the first floor of the Kennedy Center and talk with a Welcome Center staff member.

Are there spiritual resources available on campus?
Hiram has a strong tradition of religious freedom, and of support and encouragement for each student to maintain their faith and practice of religion. All students are able to utilize the College Chaplain, Rev. Chris McCreight, for spiritual counseling, support of student religious life on campus, and facilitation of the groundwork of interfaith conversations. For more information, go to www.hiram.edu/campus-life/diversity-culture/religious-life/
Do I need a parking pass?
All commuter college student vehicles are required to have the proper commuter parking permit for parking in a student parking lot. These permits can be obtained for $15.95. A valid Hiram College parking permit is required to park in any campus parking lot. Hiram issues student parking permits through The Permit Store at hiram.thepermitstore.com. Permits are available 24 hours a day, seven days a week. Commuters who do not park in any Hiram parking spots do not need a parking permit. However, should you choose to park in any lot without a permit, you will be ticketed.

Where can a commuter park?
- Bancroft Lot
- Stadium Lot
- Gelbke Lot
- The Tennis Court Lot
- Light Plant Drive East (angled in parking)
- The Winrock spaces facing the softball field
- Overlook Lot (the small lot on Light Plant Drive behind Booth-Centennial Hall)
- Both east and west rows of the Quad South Lot

Go to www.hiram.edu/map to view parking lots. You may park anywhere that is designated as a commuter student or student parking if you have the designated permit. Students are responsible for knowing which lots they are permitted to park.

Designated areas for professors, staff, and visitors in front of the Coleman Center are not permitted for any students (i.e., student athletes, Coleman Center student workers, or commuters). Commuter students are not considered visitors and you are not permitted to park in any visitor lots, including the Townhouse Visitor Lot and Kennedy Center Visitor Parking Lot.

IMPORTANT PHONE NUMBERS

Commuter Services: 330.569.5232
Campus Switchboard: 330.569.3211
Dean of Students Office: 330.569.5233
Julia Church Health Center: 330.569.5418
Campus Safety: 330.569.5110
Emergency/Weather Closing Hotline: 330.569.5959
Where is the commuter lounge located?
The commuter lounge is on the first floor of the Kennedy Center. It is located across from the Bistro next to the main lounge area. It is a comfortable place to study, hang out with friends in between classes, or simply relax. Amenities include comfortable seating, a refrigerator, a microwave, a television, and lockers.

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

How do I know if the College is closed due to emergencies or weather conditions?
Please go to www.hiram.edu for the most current information about any closings or delays. Call the Emergency/Weather Closing Information Line at 330.569.5959 for the most current information.

The College can send you a text message. For you to receive emergency closing information via text message, we need your updated mobile number. Please stop by the Registrar in Teachout-Price, call 330.569.5210, or email registrar@hiram.edu if you need to update your cell phone number.

When possible, an email will be sent to your Hiram account. However, you should always use the website and/or the Information Line as your primary source of information.
What if I need temporary overnight housing?
Temporary overnight housing due to inclement weather, unforeseen circumstances, or late academic commitments is available to commuter students. The policies and procedures below outline how commuters can secure temporary housing on campus for those times when they need the convenience of being on campus.

A limited number of single rooms is available to commuters who live more than walking distance to the campus. The cost is $25 per night and the charge will be applied to your student account. Linens will be provided by the College. To make overnight arrangements, contact Commuter Services by calling 330.569.5232 Monday–Friday between the hours of 8:30 a.m.–5 p.m. After business hours, reservations can be made by calling the ProStaff Duty Phone at 330.569.4025.

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

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

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

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

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

How does Hiram support diversity?
Campus Involvement provides cultural programming to promote mutual understanding and respect of global citizenship on the part of students from all backgrounds. For more information, please visit www.hiram.edu/campus-life/diversity-culture.

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

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

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

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

Hiram College Dining Hall
The Dining Hall is located on Hinsdale Street. Visit www.hiram.edu/life-at-hiram/food-dining/ to view the menu.

The Bistro
The Bistro is located on the first floor of the Kennedy Center. The Bistro has made-fresh and pre-made options that offer students a variety of selection. Students can use a meal swipe at the Bistro from 2-4 p.m. and 7:30 p.m.-close, Monday through Friday.

Clocktower Café
The Clocktower Café is located on the first floor of the Library and offers students a variety of to-go foods that they can purchase with a card or Terrier Cash.

In addition to on-campus dining, the following restaurants are in the Hiram Village:

• Maggie’s Donuts
• Gionino’s Pizzeria

Is there a meal plan for commuters?
Yes, commuters can purchase a meal block plan. Below are the available plans:

<table>
<thead>
<tr>
<th>Plan</th>
<th>Swipes</th>
<th>Terrier Cash</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Platinum - Level I</td>
<td>100</td>
<td>$150</td>
<td>$625</td>
</tr>
<tr>
<td>Gold - Level II</td>
<td>50</td>
<td>$100</td>
<td>$375</td>
</tr>
<tr>
<td>Silver - Level III</td>
<td>25</td>
<td>$50</td>
<td>$195</td>
</tr>
</tbody>
</table>

To purchase a meal block plan, please go to the Student Accounts in Teachout-Price Hall or go to www.hiram.edu/admissions-aid/student-financial-services/billing-payments/payment-options/ and scroll down to the bottom of the webpage. Then click Make a Payment to Student Meal and choose the level of plan you wish to purchase.

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

RECREATION

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

Can I participate in club sports?
Yes, Hiram offers a comprehensive recreation and club sports program designed to enrich the quality of life for students, faculty, and staff. Broad-based programming of sports, recreation, and fitness activities for all ability levels are provided. For more information, go to: www.hiramterriers.com.

Is there a place to play pool or games?
Yes, you can borrow equipment for pool, ping pong, air hockey, video games (Wii U, PlayStation 4, Xbox, One) and board games from the Kennedy Center Welcome Center.
HEALTH INFORMATION

Is there an on-campus health center?
Yes, the Julia Church Health Center is located on the corner of Hinsdale and Peckham streets across from the Pendleton House. A handicap access ramp is located at the front entrance. All undergraduate students are welcome to use the Health Center. Hours are Monday through Friday from 8:30 a.m. to 5 p.m. (closed for lunch 12:30-1:30 p.m.). To make an appointment, call 330.569.5418. The website for the health center is www.hiram.edu/student-resources/health-wellness/.

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

Where can I obtain information about services for students with disabilities?
Contact the Director of Counseling, Health, and Disability Services at 330.569.5952. You can also view information at www.hiram.edu/student-resources/health-wellness/disability-services/.
CAMPUS SAFETY

Where is the Office of Campus Safety located and how do I contact them?
Campus Safety is located on the second floor of the Kennedy Center.
- www.hiram.edu/campus-life/campus-safety
- campussafety@hiram.edu
- 330.569.5110
- 330.569.3211, option 1
- 330.469.4119
- If you require police, fire or EMS assistance please dial 911.

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

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

Are there emergency phones located on campus?
Yes, there are 12 exterior emergency phones directly linked to the Police/Fire/EMS Dispatch. The phones may either be yellow or black, have a light directly overhead, and are placed in well-lit areas. These phones can be used in case of an emergency, or to request an escort from your vehicle. Community members should be familiar with the locations of these phones. They are:
- In front of the Fisher All-Fath Chapel and Meeting House
- In front of Bowler Hall
- In front of Booth Hall
- The sidewalk in front of Frohring Music Hall near the flagpole in the Green
- Near the Hiram Inn, in front of the fountain
- On Terrier Drive, directly between Price Gymnasium and the Kennedy Center
- Between Henry Field at Malmisur Stadium and the Tennis Court parking lots
- The middle, eastern side of the track at Henry Field at Malmisur Stadium
- South end of the state Route 305 parking lot
- In Martin Common, north of Hurd Garden
- Walkway to Gelbke from state Route 700
- Main entrance of the Dining Hall.

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