

PATRICK HENRY COLLEGE

# Welcome Guide

Fall 2017







# Welcome to the PHC Family!

We look forward to seeing you on campus for Orientation on August 15<sup>th</sup> - 16<sup>th</sup>!

This packet contains instructions and forms which will prepare you for coming on campus this Fall. As you read each section, please pay particular attention to deadlines and forms to be returned. We have included a [Final Checklist with Deadlines on the last page of this Guide](#) to help you keep track of all the forms and their deadlines!

If you can't find the answers to your questions here, visit your student portal page or contact the Office of Admission at 540.441.8110 or [admission@phc.edu](mailto:admission@phc.edu).

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## Enclosures

- |  |                                      |
|--|--------------------------------------|
| ✚ Student Activity Participation Agreement | ✚ Health Forms (with small envelope) |
| ✚ Housing Form                             | ✚ Dress Code                         |
| ✚ Pre-Registration Form                    | ✚ Campus Map                         |
| ✚ Certification and Statement of Faith     | ✚ Student Bill Payment Information   |
| ✚ Insurance Information Form               | ✚ Large Return Envelope              |

# Orientation

**New Student Orientation (mandatory for all incoming students) begins Tuesday, August 15<sup>th</sup>** with check-in. Families are welcome and encouraged to attend Orientation through the Wednesday evening Family Banquet and program. 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.) Orientation will then continue for students through the rest of the week with events and activities. A detailed Orientation schedule will be given to you at Check-in.

✚ **The first day of classes is Monday, August 21<sup>st</sup>.**

## Check-in

Upon arrival to campus, you will need to **Check-in in the main lobby of 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 into 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 the first letter of your last name:**

A – I	9:00am to 10:00am
J – R	10:0am to 11:00am
S – Z	11:00am to 12:00pm
<b>Check-in closed for staff lunch</b>	12:00pm to 2:00pm
Late Check-in	2:00pm to 4:00pm

**Please Note:** If you would prefer a different time than the one designated, call the Office of Admission 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.

# List of Forms and Instructions

## Enclosed forms that must be filled out and returned:

- ✦ Housing form, plus \$275 required deposit
  - ✦ Due by May 15<sup>th</sup> for priority dorm placement
  - ✦ Contact the Dean of Student Affairs at 540-441-8602 or [slife@phc.edu](mailto:slife@phc.edu) with any questions.
- ✦ Participation Agreement and Release form
  - ✦ Send with your housing form by May 15<sup>th</sup>
  - ✦ Contact the Dean of Student Affairs at 540-441-8602 or [slife@phc.edu](mailto:slife@phc.edu) with any questions.
- ✦ New & Former Student Pre-Registration form
  - ✦ Due by July 15<sup>th</sup>
  - ✦ Contact the Office of the Registrar at 540-441-8050 or [registrar@phc.edu](mailto:registrar@phc.edu) with any questions.
- ✦ Certification and Statement of Faith
  - ✦ Due by July 15<sup>th</sup>
  - ✦ Contact the Office of Admission at 540-441-8110 or [admission@phc.edu](mailto:admission@phc.edu) with any questions.
- ✦ Student Health Information forms
  - ✦ Due by July 15<sup>th</sup>
  - ✦ Mailed in a separate sealed envelope labeled “Health Information Forms”
- ✦ Insurance Information form
  - ✦ Due by July 15<sup>th</sup>
  - ✦ Contact the Office of Student Life at 540-441-8600 or [slife@phc.edu](mailto:slife@phc.edu) with any questions.

**Please Note: Students under age 18 must have their parents sign all forms.**



**Please return all required forms in the enclosed return envelope, addressed to:**

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

**Forms (excluding health forms) may also be scanned and emailed to [admission@phc.edu](mailto:admission@phc.edu).**

# Campus Life

## Residence Halls

**Fill out and return the enclosed Housing Form with a \$275 deposit by May 15<sup>th</sup> for priority dorm placement.** (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

✚ Bath:

- ✚ bath towels
- ✚ hand towels
- ✚ washcloths
- ✚ toiletries
- ✚ throw rugs for in front of sink and shower

✚ Laundry:

- ✚ basket or bag
- ✚ detergent

✚ Miscellaneous:

- ✚ school supplies
- ✚ alarm clock
- ✚ coat hangers
- ✚ simple plastic or wire stackable shelving 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-meal 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 15<sup>th</sup>.**



**Please Note:** The news feed on the student portal will alert you when the meal plan selection will be available. You will have until **August 1<sup>st</sup>** to acknowledge the Meal 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](mailto:helpdesk@phc.edu) with any questions.

## Dress Code

You are welcome to dress casually on Tuesday, August 15<sup>th</sup> when you arrive! The business casual dress code for students will begin on the first day of classes and applies during business hours (Monday-Friday, 8:30-5:00), in Academic Buildings, on days that classes are in session (see the dress code enclosure for more information). 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 should **read the Student Life Manual before coming to campus on August 15<sup>th</sup>**. It is located on the student portal under “College Publications” in the navigation menu on the left.



## Mail

Due to security reasons and space/storage issues, **the mailroom is unable to accept any packages for students before August 5<sup>th</sup>**. Students will be assigned a mailbox number at Check-in that should be included on all mail and packages addressed to the student. However, the mailroom will be flexible at the beginning of the semester when you are still alerting people to your box number. Mail should be addressed in the following manner:

Student Name, PHC Box #xxx  
Patrick Henry College  
10 Patrick Henry Circle  
Purcellville, VA 20132

## Bookstore

The Bookstore, located on the 1<sup>st</sup> floor of the Barbara Hodel Center, is open from 8:30-4:30pm on weekdays. The Campus Bookstore will post the textbook list to the student portal after July 1<sup>st</sup> and begin selling textbooks for Fall 2017 on Tuesday, August 15<sup>th</sup>. Textbooks will be available for purchase from that date until drop/add ends. Over 80% of the titles will be available as used books, but they go quickly. The Bookstore also carries school supplies, food and health items, and PHC-branded items. Campus gift cards may be purchased in the coffee shop and may be redeemed in the Bookstore.

## Parking Permits

Freshmen are allowed to have vehicles on campus, but they 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](mailto: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.

Contact Rebekah McCormick, Music Coordinator, at [remccormick@phc.edu](mailto:remccormick@phc.edu) with any questions.

# 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.)

For help contact the PHC IT Department Helpdesk at 540-441-8920 or email [helpdesk@phc.edu](mailto:helpdesk@phc.edu).

## 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 Admission by **July 15<sup>th</sup>**. 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](mailto:registrar@phc.edu) with any questions.

## Final Transcripts

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

Contact the Office of Admission at 540-441-8110 or [admission@phc.edu](mailto:admission@phc.edu) with any questions.

## Institutional Assessments

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.

For help contact the Office of Institutional Effectiveness at 540-441-8060 or [ie@phc.edu](mailto:ie@phc.edu).

# 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](mailto: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 2017 semester is due no later than July 20, 2017.** 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](mailto: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 2017 term.

Contact Student Life at 540-441-8600 or [slife@phc.edu](mailto: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 15<sup>th</sup>**.

## 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 2017-2018 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](mailto: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](mailto:jrlow@phc.edu) with any questions.

# Other Information

## Medical Information Bulletin

Read and acknowledge the Medical Information Bulletin via the student portal by **August 1<sup>st</sup>**. It will be available on the portal in June under the College Publications menu.

## Parking on Campus & Unloading at Dorms

Parking is available 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 & Lodging

Information on directions and area hotels can be found at [www.phc.edu/area-lodging](http://www.phc.edu/area-lodging). Be sure to ask the hotel if they offer a discounted rate for Patrick Henry College families.

## New Student Talent & Comedy Show

During Orientation we will have a New Student Talent and Comedy Show on Saturday, August 19<sup>th</sup>. 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.

## Playing 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 contact Student Life at [SLife@phc.edu](mailto:SLife@phc.edu) **before July 24<sup>th</sup>**. Soccer players have an earlier move-in date in order to begin pre-season training.

## Campus Map

A map of the campus is enclosed in this packet.

# PATRICK HENRY COLLEGE

## Contact List

Main Phone Line: 888.338.1776

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**Office of Admission:** *Second Floor of Barbara Hodel Center*

**540.441.8110 | [admission@phc.edu](mailto:admission@phc.edu)**

Mr. Stephen Allen, Director of Admission and Communication

Mr. Aaron Kamakawiwoole, Assistant Director of Admission

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**Office of Financial Aid:** *Second Floor of Barbara Hodel Center*

**540.441.8140 | [financialaid@phc.edu](mailto:financialaid@phc.edu)**

Mr. William Kellaris, Director of Financial Aid

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**Office of Student Life:** *Second Floor of Barbara Hodel Center*

**540.441.8600 | [slife@phc.edu](mailto:slife@phc.edu)**

Ms. Sandra Corbitt, Dean of Student Affairs

Mr. Jeff Thornhill, Associate Dean for Men, Apprenticeship Program Coordinator

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**Office of Public Safety and Events Services:** *Second Floor of Barbara Hodel Center*

**540.441.8800 | [publicsafetyandevents@phc.edu](mailto:publicsafetyandevents@phc.edu)**

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

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**Office of the Registrar:** *Main Floor of Founders Hall*

**540.441.8050 | [registrar@phc.edu](mailto:registrar@phc.edu)**

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

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**Student Accounts:** *Main Floor of Founders Hall*

**540-441-8761 | [studentbilling@phc.edu](mailto:studentbilling@phc.edu)**

Mrs. Jillian Rauch, Student Billing Administrator

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**Student Employment:** *Main Floor of Founders Hall*

**540-441-8770 | [jrlow@phc.edu](mailto:jrlow@phc.edu)**

Mrs. Janet Low, Manager of Human Resources and Payroll

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**Office of Information Technology:** *Basement of Barbara Hodel Center*

**540.441.8920 | [helpdesk@phc.edu](mailto:helpdesk@phc.edu)**

Mr. Jeffrey Good, Director of Information Technology

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# Final Checklist (with deadlines)

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

## May 15<sup>th</sup>

- Housing form**
  - **Return by May 15<sup>th</sup>** for priority housing placement with the required **\$275 deposit**. (Payment may be made on the student portal or by mailing a check to the Office of Admission.) Housing assignments are processed in the order they are received.
- Participation Agreement and Release**
  - Return at same time as housing form.

## July 15<sup>th</sup>

- Mail your final, official, and administrator-signed **High School Transcript**.
- Return **New and Former Student Pre-Registration Form**
- Return **Student Health Forms and Insurance Form** (sealed separately in the small Health Forms envelope and then included in the larger return envelope)
- Certification and Statement of Faith form**

## July 20<sup>th</sup>

- Pay your bill** or sign up for a payment plan via the student portal. **\*\*\*If you are choosing the 5-payment plan, you must sign up for the plan between June 18<sup>th</sup> & July 11<sup>th</sup>.\*\*\***

## August 1<sup>st</sup>

- Read and acknowledge the **Medical Information Bulletin** via the Student Portal under the “College Publications” menu.
- If you are interested in a **Student Laptop Bundle**, purchase this through the Student portal. The Computer Purchase Information link will be available under the “Information Technology” menu and will be titled “Lenovo Student Bundle”.
- Under “Administration” menu **on the Student Portal**, click “PHC Acknowledgments” and **complete the following forms:**
  - Meal Terms and Conditions
  - Housing Terms and Conditions
  - Vehicle Terms and Conditions
  - Bicycle Terms and Conditions
  - Media Terms and Conditions
  - Vehicle Boot Policy

## Before August 15<sup>th</sup>

- Read the Student Life Manual on the Student Portal before arriving on campus.

**Forms (except for the health forms) may also be scanned and emailed to [admission@phc.edu](mailto:admission@phc.edu).**



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*Equipping godly leaders for their great moment!*