

## **Academic Resource Center**

**Contact: Director, Lower Level, Student Union, ext. 3433**

The Academic Resource Center offers assistance to all students through the peer tutoring program, study skills seminars, workshops and individual academic assistance. Although there are professionals in the office, “peers helping peers” is what they are all about. A group of **300+** peer tutors is ready and awaiting your arrival. If you would like some advice regarding college-level academics, stop by or call to schedule an appointment to meet with a Learning Specialist. Take the opportunity to “learn how to learn” in order to make the most of your educational experience at Muhlenberg.

<http://www.muhlenberg.edu/main/aboutus/arc/>

## **The Advising Partnership**

**Contact: Dean of Academic Life, Haas College Center, ext. 3130**

You and your Faculty Advisor are engaged in an advising partnership. Choices about programs, courses, instructors and class schedules should be decided after careful review with your faculty advisor. While you are responsible for self reflection and identification of resources, including academic requirements and career options, your advisor will assist you by suggesting, encouraging, interpreting and guiding.

If you need information or guidance, email or give your advisor a call to arrange an appointment or drop by during office hours. Remember that advisors will not make decisions for you. Listening to their advice and making decisions based on that advice is part of you becoming independent and responsible. You are, moreover, ultimately responsible for having planned well so you can complete all graduation and major requirements in a timely fashion.

Your Faculty Advisor will expect you to:

- Seek him/her out during office hours or make an appointment for a meeting at another time.
- Come prepared by thinking through goals and identifying your concerns ahead of time.
- Acquire a working knowledge of academic requirements and policies by familiarizing yourself with the College Catalog.
- Make your own choices and accept responsibility for them.
- Be assertive in discussing courses, plans and options. Ask questions.

Each first-year student participates in a first-year seminar, which also forms that student's advising group. A faculty advisor works closely with the students in the group throughout the first year. The advisor will guide the student about academic choices, including selection of a major, based on the student's interests and strengths.

## **Allentown Area**

You don't have to travel an hour to enjoy a break from campus life. Allentown offers a wonderful park system with jogging and biking trails that start just across the street from campus property. The Farmer's Market and the Allentown Fair are only a few blocks away. The 19<sup>th</sup> Street Experience features a variety of specialty shops, privately owned restaurants, and the Civic Theatre. The Allentown Art Museum is a good regional fine arts museum. People in the Allentown area never miss a chance to celebrate, so the city is rich in community activities, fairs, and block parties.

## **Athletics and Recreation**

**Contact:** Athletic Director, Life Sports Center, ext. 3380  
Director of Recreation and Intramurals, Life Sports Center, ext. 3590

Muhlenberg students are an active group of people. There are numerous men's and women's varsity team sports, many of which have been in high profile NCAA tournaments in recent years. Those of you who enjoy your sport from a seated position can follow any number of exciting varsity teams throughout the academic year.

Students who choose to participate instead of observe can find a wide assortment of recreational activities through the intramural and club sports programs. There is a greatly expanded intramural program that includes different leagues based upon participants' interest in competition, coed sports, non-traditional and traditional sports, etc.

Recreation is a great release from other commitments in your busy lives. The brain needs a break from time to time to recharge. Where does all of this happen? It really happens all over the place. Students find more creative use out of a small measly open piece of turf than any of us can imagine. But the real hub of activity is the Life Sports Center and the Scotty Wood Stadium with an artificial turf field and an all-weather track. Students will find a newly equipped weight room, and cardio center, racquetball courts, a pool, basketball courts, an indoor track, and much more on the Muhlenberg Campus.

## **Banking and Check Cashing**

**Contact:** Cashier, Haas College Center, ext. 3155

There are any number of banks in proximity to the College. You may want to shop around for the best rates and services although they will probably be quite similar. Just inside the front doors of the Student Union there is an automated teller machine (ATM). So, you may wish to keep your hometown account and simply use the ATM service here. Check cashing of checks up to \$50 is available at the Cashier's window with a College ID. The Cashier's window is located on the lower level of the College Center. The hours are:

<b>Monday</b>	<b>10:30 – 11:30 a.m. and 1:00 – 3:00 p.m.</b>
<b>Tuesday</b>	<b>1:00 – 3:00 p.m.</b>
<b>Wednesday</b>	<b>10:00 – 11:30 a.m. and 1:00 – 3:00 p.m.</b>
<b>Thursday</b>	<b>1:00 – 3:00 p.m.</b>
<b>Friday</b>	<b>10:30 – 11:30 a.m. and 1:00 – 3:00 p.m.</b>

## **Campus Safety and Police**

**Contact:** Director, Lower Level, Prosser Hall, ext. 3110

The Department of Campus Safety and Security provides 24-hour coverage of the campus every day of the year. Officers are on patrol via foot, vehicle, bicycle, and golf cart. All Officers are commissioned police officers through the Lehigh County Court of Common Pleas. They have all the powers of arrest and investigation on Muhlenberg College property and the streets adjacent to the campus as any city or town police officer. All Officers are armed, have CPR, 1<sup>st</sup> Aid, and AED training and work closely with the Muhlenberg College EMT's. The Department oversees a student-run Campus Watch program which provides additional "eyes and ears" to the Department and reports situations which appear to be out of the ordinary. The prevention of crime is everyone's responsibility. You are requested to report suspicious or criminal activity IMMEDIATELY.

Call boxes with blue lights are located all over campus and should be used in any emergency situation or to request services such as an escort.

Muhlenberg provides a free text-messaging system to all students, faculty, staff and administrators. If an emergency occurs on campus, a text message will be sent immediately advising of the circumstances which will include instructions to insure the safety of the College Community. Additional campus-wide notification systems are also in place.

## Career Center

**Contact: Director, Lower Level, Seegers Union, ext. 3170**

The Career Center promotes career development and continued education by encouraging students to integrate their academic and co-curricular experiences by inspiring them to:

**EXPLORE** – increase awareness of strengths, interests, skills, and values; gather information and experience to assist with informed decision making; promote curiosity about the world in anticipation of lives of leadership and service.

**PREPARE** – develop tools, strategies, skills, and knowledge related to goals; improve ability to understand and communicate the value of the Muhlenberg experience; navigate the challenges of college to career transition and plan for lifelong learning.

**CONNECT** – network and build relationships with alumni, professionals, parents and other resources that will help students clarify and achieve career goals, and confidently demonstrate the ability to connect campus and classroom experiences to the world beyond Muhlenberg College.

To support its mission, the Center offers numerous programs and services for students.

The Career Center targets first-year students for many of its programs since exploration and planning are recommended over a four-year timeline. Students are encouraged to visit the Center as early as possible and individual appointments are available with the career counselors. In these sessions students may choose to discuss topics such as choosing majors, determining career goals, or finding an internship.

Among the programs offered are those that expose students to working professionals and the world beyond college. Discussions with guest speakers during events, such as Alumni panels, give students the chance to learn about a variety of career fields. Additionally, the Career Center works with students to learn the subtleties of networking as we recognize the importance of connecting with the entire Muhlenberg community. Students may also participate in the Muhlenberg Shadow Program which links students with alumni or other professionals for an on-site visit.

The Career Center regularly holds workshops on topics such as career decision-making, choosing a major, writing graduate school essays, resume writing, developing job search strategies, finding summer jobs/internships, networking, and college-to-career transition. “Dine for Success,” mock interviews, resume clinics and alumni career panels are some of the innovative programs that prepare students and provide pertinent information. A comprehensive “Gearing Up for Graduate School” series provides students with necessary information to be competitive in the application process.

Internships are available for students seeking work experience related to their career interests. These are listed in “The Berg Career Vault”, the Center’s online database to which all students have an account. Part-time, off-campus, and summer job opportunities are listed in the Center’s Resource Library. The Career Center takes an active approach to helping students identify potential employers. Each year, representatives from a variety of fields come to campus to interview students for full-time employment and

internships. Hundreds of positions are entered into the Berg Career Vault database each year for students to access. In addition, links on the Career Center's web page (<http://www.muhlenberg.edu/main/aboutus/careercenter/>) help students learn about other opportunities. Internship and job fairs are held both on- and off-campus.

## **Ciarla, The Muhlenberg College Yearbook**

**Contact: Editor, ext. 3235**

*Ciarla* is one of Muhlenberg's oldest and strongest traditions, dating back to 1893. *Ciarla* has always been a large contribution to the Muhlenberg Community and Muhlenberg Tradition. Presently, a 256- page yearbook is published geared toward including every Muhlenberg student, yet focusing on the graduating class. *Ciarla* has a small editorial staff, with a large possible number of staff members. The staff works closely together, constantly offering support and ideas. *Ciarla* offers students the opportunity to use and enhance their creativity, writing, communication, management and business skills.

## **Community Engagement**

**Contact: Director or Assistant Director  
Lower Level, Seegers Union, ext. 3657**

The Office of Community Engagement at Muhlenberg College fosters mutually beneficial collaborations between the College, Allentown communities and beyond to catalyze personal, institutional and community change. The Office strives to prepare students, in particular, for their roles as citizens and leaders through community-based educational and volunteer experiences.

Students have opportunities to work with many different community constituents through the Office including children, senior citizens, immigrants, people with disabilities, and people without housing. Student-led clubs, weekly, and monthly programs allow students with all interests the opportunity to become involved with Allentown communities. Service-learning courses also allow students to connect the lessons from community and those from the classroom in meaningful ways. Students organize one-time events, raise awareness of social justice issues, advocate for change, tutor, serve meals, coordinate voter registration campaigns and much more through the Office of Community Engagement.

## **Computing Resources**

<http://www.muhlenberg.edu/main/aboutus/oit>

For assistance, students should utilize the following:

Student Help Desk  
Ettinger, Room 001, ext. 3375  
[helpdesk@muhlenberg.edu](mailto:helpdesk@muhlenberg.edu)

The Student Help Desk is open Monday-Friday 8 a.m. to 5 p.m. and on the weekends as student workers' academic schedules permit. Refer to signs on the Student Help Desk door for exact hours.

## **Lab Locations**

### **Public Labs**

General purpose labs. These labs have limited hours and are open to all members of the Muhlenberg Community.

Ettinger 003 - open 24 hours during the academic year, limited hours during the summer.

Moyer Atrium 2nd Floor  
Trumbower 013  
Trexler Library Levels A (Info Commons Lab) & B

### **Classroom Labs**

Open to the Muhlenberg Community when not in use as a classroom, limited hours

Ettinger 105 (High Tech Classroom)  
Ettinger 211 (Price Waterhouse Classroom)  
Moyer 309  
Shankweiler New Science 234-S  
Trexler B01  
Trumbower 229 (NASA)  
Walson 115

### **Residence Hall Labs**

These labs are open only to residents of that residence hall. They have 24 hour access, but are closed for holidays or when the college is officially closed.

Benfer 100  
Brown Basement  
Martin Luther 4th Floor  
Prosser 2nd Floor Lounge  
Robertson 4th Floor  
South 4th Floor  
Taylor Basement  
Walz 2nd Floor  
Walz 3rd Floor

### **Special Purpose Labs**

These labs are open to students requiring access to specialized software. They also have limited hours.

Center for the Arts - Art Lab  
Center for the Arts - Music Recording Center  
Ettinger 103 - Language Learning Center  
New Science Building - Biology Department Labs  
Trexler Library - The Writing Center  
Trexler Library - Curriculum Lab  
Trumbower - Chemistry Department Labs  
Trumbower 147 - Math and Computer Science Lab

#### **Kiosk Locations:**

Life Sports Center  
Trumbower Main Floor  
Hillel House  
New Science Main Lobby  
Seegers Union

### **Wireless on Campus:**

Muhlenberg Campus has 100% wireless coverage.

## **Counseling Services**

**Contact: Director of Counseling, Upper Level, Life Sports Center, ext. 3178**

The Counseling staff offers a wide range of experience and expertise. Through counseling, you learn to take responsibility for your own life, develop insight, gain perspective and become self-directed. Muhlenberg's counseling staff assists you with concerns of daily living as well as with more serious

questions about yourself and your relationships. Full time day students address a wide range of issues and concerns ranging from developmental and identity concerns to mental health issues requiring counseling and sometimes medication management. All counseling services are voluntary and strictly confidential. Counseling records are maintained by the Director of Counseling Services and kept separate from your Educational records.

## Dining Services

**Contact: General Manger, Muhlenberg Dining Services, Seegers Union, ext. 3488**

Food plays an important role in nourishing both students and campus life at Muhlenberg College. A vibrant dining experience is vital to create an environment where all members of the campus community are eager to gather around the same table. Muhlenberg Dining fulfills this need with restaurant quality food made fresh from the best available local ingredients served by friendly and welcoming staff. Whether you choose to relax in the Wood Dining Commons, grab a latte at Java Joe, sample sushi at the GQ or recharge with a smoothie at the LSC Café, we can offer a dining option to fit your mood and, most importantly, your lifestyle here at Muhlenberg College. Please visit our website, [www.muhs.edu/dining](http://www.muhs.edu/dining), for more information.

## Students with Disabilities

**Contact: Director of Disability Services, Lower Level, Seegers Union, ext 3825**

Students with documented disabilities who may need accommodations, auxiliary aids, and services must first consult with the Director of the Office of Disability Services to initiate the disability determination process. Once a student has completed the process and has been determined eligible for accommodations, auxiliary aids, and services, Muhlenberg College will work with the student to provide accommodations, auxiliary aids, and services that are reasonable, are appropriately documented as necessary to access programs and facilities, and do not compromise the integrity of the course or degree. Students with disabilities engage in the full range of experiences available to all Muhlenberg College students including curricular, co-curricular, and extra-curricular activities. For additional disability-related information including documentation requirements, please check the Muhlenberg College website: Disability Services.

## Financial Aid

**Contact: Director, Haas College Center, ext. 3175**

The Financial Aid Program provides counseling and assistance to full-time students through institutional scholarships, grants and student employment as well as aid through three federal programs: Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Perkins Loan and Federal Work Study Program (FWSP). It also distributes information and processes all outside aid programs such as state grants and loans, federal grants and other scholarships. Specific information regarding financial aid programs and regulations is available in the Muhlenberg College Catalog. In addition, the Financial Aid staff advises students about graduate school financial aid.

## Fraternity & Sorority Life

**Contact:** Associate Director of Student Engagement, Lower Level, Seegers Union, ext. 3733

Fraternity & sorority life at Muhlenberg College consists of nine (9) nationally or internationally affiliated social Greek-letter organizations. Each chapter traditionally holds membership recruitment and education programs in the fall of each year. Students interested in becoming members must meet or exceed certain standards, both behaviorally and academically.

Being a member of a chapter provides a host of benefits including the opportunity to develop and refine leadership skills, participate in local community service and national philanthropic projects, and form lifelong friendships within an inter/national brotherhood or sisterhood. Members can boast of involvement in practically every facet of campus life and support many campus initiatives. The fraternity/sorority community strives to provide for its members growth-oriented opportunities and experiences that are consistent with the mission of the College.

Men's Fraternities: Alpha Tau Omega, Delta Tau Delta, Sigma Phi Epsilon, Zeta Beta Tau

Women's Fraternities and Sororities: Alpha Chi Omega, Delta Zeta, Phi Mu, Phi Sigma Sigma, Theta Nu Xi

## Harry C. Trexler Library

**Contact:** Director, ext. 3551

Library Services for Students: <http://trexler.muhlenberg.edu/library/services/students.html>

Library Policies: <http://trexler.muhlenberg.edu/about/policies/>

## Health Services

**Contact:** Director, College Health Services, Lower Level, Life Sports Center, ext. 3199

Health Services provides evaluation and treatment for acute care issues (such as illness or injury), administers immunizations and allergy shots, & offers many other health care services, including screenings and women's health services. For those medical issues requiring care beyond our center, Health Services coordinates referrals of students to local health care providers in the Allentown area.

Health Services is open Monday through Friday with the schedule of hours posted on the Health Service's website and at the Health Center. Registered nurses are available to provide care throughout the day. Physician hours are also regularly scheduled, enabling the student to receive timely medical care. Students requiring medical care at other times will be assisted in those situations and will accept responsibility for payment should the service be unavailable at the College at that time.

A registered nurse is available by telephone for EMERGENCY consultation 24 hours a day, 7 days a week during fall and spring semesters by calling Campus Safety.

## Honors Programs

**Contact:** Dean of Academic Life, Haas College Center, ext. 3130

Some academic departments and programs have Honors Programs to provide special opportunities for the best qualified and most highly motivated students to develop their capacities for independent thinking, original research and disciplined scholarship. Departments presently offering Honors Programs are

American Studies, Anthropology, Art, Biochemistry, Biology, Business Administration, Chemistry, Computer Science, Economics, English, Environmental Science, Finance, History, International Studies, Mathematics, Media and Communication, Neuroscience, Philosophy, Political Science, Psychology, Religion Studies, and Sociology. Honors work may consist of seminars, guided independent study, individual research or participation in faculty research. Successful candidates will graduate with honors in the field of concentration; in addition, they will be eligible for the traditional Latin graduation distinctions.

## Honor Societies

Honor societies offer another opportunity for extended discussion in particular subjects with fellow students and professors. The number of these societies present on our campus and the nature of their activities vary from year to year. A student who is a member of one of the National Academic Honor Societies listed below may wear whatever is the appropriate, nationally issued regalia supplement at Commencement. (Psi Chi, for example, wears cords; Phi Beta Kappa wears keys or cords.) Students who have completed study abroad may wear the sashes indicating their nation of study.

### Honor Societies

Delta Phi Alpha (German Studies)  
Dobro Slovo (Slavic Studies)  
Omicron Delta Epsilon (Economics)  
Omicron Delta Kappa (Leadership)  
Phi Alpha Theta (History)  
Phi Beta Kappa  
Phi Sigma Iota (Romance Languages)  
Phi Sigma Tau (Philosophy)  
Pi Mu Epsilon (Mathematics)  
Pi Sigma Alpha (Political Science)  
Psi Chi (Psychology)  
Sigma Tau Delta  
Theta Alpha Kappa (Religious and Theological Studies)

### President/Faculty Advisor

Franz Birgel  
Luba Iskold  
Lindsey Nagy  
Michael London  
Thomas Cragin  
Lanethea Mathews  
Mirna Trauger  
Ted Schick  
Elyn Rykken  
Lanethea Mathews  
Kathy Haring  
Linda Miller  
Kammie Takahashi

## Mail Room

**Contact: Mail Room Supervisor, ext. 3160**

### General

The Mailroom provides a variety of services including mail collection and distribution, sale of stamps, and shipment of packages. Hours are Monday through Friday, from 8:30 a.m. - 4:45 p.m. during the academic year, and from 8:30 a.m. - 4:15 p.m. during the summer.

### Mail Delivery

Mail is delivered daily to students' mailboxes located on the lower level of the Seegers Union. Mailbox numbers usually remain the same for the duration of a student's stay at Muhlenberg.

Packages are to be picked up at the Mailroom, located in the General Services Building, behind the Haas College Center. Students will receive an e-mail when they receive a package which should be picked up within five working days from the date received. All that is required is student identification. Perishable, refrigerated, and fragile shipments are discouraged as the mailroom does not have adequate storage facilities. In addition, **please remind family and friends not to send cash through the mail.**

### Addressing

Mail for students must be addressed as follows:

Joe P. or Mary R. Student  
Seegers Union Box # \_\_\_\_\_  
Muhlenberg College  
2400 Chew Street  
Allentown, PA 18104-5586

**Please do not address mail to “P.O. Box \_\_\_\_\_” as this is not a post office box.** Where possible, please use your middle initial as many students have the same first and last names and, in some instances, the same middle initial. Your box number will further identify you in the event that names are similar. Room numbers, residence hall names, missing box numbers, mail in the name of a parent or nick names, will either delay delivery of your mail, or it may be returned to sender, if the recipient cannot be identified.

Additional information regarding the Mailroom’s procedures may be found on the web site at <http://www.muhlenberg.edu/main/aboutus/mailroom/>

## **Martin Art Gallery**

**Contact: Exhibitions & Collections Manager, Baker Center for the Arts, ext. 3467**

The Martin Art Gallery offers year-round opportunities to attend interesting and diverse exhibitions, cross-curriculum programs, lectures, and opening receptions that enhance the visual arts curriculum and foster aesthetic learning experiences for the entire Muhlenberg community. Each year seven exhibitions focus primarily on contemporary artists and our own art faculty, works-on-paper from the College’s outstanding Florence Foerderer Tonner Collection, and art gifts made to the permanent collection by alumni and friends of the College. As well, senior art majors present an annual Thesis Exhibition each May. All Gallery exhibitions and events are free and open to the public. Recent exhibitions include—*Wings of Fire: The Illuminated Books of William Blake, It Came from Memphis, Shared Experience: The Rothfeld Gifts, Judith Ross: Living with War, Annea Lockwood: Sounds of the Danube, Making a Mark: The Etching Revival, Joel Carreiro: Seeing Things and Bill McDowell: Ashes in the Night Sky*. Gallery hours are Tuesday through Saturdays, noon to 8:00 p.m., and by appointment.

## **The Muhlenberg Weekly**

**Contact: Editor-in-Chief, The Muhlenberg Weekly Office  
Lower Level, Seegers Union, [weeklyeditor@gmail.com](mailto:weeklyeditor@gmail.com)**

*The Muhlenberg Weekly*, the College’s official newspaper, is produced on a weekly basis throughout the academic year. This student-run newspaper has been serving the College Community since 1883. In the last few years, *The Weekly* has become a more expansive organization through its student leadership and increased interaction with the administration, faculty, staff and students.

In any community, the media is a resource for conversing about ideas and issue. At Muhlenberg, *The Weekly* is one of the leading mediums through which the community can vocalize their opinions and discuss issues of local and national significance. One of the benefits of attending a small college is the ability to become closely involved in an organization. If you have any interest in writing, editing or working in sales and marketing, get involved in *The Weekly*. All students are welcome. Training will be provided on an as-needed basis. Don’t miss your opportunity to become a part of the production of the College’s leading media outlet.

## The Multicultural Center

**Contact:** Director, Multicultural Center/Multicultural Life, ext. 3228

The Mission of the Muhlenberg College Multicultural Center is to serve as a campus wide resource that facilitates and promotes a learning community of multicultural understanding and exchange through collaboration, dialogue, and action.

The Center, located at **2252 Chew Street (at the corner of 23<sup>rd</sup> Street)** houses the Office of Multicultural Life and the Office of International Programs – Study Abroad. International Programs occupies the 2<sup>nd</sup> floor of the facility. The rest of the facility contains a seminar room for classes, a living room, dining room, kitchen and basement for social activities and study. The building is wireless. All are welcome here.

It is home to Multicultural Life student organizations: Asian Students Association/International Students Association (ASA/ISA), Black Students Association (BSA), La Comunidad Latina, The Soul Sound Steppers, MINT, The Gay Straight Alliance (GSA), and The Feminist Collective. Students produce cultural events, panel discussions, and host parties there. They love the atmosphere for socializing, meetings, and cooking.

The Center aims to provide a supportive and safe space on campus for its multicultural students, faculty, and staff. It strives to nurture and promote the academic success and leadership development of multicultural students at Muhlenberg.

The Center is committed to promoting and sustaining an inclusive atmosphere that fosters and enriches multicultural understanding among all members of the Muhlenberg and Lehigh Valley community. Through partnerships with other campus programming bodies, the Center supports and provides a focus for educational, cultural, and social programming that enriches and challenges Muhlenberg's campus on issues of multiculturalism and difference.

## Recycling

**Contact:** Plant Operations, ext. 3400

<http://www.muhenberg.edu/main/campuslife/sustainability/programs/campusinitiatives/recycling/>

Muhlenberg College has made a major commitment to environmental issues. Leadership has been provided through the College Greening Committee, Plant Operations staff and the student environmental action group (EnAct). Residence halls, academic buildings, other campus facilities and grounds are dotted with various containers to make it easy for all of us to join in the effort. See above website for more information.

## Registrar

**Contact:** Registrar, Haas College Center, ext. 3190

<http://www.muhenberg.edu/main/aboutus/registrar/>

The Office of the Registrar is the College's center for student registration and academic records. Some of the services this office provides for students are as follows: Creation of each semester's course schedule; oversight of all registration activities; recording grades, major and minor declarations, and advisors; mailing transcripts; recording transfer and Advanced Placement credit; enrollment verifications; monitoring progress toward degree; and certifying graduation.

## Religious Life

**Contacts: College Chaplain, Egner Chapel Office, (484) 664-3120**  
**Jewish Chaplain/Hillel Director, 2238 Chew Street, (484)664-3746**  
<http://www.muhs.edu/main/campuslife/religiouslife/>

The Chaplain's Office and its Religious Life team offer spiritual support for the Muhlenberg community. All students are invited to take part in Religious Life programs, worship services, reflection and community service opportunities. Muhlenberg is a college of the Evangelical Lutheran Church in America (ELCA), and welcomes students of any or no faith tradition. The Egner Memorial Chapel is available for use by the community for reflection, prayer or special events.

### **Christian worship services are held Sundays in the Chapel:**

5:30 p.m. Protestant Christian Worship, with Holy Communion, followed by dinner in the Hoffman House  
9:00 p.m. Roman Catholic Mass

### **The Jewish community gathers Friday evenings at the Hillel House for:**

Student led Shabbat services  
Shabbat Dinner

### **Campus student religious organizations:**

Disciplemakers Christian Fellowship (Christian)  
God's Ordained Dancers  
Hillel (Jewish)  
Interfaith Leadership Council  
Protestant Student Faith Community  
Muslim Students Association  
Catholic Campus Ministry  
Rejoice Gospel Choir

Other campus resources include:

**Newman Center**  
2339 Liberty Street

The Catholic community offers celebration of Mass and weekly fellowship dinners.

**Hillel House**  
2238 Chew Street

This center is where the Jewish community maintains a Kosher kitchen and hosts regular services and Shabbat dinners. It serves as a general drop-in center for the Jewish community.

## Residential Services

**Contact: Director, Lower Level, Prosser Hall, ext. 3180**

Residential Services is the organizing vehicle behind your living experience at Muhlenberg. The staff is comprised of a Director, two Associate Directors, two Residence Coordinators, Office Manager, Presidential Assistant, student office staff and approximately 64 of your peers referred to as Resident Advisors (RAs), Resident Liaisons (RLs), and Head Residents (HRs). The staff wears many hats: friend, counselor, peacekeeper, confidant, supporter, challenger, and confronter. Get to know them – they can be of great help.

A word of advice about roommates. Students frequently expect their new roommate to become their best friend, and surprisingly, it does occur. More realistically, a large part of college is meeting and working with

different people. You and your roommate will have differences to work out. Your rooms have space, but are not particularly private. Give your roommate some space occasionally.

A word of advice about your floormates. Treat others as you expect to be treated. Your floor is your neighborhood and community. Play and work together, respect one another, and invite faculty and staff to your floor as friends or for a debate on some current topic.

The Office of Residential Services is also responsible for the operation and administration of the residence buildings, including room assignments, lotteries, furnishings, damage charges, vending machines, maintenance and housekeeping. You do have a legal housing contract. You don't have to read it, but you are obligated to it. A familiarity with your contractual obligations and rights could save you a lot of trouble.

The housekeeping staff is a committed group of people doing a tough job keeping your environment safe and clean. Frequently, a floor of students adopts a staff member as an honorary resident. Occasionally, a few students will be disrespectful to students and housekeeping. Please be considerate of others.

### **Housing During College Vacations**

Muhlenberg has various breaks each semester. You are expected to visit family, do something fun with friends or whatever your imagination can conjure up. The idea is to take a break from this place. We all need time to relax and rejuvenate. The hard fact is that your housing contract stipulates that the halls are closed at vacation. A limited number of students are given permission to stay during breaks. This allows for some heavy cleaning and checking of fire and safety equipment. Besides, you have worked hard and have earned a break from 'Berg!

## **Seegers Union**

**Contact: Director of Student Union and Campus Events, ext. 3494**

<http://www.muhlenberg.edu/main/aboutus/union/>

The J. Conrad & Hazel J. Seegers Union provides a hub for integration of the tools for teaching and learning and a venue for educating the whole student. Seegers Union supports the campus in the development of individuals and community through education, socialization, advocacy, and the delivery of services.

Seegers Union is home to several departments and organizations including: The Office of Seegers Union and Campus Events, Dining Services, Student Involvement, Student Government Association, Student Leadership and Development, Greek Affairs, Muhlenberg Activities Club, The Weekly, Ciarla, 'Berg Bookshop, Community Engagement, the Student Organization Suite, Academic Resource Center, The Office of Disability Services and the Career Center.

### **Information Desk**

The Information Desk staff is available at ext. 3493 to assist you from 8:00 a.m. to Midnight seven days a week while classes are in session.

### **Meeting and Event Spaces**

Seegers Union offers a wide variety of social, meeting and programming spaces for the campus community. Seegers Union has the facilities and resources to host everything from an intimate meeting for 8 to a celebration for 2000 guests. The Red Door offers a great programming environment and is often the host location for comedians, student bands, DJ's and dances as well as a place to gather to watch sporting or global events on multiple flat screens. There are also several informal social spaces for the community to gather to meet, study or relax through-out the day.

### **ID Cards**

The Muhlenberg College ID Card functions as access to meal plans, Dining Dollars and Berg Bucks, library books, and residence halls. This card is non-transferable and is the property of Muhlenberg College. It is

intended to last the duration of your stay. It is the cardholder's responsibility to protect and maintain the condition of his/her card. If your card is lost or damaged, reports must be made in person at the Seegers Union Information Desk or by calling Campus Safety at ext. 3110. Please, no voice messaging. A nonrefundable fee of \$25.00 is charged to replace damaged, lost, and stolen cards.

### **Dining Services**

Muhlenberg College values the dining services program as a critical part of creating a healthy body and facilitating the development of an inquisitive and healthy mind. As part of a successful and active student center, Muhlenberg Dining offers excellent and unique experiences through creative and cultural menu planning, expert food preparation, and innovative presentation.

As an important part of Muhlenberg's learning community, each of our dining environments incorporates transparent facilities and inviting upscale casual dining opportunities in support of learning and socialization. Muhlenberg takes pride in providing a nutritionally balanced, appealing selection of food to meet varying needs, desires, and life styles of students, faculty, staff, and guests through unique and engaging experiences. Dining Services at Muhlenberg College will provide an affordable dining experience and be financially self-sustaining. Additional Information may be found at <http://www.muhlenberg.edu/dining/>

## **Student Activities**

**Contact: Associate Director of Student Engagement, Lower Level, Seegers Union, ext. 3657**

The Student Engagement Office plans, supports and promotes diverse cultural, educational, social and recreational programs which enhance the quality of campus life and community spirit. The student activities program at Muhlenberg is student initiated and supports a broad array of experiences.

The Muhlenberg Activities Council (MAC) is the student organization which works closely with the Office of Student Engagement and recommends activities in areas affecting Muhlenberg student life. Through their group efforts, many exciting events are brought to campus – speakers, poets, movies, comedians, bands and other types of performers. Leadership and organizational skills are gained by the students involved in the planning and production of these activities. Membership in MAC is open to all full-time students.

The Student Engagement Office also co-sponsors events with other departments and student organizations and assists with special programs throughout the year including First Year Orientation, Family Weekend and Fall and Spring Festivals.

## **Student Organizations**

**Contact:** Associate Director, Student Engagement Office, Lower Level, Seegers Union, ext. 3733

This is a new beginning. With so many different student organizations on campus, it's easy to become involved on campus and in the surrounding communities. You are going to spend most of your working life in some type of organizational structure—learn how to do it successfully. Be a doer in this world; you will be rewarded in many ways during your time at Muhlenberg, and after.

Official recognition of student organizations is by student initiative. There are well over 100 different groups active on campus. From academic to performance groups, there's a club out there for you. If you don't see your interests represented, you may find other students to join you in forming a new group. A current list of recognized clubs and organizations and requirements for new club applications can be found at <http://www.muhlenberg.edu/main/campuslife/activities/studentorganizations/listoforganizations/>

## **Student Representation**

### **Student Government Association (SGA)**

**Contact:** Student Body President

Subject only to the regulations of the Board of Trustees and of the Faculty, the Student Government Association represents undergraduate students by voicing their concerns, promoting student interests, and advocating for student life and academic concerns at Muhlenberg College.

The Student Body elects a Student Body President and seven representatives from each class. These twenty-two members then elect the Vice President, Executive Secretary, Recording Secretary and Treasurer who serve as the Executive Board of the Student Government Association.

Through its standing committees, the SGA is involved in all aspects of campus life including, but not limited to: the recognition and funding of all campus clubs and organizations, recommending policy to campus officials, and generating ideas and programs beneficial to the entire campus. The College management looks to the SGA for student perspectives and influence on important issues facing the College.

Additional information, including the SGA's governing documents, can be found on the Student Government Association website: <http://www.muhlenberg.edu/studorgs/council/>

### **Board of Trustees**

In the fall of 1971, the Board of Trustees acknowledged student concerns by granting two students the privilege of attending all Board meetings and by charging them with the responsibility of representing student opinion in matters coming before it. The Board specified that one of these students be the Student Government Association President.

The second student shall be selected as follows:

- A. A sign-up sheet shall be made available at the Union desk no later than the first regularly scheduled meeting of the Student Government Association. Any regularly matriculated upper-class Muhlenberg student may apply.
- B. From this list the Student Government Association shall select by interview the second student representative to the Board.
- C. At the time of the interview, the prospect shall present the applications containing a rationale for applying and a description of the individual's qualifications. This resume shall be read to the SGA immediately prior to the interview so as to acquaint the SGA with the applicant, as well as to give the interviewing body a basis for questioning.

- D. These student representatives shall retain their seats on the Board from September until June of the following year, pending necessary replacement by the Student Government Association. The new President-elect may, with approval of the Board, sit as a third member from election until the end of the year.

### **College Committee on Campus Life**

Campus Life encompasses the range of individual and collective experiences arising from participation in the College community. The Committee is a center for analysis of policies that shape the experience of campus life for all who work, teach, live and learn at the College.

Membership consists of 9 voting members: two students chosen by the Student Government Association, who may also be members of the Campus Life Committee of the Board of Trustees; three faculty members, elected by the faculty to three-year terms; one Staff Associate, appointed by the Vice President of Human Resources; the Dean of Students; the Provost; and the College Chaplain, all *ex-officio*, or their respective designees. Regularly scheduled meetings of the Committee shall be open to all members of the College community.

### **Faculty Committees**

Each year eight students are appointed to serve as representatives to Faculty committees. Four of these students are selected annually to sit as student observers to Faculty meetings. They participate in discussions and may submit majority or minority reports to the Faculty. By vote of the Faculty on April 30, 1982, students have been granted voting privileges on the following committees:

- A. The Academic Policy Committee (APC) is responsible for the establishment and implementation of all academic requirements and regulations for degrees in course, and for long-range planning in academic areas. The Committee has seven faculty members; the Provost and the Dean of the College for Academic Life, *ex officio*; and two student members.
- B. The Curriculum Committee exercises jurisdiction over the academic program of the College. It receives suggestions for course changes and makes recommendations to the Faculty regarding the addition or elimination of courses. It also serves as a review agency for students to waive academic requirements. The Committee has seven faculty members; the Provost, the Dean of the College for Academic Life, and the Registrar, *ex officio*; and two student members.
- C. The Library Committee reviews activities and policies for the Trexler Library. It has six faculty members; the Dean of the College for Academic Life and the librarian, *ex officio*; and two student members.

### **The Board of Associates**

The Associates are area civic, business and professional leaders who wish to maintain and strengthen ties between the College and the community. They work towards this goal by attending regular luncheon and dinner programs and sponsoring special projects. A student who is appointed by the Student Government Association President serves as a representative to the Board of Associates.

### **Lectures and Forum Committee**

The committee has responsibility for the review of proposals and disbursement of funds for Lectures and Forums. *Lectures*: These programs are single appearances by an outside speaker and are connected to one or more academic courses. Attendance should include students beyond a single class. *Forum*: This program is comprised of a series of events, linked thematically, which will be of broad interest and bring attention to the College beyond the campus borders.

The Lectures and Forum Committee has three faculty members elected for three-year terms; two students recommended by Student Government; and the Dean of the College for Academic Life and the Vice President for Public Relations, *ex officio*.

This Committee is chaired by a Faculty member elected at its first meeting of each academic year.

### **Judicial Panel**

The Judicial Panel Selection Committee shall nominate 32 students to serve on the College's Judicial Panel. The Judicial Panel Selection Committee consists of a member of the Student Government Association, Residential Services Student Staff, the Judicial Panel, Division of Student Affairs Staff, and the Student Conduct Officer. Students in good disciplinary and/or academic standing are eligible. The candidates shall fill out an application and if invited, participate in the interview process. Nominations are approved by the Dean of Students.

## **Student Shuttle**

**Contact: Transportation/Shuttle Coordinator, Lower Level, Prosser Hall, ext. 3449**

According to Muhlenberg College Policy, First-year students are not permitted to have cars on campus; however, there is a solution. The Muhlenberg College Student Shuttle provides accessible transportation to points of interest in Allentown. All students may ride the shuttle upon presentation of their Muhlenberg ID card.

The shuttle departs in front of the Center for the Arts. If the Student Shuttle Service has to cancel service for any reason, information can be obtained by calling the Student Information desk at 484-664-3493 or Campus Safety at 484-664-3112. If time permits, the cancellation will be posted on the College's Message Board.

To obtain a schedule/list of destinations, please visit the Student Shuttle website at:  
<http://www.muhenberg.edu/main/aboutus/deanst/shuttleservice/>

## **Study Abroad Programs**

**Contact: Coordinator - Global Education, ext. 3446 or  
Associate Dean - Global Education, ext. 3479  
Location: 2242 Chew Street**

Muhlenberg College offers study abroad opportunities at quality institutions and universities. In a world that is becoming increasingly interdependent, study in another country represents a significant means by which students may better achieve their educational objectives. Study Abroad programs are available for students in all disciplines.

Why should you study abroad? Study abroad is the most effective way to gain an appreciation of other societies and cultures. Your international experiences may give you a competitive advantage in (1) gaining graduate school admission; (2) securing your first job; and (3) your future career advancement. You may return fluent in another language and you will likely return a more interesting and self-reliant person. For many, too, the study abroad program will be career or life defining.

Students participating in a semester or yearlong study abroad program will pay regular Muhlenberg tuition fees; and, if included as part of the study abroad program, Muhlenberg room and/or board fees. Students will receive the same financial aid package that would be provided were they to remain on campus, with the exception of a work-study grant. Typically, students study abroad during the junior year, for a semester or for the full year, although with approval, students may study abroad during the first semester of their senior year. Most study abroad programs offer transfer credits that directly meet major requirements. All study abroad programs provide courses that may be used to satisfy graduation requirements.

Interested students should attend the general and program specific study abroad information meetings organized by the Office of Global Education during the fall semester.

## WMUH (FM 91.7)

**Contact:** Walson Hall, studio ext. 3456, [wmuh@muhlenberg.edu](mailto:wmuh@muhlenberg.edu)  
<http://www.muhlenberg.edu/wmuh/>

WMUH, a full-time FM and Web radio station, serving the world community and campus, gives students the opportunity to practice life and business skills, while, of course, having fun. Resume building experience can be gained in operations, promotion, public relations, business, sports announcing and other facets of broadcasting. Peer Training as well as Communications courses incorporate use of the station as a laboratory. WMUH broadcasts 24 hours a day, 365 days a year. Modern studios in Walson Hall and the move to digital recording and editing give students hands-on training in modern audio equipment. Students and community staff produce weekly programs of alternative rock, jazz, classical, folk, techno, blues, ethnic, news, and Mules sports. WMUH is heard around the world via web streaming and has become a highly respected radio outlet and cultural facet of the Lehigh Valley.

## Writing Center

**Contact:** Assistant Director of the Writing Center  
WICC, Level A of Trexler Library, ext. 3276

Writing Center Tutors: The Writing Center provides drop-in tutorial sessions, which usually last 30 minutes. All Muhlenberg students and employees are eligible for this service. These sessions are on a first-come, first-serve basis at the Writing Center, located on Level A of the Trexler Library in the Writing and Information Consultation Center. Appointments can also be made by visiting our web site.

### Drop-In Center Hours of Operation

Sunday through Wednesday 3:30PM to 5:30PM and 7PM to 11PM  
Thursday 3:30PM to 5:30PM and 7PM to 9PM

Writing Assistants: WAs are assigned to First-Year Seminars and work closely with the professor. Together, the WA and professor help you make the transition from high school to college writing. WAs attend class, lead workshop sessions on writing, and meet with you individually and in small groups throughout the semester.

Writing Mentors: Mentors provide weekly tutorial sessions for students who may benefit from more consistent, in-depth support. Mentors usually meet with students for one hour a week at a time and location that is convenient for the student and mentor. Students interested in working with a Writing Center Mentor should stop by the Academic Resource Center, or contact Brian Borosky, x3276, Assistant Director of the Writing Center, on level A of the Trexler Library.

Writing Associates: Writing Associates are writing tutors who are assigned to work with an upper-level writing-intensive class. These tutors do not necessarily attend all classes but work closely with the professor in developing writing workshops. Associates, possessing understanding of the material specific to the class, function as a resource both for the professor and the students throughout the semester.