

WELCOME GUIDE



**PATRICK
HENRY
COLLEGE**

**Orientation &
Move-In**

FALL 2016

Welcome to Patrick Henry College!

This packet contains instructions and forms which will prepare you for coming on campus. As you read each section, please pay particular attention to deadlines and forms to be returned.

If you can't find the answers to your questions here, visit your student portal page or contact the Office of Admissions at 540.441.8110 or admissions@phc.edu.

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Enclosed forms to be filled out and returned:

Housing form*
Student Health Information forms*
Insurance Information form*
Participation Agreement and Release*
New & Former Student Pre-Registration*
Certification & Statement of Faith*

Other enclosures:

Bill Payment Information
PHC Mail Services
Dress Code
Campus Map
Return Envelope

Please send completed forms to:

Patrick Henry College, Office of Admissions, 10 Patrick Henry Circle, Purcellville, VA 20132

Orientation

New Student Orientation (mandatory for all incoming students) begins **Tuesday, August 16th**, with **Check-in** and **Move-in**. There will be programs for both you and your family beginning that evening and continuing on August 17th. Orientation will then continue for you through Saturday, August 20th, with events and activities. A detailed orientation schedule will be given to you at Check-in. The first day of classes is Monday, August 22nd.

PLEASE NOTE: Families are welcome and encouraged to attend Orientation through the Wednesday evening Family Banquet and program. However, due to space limitations, we ask that only students and parents/guardians attend the individual Wednesday Orientation sessions. (Childcare will not be provided.) The Wednesday evening Family Banquet is an especially meaningful time for new students and their parents and families. At the end of the evening, parents have an opportunity to pray for their student and then say goodbye. Parents are asked to depart after Wednesday evening. (More information will be available later regarding purchasing tickets for the banquet.)

Check-in/Move-in

Upon arrival to campus, you will need to check-in at the Barbara Hodel Center. During Check-in, you will receive information from the Registrar, finish up any outstanding billing matters, receive a mailbox assignment, and have access to the IT department. You will receive your Student ID* and room key and be able to move in to your residence hall after you have completed the check-in process.

(*Please note: your photo will be taken for your multi-year ID.) There will also be a local bank represented to open student accounts, if desired.

Check-in time is designated by your last name:

A—I	9:00AM to 10:30AM
J—R	10:30AM to 12:00PM
Check-in closed for staff lunch	12:00PM to 1:00PM
S-Z	1:00PM to 2:30PM
General Check-in	2:30 PM to 4:00PM

PLEASE NOTE: If you would prefer a different time than the one designated, call the Office of Admissions and we will gladly work with you to find a check-in time that will meet your needs: 888-338-1776 or 540-441-8110.

ORIENTATION SCHEDULE

TUESDAY, AUGUST 16

9:00 - 4:00

Check-in: Barbara Hodel Center (see enclosed map)

Move-in to Residence Halls

5:00

Dinner and Program:
An Evening with Dr. Michael Farris, Founder,
and Jack Haye, President

WEDNESDAY, AUGUST 17

Breakfast

Chapel

Parent Session: Panel Discussion

Student Session: Residence Life Orientation I

Health Services Orientation

Student Session: Lunch with the RAs

Lunch

Academic Orientation

Major Fair

Group Academic Advising

Optional Activities:

- Campus Tour
- Library Tour

5:00

Family Banquet and Program:
RAs Welcome the Incoming Class

Parents Depart

THURSDAY, AUGUST 18

Breakfast
Chapel
Residence Life Orientation II
Lunch
Tech Orientation
Library, Dining Hall, and Operations
Orientation Sessions
Dinner

FRIDAY, AUGUST 19

Breakfast
Wing Chapel
Assessment Survey I
Lunch
Student Activities and Church Fair
Assessment Survey II
Dinner

SATURDAY, AUGUST 20

Freshman Talent and Comedy Show
Ice Cream Social

MONDAY, AUGUST 22

Classes Begin
Convocation Chapel



Academic Calendar 2016-2017

<u>July 2016</u>					
20	Wed	Student Account Payments Due	10	Fri	Faith and Reason Lecture – No Classes
<u>August 2016</u>				<u>March 2017</u>	
16	Tue	New Student Move-in & Check in	6-10	Mon-Fri	Spring Break – No Classes
16-19	Tue-Fri	New Student Orientation	13	Mon	Last Day to Apply for December 2017 Graduation
18-19	Thu-Fri	Returning Student Move-in & Check-in			Last Day to Withdraw from a Class without WP/WF
22	Mon	First Day of Fall Classes, Drop/Add Begins	20	Mon	Preregistration Begins for Fall/ Summer Semester – Degree Seeking Students
30	Tue	Last Day to Drop/Add Classes			
<u>September 2016</u>				<u>April 2017</u>	
5	Mon	Labor Day – No Classes	13-17	Thu-Mon	Easter Break – No Classes
9	Fri	Incomplete (I) Deadline – Summer	18	Tue	Last Day to Withdraw from a Class
20	Tue	PHC Faith and Reason Lecture – No Classes			
<u>October 2016</u>				<u>May 2017</u>	
6-7	Thu-Fri	October Break – No Classes	1	Mon	Last Day of Spring Classes
10	Mon	Last Day to Withdraw from a Class without a WP/WF	2-3	Tue-Wed	Reading Days
		Last Day to Apply for May 2017 Graduation	4-9	Thu-Tue	Final Exams
17	Mon	Preregistration Begins for Spring Semester – Degree Seeking Students	10	Wed	Dorms Close at 5PM for all but Commencement Activity Participants
<u>November 2016</u>					Baccalaureate
4-8	Fri-Tue	Fall Break – No Classes	12	Fri	Commencement
17	Thu	Last Day to Withdraw from a Class	13	Sat	Student Account Payments Due -- Summer
23-25	Wed-Fri	Thanksgiving Break – No Classes	18	Thu	First Day of Summer Classes, Drop/Add Begins
<u>December 2016</u>					Last Day to Drop/Add Classes
1	Thu	Last Day of Fall Classes	22	Mon	Memorial Day – No Classes
2-5	Fri-Mon	Reading Days	26	Fri	
6-9	Tue-Fri	Final Exams	29	Mon	
10	Sat	Dorms Close at 5PM			
20	Tue	Student Account Payments Due – Spring			
<u>January 2017</u>				<u>June 2017</u>	
12	Thu	Incomplete (I) Deadline – Fall	12	Mon	Incomplete (I) Deadline – Spring
17	Tue	New Student Move-in & Check-in	26	Mon	Last Day to Withdraw from a Class without WP/WF
17-18	Tue-Wed	New Student Orientation, Returning Student Move-In			
19	Thu	First Day of Spring Classes, Drop/Add Begins			
27	Fri	Last Day to Drop/Add Classes			
<u>February 2017</u>				<u>July 2017</u>	
			4	Tue	Independence Day (observed) – No Classes
			21	Fri	Last Day to Withdraw from a Class
				<u>August 2017</u>	
			4	Fri	Last Day of Summer Classes
			7-8	Mon-Tue	Summer Term Final Exams
				<u>September 2017</u>	
			Sep. 15	Fri	Incomplete (I) Deadline – Summer

Campus Life

Residence Halls

Fill out and return the enclosed Housing Form with a \$275 deposit by May 22nd.

(Payment may be made on the student portal or by check sent in with the form.)

Housing assignments are processed in the order they are received.

Patrick Henry College requires all incoming first-year students to live on campus. If you are married or living with your family, you can be exempt from this requirement; simply check the appropriate box on your housing form and return it.

On-campus housing is not guaranteed to students who are sixteen years of age or younger, or to students who are twenty-five years of age or older. Applications for on-campus housing for students under the age of seventeen and over the age of twenty-four will be reviewed on a case-by-case basis by the Office of Student Life.

PHC will provide an extra-long twin bed, chest of drawers, desk with shelves, desk chair, mini blinds, and wastebasket in each room, and a plastic shower curtain for each shower. Laundry facilities are available on each floor of every residence hall and are operated with credit or debit cards. An ironing board is provided in each laundry room.

What to Bring

Must haves:

- Bedding for an extra-long twin bed:
 - mattress pad
 - sheets
 - blankets
 - bedspread
 - pillow
- Laundry:
 - basket or bag
 - detergent
- Bath:
 - bath towels
 - hand towels
 - washcloths
 - toiletries
 - throw rugs for in front of sink and shower
- Miscellaneous:
 - school supplies
 - alarm clock
 - coat hangers
 - simple plastic or wire shelving, stackables for organization
 - marker board
 - calendar
 - headphones
 - extension cords, power strip, surge protector

Optional:

- iron (only automatic shut-off)
- room décor items (e.g., potted plants, art posters, pictures, curtains)
- lamps for additional lighting (no halogen lamps)
- single set of dishes (e.g. plate, cup, bowl, silverware or plasticware, coffee mug, etc.)
- small microwave
- dorm-sized refrigerator
- coffeemaker, hot pot
- basic sports equipment (basketball, volleyball, tennis and/or racquetball racquet, baseball glove, ultimate frisbee, etc.)
- shower curtain (in addition to the plastic curtains provided by PHC)

Don't Bring:

- candles
- halogen lamps
- electric blankets
- heating pads
- space heaters
- toasters
- toaster ovens
- hot plates
- griddles
- grills
- camp stoves
- anything else that could cause a fire
- weapons of any kind
- ammunition of any kind

Meals

All first-year resident freshmen are required to purchase the 21-meal-per-week meal plan. (First-year resident sophomores and above and returning students may purchase either a 15- or 21-meal plan.) If you have any allergies or special dietary needs, please alert the kitchen staff at Orientation. Meals are served in the Dining Commons located on the first floor of the Barbara Hodel Center. Meal plans begin Tuesday, August 16th.

Note: The news feed on the student portal will alert you when the meal plan selection will be available. You will have until **August 1st** to acknowledge the Dining Terms & Conditions.

Computers/Technology

All Patrick Henry College students are required to have their own laptop computer. We will provide information for you on your student portal about the new PHC Student Laptop Package that will be available for you to purchase. You are not required to purchase the package computer; however, they are fully supported (hardware and software) by the campus helpdesk.

Contact the PHC IT Department Helpdesk at 540-441-8920 or email helpdesk@phc.edu with any questions.

Dress Code

The dress code for students during business hours (Monday-Friday, 8:30-5:00) is business casual (see dress code enclosure). However, new students may dress casually on Tuesday, August 16th. Please refer to the Student Life Manual on the student portal for the complete dress code.

Student Life Manual

For more comprehensive guidelines related to campus life, students are asked to read the Student Life Manual before coming to campus. It is located on the student portal under "College Publications" in the navigation menu on the left.

Mail

Mailbox

Students will be assigned a mailbox at Check-in. Mail may be received the first few days on campus addressed in the following manner:

Student: [name]
Patrick Henry College
10 Patrick Henry Circle
Purcellville, VA 20132

Packages

Due to security reasons and space/storage issues, our mailroom is unable to accept any packages for students before August 5th.

A PHC Mail Services flyer is enclosed for your convenience.

Bookstore

The Campus Bookstore will post the textbook list to the student portal after July 1st and begin selling textbooks for Fall 2016 on Tuesday, August 16th. Textbooks will be available for purchase from that date until drop/add ends. We will have over 80% of the titles in used books, but they go quickly. The Bookstore carries school supplies, food and health items, and PHC-branded items. Campus gift cards are purchased through the coffee shop and may be redeemed in the Bookstore. The Bookstore, located on the 1st floor of the Barbara Hodel Center, will be open from 8:30-4:30.

Vehicle Parking Permits/Bicycles

Freshmen are allowed to have vehicles on campus, which must be registered. To purchase a vehicle parking permit, please complete the Vehicle/Bicycle Registration form and acknowledge the Vehicle Terms and Conditions via the student portal under "Payments." The necessary information and fees will appear on the student portal closer to the beginning of the semester. Registration is required for each semester, and all students must acknowledge the Vehicle Terms and Conditions, even if you are not bringing a vehicle on campus. All bicycles on campus are required to have a working lock mechanism.

Contact the Office of Public Safety and Events Services at 540-441-8800 or PublicSafetyandEvents@phc.edu with any questions.

Music Participation

PHC offers a variety of opportunities for students to use their musical gifts in service to the campus community. Our ensembles include the PHC Chorale, PHC Chamber Orchestra, and Chapel Guild. Scholarships may be available for those who qualify. Scholarship auditions for these musical organizations are held each year in February. Please see PHC's website for audition instructions. General participation auditions are held during Orientation week before each Fall semester.

Questions can be forwarded to the Music Coordinator, Rebekah McCormick, at remccormick@phc.edu.

Academics

Student Portal

PHC's full-service student portal provides students access to their information online, including online registration*, degree audit, transcripts, financial aid, online documents, course content, grades, general announcements, computer purchasing information, and more. Students should have already received the student portal access document containing their account information. (*Please note that new degree-seeking students will not use the online registration function in the student portal. Please see the information below regarding your first term registration.)

Contact the PHC IT Department Helpdesk at 540-441-8920 or email helpdesk@phc.edu with any questions.

Class Registration

To receive your class schedule prior to Check-in, you must fill out and return the enclosed New and Former Student Pre-Registration form and submit your final official high school transcript to the Office of Admissions by **July 15th**. These documents are required in order for the Registrar to create your class schedule for the upcoming term. If you meet the deadline, your class schedule will be emailed to you shortly before your arrival on campus.

Contact the Office of the Registrar at 540-441-8050 or registrar@phc.edu with any questions.

Final Transcripts

Final official high school and/or college transcripts must be submitted to the Office of Admissions by **July 15th**.

Contact the Office of Admissions at 540-441-8110 or admissions@phc.edu with any questions.

Institutional Assessment

PHC is committed to providing you with a high-quality education, which requires assessing the effectiveness of our current programs in order that we might make informed decisions and improvements. As part of the orientation process, all incoming students will take a series of surveys and educational assessments. Although the results of these assessments integrate into your educational record, they do not count toward your GPA. Rather, they assist us in knowing how best to structure the curriculum and your course of study so as to ensure that you have the tools you need to succeed while at PHC. We look forward to partnering with you as you pursue your academic and educational goals.

Contact the Office of Institutional Effectiveness at 540-441-8060 or ie@phc.edu with any questions.

Finances

Financial Aid Awards

Upon confirmation of admission, your Financial Aid Award Package can be viewed in the student portal, under the "My Financial Aid" tab from the Administration menu. If you confirm your enrollment prior to the awarding of some financial aid (need-based aid, for example), then you will be contacted via email when a change to your financial aid status is made. Please keep in mind that while merit scholarships are automatically renewable, annual submission of the PROFILE is required in order to receive need-based aid.

Contact William Kellaris, Director of Financial Aid, at 540-441-8142 or wkkellaris@phc.edu with any questions.

Student Billing

When student bills are ready, the Student Billing Administrator will post an announcement on the student portal and notify students via email. Incoming freshmen will also receive a bill via mail for their first semester only. Thereafter, the student must access future bills online.

Payment for the Fall 2016 semester is due no later than July 20, 2016. To view your bill, click "My Ledger" from the Administration menu in your student portal. To pay your bill, select "Make a Bill Payment" from the Payments menu. More detailed payment instructions, including the option to register for a payment plan, will be included in the portal announcement and email. (A Student Bill Payment Information flyer has also been enclosed for your convenience.)

Contact Student Billing at 540-441-8761 or studentbilling@phc.edu with any questions.

Health Insurance

All Patrick Henry College students taking classes on campus must be covered by health insurance. Proof of insurance coverage is required (see enclosed Insurance Information form). If coverage is provided through an HMO, you may not have access to in-network treatment in Northern Virginia. HMOs typically do not cover out-of-network treatment unless it is a life-threatening emergency.

Further information regarding demonstrating proof of health insurance coverage will be posted on the student portal as we approach the beginning of the Fall 2016 term.

Contact Student Life at 540-441-8600 or slife@phc.edu with any questions. Fill out and return the enclosed Insurance Information form, along with a copy of the front and back of your insurance card, by **July 24th**.

On-Campus Employment

If you want to work on campus, review the positions available on the student portal under "Campus Jobs" from the Career menu. Positions for the 2016-2017 academic year will be posted in April. Additional positions may be posted in August. Some positions are not open to students during their first semester on campus, and other positions require specific skills. If you are interested in applying for one or more jobs, submit a Student Employment Application form (found on the student portal under "PHC Forms" from the College Publications menu) to jobs@phc.edu. After your application is reviewed, you may be contacted to schedule an interview. Interviews will be conducted during Orientation. You are encouraged to submit your application before arrival on campus for Orientation.

Contact Janet Low, Manager of Human Resources and Payroll at 540-441-8772 or jrlow@phc.edu with any questions.

Other Information

Medical Information Bulletin

Read and acknowledge the Medical Information Bulletin via the student portal by **August 1st**. It will be available on the portal in June under the College Publications menu. (Please note: this is not health insurance information; see page 11.)

Parking on Campus/Unloading at Dorms

Parking is provided in our Visitor Parking lots (see enclosed campus map). For unloading purposes, you may temporarily park in any of the dorm parking spaces (street spaces and handicapped spaces). Please move your vehicle as soon as you finish unloading. (Do not park in front of the dorms; those areas are fire lanes.) Campus Safety officers will be on-duty to assist with parking, and a move-in crew will be available to help you carry your belongings into your residence hall.

Directions

Directions to Patrick Henry College can be found on our website at www.phc.edu.

Lodging

Information on area hotels can be found on our website at www.phc.edu. Be certain to mention that you are coming to Patrick Henry College in order to receive the discount rate (if applicable).

Talent & Comedy Show

During Orientation we will have a New Student Talent and Comedy Show on Saturday, August 20th. Please anticipate being involved in this activity. It will be a memorable event and will be a way to introduce the freshman class to the returning PHC student body.

Soccer

Playing soccer at PHC is a unique experience. We have a great time playing the game and growing together as teammates. But more importantly, we strive to make a difference for the Lord on and off the field. If you are interested in playing or want additional information, please let us know **before July 24th**. Soccer players have an earlier move-in date in order to begin pre-season training.

Contact the Athletic Coordinator, Andrew Lonon, at aslonon@phc.edu.

Campus Map

A map of the campus is enclosed.

PATRICK HENRY COLLEGE

Contact List

MAIN PHONE LINE: (888) 338-1776

ADMISSIONS

[540-441-8110] admissions@phc.edu

Mr. Stephen Allen, Director of Admissions and Communications
Mr. Aaron Kamakawiwoole, Assistant Director of Admissions

OFFICE LOCATION: SECOND FLOOR OF BARBARA HODEL CENTER

FINANCIAL AID

[540-441-8140] financialaid@phc.edu

Mr. William Kellaris, Director of Financial Aid

OFFICE LOCATION: SECOND FLOOR OF BARBARA HODEL CENTER
ADMISSIONS SUITE

STUDENT LIFE

[540-441-8600] slife@phc.edu

Ms. Sandra Corbitt, Dean of Student Affairs
Mr. Jeff Thornhill, Associate Dean for Men,
Apprenticeship Program Coordinator
Mr. Andrew Lonon, Resident Director of Men
Ms. Emily Carde, Resident Director of Women

OFFICE LOCATION: SECOND FLOOR OF BARBARA HODEL CENTER

Public Safety and Events Services

[540-441-8800] PublicSafetyandEvents@phc.edu

Lt. Paul Yancey, Director of Public Safety and Events Services

OFFICE LOCATION: SECOND FLOOR OF BARBARA HODEL CENTER

REGISTRAR

[540-441-8050] registrar@phc.edu

Mr. Rodney Showalter, Assistant Vice President of Institutional Effectiveness and Planning; Registrar

OFFICE LOCATION: MAIN FLOOR OF FOUNDERS HALL

STUDENT ACCOUNTS

[540-441-8760] studentbilling@phc.edu

Mrs. Jillian Rauch, Student Billing Administrator

OFFICE LOCATION: MAIN FLOOR OF FOUNDERS HALL

STUDENT EMPLOYMENT

[540-441-8770] jrlow@phc.edu

Mrs. Janet Low, Manager of Human Resources and Payroll

OFFICE LOCATION: MAIN FLOOR OF FOUNDERS HALL

TECHNOLOGY

[540-441-8920] helpdesk@phc.edu

Mr. Jeffrey Good, Director of Information Technology

OFFICE LOCATION: BASEMENT OF BARBARA HODEL CENTER

Forms

Enclosed forms that must be filled out and returned:

- 1. Housing form, plus \$275 required deposit**
 - by **May 22nd**
(Contact the Dean of Student Affairs at 540-441-8602 or slife@phc.edu with any questions.)
- 2. Participation Agreement and Release form**
 - **send with your housing form by May 22nd**
(Contact the Dean of Student Affairs at 540-441-8602 or slife@phc.edu with any questions.)
- 3. New & Former Student Pre-Registration form**
 - by **July 15th**
(Contact the Office of the Registrar at 540-441-8050 or registrar@phc.edu with any questions.)
- 4. Certification and Statement of Faith**
 - by **July 15th**
(Contact the Office of Admissions at 540-441-8110 or admissions@phc.edu with any questions.)
- 5. Student Health Information forms**
 - by **July 24th**
(Contact the Health Office at 540-441-8812 or mhschreiber@phc.edu with any questions.)
- 6. Insurance Information form**
 - by **July 24th**
(Contact the Office of Student Life at 540-441-8600 or slife@phc.edu with any questions.)

NOTE: Students under age 18 must have their parents sign all forms.

Please return all required forms in enclosed return envelope or addressed to:

Patrick Henry College
Office of Admissions
10 Patrick Henry Circle
Purcellville, VA 20132

Other enclosures:

Student Bill Payment information
Mail Services information
Dress Code
Campus Map
Return envelope

Checklist (with Deadlines)

Please review this checklist to ensure that you have completed the required tasks by the appropriate deadlines.

- If you have not done so, set up your **student portal** account immediately. You should have already received your account information from the Admissions Office.
- Return the **Housing form** with the required **\$275 deposit** by May 22nd. (Payment may be made on the student portal or by mailing a check to the Office of Admissions.) Housing assignments are processed in the order they are received.
- Return the **Participation Agreement and Release** with your Housing form.
- Submit your final official **high school transcript** as soon as possible (no later than July 15th).
- Return the **New and Former Student Pre-Registration** as soon as possible (no later than July 15th).
- Pay **student bill** or sign up for payment plan via the student portal by July 20th.
- Return all of the **Student Health Information forms** and the **Insurance Information form** by July 24th.
- Read and acknowledge the **Dining Terms and Conditions** via the student portal by August 1st.
- Read and acknowledge the **Medical Information Bulletin** via the student portal by August 5th. (It will be available on the Student Portal in June under the "College Publications" menu.)
- Purchase a **vehicle or bicycle permit** under the "Payments" menu of the student portal. Read and acknowledge the **Vehicle Terms and Conditions**.
- Read the information on the student portal about purchasing a **computer**. The Computer Purchase Information link will be available under the "Information Technology" menu and will be titled "Lenovo Student Bundle."
- Read the **Student Life Manual** on the student portal before arriving on campus.



PATRICK HENRY COLLEGE

10 PATRICK HENRY CIRCLE, PURCELLVILLE VA 20132

WWW.PHC.EDU 888.338.1776