This and That - A-Z Penn State York Guide

25LIVE: a web-based event management system, allows faculty, staff, and students to: check room/space availability, request space for event/meetings, request event/meeting services including set-ups, IT, catering, and Police and Public Safety and add an event to post on the campus Events Calendar.

Academic Affairs: The <u>Academic Affairs Office</u> coordinates academic planning, scheduling, student academic support, and the development and maintenance of academic policies. The assistant director of Academic Affairs (ADAA) supports the director of Academic Affairs (DAA), oversees adjunct faculty, maintains appropriate sanctions for academic integrity infractions, and manages student concerns related to academics. Located in the John J. Romano Administration Building (Romano).

Abbreviations, Acronyms, and Codes Library: Acronyms are used for many of Penn State's systems, processes, committees, and initiatives. Penn State provides a list of frequently used acronyms found here: Penn State Abbreviations, Acronyms, and Codes

Admissions: Admissions provides advisement and assistance for potential students who choose one of Penn State's 275+ majors in the 2+2 plan, or one of thirteen baccalaureate or five associate degrees for four years at Penn State York. Located in the Main Classroom Building (Main).

Advising and Career Development: Advising and Career Development at Penn State York provides academic advising, information, and referral services to students enrolled in the Division of Undergraduate (DUS), Provisional (PROV), and nondegree status. They exist to help our students learn to make the best choices about their academic options and career opportunities. In partnership with faculty and staff, Advising and Career Development provides students with a means of exploring major and career options. The office is located in the Main Classroom Building (Main).

Advisory Board: The Penn State York Advisory Board, comprised of alumni, friends, and corporate leaders, is a key link between the campus, York, and the surrounding area. Board members serve as ambassadors for the campus and the University and are an important conduit for community feedback regarding campus programs and activities. Penn State York Advisory Board

Athletics: Penn State York offers the following teams: baseball, men's and women's basketball, men's soccer, golf for men and women, and women's volleyball. The <u>Athletics</u> office is in the Joe and Rosie Ruhl Student Community Center (Ruhl).

Blue and White Wednesdays: Staff, faculty, and students have been encouraged to wear Blue and White on Wednesdays or the original Penn State school colors, hot pink and black.

Bookstore: The Penn State York Bookstore is in the M.S. Grumbacher Information Sciences and Technology Center (Grumbacher). The bookstore is managed by Barnes & Noble.

Bradley Building: The Bradley Building (Bradley) is home to the Development and Alumni Relations offices. Look for the Nittany Lion on the bench at the back entrance.

Campus Senate: Serves as the sole legislative body representing the University faculty with primary authority over all educational matters, including curriculum, student policies, admissions, and

retention/graduation requirements. More information, such as Campus Senate committees and subcommittees, bylaws, constitution, etc., can be found here: <u>Campus Senate</u>.

Canvas: Canvas Learning Management System is Penn State's online system for teaching and learning.

Center for Inclusive Leadership: The Center for Inclusive Leadership (CIL) is designed to promote gender equity as a pathway to innovation among undergraduate students at the campus and industry alike. The mission of the CIL is to educate and empower students and emerging leaders, from all backgrounds and experiences, in leadership styles that promote collaborative work and cultivate communities of inclusion, while providing for a more diverse and equitable economy in our region. The CIL is in the Graham Center for Innovation and Collaboration (The Graham Center).

Chancellor: The chancellor is the chief executive officer of Penn State York. Appointed by the Board of Trustees, the chancellor is responsible for the quality and effectiveness of all programs, managing the campus budget, and dedicating University resources as necessary to ensure that all campus activities are conducted in accordance with all federal, state and local regulations and university and sponsoring agency policies, procedures, and accreditation requirements. The chancellor provides leadership to campus directors, faculty, staff, and students. Under the chancellor's direction, the University's academic and institutional officers provide university-wide management in such areas as academic policy, planning, and business affairs; faculty, student, and staff affairs; legislative policy; institutional research; legal affairs; capital planning; and University relations and development. The York campus chancellor's office is in the John J. Romano Administration Building (Romano).

Commonwealth Campuses: The Commonwealth Campuses enroll approximately 27,000 students in associate, baccalaureate, and graduate degree programs in the Commonwealth of Pennsylvania. Penn State Commonwealth Campuses include Abington, Altoona, Beaver, Behrend, Berks, Brandywine, DuBois, Fayette, Greater Allegheny, Great Valley, Harrisburg, Hazleton, Lehigh Valley, Mont Alto, New Kensington, Schuylkill, Scranton, Shenango, Wilkes-Barre, and York. Within the commonwealth campuses, five campuses are considered colleges: Penn State Abington, Penn State Altoona, Penn State Berks, Penn State Behrend, and Penn State Harrisburg. The other fifteen are referred to collectively as the Penn State campuses. These colleges and campuses, while having their own chancellor, also report to the Dean of the University College, a position concurrently held by the vice president for commonwealth campuses.

Conference Center: The Conference Center is in the lower level of the Main Classroom Building (Main). By reservation, it is available for large campus and community events.

Continuing Education: Continuing Education offers personal and professional development opportunities for individuals or companies, credit certificates that can strengthen a résumé and lead to a degree, and evening and weekend courses that fit the schedules of busy adults. Adult learners seeking a degree program should contact the admissions department. Continuing education is in the Edward M. Elias Science Building (Elias).

Director of Academic Affairs (DAA): The DAA office is located within the John J. Romano Administration Building (Romano). Academic Affairs coordinates academic planning, student academic support, and the development and maintenance of academic policies.

Development: Penn State York Development is in The Bradley Building (Bradley). Development facilitates engagement and financial support for Penn State York students, faculty, staff, and community.

Disability Services: Penn State encourages academically qualified students with disabilities to take advantage of its educational programs. It is the policy of the University not to discriminate against the disabled in its admission policies, procedures or its educational programs, services, and activities. For more information, <u>Student Disability Resources</u>.

Elias: refers to the Edward M. Elias Science Building. The 15,000-square-foot Edward M. Elias Science Building contains two chemistry labs, one biology lab, a general-purpose classroom, and chemistry and biology research spaces. The building was constructed with many energy saving features. Additionally, members of the biology and chemistry faculty have their offices on the lower level of the building, while the continuing education office is on the first floor. The Starbucks Greenhouse is attached to the science building and is used for biology and other scientific activities.

Engaged Scholarship: At Penn State, <u>Engaged Scholarship</u> is defined as out-of-classroom academic experiences that complement in-classroom learning. Contact academic affairs for more information.

Engineering Center: The Ralph G. and Madeline B. Swenson Engineering Center is in the lower level of the John J. Romano Administration Building (Romano).

Events: Academic and non-academic student, staff, and community events at the Penn State York campus can be listed on the campus <u>Events Calendar</u>. For an event to be on the campus <u>Event Calendar</u>, the event must be submitted through <u>25Live</u> and York-Calendar Resource must be selected for approval and posting.

Financial Aid: Office of Student Aid (financial aid) is in the Main Classroom Building within the admissions office. Financial aid helps potential and current students with grants, loans, scholarships, and work study opportunities.

Graduate Programs: Penn State York offers a master of education in Teaching and Curriculum degree and various graduate programs. The <u>Graduate Programs</u> office is in the Main Classroom Building (Main).

Graham Center for Innovation and Collaboration: The Graham Center, a 7,945-square-foot, two-story building incorporates an open-concept floor plan to provide flexible space that can accommodate smaller collaborative student group work, individual mentoring sessions, and formal classes or lectures, as well as large events and presentations. The building is home to the Graham Fellows Programs for Entrepreneurial Leadership (Graham Fellows Program) The Graham Center and the Center for Inclusive Leadership (CIL) Center for Inclusive Leadership.

Graham Fellows Program for Entrepreneurial Leadership: The (<u>Graham Fellows Program</u>) provides the framework for an ongoing opportunity for Penn State York to partner with business and industry and provide a solution to a major workforce issue in the region – the need for college graduates who are mature and independent, can think critically, and can lead. This opportunity is available to all students, but they must be accepted into the program while at the Penn State York campus. This program is in the Graham Center for Innovation and Collaboration.

Grumbacher: The M.S. Grumbacher Information Sciences and Technology Center houses the Penn State Bookstore, the webmaster's office, three computer labs, and a general-purpose classroom. They are located on the first floor. The IT help desk and Computer and Information Systems department are in the lab in Room 106. The second floor is home to the offices of many Penn State York faculty members and the Veteran's Lounge.

GURU: In Systems and Procedures, a division of the Corporate Controller's Office, the mission is to provide links to University policies, as well as access to administrative procedures and associated forms to support all faculty, staff, and students in finding and following the rules that govern the University activities. In fostering a University-wide culture of responsible financial decision making, Systems and Procedures has established a framework for systematic review of procedures and forms and will continue to develop quality improvements to sustain and enhance these systems and processes. This framework is called GURU.

LionPath: LionPath is the student information system used for all Penn State academic records and course information. Students access LionPath to view or make updates to their major, campus or academic record. Faculty and limited staff use LionPath as well.

Human Resources: <u>HR Shared Services</u> is the University-wide approach to helping employees, retirees, and prospective employees with their HR needs. WorkLion is the central resource for Penn State HR services, payroll, attendance and more. As part of WorkLion, employees can access the HR Knowledge Base for a range of information including benefits, performance management, and manager tools, as well as Workday (our Human Resource Information System), and the Learning Resource Network (LRN). The (Penn State York) campus HR consultant focuses on personnel issues, strategic HR initiatives, Pennsylvania Child Abuse Clearances, job reviews and reclassifications, and organizational design or redesign.

Honors Program: The <u>Penn State York Honors Program</u> offers a special opportunity for students with outstanding academic ability to enrich and broaden their general education and to deepen their preparation for graduate study or for a profession. Students enrolled in the program select from a variety of honors courses, honors options or independent studies designed to encourage strong students to succeed in the early stages of their University education.

IT: Office of Computer and Information Services (C&IS) The Penn State York Office of Computer and Information Services (C&IS) provides state-of-the-art hardware and software for our students, faculty, and staff. For technology assistance, please submit a support ticket. If you need further assistance, you can call the Penn State York Help Desk at 717-771-4080 or visit https://pennstate.service-now.com/sp C&IS is in M.S. Grumbacher Information Sciences and Technology Center (Grumbacher).

Joe and Rosie Ruhl Student Community Center: The Ruhl Center is the hub of student activities and athletics and includes a fitness center, gymnasium, multi-activity center, locker rooms, and campus dining facilities —Cup O' Joe, a coffee bar, and Rosie's. The Athletic Department and coaches' offices are located on the lower level as well as the Precision Custom Components Community Room, and a kinesiology classroom. Penn State York's Student Affairs Office, including counseling, international student services, and the Student Government Association (SGA) can be found on the upper level of the building. The fitness center is also located on this floor.

Library: The <u>Lee R. Glatfelter Library</u> houses more than 50,000 books, with access to seven million books, thousands of videos and music CDs, and hundreds of magazines, journals, and newspapers. Computers, laptops, cameras, headphones, study rooms, a multimedia production studio, and wireless network access are available for campus and community use.

Main Classroom Building: The Main Classroom Building (Main) is home to many classrooms, as well as the admissions office, advising and career development office, bursar's office, financial aid office, registrar's office, and strategic communications. On the lower level you will find the Osher Lifelong Learning Institute (OLLI) at Penn State York office (temporarily located in bottom floor of the Pullo Center Room 117), the conference center, engineering labs, business office, and the social science research lab.

Map of the York campus: Interactive map and directions of the Penn State York campus. Penn State
York Campus Map

Marketing Resources: Publication, media, mark (logo) information https://york.psu.edu/faculty-staff/marketing-resources

Nittany Success Center: The <u>Nittany Success Center</u> (NSC) provides a variety of resources to help students be successful. Tutoring of all kinds, study skills workshops, and academic coaching are all included as part of tuition. The NSC also offers students with disabilities additional support, advocacy, and academic accommodations to assist with meeting their educational objectives. The NSC is in the Lee R. Glatfelter Library, within the Pullo Family Performing Arts Center (The Pullo Center) at Penn State York.

Office of the Bursar: The Office of the Bursar is responsible for the maintenance of student accounts relating to the following items:

- Acceptance Fees
- Tuition and Fees
- Billing
- Payments
- Posting of Financial Aid
- Refunds
- ■1098-T
- Payroll for student employees
- Payment of campus parking tickets

The office is in the Main Classroom Building (Main).

OLLI: Osher Lifelong Learning Institute (OLLI) at Penn State York enriches the lives of adults age 50 or better living in York County, by providing a variety of educational and social activities. OLLI provides more than 200 noncredit courses and events each year. OLLI office is temporarily located in the Pullo Center.

One Button Studio: The One Button Studio is a simplified video recording setup that can be used without any previous video production experience. The design of the studio allows you to create high-quality and polished video projects without having to know anything about lights and cameras. You only

need to bring your flash drive with you and push a single button. The One Button Studio is in the Lee R. Glatfelter Library, within the Pullo Family Performing Arts Center (The Pullo Center).

Parking: All students, faculty, and staff, whether full-or part-time, are required to register their vehicle and obtain a hanging permit to park in any of the six campus parking lots. Vehicles must be registered with the University Police and Public Safety department located in the lower level of The Pullo Center. College ID or proof of employment must be provided. One hanging permit will be issued but can be used on multiple vehicles. There is no cost for a permit at the York campus. If a permit needs to be replaced due to damage or loss, replace it immediately.

PaSSS Program: The <u>Pathway to Success Summer Start (Passs)</u> program is a six-week, invitation-only program designed to help students with tools and resources to help students make an easy transition to college life while also saving money on tuition. Contact the admissions office in the Main Classroom Building (Main).

Penn State, University Park: University Park (UP) also known as State College, is the headquarters for Penn State University. University Park (UP) is the acceptable reference for this location.

Penn State Policies: You can access policies for various topics, such as academic, administrative, budget, business services, etc. <u>Penn State Policies</u>

Penn State York Alumni Society: The <u>Penn State York Alumni Society</u> is comprised of all Penn State York alumni who are members of the Penn State Alumni Association; organized to support the programs and activities of the Penn State York campus. The Alumni Office is in the Bradley Building.

Precision Custom Components Community Room (PCC): Located in the Joe and Rosie Ruhl Student Community Center (Ruhl), also known as the Precision Custom Components (PCC) Community Room. By reservation, this room is available for large campus and community events, meetings, presentations, and gatherings for student clubs, campus, and community events.

PSU: The Pennsylvania State University or Penn State are the two official ways to refer to the University, PSU or PSU York is not acceptable.

PSUAlert: <u>PSUAlert</u> is the emergency notification system used to alert members of Penn State's campus communities of emergencies, campus closings, and other urgent information. Using this system, students, faculty, and staff members can register devices and email addresses to receive emergency alerts.

PSU ID: This is a nine-digit Penn State identification number, located on your Penn State ID card/badge. Students and employees are assigned a PSU ID.

PSU User ID: Your User ID is the alpha numeric portion of your Penn State Access Account. Your user ID (sometimes referred to as username or userid) is usually your initials followed by a 1- to 4- digit number such as xyz101.

PSU Login/Email: Your PSU User ID (see above) and add @psu.edu, such as xyz101@psu.edu.

Penn State York: Penn State York or York campus are the two official ways to refer to the campus. PSY is not acceptable. Penn State York is one of twenty-four Commonwealth Campuses. Across 24 campuses, Penn State boasts 100,000 students and 40,000 faculty and staff. https://york.psu.edu/

Pullo Family Performing Arts Center at Penn State York

<u>Pullo Family Performing Arts Center at Penn State York</u> is often referred to as The Pullo Center or Pullo. This state-of the art theatre hosts a variety of commercial, campus, and community activities including University-sponsored events, Broadway and family shows, comedies, and concerts. Offices for The Pullo Center staff, the box office, the rehearsal room, University Police and Public Safety, and several classrooms; including a black box theatre and art studio are located in this building. Most Pullo events are open to Penn State York students, staff, and faculty, as well as community members. The <u>Lee R. Glatfelter Library at Penn State York</u> resides in this building.

Red Folder: The Red Folder is a guide to help faculty, staff, and others who interact with students to recognize, respond effectively to, and refer distressed students at Penn State. Contact the Penn State York Office of Student Affairs.

Registrar's Office: The <u>Registrar's Office</u> provides several types of academic services to students, including but not limited to processing registrations and drop/add transactions, publishing the schedule of classes, override/requisite permissions, and help with class registration. The Registrar's office can also support faculty and staff with academic-related questions and assist with reserving classroom space on campus. It is in the Main Classroom Building (Main).

Romano Building: The official name of this building is the John J. Romano Administration Building. Penn State York's Lion Shrine sits outside the entrance to this facility, includes the academic affairs office and the chancellor's office on the upper level. The lower level includes the business office, and a variety of faculty offices, classroom space, and The Lair, an area for students to study, meet, and network. The Ralph G. and Madeline B. Swenson Engineering Center is also located on the lower level and includes a robotics lab, a computer lab, and other engineering-related facilities. The Romano Building is the east half of building that is shared with the Main Classroom Building (Main).

Rosie's: Rosie's, located in the Joe and Rosie Ruhl Student Community Center (Ruhl), offers a casual dining experience with a restaurant-like feel. This venue offers a large variety of food options from breakfast through dinner. The space also houses a coffee bar, Cup O' Joe, that serves Starbucks coffee products.

SGA: The <u>Student Government Association</u> (SGA) is the representative voice of the student body. Composed of an elected senate of freshman, sophomore, junior and senior senators, it deals with campus-wide issues and governance to promote student welfare. SGA is the organization that charters student clubs and organizations. Any group who wishes to start a new club must go through the SGA to gain approval. SGA also acts as an advisory body to all chartered organizations on matters such as rules and policies and fund disbursement. They act as a coordinator of club and organization activities, programs, and events. In addition, SGA sponsors activities, programs, and student forums which allow for the fullest expression of student opinion. SGA is under the oversight of the Penn State York Office of Student Affairs.

Starfish: Starfish Enterprise Success Platform is the suite of academic advising tools that integrate with LionPATH to deliver advising notes, early progress reports (EPR) and online scheduling of advising appointments. The system can flag students at risk, pinpoint areas of concern, and connect students with valuable services and early interventions.

STEAM Academy: STEAM Academy is a partnership with York City Schools and Penn State York, originally established by an endowment fund donated by the late Arthur Glatfelter. The STEAM/ coordinator of youth educational outreach coordinator collaborates with the teachers at the Edgar Fahs Smith STEAM Academy to provide funding that supports a STEAM-centered curriculum. The coordinator of youth educational outreach office is in the John J. Romano Administration Building (Romano).

Strategic Communications: All publications/marketing/communications and web content must be approved by the director of strategic communications who is in the Main Classroom Building (Main).

Student Affairs Office: The student affairs office provides services and resources from personal counseling, services for veterans, international students, safety, and food services, LGBTQIA+, services for homeless students, etc., student affairs is in Joe and Rosie Ruhl Student Community Center, second floor.

THON: Penn State Interfraternity Council (IFC)/Panhellenic Dance Marathon (THON). Since 1976, THON the largest student-run philanthropy in the world, has raised more than \$190 million and supported 4,000 families through Four Diamonds, which offsets the cost of treatment that insurance does not cover, as well as expenses that might impact the welfare of a child with cancer. Yearlong fundraising efforts culminate in a 46-hour dance marathon. Penn State York has a campus THON group.

United Way Campaign: United Way Penn State York is one of 300 local organizations that partner with United Way by running an annual fundraising campaign to support critical health and human service needs in the York community. In support of the campaign, campus events and promotion are determined annually. Employees can choose to donate through payroll deduction, cash, check or credit card.

University Police and Public Safety: <u>University Police and Public Safety</u> rely on a partnership between the public safety personnel and the various groups that make up our college community. They guarantee to respect the rights and needs of the populace while maintaining the utmost degree of safety and enforcing the essential policies of the University. University Police and Public Safety is on the lower level/first floor of The Pullo Center.

York LaunchBox: Hosted virtually and supported by the Penn State York campus, the York LaunchBox is a hub connecting the York, Hanover, Lancaster, and surrounding area entrepreneurs to the support and resources they need to build a sustainable and scalable business with a viable plan for growth. By supporting a culture of innovation around the York LaunchBox, the initiative intends to increase the number of entrepreneurs in the community. The York LaunchBox offers Legal and intellectual property services, early-stage entrepreneurship workshops, entrepreneurial speaker series, and one-on-onecConsultations. Contact the Graham Center for Innovation and Collaboration for more information. York Launchbox

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