

WELCOME
2019
INCOMING
STUDENTS!

The Digest

WIDENER UNIVERSITY COMMONWEALTH LAW SCHOOL
 COMMONWEALTHLAW.WIDENER.EDU

Welcome to Widener Law Commonwealth!

**I look forward to meeting you at Orientation,
 which begins today at 1:30 p.m. in the
 Administration Building/Room 180**

Dean Christian Johnson

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CALENDAR OF EVENTS

August

12-17 Introduction to Legal Process/Orientation
19 Classes Begin
19-24 Add/Drop Period

September

2 Labor Day Holiday (no classes)
4 Orientation Part Two
28 Dean's Picnic

October

**15 Professional Development Day/Night
 (attendance required) (no classes)**
Orientation Part Three

November

27-29 Thanksgiving Holiday (no classes)
30 Reading Period

December

1 Reading Period
2-16 Final Examinations

Office of Student Affairs

Welcome Letter from Randi Teplitz Assistant Dean of Students

Dear Students,

It is my pleasure to welcome you to Widener Commonwealth. We have an exciting year ahead. In addition to your classroom experience, I hope you will take advantage of the sensational guest speakers, enrichment programs, wellness initiatives, career development programming, and much more that we have planned for you throughout the year. I know that law school is stressful, but a well-rounded law school experience will make you a happier and more successful law student. Also, please do not hesitate to let me know if you have an idea for a program—your voice matters!

As your Dean of Students, it is my desire to build strong relationships with you. Your success and well-being are my priority. I am here to be your cheerleader and support system. I hope you will take the opportunity to stop by my office or e-mail me to say hello or register for one of the many Meet and Greets that I will be hosting throughout the semester. Please be on the lookout for more information about how to register.

My main office is located in the Office of Student Affairs and is located in the Administration Building, Room 117, right off of the main lobby. Because I also teach Legal Methods, you might also find me in the Library Building in Room 328 of the faculty wing.

How Can the Office of Student Affairs Help You?

The Office of Student Affairs handles many facets of your student experience. Please contact us for:

- Scheduling Issues

- Mental Health Counseling Referrals

- Accommodation Requests

- Student Organizations Issues

- Exam Deferrals

- Intern Certification

- Character and Fitness Issues

- Title IX Complaints

Any other issue that you are not sure where to go or how to handle. If we do not have the answer, we will find someone who does.

For more information about the Office of Student Affairs, please visit our website at: <https://commonwealthlaw.widener.edu/current-students/dean-of-students/>

I wish you much success this school year!

Fondly,
Dean Randi Teplitz
rbteplitz@widener.edu

Important Reminders

As the new school year begins, please be sure to note the following:

1. To enable us to reach you, please keep your phone number(s), address, and email address current with the Registrar's Office. It is also important that you CHECK YOUR MAILBOX AND EMAIL FREQUENTLY! This our primary method of communicating with you and as a matter of professionalism you should be checking and responding to communications when needed.
2. Please make it a habit to check the Electronic Bulletin Board (television monitors), as well as MyWidener and the Law School website for important announcements and campus activities.
3. Information regarding class cancellations may be obtained by signing up for Campus Alert emergency notifications found online at: <https://commonwealthlaw.widener.edu/current-students/campus-safety/>. Information can also be obtained by calling the Student Information Line at 717-541-1939 or the Registrar's Information Line at 717-541-1941.
4. In order keep our campus safe and secure, you must have a valid Widener ID to access our buildings. You may not use another student's ID or lend your ID to any other individual to access the building. Please also do not let individuals without an ID into the building. Anyone seeking entrance into our buildings without an ID should be directed to Campus Security at 717-541-3948. If you need a new ID card, contact Brian at 717-541-3963.
5. Widener Commonwealth Law School is a tobacco-free campus. This policy applies to all university faculty, staff, students, visitors, contractors and guests at all times and prohibits smoking, chewing tobacco, or vaping on university property. The boundaries of the Harrisburg campus are generally described as all of the property bounded by Thea Drive to the south, both sides of Vartan Way going north, including the parking lot, buildings, basketball/tennis courts, and the surrounding land. You may not smoke, chew or vape in your car if it is parked on university property.
6. If you plan to request an accommodation, you should review the information at this link as soon as possible. <http://sites.widener.edu/disabilities/student-information/>
Accommodation requests require several weeks to process and are approved through our main campus in Chester, Pennsylvania.
7. You may not miss more than 20% of the class sessions for any course; missing more than 20% of the class sessions will result in an "F" in the class. After the add/drop period, a request to withdraw from any course will be considered only if the maximum number of absences has not yet been exceeded and only if extraordinary circumstances exist. For more information, please refer to the Student Handbook.
8. Official undergraduate transcripts are required for all incoming students. If you have not already submitted your official transcript, you must submit a copy to the Admissions Office as soon as possible.
9. You are responsible for understanding the policies in the Student Handbook. It can be accessed online at: <https://commonwealthlaw.widener.edu/current-students/dean-of-students/student-handbook/>

Please feel free to reach out to our administrative offices if you ever have any questions about Law School policies and procedures.



WIDENER LAW COMMONWEALTH LAW LIBRARY

INTRODUCTION TO LEGAL PROCESS/ORIENTATION WEEK

August 12-15	8:00 a.m.-11:00 p.m.
August 16	8:00 a.m.-8:00 p.m.
August 17	8:00 a.m.-8:00 p.m.

REGULAR LIBRARY HOURS BEGIN AUGUST 18

Mon. – Thurs.	8:00 a.m.-Midnight
Friday	8:00 a.m.-8:00 p.m.
Saturday	8:00 a.m.-8:00 p.m.
Sunday	10:00 a.m.-Midnight

LABOR DAY WEEKEND

August 30-31	8:00 a.m.—8:00 p.m.
September 1	10:00 a.m.—8:00 p.m.
September 2	10:00 a.m.—10:00 p.m.

SUCCESS IS NO ACCIDENT.
It is hard work, perseverance,
learning, studying, sacrifice
and most of all, **love** of what you are doing.
- Pele

ENROLLMENT SERVICES WELCOME

Greetings from Enrollment Services and welcome to Widener University Commonwealth Law School! The Enrollment Services department consists of two offices—Financial Aid and Registrar. The offices are located in the left wing of the Administration Building. Our regular hours are Monday, Wednesday, Thursday and Friday, 9:00 a.m.—5:00 p.m. and 9:00 a.m.—6:00 p.m. on Tuesday. The Enrollment Services phone number is 717-541-3961 and email is escwlaw@widener.edu.

FINANCIAL AID OFFICE

Allura Lawrence, Financial Aid Counselor is available to assist students with their financial aid needs and answer any questions you may have.

HOW FINANCIAL AID WORKS

The financial aid application process must be done annually and begins early in the spring semester for the following academic year. Application instructions will be sent in February or March. Please pay particular attention to financial aid notices and deadlines to ensure consideration for all desired funds, including federal work study.

WHAT HAPPENS TO EXCESS FUNDS

If a credit balance exists after disbursement and direct deposit has been set up, the Bursar's Office will create an electronic refund check. Refund checks are generally available 10 – 14 days after the disbursement, but cannot be released before the first official day of classes. Please be aware that there will be a delay in processing and receipt of funds if your paperwork is not filed until August or later.



Important Announcement Regarding Financial Aid Refunds

Widener University is pleased to offer refunds by direct deposit to our students. Students who do not choose direct deposit will have their refund checks mailed to the address on record at the University, there will be no pick up of refund checks in person at any campus office.

Direct deposit will allow students to receive semester tuition account refunds more quickly. Students will have the added convenience of email notification when funds are transferred out of the University and direct deposit allows for immediate access to funds (according to each bank's policy). This service is now Widener University's preferred method of delivery. Contact Enrollment Services at 717-541-3961 or the Bursar's Office at 610-499-4161 if you have questions.

To sign up for direct deposit please follow these important steps:

Log on to your myWidener account. Search for "Bank Information" and select the option "Bank Info for Refund". Carefully fill out the necessary banking information. Check with your bank for the correct bank routing number and make sure that you input your correct account number.

PLEASE BE AWARE OF THE FOLLOWING:

1. Any incorrect banking information provided to Widener University will cause a delay in the deposit of your refund or you may be mailed a check.
2. Your electronic refund will be available in the same timeframe that it would be available as a paper check.
3. Any changes made to registration after funds have been deposited may cause a balance owed to Widener University Commonwealth Law School and it is the student's responsibility to reconcile it with the Bursar's Office. Failure to do so may result in a late fee and/or a hold on your student record. A Bursar's Office hold prevents a student from viewing their grades, registering for classes or receiving a transcript until the balance has been paid.
4. Accepting these funds while no longer enrolled, constitutes fraud and the amount deposited will be due back to the university.
5. If you withdraw from Widener University Commonwealth Law School, a balance may be owed that is the student's responsibility to reconcile with the Bursar's

HOW TO DEFER PRIOR EDUCATIONAL LOANS

To defer payments on any prior education loans, deferment forms must be submitted to the Registrar's Office for certification and submissions to your loan servicers. Contact your servicer(s) for the correct paperwork.

WORKING DURING THE ACADEMIC YEAR

The student employment program has very specific requirements and deadlines. If you are interested in student employment, contact the Financial Aid Office for more information and payroll procedures. All required University paperwork must be on file before students may begin working and paychecks are issued.

ADDITIONAL INFORMATION

A summary of all available types of financial aid is located on the Financial Aid Office – Commonwealth Law School Site Page. For an additional list of outside scholarships, students can visit our page at <http://sites.widener.edu/finaidcwlaw/>.

STAY UP TO DATE

Be sure to check *The Digest*, your Widener email, the Financial Aid Bulletin Boards and Electronic Bulletin Boards on a regular basis for important notices! Read all forms carefully and keep copies of all paperwork in one place for easy access and reference. If you have any questions, please contact the Financial Aid Office.

Contact Us:

Email: finaidcwlaw@widener.edu



WIDENER COMMONWEALTH LAW RECYCLING PROGRAM IS SINGLE-STREAM

Recyclables can be co-mingled in the blue containers on campus.

Recycling reduces waste sent to landfills and making new products out of recycled ones reduces the amount of energy needed in production. But it is not all about recycling. One of the easiest ways to be good to the environment is to **REDUCE**, or cut back, in key areas of your life. Three of the most important resources you can reduce are: energy, water and solid waste.

Please remember to use the Widener Law blue or green recycling containers to recycle here on campus. It is our responsibility to preserve and protect our natural resources for future generations.

REDUCE! REUSE! RECYCLE!!

REGISTRAR'S OFFICE

The Registrar's Office staff includes Molly Acri, Assistant Dean and Registrar, Jessica Schuller, Assistant Registrar and Betty Ann Mortenson, Office Coordinator. We look forward to meeting you and encourage you to contact us if you have any questions about the following:

ORIENTATION INFORMATION

Orientation information, including important forms to be completed and returned to the Registrar's Office, can be found on the Commonwealth Law website: <https://commonwealthlaw.widener.edu/prospective-students/accepted-applicants/orientation/>

LOCKERS

Lockers are available on the far wall in the computer lab in the Library Building on the 2nd floor. To reserve a locker, go to the Registrar's Office and pay a \$5.00 deposit. You will then be given a key. When you return the key, your \$5.00 deposit will be refunded. NOTE: Padlocks are not permitted.

MAILBOXES

All students have mailbox folders located on the second floor of the Library Building. 1RD boxes signify first year regular division students; 1ED boxes are for first year extended division students.

FIRST ASSIGNMENTS

The first assignments and textbooks list is available on the Commonwealth Law website: <https://commonwealthlaw.widener.edu/current-students/academics/>

EXAM ACCOMMODATIONS

Any student requiring special accommodations for quizzes, midterms or final examinations must submit a Dean's Action Request Form and appropriate documentation to the Office of Student Affairs. This should be done as soon as possible, as there is a process for review that takes time. Dean's Action Request Forms are available in our office or at <https://commonwealthlaw.widener.edu/current-students/dean-of-students/deans-actions-request/>

MYWIDENER

As a new student, you will receive access information and passwords for [MyWidener](#). By accessing [MyWidener](#) via the Commonwealth Law webpage, you may log into your own student information and view such items as your class schedule, transcript (courses and grades taken to date), grade point average, etc.

The Registrar provides updates on our bulletin boards, on the Registrar's Information Line and via email. The bulletin boards are located outside our office and on the second floor of the Library Building. The phone number for the **Information Line is 717-541-1941**. Call this number for notices of school closings or delays, course cancellations, etc. Finally, please be sure to check your Widener email account frequently for information.

Best Wishes for a successful first year!

CAREER DEVELOPMENT OFFICE

The staff of the Career Development Office (CDO) would like to welcome you to the Law School. The Career Development Office is a full-service resource center and reference library. The staff is available to educate you about employment options and to assist in your future searches for rewarding employment. While the eventual success of securing employment rests with you, the CDO is the conduit between the attainment of career knowledge and its application in legal and related professional opportunities.

The Career Development Office is located in Room 121 of the Administration Building. While classes are in session, our office is open Monday through Friday, 9:00 a.m. - 5:00 p.m. Other hours are available by appointment only. When classes are not in session, please call the office at 717-541-3958 for current office hours. We communicate with you through CORE/12Twenty, so please be sure to check any emails you receive from CORE/12Twenty regularly.

As a member of the National Association of Law Placement (NALP), the Law School adheres to the **NALP Principles and Standards for Law Placement and Recruitment Activities**. We currently do not offer individual placement services to first-year regular division students until October 15. This is to allow entering students to focus on their transition into law school and academic success. Placement services include specific components of job search counseling, such as resume or cover letter editing, interviewing skills programs or access to job postings. First-year extended division students who seek new full-time positions may use the Office to help with their job search prior to October 15th.

So, is there anything first-year students can do before October 15 that will not violate NALP guidelines? YES! Here are some words of advice that may help you feel more in control by the time mid-October arrives:

As a first-year student you are permitted to attend any program that provides general information on the responsibilities of the legal profession; the variety of settings in which lawyers work; or the general process of career planning. You can:

1. Visit the CDO and familiarize yourself with our bulletin boards and library.
2. Attend programs. Any program that provides information about a specific type of practice will help first years grow one step closer to determining what practice area is for them.
3. Talk to practicing attorneys.
4. Get to know your professors.
5. Learn the basics of legal research and writing.
6. Get involved with student organizations.
7. Start preparing a resume.
8. Get to know yourself and your interests.

On October 15, the staff of the CDO will offer an orientation program as part of Professional Development Day. This presentation will provide information regarding the various resources, services and equipment available through the Office. In addition, information regarding the career development process, from resume drafting to employer researching, will be introduced. Further information will be provided as the semester progresses.

Depending on your individual career path, there are key times during law school when certain steps should be taken. We will work with you to ensure that you are on the right track. However, you should first focus on the academic demands of your first year of law school; focus on acquiring the necessary skills and expertise to produce quality work. Develop and refine your research and writing skills. These skills are critical to your future success as an attorney. We will provide you with additional information about the job search process and summer employment opportunities after October 15.

Once again, welcome to Widener. We look forward to meeting and working with each of you.

Eden Mandrell, Director

Kelly Clegg, Administrative Assistant



Widener University

Campus Safety

To: All 2019 / 2020 Commonwealth Law Students
 From: Kevin J. Raport, Chief of Campus Safety
 Subject: Campus Safety Welcome Message

I welcome all of you to our campus and sincerely hope your time at Widener is both productive and enjoyable. Please take the time to review the following:

Location

Located in the lobby of the ground floor of the Library Building, the Campus Safety Department provides service to the campus, incident and alarm response, as well as walk-in and telephone requests. The telephone number for emergency calls is x 3948 while on campus and 717-541-3948 from an off-campus phone line. The department utilizes a foot patrol to ensure highly visible coverage of the campus.

Safety is a shared responsibility

To continue to maintain a safe environment, we need the assistance of the entire Widener community. I encourage all of you to report anything that you may consider suspicious. Please visit the Campus Safety website for additional information about our Annual Campus Security and Fire Safety Report, services, safety and security policies, and Omnilert, the Campus Alert System.

Physical security of your car and personal property

Please keep your car locked at all times. Please secure any valuable items in the trunk of your car. I also ask that you not leave personal items unattended in public places.

Parking

The Campus Safety Department will provide you with a valid parking permit for your vehicle. Vehicles without permits will be ticketed. I ask that you drive slowly through our lots as there is always pedestrian traffic throughout our campus. Please do not remove cones that our Officer's use to designate reserved or special events parking.

Notification of Police

Please call us prior to or immediately after calling 911. We can assist if you wish to speak to the local police for any reason.

Here to Help

The Campus Safety Department is here to help so please do not hesitate to ask. We can assist with directions, escorts, information, medical emergencies, or if you wish to report a crime. We hope all of you have a good experience at Widener and wish you the best of luck.

Commonwealth Law School, 3800 Vartan Way, Harrisburg, PA 17110
 t: 717-541-3948

Widener University Tobacco-Free Enforcement Policy

For Faculty, Staff, Students, Visitors, Contractors and Guests

Purpose

Widener University is dedicated to providing and promoting a healthy and productive environment for its faculty, staff, students, visitors, contractors and guests. The Tobacco-Free Policy adopted by the university in May of 2009 is consistent with that goal. By endorsing this policy, Widener University demonstrates its commitment to eliminating environmental tobacco smoke (ETS) exposure, promoting best healthcare practices and choices for individuals, and establishing a university culture of wellness.

This policy applies to all university faculty, staff, students, visitors, contractors and guests at all times. Tobacco use includes any lighted tobacco product, any oral tobacco product or vaping. The use of all tobacco products is prohibited within the boundaries of each of the university's four campuses [see Appendix A]. The prohibited areas within each of the campuses boundaries include all buildings, facilities, indoor and outdoor spaces and grounds owned, rented and licensed by the university. This policy also applies to parking lots, walkways, sidewalks, sports venues, university vehicles and private vehicles parked or operated on university property.

Enforcement

All members of the Widener community are asked to respectfully remind faculty, staff, students, visitors, contractors and guests who are smoking, chewing tobacco or vaping on university property about the university's Tobacco-Free Policy. Small information cards will be available for distribution to tobacco users by any member of the Widener community. The cards will indicate that Widener University is a Tobacco-Free university; they will be available to faculty, staff, students, visitors, contractors and guests. There will be guidance for assistance including the Widener tobacco-free website address.

Campus Safety staff will also be responsible for reminding any faculty, staff, student, visitor, contractor or guest who is using tobacco on university property about the university's tobacco-free policy and for providing them with a copy of the Tobacco-Free information card. Campus Safety staff may ask to see identification for faculty, staff, students, visitors, contractors and guests and complete an incident report for anyone who is found violating the university's policy. The original incident reports will be directed to the Campus Safety Office. Incident reports will be reviewed and copies of reports for students will be sent to the appropriate Student Affairs Office for processing through the student disciplinary process. Copies of reports for all employees for all campuses will be sent to the Human Resources Office in Chester for processing through the employee disciplinary process. The Human Resources Office will send a copy of the incident report to the employee's supervisor.

There will be four levels of offenses, with a requirement for each offense that a cited student or employee attend an educational program or seek assistance for cessation, in addition to the noted penalties as follows:

1st Offense - Warning

2nd Offense - \$25.00 Fine

3rd Offense - \$50.00 Fine

4th Offense – up to dismissal or termination of employment/enrollment, based on the respective disciplinary code

Campus Safety staff will give a copy of the Tobacco-Free information card to visitors using tobacco on university property and ask them to extinguish cigarettes, cigars or pipes or dispose of smokeless tobacco products. If a visitor refuses to comply with this request, Campus Safety staff may ask the visitor to leave campus (as is currently done when visitors violate the university's alcohol and drug policy).

**Widener University Tobacco-Free Enforcement Policy
For Faculty, Staff, Students, Visitors, Contractors and Guests
Appendix A - Campus Tobacco-Free Boundaries**

Commonwealth Law – The boundaries are generally described as all of the property bounded by Thea Drive to the south, both sides of Vartan Way going north, including the parking lot, buildings, basketball/tennis courts and the surrounding land. Also included in the tobacco-free boundaries is the Maintenance complex on Progress Avenue.

Widener Law Commonwealth has a Safe Space Ally program for LGBTQI students. Allies are here to offer a safe place for you to come if you are experiencing any difficulties related to bullying/harassment, the coming out process, gender identity, etc. This is a judgment free zone where we will listen, assist you in working through possible actions and to offer additional resources if needed.

A Safe Space decal is on the door of the Allies, so come by if you would like to talk, share, or work through an issue.



STUDENT ORGANIZATIONS OFFICERS 2019/2020

MOOT COURT HONOR SOCIETY

Waleisha Moat	President
Kayla Sweet	Vice President External
Aaron Rosengarten	Vice President Internal
Erin Bolte	Vice President Academic Development & Internal Membership

STUDENT BAR ASSOCIATION

Steven Brikowski	President
Jennifer Bolivar	Executive Vice President
Gabriella Romeo	Vice President Academic
Deanna Wagner	Vice President Social
Kaylin Butler	Secretary
Aaron Rosengarten	Treasurer
Mikael Pelkey	Tech Secretary
Ebony Hammond	Bar Associations Chair

TRIAL ADVOCACY HONOR SOCIETY

Samantha Wolfe	President
Beth Kern	Internal Vice President/Treasurer
Amy Bua	External Vice President
Emily Abell	Secretary
Michael Joyce	Colloquium Curriculum Coordinator
Matthew Diemer	Community Outreach Coordinator

WIDENER COMMONWEALTH LAW REVIEW

Salvatore Sciacca	Editor-in-Chief
Michael Joyce	Executive Managing Editor
Mary Katherine Yarish	Internal Managing Editor
Aaron Rosengarten	Business/External Managing Editor
Francis Pryzbylowski	PA Law & Symposium Editor
Zechariah Yoder	PA Law & Symposium Editor
Kayla Bonett	Internal Supervising Editor
Caroline Robelen	Internal Supervising Editor
Jasmine Butler	Senior Staff
Matthew Diemer	Senior Staff
Emily Ishler	Senior Staff
Waleisha Moat	Senior Staff

CAMPUS PHONE NUMBERS/AREA CODE 717

DEAN'S OFFICES

Christian Johnson 541-3902
Dean & Professor of Law
Michael Hussey 541-3902
Assoc. Dean for Academic Affairs
Juliet Moringiello 541-3917
Associate Dean for Faculty Research
& Development
Molly Acri 541-3904
Assistant Dean of Administration
Randi Teplitz 541-3952
Assistant Dean of Students
Paula Heider 541-3902
Administrative Assistant
Dorothy Koncar 541-3952
Secretary

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Amanda Sholtis 541-3978
Director

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Randi Teplitz 541-3952
Deputy Title IX Coordinator

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Associate Dean for Admissions &
Administration
Tom Foley 541-3903
Director
Bonnie Maley 541-3903
Secretary

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Director
Kelly Clegg 541-3958
Secretary

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Interim Director
Rebecca Waldemar 541-0320
Staff Attorney
Kevin Jones 541-0320
Secretary

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Associate Director

ENVIRONMENTAL LAW CENTER

John Dernbach 541-1933
Director

EXTERNSHIP PROGRAM

Elizabeth Simcox 541-3958
Director

FACULTY SECRETARY

Jeremy Wingert 541-3949

FINANCIAL AID

Allura Lawrence 541-3961
Financial Aid Counselor

INFORMATION TECHNOLOGY SERVICES

Jon Poor 541-3908
PC Specialist
ITS Reception 541-1979
Computer Lab/Help Desk
541-1927

LAW & GOVERNMENT INSTITUTE

Jill Family 541-3911
Director

LAW LIBRARY

Susan Giusti 541-3929
Co-Director
Brent Johnson 541-3984
Co-Director
Information Desk 541-3933

REGISTRAR'S OFFICE

Molly Acri 541-3961
Registrar
Jessica Schuller 541-3961
Assistant Registrar
Betty Ann Mortenson 541-3961
Office Coordinator

STUDENT ORGANIZATIONS

Moot Court Honor Society
541-3969
Student Bar Association
541-3936
Trial Advocacy Honor Society
541-1989
Widener Law Journal
541-3972

KEY CAMPUS CONTACTS

Campus Safety 541-3948
717-541-3948 or x3948 is forwarded
to cell of on-duty campus safety
officer. Program this number into
your cell phone.

Sgt. Robert Stickles 541-3948
Don Fearnbaugh 541-3948

Campus Services 541-3907
Robert Dolbin
Lee Zimmerman

Media Services Specialist/Postal and Copy Center Manager

Brian Fearnbaugh
717-379-1833

FAX NUMBERS

Administration 541-3999
CDO 541-3990
Financial Aid 541-1964
Registrar 541-1923
Faculty 541-3966

STUDENT INFORMATION LINE

717-541-1939

REGISTRAR'S INFORMATION LINE

717-541-1941

Area code must be dialed for local calls. (717)