

# TRANSYLVANIA UNIVERSITY



# PARENTS HANDBOOK

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2010-11

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## Welcome to the Transylvania family

With your student's enrollment at this historic liberal arts college, you have become part of everything that makes Transylvania special. Our talented, caring faculty and staff are dedicated to helping all students achieve their full potential, and we take seriously our responsibility for promoting your student's intellectual, emotional, and social growth.

We hope you'll get involved in the Transylvania community by attending Family Weekend, concerts, plays, athletic competitions, art exhibits, lectures, and other events. You will receive notices and invitations to many of these educational and entertaining opportunities. Other useful information will be in Transylvania magazine, mailed to you in November, March, and July. You can also keep up-to-date at [www.transy.edu](http://www.transy.edu), become a fan of Transylvania on Facebook, and follow Transylvania on Twitter.



**Charles L. Shearer**  
*President*

Charles L. Shearer will retire from Transylvania July 31 after 27 years as president. During his tenure, the university has prospered in every measurable area, highlighted by a growth in enrollment from 655 to approximately 1,100, an increase in endowment from \$32.8 million to nearly \$120 million, and the completion of nine new buildings, two athletics fields and four major renovation projects. Faculty and student quality have been enhanced under his leadership through the creation of the Bingham Awards for Excellence in Teaching and expansion of the William T. Young Scholarship Program. Other initiatives include the expansion of summer programming on campus.



**R. Owen Williams**  
*Incoming president*

Owen Williams will become president of Transylvania August 1. He earned an A.B. in philosophy from Dartmouth College, an M.A. in intellectual history from Cambridge University, a master's of law from Yale Law School, and a Ph.D. in history from Yale University. Williams spent 24 years on Wall Street as director of the government bond department at Salomon Brothers, executive director at Goldman Sachs, and chairman of Bear Stearns Asia. He spent more than a year living and working in Tokyo and three years living and working in Hong Kong.

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## ADMINISTRATIVE SERVICES

The administration assists students with their academic and personal progress. Students are encouraged to seek out deans, faculty, staff, and counselors to discuss a variety of issues and to get help with any problems they might have. Below is a general list of administrative divisions that parents are encouraged to contact with questions or concerns. Telephone numbers are listed on page 12.



**William F. Pollard**  
**Vice president and dean of the college**

The dean of the college oversees all academic components of the University, including the hiring of faculty and working with faculty on the curriculum and professional development. In addition to overseeing the six academic divisions, the dean also is responsible for administration of academic support functions, including career development, the library, the registrar's office, and special programs.



**Kathleen Jagger**  
**Associate dean of the college**

The associate dean works with students, faculty, and staff in the areas of advising and retention, helps coordinate the University 1111 academic career skills program, approves individually designed majors, develops programs for mentoring students for national and international scholarships, and works with the dean on new academic initiatives and research funding opportunities for them.



**Michael K. Vetter**  
**Dean of students**

The dean of students serves as the senior student affairs officer for Transylvania and works to foster student learning and personal development through campus involvement and leadership. Areas of responsibility include residence life, student activities, community service, campus ministry, multicultural affairs, disability services, student health services, counseling services, and athletics. The dean of students also works with student government organizations and monitors student conduct.



**Michael Covert**  
**Associate dean of students**  
**Director of retention programs**

The associate dean of students meets regularly with students experiencing social, personal, academic, or other adjustment difficulties. He helps identify students who are struggling and assists them in making connections to campus. The associate dean of students coordinates student retention efforts, new student orientation, and the Sophomore Success program.



**Lori Burlingham**  
**Assistant director of development**

The assistant director of development coordinates Parents Council activities, Family Weekend, and the Parents Phonathon to raise money for the J. Douglas Gay Jr./Frances Carrick Thomas Library, and provides parents with information about the University throughout the year.

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## TRANSYLVANIA AND PARENTS

### **Partners in your student's education**

Things are about to change as your student begins college. Parents who have been through this before will advise you to keep the communication lines open and to demonstrate your interest in your student by being informed, supportive, and understanding.

One of the best sources of information for parents is the Transylvania Web site. Visit [www.transy.edu](http://www.transy.edu) often for the latest in campus news. There's even a special section for parents.

It's also important to show trust in your student. Although it can be unsettling as students begin making decisions without the input of their parents, it is part of growing and maturing into a responsible adult.

The partnership between Transylvania and parents can enhance a student's transition from home to college and beyond. To prepare for the changes that lie ahead, set aside time with your son or daughter to discuss the following:

### **Academic performance**

Discuss course load, types of classes, study skills, and an acceptable range for academic performance so that you and your student will have a mutual understanding about expectations.

### **Finances**

List anticipated expenses, then work together to develop a budget. Establish a checking account.

### **Visits**

Your student probably will want to come home for special occasions. Make sure he or she knows your plans far enough in advance to plan for social activities and studying. Make plans to visit your student on campus and get to know friends and roommates.

### **Phone calls, mail, and e-mail**

Even though your student may be too busy to write to you often, he or she will enjoy receiving news from home. Students love to receive cards, letters, and e-mail messages from their families.

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## HOW TO GET INVOLVED

### **Family Weekend**

Parents and family members are invited to spend the first weekend in November celebrating Family Weekend with their students at Transylvania. Music, drama, art exhibits, sports events, and a reception with the president are a few of the events that take place. It's also a chance to visit residence halls, talk with professors, enjoy good food and fellowship, and get to know your student's friends. Invitations with a schedule of events are mailed in October.

### **Parent Resource Survey**

The Parent Resource Survey helps Transylvania identify parents who may be willing to assist the University in a number of ways. It also helps us keep parents and grandparents informed about news, activities, and special events involving students.

### **Parents Council**

Parents representing each of the four classes make up the Parents Council and serve as liaisons to the administration. Members are appointed each year based on class vacancies and geographic location. They meet formally twice a year with the president and administrative staff members.

Responsibilities of the Parents Council include assisting with Family Weekend, student recruitment, career development, student life, and fund-raising for the library. The council also hosts a reception prior to commencement for graduates and their parents.

### **Parents Fund**

Transylvania parents, grandparents, and parents of alumni have established a tradition of giving to provide the latest and best in print and electronic resources for the J. Douglas Gay Jr./ Frances Carrick Thomas Library. Members of the Parents Council and other volunteers call fellow parents to ask for tax-deductible donations during the annual Parents Phonathon in the fall. Call Lori Burlingham, assistant director of development, at (800) 487-2679 or (859) 281-3564 for more information.

### **Birthday cakes and finals kits**

Celebrate special occasions long-distance by sending a delicious birthday cake or brownies or a "finals kit" to help your student get through finals week. The Student Alumni Association sends ordering information at the beginning and end of each term. Call the alumni and development office at (800) 487-2679 or (859) 233-8275 for more information.

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## ACADEMIC INFORMATION

Transylvania operates on a 4-4-1 academic year, with two 14-week terms (fall and winter) and a one-month term in May. Students normally take four courses during both the fall and winter terms and one during May term. This system works well for students pursuing off-campus and study abroad opportunities during the school year and summer.

### **Registrar's office**

The registrar's office prepares and maintains student records, registers students for classes, enforces academic policies, and coordinates academic advising. The office provides verification of enrollment for such things as insurance, good student discounts, and jury duty exemptions.

### **Financial requirements for registration**

Student accounts must be current for the student to register for the next term's classes.

Registration dates for the 2010-11 academic year are:

- November 10-19, 2010—Registration for winter and May terms 2011
- April 4-8, 2010—Registration for fall term 2011 (\$225 deposit due by March 1, 2011)

Contact the accounting office at (859) 233-8150 for information about your account status.

### **Grade point average**

Students must maintain a minimum grade point average to remain in good academic standing. First-year students must earn 1.75, sophomores 1.85, and juniors and seniors 2.0. If at the end of the first term of attendance at Transylvania a student has a GPA of less than 1.0, the student may be suspended from the University.

### **Grade reports**

Grade reports are sent to students at the end of each term via TNet, the on-line information portal. The University encourages students to share their academic records with their parents. Grades are not automatically sent to parents, even with the signed Consent for Discussion of Academic Record and Progress form, which allows Transylvania to provide you only with limited, general information about your student's academic progress. Call the registrar's office at (859) 233-8116 for more information about this policy.

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## **Family Educational Rights and Privacy Act**

Transylvania abides by the 1974 Family Educational Rights and Privacy Act, which mandates that academic records be kept confidential. Except for directory information, we will not release other information about a student, including transcripts and grade reports, without the student's written consent. Questions regarding the 1974 Family Educational Rights and Privacy Act should be directed to the registrar's office. For information, call (859) 233-8116.

## **Information release form**

Every student is given the opportunity and encouraged to sign a Consent for Discussion of Academic Record and Progress, which names individuals with whom the student's academic progress may be discussed. Federal regulations prohibit advisers from discussing your student's academic progress unless this form is completed. If you believe it would be helpful to speak with your student's adviser, call the registrar's office to obtain the adviser's name, phone number, and e-mail address.

The signed information release form does not allow the University to release grade reports or transcripts.

## **Academic advising**

Upon admission to the University, students are paired with a faculty mentor/adviser who also serves as the student's instructor for University 1111, the academic career skills class. Once students declare a major, they are usually assigned an adviser within their academic program or division.

## **Study Abroad**

Transylvania offers a variety of study abroad and off-campus programs. Students may participate in internships and academic programs year round in the United States and abroad. Call the Office of Study Abroad and Special Programs at (859) 233-8124 for more information.

For more information on academic policies, refer to the *Catalog* or call the dean of the college at (859) 233-8121.

## **Career Development**

The Career Development Center offers a comprehensive four-year plan to help students focus on goals and prepare for life after college. The center also assists students with finding internships and part-time employment. For more information, call the Career Development Center at (859) 233-8193.

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## FINANCIAL INFORMATION

Tuition and fees must be paid by August 15 for fall term and December 15 for winter term, unless other arrangements are made in advance. A 10-month payment plan is also offered with the first payment due July 15. Call the accounting office at (859) 233-8150 for more information.

### **Scholarships and financial aid**

The four main types of financial assistance are scholarships, grants, loans, and work-study (on-campus employment). The financial aid office determines eligibility for financial aid after an applicant has been accepted for admission to the University and all information required for consideration has been received. Financial aid professionals also offer counseling about student expenses, financial aid opportunities, and money management. Call the financial aid office at (859) 233-8239 for more information.



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## RESIDENCE LIFE

### **Housing requirements**

Full-time students must live on campus unless the student has achieved senior status (27 course units) before the beginning of fall term, is 21 years old by the date of fall term enrollment, is married, or lives with parent(s) or legal guardian. Requests for exemption from the housing requirement should be directed to the dean of students.

### **Resident assistants**

Resident assistants are upperclass students who live in the residence halls and are responsible for a floor of about 40 students. RAs serve as mentors and role models, promoting the principles of citizenship, leadership, and self-governance.

### **Visitation**

Members of the opposite sex are allowed to visit in all on-campus living areas from 10 a.m.-2 a.m. when accompanied by a resident.

### **Telephone**

Student rooms are equipped with telephones with voice mail. Students must use a credit card or call collect to make long-distance calls.

### **Computers**

Students who have personal computers with an ethernet card may connect to the University network from their residence hall rooms and have free access to network software, e-mail, and the Internet. All students have access to computer labs in their residence halls, except occupants of Rosenthal, who may use computers in any of the other residence halls. Computer facilities also are available at Brown Science Center, Haupt Humanities, Mitchell Fine Arts, Cowgill Center for Business, Economics, and Education, and the library.

### **Alcohol and illicit drugs**

Use of alcoholic beverages by students under 21 years of age and use of illicit drugs are prohibited on campus and at campus-sponsored events. The University considers alcohol consumption by students 21 and older a personal decision and urges students who choose to drink to do so in a mature, responsible manner. The University provides specific guidelines regarding the alcohol policy at the beginning of each fall term.

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### **Dining services**

Transylvania's dining service provides meals in Forrer Dining Center for resident and commuter students, faculty and staff, and visitors. Students living in Forrer, Clay, Davis, Hazelrigg, Rosenthal, and Poole halls are required to purchase a meal plan. Students may deposit money to their Crimson Card account that may be used in Forrer Dining Center, the Rafskeller, Jazzman's Café, and 1780 Café. Students with special dietary needs should contact the director of dining services to make arrangements for meals to suit their specific needs. Consult the student handbook or call the dean of students at (859) 233-8215 for more information.

### **Extracurricular activities**

More than 50 student organizations cover a broad range of interests and activities. They include student government, campus media, honoraries, special interest groups, departmental societies, service groups, four national fraternities, four national sororities, and religious organizations. Call the William T. Young Campus Center at (859) 233-8269 for more information.

Opportunities to become involved in the Lexington community are plentiful. Within walking distance of campus are the Lexington Opera House, Kentucky Theatre (movies), art galleries, historical sites, a large public library, banks, churches, retail establishments, restaurants, hotels, and parks. Call the Lexington Convention and Visitors Bureau at (859) 233-7299 or (800) 845-3959 for more information.

### **Campus ministries**

The campus minister helps meet students' spiritual needs by providing personal counseling and guidance and sponsoring religious programs. The campus minister also serves as an adviser to students called to serve in various ministries. Call (859) 281-3691 for more information.

### **Student health services**

A registered nurse is available on campus Monday-Friday during the day to provide basic health care and assist students in scheduling appointments for further medical attention. Additionally, a physician is available on campus at certain times. There is no charge for their services.

Students requiring hospitalization may choose from four private hospitals and a major regional medical center; the nearest facility is eight blocks from campus. Costs incurred in using community resources are the student's responsibility. Contact student health services at (859) 233-8127 for more information.

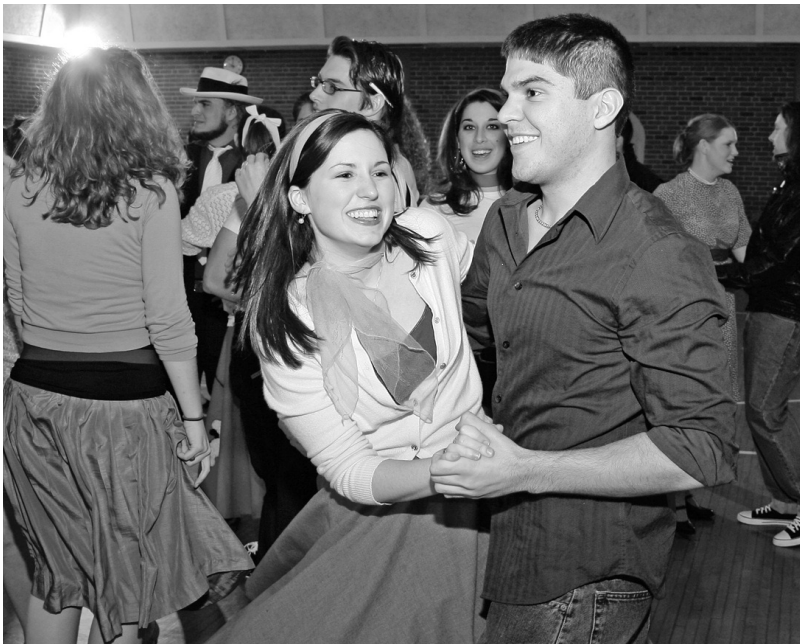
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### **Counseling services**

Confidential counseling sessions with licensed mental health professionals are available during the academic year to help students with academic problems, time management, relationship/roommate conflict resolution, communication skills, feelings validation, depression, loneliness, or homesickness. Georgeann Brown, a Transylvania alumnae and clinical psychologist, coordinates our counseling services. Students may choose to come for one session, multiple sessions, or on an as-needed basis. Call (859) 281-3682 or e-mail [gstamperbrown@transy.edu](mailto:gstamperbrown@transy.edu) for details.

### **Public/campus safety**

Public safety officers are on duty 24 hours a day to ensure the safety of Transylvania students. The public safety office also issues parking permits. Campus crime reports are available upon request. Refer to the student handbook or call (859) 233-8118 for more information.



## IMPORTANT TELEPHONE NUMBERS

(Area Code 859)

<b>233-8118</b>	<b>Emergency</b>
233-8150	Accounting
233-8242	Admissions
233-8275	Alumni & Development
281-3654	Associate Dean of the College, Kathleen Jagger
233-8550	Associate Dean of Students, Michael Covert
233-8202	Athletics
281-3570	Bookstore
233-8269	Campus Center
281-3691	Campus Minister
281-3593	Computer Help Desk (days)
233-8622	Computer Help Desk (nights)
281-3682	Counseling
233-8121	Dean of the College, William Pollard
233-8215	Dean of Students, Michael Vetter
233-8215	Disability Services
233-8150	Fee Payment
233-8239	Financial Aid
233-8131	Forrer Hall
233-8660	Greek Office (Fraternities and Sororities)
233-8610	Multicultural Affairs Office
233-8300	Operator
281-3564	Parent Programs, Lori Burlingham
233-8137	Post Office
233-8111	President's Office
233-8120	Public Relations
233-8118	Public Safety
233-8116	Registrar
233-8181	Residence Life
233-8550	Retention Programs
233-8127	Student Health Services
233-8181	Student Phone Numbers
	<b>Box Offices</b>
233-8270	Athletics
233-8173	Fine Arts
281-3621	Little Theater
	<b>Fax</b>
281-3506	Accounting
233-8797	Administration (Old Morrison)
233-8638	Athletics

For the most current information about Transylvania, visit our Web site, [www.transy.edu](http://www.transy.edu).

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## 2010-11 ACADEMIC CALENDAR

### 2010 Fall Term

September 4	New students arrive on campus
September 4-6	New student orientation
September 7	Classes begin
October 15	Midterm progress reports due
October 18-19	Fall break
November 10-19	Registration for winter and May terms
November 25-26	Thanksgiving holiday
December 10	Last day of regular classes
December 13	Reading day
December 14-17	Final exams

### 2011 Winter Term

January 10	Classes begin
January 17	Martin Luther King Jr. holiday
February 18	Midterm progress reports due
March 14-18	Spring break
April 4-8	Registration for fall term
April 15	Last day of regular classes
April 18	Reading day
April 19-22	Final exams

### 2011 May Term

April 27	Classes begin
May 24	Classes end
May 30	Commencement

### 2011 Summer Session

June 13	Classes begin
July 15	Classes end

**November 5-7**  
**Family Weekend 2010**



## By The Numbers

The Transylvania Parents Fund has provided critical financial support—more than \$1.2 million over 16 years—for the J. Douglas Gay Jr. /Frances Carrick Thomas Library.

In 2008-09:

- Parents and grandparents of current and former students donated over \$100,000—over one-third of the \$278,000 Transylvania spent to acquire new books, periodicals, and on-line resources.
- The use of electronic databases more than quadrupled, from 53,894 searches in 2000 to 235,822 last year. On-line resources free students and professors from the space and time constraints of the traditional library building. Most on-line resources are bought in consortia with other libraries to save money.
- The library's annual budget included \$96,000 for book acquisition, \$107,000 for periodicals, and \$75,000 for on-line resources.
- Librarians taught 900 Transylvania students how to do research, individually and through their classes. The ability to find and evaluate information is vital to student success in college and in life.

For more information on the Parents Fund, contact the development office at (800) 487-2679. To make a tax-deductible contribution to support the Parents Fund, visit [www.transy.edu](http://www.transy.edu) and click on Giving to Transy.



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FOUNDED 1780