



# Graduate Orientation Packet

## THREE STEPS TO HELP YOU GET STARTED

### **STEP 1: Education Majors ONLY**

If you have been admitted into an education program, you must complete child abuse, criminal background, tuberculosis, and FBI fingerprint clearances. You are required to submit evidence that all state clearance requirements have met prior to scheduling coursework. If you have additional questions, please contact the Teacher Education and Educational Field Experiences Office at 570-662-4024 or [bmclure@mansfield.edu](mailto:bmclure@mansfield.edu).

### **STEP 2: Establishing an Advisor/Advisee Relationship**

Graduate students should contact their respective department to be assigned to an academic advisor and enroll in coursework:

Program	Contact Person	Contact Information
<b>Art Education</b>	Dr. Martha Whitehouse, Department Chair	<a href="mailto:mwhiteho@mansfield.edu">mwhiteho@mansfield.edu</a> or 570-662-4503
<b>Elementary Education</b>	Fran Melchionne, Department Secretary	570-662-4560
<b>Education</b>	Fran Melchionne, Department Secretary	570-662-4560
<b>Organizational Leadership</b>	Dr. Peter Chiaramonte, Program Director	<a href="mailto:pchiaram@mansfield.edu">pchiaram@mansfield.edu</a> or 570-662-4344
<b>Music</b>	Susan Achey, Department Secretary	570-662-4710
<b>Nursing</b>	Dr. Janeen Sheehe, Department Chairperson	<a href="mailto:jsheehe@mansfield.edu">jsheehe@mansfield.edu</a> or 570- 662-4522
<b>School Library &amp; Information Technologies</b>	You will receive a welcome letter from the SL&IT department indicating your advisor	
<b>Special Education</b>	Fran Melchionne, Department Secretary	570-662-4560

If you are unable to reach your advisor, please contact Christina Hale, Graduate Admissions: [chale@mansfield.edu](mailto:chale@mansfield.edu).

### **STEP 3: Accessing your Account Information**

The first step to taking classes at Mansfield University is accessing your campus services account information. **Your account information will be available 24-48 hours after you are registered for coursework.** Visit the MyAccounts website - <https://info.mansfield.edu/myaccount> in order to retrieve your account information. You will be asked for your 7-digit student ID # (please include the leading zero), the last 4 digits of your social security number, and your year of birth. **Note: when entering your student ID #, it must be seven (7) digits long; if it is not, please enter the appropriate number of zeros in front of the ID #.** You will then be provided with your email account information, your Blackboard & WebAdvisor login information, 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://it.mansfield.edu/start.cfm>.

## FINANCIAL INFORMATION

### **Cost**

Tuition and fees are set after the catalog is printed. Most current information can be found on the website at <http://esd.mansfield.edu/student-accounts/tuition-fees/graduate-tuition-fees/>. You may pay your bill online via WebAdvisor or mail your payment to Mansfield University, Student Accounts Office, 224 South Hall, Mansfield PA 16933. Please call (570) 662-4888 or 4889 with questions regarding your invoice.

### **Financial Aid**

Please review all deadlines for state, federal, and campus aid to maximize your eligibility. The Free Application for Federal Student Aid (FAFSA) form may be completed on-line at <http://www.fafsa.ed.gov/>. The Mansfield University school code is 003324. Additional information can be found on our website at <http://esd.mansfield.edu/financial-aid/> or by calling the Financial Planning Office at (570) 662-4418 or 4878.

## 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.



### **Blackboard**

Blackboard is the web server Mansfield University uses for all online courses. You may access Blackboard by using your email username and password. Once you are enrolled in an online class, the faculty member managing the web server will automatically grant you access to the virtual classroom. Using Blackboard, you will be able to access your course syllabus, course documents, rosters, and staff information for each course. A discussion board is available for peer-to-peer communication as well as communication with a professor.



### **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. This 18-digit number is sent to you in a letter from the Admissions Office. Once the barcode has been created, it can also be accessed by going to the following weblink: <http://lib.mansfield.edu/cfm/idlookup1.cfm>. However, if it is your intention to physically sign out materials from our library, you must have a student ID card.

**MATERIALS, RESOURCES, & SERVICES**

**Identification Cards**

Student ID cards are available at the CCSI office (College Community Services, Inc.), at 327 Alumni Student Center (floor 3M). With the exception of on-line students, all students must have an MU ID card. The 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.



Student ID cards must be carried at all times and shown upon request to authorized personnel. ID's are examined at the library, at athletic events, and at various campus activities. The cost of the ID card is \$5 for new students, (replacement cards are \$10). Regular office hours are Monday - Friday from 8 a.m. - 4 p.m. Extended hours are available during the first two weeks of classes but vary each semester, therefore please contact the CCSI office at (570) 662-4929.

**Parking Permit**

The **Student Parking Application** for parking decals is now available online: <http://mansfield.edu/police/>. If you must purchase your parking decal by check or money order, please make payable to Mansfield University and mail the Student Parking Application with payment to Mansfield University Police Department, 104 Doane Center, 65 Clinton Street, Mansfield PA 16933. *Please do not send cash through the mail.*

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.

**Graduate Assistantships**

Graduate assistantships are available each year to full-time students (minimum of nine graduate credits) and include a waiver of tuition and fees, 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/>.

**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 7:30 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. Special features include: Jazzman's Café, ATM, computer lab, locker area, bookstore, TV lounge, game room, and billiards. An additional commuter lounge and overnight accommodations are now available for commuting students with extenuating circumstances in Maple Hall. Commuting students requesting access/accommodation are to contact Residence Life, (570) 662-4934, during normal hours. After hours, student may call Hall Director, Vincent Walker, at (570) 662-4095. Commuters also have access to the Maple Hall computer lab.

### **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, Hemlock Hall.

## **PROGRAM COMPLETION POLICIES & PROCEDURES**

### **Time Limitations**

The following degree programs are to be completed within a maximum of seven years: Art, Education, Elementary Education, Music, and Special Education. The School Library and Information Technologies and Nursing programs have 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), who wishes to remain active in the program, may schedule at no cost for ED-5600 Continuous Enrollment 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://catalog.mansfield.edu/index.php?catoid=12>.

**IMPORTANT NUMBERS**

Graduate Studies Office	(570) 662-4024
Office of Graduate Admissions	(570) 662-4812
Enrollment Services:	
Academic Records/Transcripts	(570) 662-4202
Financial Aid	(570) 662-4129
Student Accounts	(570) 662-4888
Career Development Center	(570) 662-4133
North Hall Library	(570) 662-4671
Teacher Education and Educational Field Experiences Office	(570) 662-4204
University Police	(570) 662-4900