

# Graduate Orientation Packet

**Students must confirm acceptance with deposit, prior to account access and class scheduling.**

## STEP 1. SECURE FINANCIAL AID:

Tuition and fees are set after the catalog is printed. Most current tuition and fee information can be found on the Student Accounts website at: <http://esd.mansfield.edu/tuition-and-fees/graduate-tuition-fees.cfm>. You may pay your bill online via WebAdvisor or mail your payment to Mansfield University, Student Accounts Office, 224 South Hall, Mansfield PA 16933. Invoices are available on my.mansfield.edu. For access information, please see Account Information. Questions regarding your invoice may also be directed to (570) 662-4411

*\*NOTE – Non-degree students are not eligible for Financial Aid*

**STEP 2: SCHEDULE for CLASSES: ALL STUDENTS must establish an advisor/advisee relationship and schedule through your advisor.** Use the table below to find the person appropriate to your major.

Program	Contact Person	Contact Information	
• Special Education & Reading Specialist*	Jill Scott, Department Secretary	570-662-4790	jlscott@mansfield.edu
• Nursing	Dr. Susan Lanzara, MSN Advisor		slanzara@mansfield.edu
• Nutrition	Dr. Kathy Wright, program director	570-662-4628	kwright@mansfield.edu
• Organizational Leadership	Dr. Brian Bridgeforth, program director	570-662-4776	bbridgef@mansfield.edu

*If you are unable to reach your advisor, please contact Jan Yoder, Graduate Admissions: [jyoder@mansfield.edu](mailto:jyoder@mansfield.edu)*

*\*Education Majors: Please review additional information below.*

## STEP 3: ACCESS ONLINE ACCOUNTS: ALL STUDENTS must set up account information

- MU Mountie Email
- WebAdvisor (program evaluation, course information, financial aid/account access, etc.)
- Desire2Learn (online classroom)
- North Hall Library Resources

The first step to taking classes at Mansfield University is accessing your campus services account information. **Your account information will be available 48 hours after you are registered for coursework. (Students must confirm acceptance with deposit, prior to account creation.)**

Visit the MyAccounts website - <https://info.mansfield.edu/myaccount> in order to retrieve your account information. **Note: You will need your Student ID#, which you can find on your acceptance letter as well as on your confirmation letter.** This will give you access to all of your MU Account usernames and passwords as well as your barcode information for online students. For further information concerning these and other IT services, access our Getting Started with IT page at <http://ct.mansfield.edu/getting-started/>.

## ONLINE ACADEMIC RESOURCES

### WebAdvisor

WebAdvisor is a web-based application, which serves as an academic record resource for Mansfield University students. MU students use WebAdvisor to access academic information such as registration, schedules, grades, unofficial transcripts, and program evaluations (degree audit). Current MU students can access WebAdvisor under Web Logins on our main university webpage or by entering the following address <https://webadvisor.mansfield.edu/WebAdvisor/WebAdvisor>. Your user ID will be your email username. For password information, please see Account Information.

### Desire2Learn

Desire2Learn (D2L) is Mansfield University's eLearning environment. It is a web-based course management system designed to create a rich online learning environment for students. D2L includes features such as an electronic drop box, automated grade book, discussion boards, and quizzes. For more information, please visit: <http://mansfield.edu/desire2learn/>.

### North Hall Library: Access for Online Students

If you are taking only online courses and wish to access the North Hall Library (<http://lib.mansfield.edu/>) resources and materials remotely, you will need your student ID number as well as an 18-digit library barcode number. Your 18-digit barcode is available on your Account Information page. However, if it is your intention to physically sign out materials from our library, you must have a student ID card.

### EDUCATION majors ONLY – Additional Requirements

**CLEARANCES:** You may not register for coursework until you possess the following required state clearances:

- 1) Negative TB Tine Test
- 2) Pennsylvania Criminal Record check (Act 34)
- 3) Child Abuse History clearance (Act 151)
- 4) PA-FBI fingerprint check (Act 114)
- 5) Professional Liability Insurance
- 6) Arrest/Conviction Report & Certification Form (Act 24)
- 7) Statement of Understanding, Statement of Confidentiality and Professionalism, & Statement of Clearance Adherence.

\*These clearances must be current, no older than one year, and renewed again just prior to student teaching. Send copies of your current clearances to the Educational Field Experiences Office, 205 Retan Center. Details are located on the following website: <http://mansfield.edu/teacher/> Questions can be directed to Ms. Beth McClure at 570-662-4024.

#### 1a: CERTIFICATION seeking students

In addition to the above, you must prepare to provide passing PRAXIS I/PAPA scores to Mansfield University's Academic Records Office. Failure to do so will affect your ability to register for courses.

# MATERIALS, RESOURCES, & SERVICES

## Identification Cards

Student ID cards are available at the CCSI office (College Community Services, Inc.), at 203 Alumni Student Center (floor 2). With the exception of on-line students, all students must have an MU ID card. This “One Card” enables the student to check out library materials and receive discounts on many cultural and entertainment productions. In addition, ID cards are used to access the Library website from off-campus and may be used for the printers and copy machines in North Hall Library and various locations on campus utilizing your “Mountie Money” account.

Mountie Money is your most flexible spending account on, and eventually off, campus. Mountie Money acts just like a debit account. You can deposit money onto your Identification Card or “One Card” with cash or check at the Residence Life office in Pinecrest, Enrollment Services office in South Hall, CCSI office in Alumni Hall, or with cash or credit card at the PHIL station at the entrance to the Alumni Hall. You can add electronic deposits with a MasterCard, Visa, or Discover anytime online through the One Card Portal. (<http://www.mansfield.edu/onecard/one-card-web-portal.cfm>)

## Graduate Assistantships

Graduate assistantships are available each year to full-time students (minimum of nine graduate credits) and include a waiver of tuition, and a biweekly stipend. Graduate assistantships provide you with opportunities for professional, collegial, and academic growth. To this purpose, graduate assistants are assigned to work in a professional area on campus. Awards are based on a competitive process. Please call (570) 662-4804 for information regarding graduate assistantships or visit <http://graduate-studies.mansfield.edu/graduate-assistantships/>

## Parking Permit

Online learners who plan to be on campus regularly (i.e. for their GA work) need to obtain a parking permit. The **Student Parking Application** for parking decals is now available online: <http://www.mansfield.edu/police/parking/upload/MMFallApp.pdf>

Regulations pertaining to parking and vehicle use are available online at <http://mansfield.edu/police/>. All students, employees, and visitors who operate a vehicle on campus must register their vehicle and display the appropriate decal.

## Mansfield University Transcripts

As of April 1, 2010, Mansfield University changed the way we process transcript requests. This new process will provide more efficient service to our students, past and present. **All** transcript requests will be made online at [Transcripts on Demand](#). If you have any questions, please contact the Registrar's Office at [studentservices@mansfield.edu](mailto:studentservices@mansfield.edu) or 570-662-4411.

## Campus Bookstore

The Campus Bookstore is located in the Alumni Hall Student Center, Room 224. For your convenience, you may purchase or reserve your books online at <http://www.mansfieldbookstore.com/>. If you purchase your books, shipping charges will apply or if you reserve your books, they will be held here for your pickup and no shipping charges will be assessed. Regular hours while classes are in session are Monday through Friday 8:00 a.m. to 4:00 p.m. Students enrolled in courses at Robert Packer Hospital in Sayre may purchase the necessary textbooks/materials at the MURPH'S MART bookstore located in the Patterson Building.

### **Childcare**

The Sandra B. Linck childcare center is operated by Scott's Day Care Centers in a separate facility located at the corner of Holden Place and Wilson Avenue. The center accepts children of students, faculty, and staff in a licensed and insured program. The center is open Monday through Friday from 6:30 a.m. until 6:00 p.m. Children between the ages of 13 months through six years can be accommodated. Children are normally enrolled for a full or half-day, however, special arrangements may be made on a space available basis. For information on pricing and scheduling, contact the Center Director, Kathy Scott, at (570) 662-4080.

### **Commuter Student Lounge**

Alumni Hall houses our commuter student lounge, which includes a microwave, refrigerator and locker area. Lockers may be reserved by contacting the Office of Student Affairs, which is located on the 3<sup>rd</sup> floor-mezzanine, in this building. Additional features include: Jazzman's Café, ATM, computer lab, Campus Bookstore, TV lounge, game room, and billiards.

### **Counseling Center**

The University Counseling Center provides free counseling services to all university students and staff. Our primary purpose is to help people grow in a positive and productive direction. We will assist you in understanding yourself, your feelings and emotions, your personal problem areas, and your educational concerns. We will develop a strategy with you to assist in reaching your goals and in helping you to live more effectively. For additional information, please contact (570) 662-4695/4436, South Hall.

## **ROGRAM COMPLETION POLICIES & PROCEDURES**

### **Time Limitations**

The Education and Special Education programs are to be completed within a maximum of seven years. The Nursing program has a five-year time limitation. Students who have completed courses outside of the corresponding program time frame, may petition in writing to the Associate Provost for an extension of the time limitation. The petition form is available through the Registrar's website and Current Graduate Students' website.

### **Continuing Enrollment Course Procedure**

A graduate student not registering for credit-bearing course(s), but wish to remain active in the program, may schedule for **ED-5600** Continuous Enrollment at no cost, for a maximum of two consecutive semesters. Graduate students will be eligible to enroll in the continuous enrollment course during the registration and add/drop periods. Graduate students who fail to enroll will be classified as "No Shows" or "Abandons" and will become inactive in the student system. Students in an inactive program status must reapply for admission.

For more information, please refer to our graduate catalog available online: <http://graduate-studies.mansfield.edu/catalog.cfm>

## IMPORTANT NUMBERS

Office of Graduate Admissions .....	(570) 662-4408
Academic Records .....	(570) 662-4411
Financial Aid.....	(570) 662-4411
Student Accounts .....	(570) 662-4411
Career Development Center .....	(570) 662-4133
North Hall Library .....	(570) 662-4671
Teacher Education and Educational Field Experiences Office.....	(570) 662-4024
University Police .....	(570) 662-4900