



TRANSYLVANIA
UNIVERSITY

PARENTS HANDBOOK

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 can keep up-to-date at www.transy.edu and through [Facebook](#), [Twitter](#) and [Instagram](#).



Seamus Carey
President

Seamus Carey, Ph.D., became Transylvania University's 26th president on July 1, 2014. Before coming to Transylvania, he was the dean of the College of Arts and Sciences at Sacred Heart University in Fairfield, Conn. Carey has held numerous leadership positions during his academic career, including the chairmanship of the Philosophy Department at Manhattan College. At Manhattan, he also served on the faculty senate, as chair of the School of Arts curriculum committee and as director of the university's Center for Professional Ethics.

Meet the Deans

The administration is committed to helping 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. We encourage you to contact the university's deans with your questions or concerns.



Laura Bryan

Vice President for Academic Affairs and Dean of the University

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 four academic divisions, the dean is responsible for the administration of academic support functions, including career development, the library, the registrar's office and special programs. lbryan@transy.edu or (859) 233-8121



Martha Billips

Associate Dean for Academic Affairs

The associate dean for academic affairs coordinates the administration of the First-Year Academic Experience and assists in administering all matters concerning the academic programs of the university, including the recruitment and mentoring of new faculty, coordinating selected curricular development such as new majors and minors, overseeing self-designed majors, and coordinating the administration of May term study away courses. mbillips@transy.edu or (859) 281-3654



Michael D. Covert

Interim Vice President for Student Affairs and Dean of Students

The dean of students is responsible for student life programs including athletics, residence life, student involvement and leadership, student retention programs, health and wellness services, religious life programs, community service, international student services, disability services and parent programs. The dean works closely with the faculty and dean of the university to see that student support services are provided when needed. mcovert@transy.edu or (859) 233-8215



Robert C. Brown
Associate Dean of Student Affairs

The associate dean of student affairs provides oversight for residence life, student involvement and leadership, judicial affairs and the William T. Young Campus Center. robrown@transy.edu or (859) 233-8889



Wilson Dickinson
Associate Dean for Religious Life

The associate dean for religious life is an adviser for student religious organizations, a chaplain for the campus community and a liaison between the university and the various religious bodies of Central Kentucky. He works to integrate the liberal arts and religious life through spiritual development, theological reflection and social awareness. tdickinson@transy.edu or (859) 281-3691

You and Your Student

Partners in Your Student's Education

Things are about to change as your student begins college. Parents who have been through this before advise other parents 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 website. Visit www.transy.edu often for the latest in campus news. There's even a special section for [parents](#).

It also is important to show trust in your student. Although it can be unsettling as students begin making decisions without their parents' input, 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 you and your student will have a mutual understanding about expectations.

Finances

List anticipated expenses, and then work together to develop a budget. Establish a checking and/or a charge account.

Visits

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

Phone calls, mail and email

Students love to receive calls, cards, letters, email and text messages from their families.



How to Get Involved

Family Weekend

Each fall, parents and family members are invited to spend [Family Weekend](#) with their students at Transylvania. Music, drama, art exhibits and sports events are a few of the activities. 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.

Parent Resource Survey

The Parent Resource Survey helps Transylvania identify parents 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 Fund

Every year we meet hundreds of young people of enormous promise whose families are unable to cover the cost of this powerful liberal arts experience. Your gift to the Parents Fund makes scholarships possible and helps secure the most up-to-date resources and facilities for your family member and their peers. We are grateful to the many parents, grandparents and other family members who recognize the value of this education and continue to support Transylvania's [Annual Fund](#) long after their student graduates. Please call John Davis, director of development, at (800) 487-2679 or (859) 281-3565 for more information.

Birthday Cakes and Finals Kits

Celebrate special occasions long-distance by sending a delicious treat basket, cupcakes, brownies or a "finals kit" to help your student get through finals week. Student Alumni Ambassadors send ordering information at the beginning and end of each term. You can also view the [Student Care Packages](#) available online or call Tracy Dunn at (859) 233-8418 for more information.

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. An August term is also required for first-year students. Students normally take four one-unit courses during both the fall and winter terms and one full-unit course during May term. This system works well for students pursuing off-campus and study abroad opportunities during the school year and summer.

The three-week August term is an academic and extracurricular program that prepares entering first-year students for academic success and personal growth and earns them one unit of credit for the First Engagements Seminar. Students read and discuss books and participate in student-life programs that orient them to college.

Academic Advising

Upon admission to the university, students are paired with a [faculty mentor/adviser](#) who also serves as the student's instructor for the First Engagements Seminar. Students will stay with this same adviser throughout their first year. They are given the opportunity to change advisers in April. Once a student declares a major, they are encouraged to select an adviser within their academic program or division.

Grade Point Average

Students must maintain a minimum grade point average to remain in good academic standing. First-year students must earn 1.66, 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.

For more information on academic policies, refer to the [University Catalog](#) or call the dean of the university at (859) 233-8121.

Registrar's Office

The [registrar's office](#) prepares and maintains student records, publishes the course schedule, 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 are listed on the [academic calendar](#).

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

Information Release Form

Transylvania abides by the [1974 Family Educational Rights and Privacy Act \(FERPA\)](#), 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. If you have questions about FERPA, contact the registrar's office at (859) 233-8116.

Every student has the opportunity to designate individuals with whom the student's academic progress may be discussed via an electronic form on TNet, the online information portal. Individuals designated on this form will be asked to provide the 4-digit PIN selected by the student in order to verify their identity. Federal regulations prohibit advisers from discussing your student's academic progress unless your student has authorized the release of information. 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 email address. The authorization form does not allow the university to release grade reports or transcripts.

Grade Reports

Grade reports are provided to students at the end of each term via TNet. The university encourages students to share their academic records with their parents. Grades are not automatically sent to parents, even with the signed Information Release 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.

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 at (859) 233-8124 for more information.

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.



Financial Information

Tuition and fees must be paid by Aug. 1 for fall term and Jan. 1 for winter term, unless other arrangements are made in advance. A 12-month payment plan is also offered, with the first payment due by July 1. 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.



Residence Life

Housing Requirements

Full-time students must live on campus unless they have 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, lives with parent(s) or legal guardian, or is carrying an academic load less than three course units. Requests for exemption from the housing requirement should be directed to [Hannah Piechowski](#), assistant director of residence life and housing, at (859) 233-8498.

Resident Advisers and Area Coordinators

Resident advisers 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. The RAs also receive support from four area coordinators who are upperclass undergraduate and graduate students with previous experience as an RA who reside on campus.

Telephone

Each hall and building is equipped with a phone that has direct connections to the Office of Residence Life and the Department of Public Safety.

Computers

Students who have personal computers with wired or wireless capabilities may connect to the university network from their residence hall rooms and have free access to network software, email and the Internet. Students without personal computers have the same access to the network from computer labs located around campus. Computer facilities also are available at Brown Science Center, Haupt Humanities, Mitchell Fine Arts, Cowgill and the library.

Alcohol and Illicit Drugs

Use of alcoholic beverages by students under 21 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. For more information go to <http://alcohol.transy.edu>.

Dining Services

Transylvania's [dining service](#) provides meals in Forrer Dining Center for resident and commuter students, faculty, staff and visitors. Students living in all residence halls, with the exception of Fourth Street Apartments and our on-campus houses, are required to purchase a meal plan. Students may deposit money to their Crimson Card account which may be used in Forrer Dining Center, the Rafskeller, Jazzman's Café and the 1780 Café. Students with special dietary needs should contact the director of dining services to make arrangements for meals to suit their specific needs. For more information, contact Ashley Gutshall, assistant director of residence life, at agutshall@transy.edu or (859)233-8131.

Extracurricular Activities

More than 70 [student organizations](#) cover a broad range of interests and activities. They include student government, campus media, honoraries, special interest groups, departmental societies, service groups, national fraternities, national sororities and religious organizations. For more information, contact [Shane McKee](#), director of [student involvement and leadership](#), at (859) 233-8660, or [Natasha Begin](#), coordinator of community service and civic engagement, at (859) 233-8182.

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 or visit <http://www.visitlex.com/> for more information.

Religious Life

Wilson Dickinson, associate dean for [religious life](#), promotes spiritual development, theological reflection and social awareness on campus. He serves as chaplain for the campus community, adviser for student religious organizations and liaison between the university and the various religious bodies of central Kentucky. For more information contact tdickinson@transy.edu or call (859) 281-3691.

Student Health Services

A nurse practitioner is available on campus Monday-Friday to provide basic [health care](#) and assist students in scheduling appointments for further medical attention.

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.

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, depression, loneliness and homesickness. Students may choose to come for one session, multiple sessions, or on an as-needed basis. Call (859) 281-3682 for details.

Public/Campus Safety

[Public safety officers](#) are on duty 24 hours a day to provide safety and security for our students, faculty, staff and community. The department places a high priority on its honesty, integrity and commitment to service while engaging in the community. You can review the [daily crime log](#) of incident reports online. The public safety office is also responsible for issuing parking permits and bicycle registration permits. For more information, call (859) 233-8118 or go to www.transy.edu/campus/safety.htm.

Important Telephone Numbers (*Area Code 859*)

Emergency	233-8118
Accounting	233-8150
Admissions	233-8242
Alumni & Development	233-8275
Athletics	233-8270
Bookstore	281-3570
Campus Center, William T. Young	233-8133
Career Development Center	233-8193
Civic Engagement and Community Service	233-8182
Communications and Marketing	233-8120
Computer Help Desk	281-3593
Counseling Services	281-3682
Dean of Students, VP for Student Affairs	233-8215
Dean of the University, VP for Academic Affairs	233-8121
Diversity and Inclusion Office	233-8805
Financial Aid	233-8239
Forrer Hall	233-8131
Health & Wellness	233-3682
Nurse	233-8127
Operator	233-8300
Post Office	233-8137
President's Office	233-8111
Public/Campus Safety	233-8118
Registrar	233-8116
Religious Life	281-3691
Residence Life	233-8181
Student Involvement & Leadership	233-8660
Student Phone Numbers	233-8181
Study Abroad	233-8124
Title IX Coordinator	233-8854
Tuition Payment	233-8150
Box Offices	
Athletics	233-8270
Fine Arts	233-8141
Fax	
Administration (Old Morrison)	233-8797
Athletics	233-8638

Academic Calendar 2015-16

August Term

Aug. 14	New students arrive on campus
Aug. 15–16	New student orientation
Aug. 17	Classes begin
Sept. 3	Last day of classes

Fall Term

Sept. 6–7	Returning students arrive on campus
Sept. 7	Labor Day holiday
Sept. 8	Classes begin
Oct. 9–11	Family Weekend
Oct. 19–20	Fall break
Nov. 9–13	Registration for winter and May terms
Nov. 25–27	Thanksgiving holiday
Dec. 11	Last day of classes
Dec. 15–18	Final exams
Dec. 31	Last day to make a gift to Transylvania for a 2015 tax deduction

Winter Term

Jan. 11	Classes begin
Jan. 18	Martin Luther King Jr. holiday
Mar. 14–18	Spring break
Mar. 28–Apr. 1	Registration for fall term 2016
Apr. 15	Last day of classes
Apr. 19–22	Final exams

May Term

Apr. 27	Classes begin
May 24	Last day of classes
May 28	Commencement

Summer Session

June 6	Classes begin
June 30	Last day to make a gift to Transylvania for fiscal year 2016
July 8	Last day of classes

Annual Fund

The Transylvania Annual Fund supports the people and programs that make Transylvania University one of the best liberal arts colleges in the country. By supporting the fund, you enable Transylvania to accept qualified students from all walks of life, regardless of their families' financial circumstances. Your gift also helps attract top faculty, purchase library books and lab equipment and preserve our historic campus.

Gifts from families help Transylvania secure the most up-to-date resources and facilities for all students. Parents, grandparents and other family members support the annual fund out of a desire to help their student and his or her peers. **In 2014-15, parents and grandparents gave 312 gifts totaling over \$69,677 to the Annual Fund.**

Whether large or small, any gift has an impact that extends far beyond its face value. For more information about supporting the Transylvania Annual Fund, contact John Davis, director of development, at (859) 281-3565 or visit www.transy.edu/giving/.

Ways to Give

- **GEM (giving electronically monthly)** – This is a convenient and simple way to make your gift to Transylvania. Visit http://www.transy.edu/giving/other_options.htm for more information.
- **Check by mail** – We welcome checks made out to Transylvania University. Mail them to 300 N. Broadway, Lexington, KY 40508, and be sure to note your gift designation on the memo line of your check.
- **Online credit card gift** – Visit our secure website at www.transy.edu/giving/.

