Our Mission:
To prepare and inspire students for success and for thoughtful engagement in the world.
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Hello, and welcome to the Davis & Elkins College family! Your student has taken an important step toward preparing for his or her future by enrolling at Davis & Elkins College. Although he or she may no longer depend on you for day-to-day guidance, you will continue to be a vital source of support and encouragement, and we welcome your involvement.

We are pleased to present this Parent Handbook as a tool for helping you get to know the College better and answering some of the questions that may come up during your student’s time at D&E. If you have suggestions for other information you would like to see included, please let me know.

You, as parents, are a very important part of the D&E family. We welcome your involvement in our life here on campus.

I am here as a resource for you — to answer your questions, and keep you informed about events and important information.

Thank you for entrusting your student to us as we seek “to prepare and inspire them for success and for thoughtful engagement in the world.”

Please feel free to contact me any time.

Sincerely,

Lisa M. Senic, ’90 & ’03
Coordinator of Parent Relations &
Assistant Director of Development Support
(304) 637-1240
senicl@dewv.edu
Calendar for Academic Year 2015-2016

Fall Semester 2015

August
13 Thursday Adjunct Workshop 7:00 p.m.
17 Monday New Faculty Workshop 9:00 a.m.
18 Tuesday Opening Session and Faculty Workshop
19 Wednesday Faculty Workshop
21 Friday New Students Arrive and Orientation Begins (Matriculation Convocation)
22 Saturday New Student Orientation Continues
23 Sunday Returning Students Arrive
24 Monday Classes Begin (8:00 a.m.)
28 Friday Last Day to DROP/ADD

September
3 Thursday Founders Day & Opening Convocation
7 Monday Labor Day (Classes in Session)
17 Thursday Constitution Day
25-27 Friday-Sunday Family Weekend

October
1-2 Thursday-Friday Fall Break / Forest Festival (No Classes)
9-11 Friday-Sunday Alumni Homecoming Weekend
14 Wednesday Mid-Term Grades Due (1:00 p.m.)
14 Wednesday A-Term Final Grades Due (1:00 p.m.)
14 Wednesday B-Term Classes Begin for MWF Classes
15 Thursday B-Term Classes Begin for TR Classes
16 Friday DROP/ADD for B-Term Classes

November
3 Tuesday Registration & Assessment Day ("R&A Day") for Spring Semester (2016) (No Classes)
4 Wednesday Last Day to Withdraw from Class with a "W"
20 Friday Classes End (10:00 a.m.)
23-27 Monday-Friday Thanksgiving Break (No Classes)
30 Monday Classes Resume (8:00 a.m.)

December
7 Monday Last Day of Classes
8 Tuesday Recognition of Fall and Winter Graduates
8-11 Tuesday-Friday Final Examinations
14 Monday Semester Grades Due (1:00 p.m.)

Winter Term 2016

January
3 Sunday Residence Halls Open for Winter Term Students (10:00 a.m.)
4 Monday Classes Begin
5 Tuesday Last day to DROP/ADD
14 Thursday Last Day to Withdraw from Class with a "W"
18 Monday Martin Luther King, Jr. Day (Classes in Session)
22 Friday Classes End
26 Tuesday Winter Term Grades Due (1:00 p.m.)

February
1 Monday Last Day to DROP/ADD
15 Monday President’s Day (Classes in Session)

March
7-11 Monday-Friday Spring Break (No Classes)
14 Monday Classes Resume (8:00 a.m.)
18 Friday Mid-Term Grades Due (1:00 p.m.)
18 Friday A-Term Final Grades Due (1:00 p.m.)
21 Monday B-Term Classes Begin for MWF Classes
22 Tuesday Registration & Assessment Day ("R&A Day") for Fall Semester (2016) (No Classes)
24 Thursday B-Term Classes Begin for TR Classes
25-28 Monday-Friday Easter Break (No Classes)
29 Tuesday Classes Resume (8:00 a.m.)
29 Tuesday DROP/Add for B-Term Classes

April
6 Wednesday Last Day to Withdraw from Class with a “W”
28 Thursday Academic Awards and Recognition Convocation/Capstone Presentations (No Classes)

May
13 Friday Last Day for Graduation Clearance
13 Friday Last Day of Classes
16 Monday Grades Due for Graduation Candidates (1:00 p.m.)
16-19 Monday-Thursday Final Examinations
20-21 Friday-Saturday Commencement Weekend
23 Monday Semester Grades Due (1:00 p.m.)
23 Monday Faculty Closing Event

Spring Semester 2016

January
24 Sunday Residence Halls Open for Students not Taking Winter Term (10:00 a.m.)
25 Monday No Classes
26 Tuesday Classes Begin (8:00 a.m.)

February
1 Monday Last Day to DROP/ADD
15 Monday President’s Day (Classes in Session)

March
7-11 Monday-Friday Spring Break (No Classes)
14 Monday Classes Resume (8:00 a.m.)
14 Friday Mid-Term Grades Due (1:00 p.m.)
18 Friday A-Term Final Grades Due (1:00 p.m.)
21 Monday B-Term Classes Begin for MWF Classes
22 Tuesday Registration & Assessment Day ("R&A Day") for Spring Semester (2016) (No Classes)
24 Thursday B-Term Classes Begin for TR Classes
25-28 Friday-Monday Easter Break (No Classes)
29 Tuesday Classes Resume (8:00 a.m.)
29 Tuesday DROP/Add for B-Term Classes

April
6 Wednesday Last Day to Withdraw from Class with a “W”
28 Thursday Academic Awards and Recognition Convocation/Capstone Presentations (No Classes)

May
13 Friday Last Day for Graduation Clearance
13 Friday Last Day of Classes
16 Monday Grades Due for Graduation Candidates (1:00 p.m.)
16-19 Monday-Thursday Final Examinations
20-21 Friday-Saturday Commencement Weekend
23 Monday Semester Grades Due (1:00 p.m.)
23 Monday Faculty Closing Event

Summer School 2016

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President G.T. “Buck” Smith

D&E President Buck Smith assumed his duties as President of Davis & Elkins College on July 1, 2015, returning to the institution after serving as President Emeritus since 2013 and as President from 2008 to 2013. A national leader in higher education, President Smith is a former president of Bethany College (W.Va.) and Chapman University (Calif.).

A graduate of The College of Wooster and Cornell University, President Smith began his professional career in higher education at Cornell. Two years later he returned to Wooster, serving there for 15 years before he was named President of Chapman University. After 11 years of service at Chapman, he was honored with a lifetime appointment as President Emeritus.

His years at Chapman were marked by a renewal of the University’s spiritual and intellectual life, as well as a greatly enhanced financial position and significant expansion of enrollment. Smith Hall on the Chapman campus stands as a continuing expression of the University’s gratitude for his and his wife, Joni’s, leadership.

Joni Smith is a very active partner in her husband’s career. A former social worker with the YWCA, her community involvements have included the League of Women Voters, Interfaith Housing Commission, United Nations Observance Day, and Hospice Care.

During the 1990s, President Smith served as counsel to several colleges and universities throughout the country, including Davis & Elkins. During 2001-2003, he was Executive Director of Talaris Research Institute in Seattle, a philanthropy devoted to advancing knowledge of early brain development.

Recognized in Who’s Who in America for more than 25 years, President Smith received the honorary Doctor of Laws degree from Bethany College, the CASE Steuben Apple Award for distinguished teaching, the Distinguished Alumnus Award from The College of Wooster, and the Christian Church (Disciples of Christ) Faith and Reason Award. He and Joni are life-long members of the Presbyterian Church (U.S.A.).

Reflecting their strong global interest and engagement, the Smiths have devoted their energies toward helping strengthen the management of non-profit organizations both nationally and internationally. Significant among the latter is EduCongo, an enterprise they helped launch to provide educational opportunities for orphans of the civil wars and AIDS epidemic in Africa.

To Contact:

G.T. “Buck” Smith
President
2nd Floor, Halliehurst
100 Campus Drive, Elkins, W.Va. 26241
o: 304-637-1243
c: 304-830-3900
email: buck@dewv.edu

Robin Price
Executive Assistant to the President
2nd Floor, Halliehurst
o: 304-637-1243
c: pricer@dewv.edu
Senior Staff

The Management Team serves President Smith, advising him daily on matters within their authority. Each team member has a broad range of responsibilities.

G. T. “Buck” Smith, President
B.A., The College of Wooster; M.P.A. with distinction, Cornell University; Honorary L.L.D., Bethany College
buck@dewv.edu

M. Jane Corey, Director of Human Resources
B.A., College of Notre Dame of Maryland; M.B.A., West Virginia University
coreym@dewv.edu

Scott D. Goddard, Vice President for Student Affairs
B.A., Davis & Elkins College; M.A., West Virginia University
goddards@dewv.edu

Jamie R. Joss, Director of Athletics
B.S., Bowling Green State University; M.S.S., United States Sports Academy
jossj@dewv.edu

Sandy K. Neel, Director of Admission and Counsel to the President
B.S., Ohio University
neels@dewv.edu

B. Robin Price, Executive Assistant to the President
A.S., Davis & Elkins College
pricer@dewv.edu

Dr. Joseph M. Roidt, Vice President for Academic Affairs
B.A., Kent State University; M.A., Ph.D., University of Pittsburgh
roidtj@dewv.edu

Carol M. Schuler, Vice President for Development
B.A., Purdue University; M.S., University of Illinois
schulerc@dewv.edu

Rev. Kevin M. Starcher, Benfield-Vick Chaplain
B.A., West Virginia Wesleyan College; M.Div., Pittsburgh Theological Seminary
starcherk@dewv.edu

Greta J. Troastle, Vice President for Business and Finance
A.A., Wayne Community College; B.S., West Virginia State University; C.P.A., State of Montana
troastleg@dewv.edu
Academics FAQ's
Are you new to college? Or just new to D&E? Learning a new vocabulary is a part of getting comfortable in any new environment. Here is a short list of frequently asked questions that may make it easier to navigate the sometimes confusing world of higher education.

**What is the academic calendar?** The academic calendar is created for every academic year (fall, winter, spring and summer semesters and terms). It provides the starting and ending dates of each semester/term as well as the dates of drop/add, mid-term grades, last date to withdraw, holidays and so forth.

**What is drop/add?** Drop/add is a short period at the beginning of each semester or term during which students may make changes and adjustments to their academic schedules for that semester. To add and/or drop a course requires the signature of the student's academic advisor. To add a closed class requires the signature of the closed class's instructor. Courses that are dropped will not appear on the student's transcript.

**What is the College Catalog?** The College Catalog (often referred to simply as “the catalog”) is published annually. The Catalog provides detailed information about College academic programs, courses and course descriptions, academic policies, graduation requirements and so forth. The Catalog represents an “agreement” between the student and the College regarding a student's graduation requirements.

**What is the class schedule?** The class schedule is published for each semester and term. The class schedule lists the courses that are being offered in a particular semester or term, the days of the week that they meet, and their start time, location and instructor (not all courses listed in the Catalog are offered every semester – some are alternate year courses, others are offered every fall or spring, etc.). The class schedule is available on WebAdvisor (use the “Search For Sections” option) which provides the most up-to-date information on class availability.

**What is a credit hour?** Credit hours (sometimes called semester hours) represent the way the relative value of each class is measured. One credit for a lecture course is equal to approximately one hour of class time per week for the entire semester (assuming, also, that a student spends two hours working out of class for each hour spent in class). Therefore one academic credit would be awarded for 13-15 hours of satisfactory participation in a typical course. The equivalent number of hours is built into the shorter winter and summer terms (that is, still approximately 15 hours work for one credit). Most courses are worth three credits because they meet for three hours each week. A full-time course load is 12-18 credits per semester with a typical load being 14 or 15. Experiential courses, such as science laboratories, nursing clinicals, student teaching and musical performing groups, are traditionally awarded credits that are not as closely tied to the number of hours the course meets per week.

**What is enrollment verification?** Enrollment verification is documentation by the College for the purpose of verifying full time enrollment status. Students and their families may need this sort of verification for purposes of health and/or automobile insurance, low-income housing programs, loan deferments, etc. Enrollment verification is obtained in the Office of the Registrar located in Liberal Arts Hall room 103.

**What is general education?** General Education is a set of courses (over which students exercise considerable choice) and learning outcomes that all students must satisfactorily complete to earn a degree from Davis & Elkins College. This is the “liberal arts” component of the curriculum. General Education requirements are the same for all bachelor’s degrees. Students seeking an associate degree must fulfill a different set of General Education requirements.
What is grade point average? Grade point average (GPA) is a way of summarizing a student’s academic performance. Different grades carry different weights (A= 4 points, B= 3, C= 2, D= 1 and F= 0) as do courses (designated by credit hours). Total points earned for a course is determined by multiplying the grade points by the credits for the class. GPA is then determined for a semester, or overall, by adding all the points and dividing by the total GPA credits. GPA credits include all hours attempted except courses the student withdraws from, receives an incomplete grade in, or takes as pass fail.

What is a major? A major is the academic discipline that a student studies in order to graduate with a degree in a particular field. A student must fulfill the requirements for that major outlined in the catalog. Depending on the discipline, majors may require between 30 and 70 credits to complete.

What is a minor? A minor is a secondary area of academic emphasis for a student. Some majors require that students complete a minor in another discipline. Most minors require 18-21 credits.

What are semesters or terms? Semesters (and terms) are names given to portions of the academic calendar. Davis & Elkins College has a fall semester (14-15 weeks long), a Winter Term (three weeks), a spring semester (14-15 weeks long) and summer terms (varying lengths). The traditional academic year, late August through mid-May includes the fall semester, Winter Term and spring semester.

What is a transcript? Transcripts are records of a student’s performance at a college. Unofficial transcripts are available via a student’s WebAdvisor account. Official transcripts (which are required for many job applications and most graduate school applications) must be requested through the Office of the Registrar either in person in Liberal Arts Hall room 103 or online through the College’s website.

How does one withdraw from a course? Withdrawing from a course means that a student has received permission to officially stop attending a class. Officially withdrawing from a course requires the signature of a student’s academic advisor. When a student withdraws from a course properly, that course will be on the student’s transcript with a grade of “W” which does not enter into the calculation of the student’s grade point average. Failure to withdraw properly may result in a student receiving an “F” for the course.
Majors Offered

Baccalaureate Programs

Bachelor of Arts in:
- Adventure Recreation
- Art
- Biology and Environmental Science
- Child and Family Studies
- Computer Science
- Criminology
- Design and Technical Theatre
- Education
- English
- History
- Hospitality Management
- Political Science
- Psychology and Human Services
- Religion and Philosophy
- Religious Education
- Sociology
- Sustainability Studies
- Theatre Arts

Bachelor of Science in:
- Accounting
- Biology
- Chemistry
- Computer Science
- Economics
- Environmental Science (including 3/2 Forestry Program)
- Exercise Science
- Finance
- Management
- Marketing
- Mathematics
- Physical Education
- Sport Management

Associate Programs

- Accounting (AS)
- Business (AS)
- Criminal Justice (AA)
- Early Education (AS)
- Hospitality Management (AA)
- Nursing (AS)

Pre-Professional Programs

- Pre-Dental
- Pre-Law
- Pre-Medical
- Pre-Ministerial
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Veterinary

Interdisciplinary Studies Program

The Interdisciplinary Studies program at Davis & Elkins College seeks to broaden the array of programs of study available to students. The program supports students in the design, proposal, and completion of coherent, individualized, interdisciplinary programs of study (that are not otherwise offered by the College).

Students who pursue an interdisciplinary program of study are responsible (with the support and guidance of the Interdisciplinary Studies Coordinator) for establishing and justifying both the goals and curriculum of their proposed program of study. Only students seeking a bachelor degree are eligible to pursue a major in interdisciplinary studies.
Academic Departments and Chairs

**Biology & Environmental Science Department**
Michelle Mabry, Ph.D., Chair
304-637-1248
mabrym@dewv.edu

**Business & Entrepreneurship Division**
Carol Carter, Ph.D., Chair
304-637-1808
carterc@dewv.edu

**Chemistry Department**
Oma V. Morgan, Ph.D., Chair
304-637-1379
morgano@dewv.edu

**Education Department**
Donna Carr, Ed.D., Chair
304-637-1217
carrd@dewv.edu

**English, Communication & Foreign Language Department**
Katherine Osborne, Ph.D., Chair
304-637-1988
osbornek@dewv.edu

**Fine & Performing Arts Division**
Tom Hackman, M.F.A., Chair
304-637-1300
hackmant@dewv.edu

**History & Political Science Department**
David R. Turner, Ph.D., Chair
304-637-1294	
turnerd@dewv.edu

**Mathematics, Computer Science & Physics Department**
Sharmistha B. Roy, Ph.D., Chair
304-637-1262
roys1@dewv.edu

**Nursing Division**
Carol Cochran, D.N.Sc., Chair
304-637-1375
cochranc@dewv.edu

**Psychology & Human Services, Sociology and Criminology Department**
Laurie Helgoe, Psy.D., Chair
304-637-1263
helgoel@dewv.edu

**Religion & Philosophy Department**
Bryan Wagoner, Ph.D., Chair
(304) 637-1351
wagonerb@dewv.edu

**Sport Science Department**
Mary Ann DeLuca, Ed.D., Chair
304-637-1348
delucam@dewv.edu
Winter Term

During D&E’s Winter Term, students are asked to think critically and creatively outside of the traditional academic model. For three weeks, students are fully immersed in a single academic or topical area, exploring challenging ideas and asking fundamental questions aimed at expanding their academic and intellectual horizons as well as their understanding of themselves and their places in the world. Students engage in participatory and experiential learning, both on and off campus, wherein they are inspired by new experiences and prepare to apply new knowledge both at D&E and in the world beyond.

Winter Term promotes authentic, independent and small-group learning, with professors serving as guides or mentors rather than simply as lecturers or discussion-leaders. Faculty facilitate student learning by providing innovative opportunities for active learning, including, but not limited to, various forms of independent inquiry such as participation in hands-on research, project-based learning, and extended studio, laboratory or field time, as well as team-taught interdisciplinary courses, externships and internships, and domestic and international travel ventures.

Policies and Information

1. All full-time, bachelor’s degree candidates are required to enroll in First-Year Symposium, traditionally held during Winter Term, during their first year of study.

2. Students may enroll for only one course (maximum four semester hours) during Winter Term.

3. Students not enrolled full-time in either the fall or spring semesters are not eligible to enroll in Winter Term.

4. Winter Term courses may require payment of additional fees for travel, supplies, equipment, etc. See Winter Term course descriptions for information concerning fees.

5. Only students enrolled in Winter Term are eligible to live in campus housing and participate in the board plan during Winter Term (with the exception of student athletes who may return to campus housing and a board plan during Winter Term in order to participate in scheduled athletic events, required practices and/or training).

6. Student activities that take place during Winter Term, whether sponsored by CAB, the Office of Student Life or other sectors of the College, are intended for Winter Term students. Attendance by students not enrolled during Winter Term will be governed by the same policies that apply during the fall and spring semesters.

Tuition, Room and Board

1. Tuition (for up to four credit hours) is waived for all students enrolled in Winter Term provided that the student meets the following criteria:
   - He or she must be enrolled full-time in either (or both) the fall semester (preceding) or the spring semester (following) Winter Term.
   - If he or she exceeds 36 total credit hours for all terms combined (i.e. fall, winter, and spring), he or she will be billed at the applicable overload rate.
   - If he or she is enrolling for only one semester and winter term (e.g. fall semester and winter term, or winter term and spring semester) and exceeds 18 credit hours for both the single semester and Winter Term, he or she will be billed at the applicable overload rate.
2. All residential students will be billed for Winter Term room and board at the following rates:
   - Double room with board $555.
   - Single room with board $795 (for Winter Term enrollment).
3. All residential students enrolled in a Winter Term course will be charged the weekly rate for room and board during Winter Term. Full-time students who elect not to enroll during Winter Term are eligible for neither a tuition, nor a room and board, rebate.
4. Board rates for students enrolled in off-campus and/or extended travel Winter Term courses (i.e. those courses requiring separate payments for meals as part of a course fee) will be adjusted accordingly.
5. Course fees may be charged to cover expenses such as extended travel, field trips, admission to museums or theaters, and specialized equipment or supplies that students are required to purchase. All course fees are communicated in advance (see course descriptions for details) and are invoiced by the Business Office at time of billing. Extended travel courses traditionally have specific payment schedules in effect.
6. Students are encouraged to consult with the Financial Planning Office, if appropriate, regarding the payment of Winter Term fees.

**Off-Campus Study**

**Study Abroad at D&E:** Davis & Elkins College supports its students in seeking appropriate study abroad experiences. Dr. Robert McCutcheon, professor of English, serves as the College’s study abroad resource. Students interested in studying abroad should make an appointment with Dr. McCutcheon by calling 304-637-1216.

**The Washington Center:** The Washington Center is a non-profit organization that provides internships and academic seminars in the Washington, D.C., metropolitan area to students from more than 800 colleges and universities nationwide. Students who are placed as interns through the Center gain hands-on experience in a wide range of professional fields with private organizations as well as government agencies. Internships offered throughout the year are open to Davis & Elkins students who are at least second-semester sophomores. During the 10- to 15-week program, students are awarded 12 to 16 credits by Davis & Elkins College. They take an evening class once a week and work full-time with a company of their choice or by placement through The Washington Center. See the Academic Affairs Office in Liberal Arts Hall for more information and application procedures.
Academic Support, Resources and Services

Davis & Elkins College is committed to the success of its students. The College offers a wide array of support services. The following listing focuses on those services most closely related to the academic side of college.

THE NAYLOR CENTER FOR TEACHING AND LEARNING: The mission of The Naylor Center for Teaching and Learning is three-fold:

- To support the heightened performance of students and faculty campus-wide;
- To transform the learning experience of students with learning disabilities;
- And to facilitate greater access to higher education.

In pursuit of these objectives, The Naylor Center for Teaching and Learning offers three distinct programs: The Academic Support Program, the Supported Learning Program and Disability Services (504 Accommodations).

The Academic Support Program: The Academic Support Program offers a rich menu of services to address the needs of a wide range of students. These services include:

- **Tutoring**: Peer tutoring is coordinated through the Naylor Center. Math tutors are available year-round. The Naylor Center also works to supply tutoring in all subjects for which students request it. All tutors in The Naylor Center must meet particular eligibility requirements. A tutoring schedule is updated regularly on the My D&E Davis and Elkins College portal.
- **Study Groups**: Study groups are coordinated and supported by The Naylor Center. These groups are peer-led and are initiated at the request of students. Study groups meet on a regular basis and/or in the days prior to scheduled exams or finals.
- **Classes and Workshops**: The Academic Support Program regularly offers both workshops and classes to enhance study skills.

The Supported Learning Program: Since 1989, Davis & Elkins College has offered a program providing individualized support to students with documented learning disabilities. This comprehensive program moves far beyond federally mandated accommodations by taking a holistic approach to the development of these students. The program includes regular, weekly one-hour sessions with a Supported Learning Program instructor. During these weekly meetings, strategies for time management, organizational skills, learning strategies and various study skills strategies are learned, implemented and monitored. Specialized technology along with specialized assistance provides students with support for success in academics, social interaction and independent living skills. To participate in the Supported Learning Program, a student must meet the admission requirements of the College and complete a separate Supported Learning Program application. The program is fee-based and admits a limited number of students on a yearly basis.

All students in the Supported Learning Program have access to the following services and forms of support:

- Weekly one-hour meetings with a Supported Learning Program instructor.
- Five hours of supervised study hall each week.
- A one-credit class for all incoming students, “Study Skills for Success.”
- Regular monitoring of progress throughout the semester focusing on student-specific goals and objectives.
- Support and guidance in identifying learning strengths and weaknesses.
- Help implementing effective time management and organizational skills.
- Strategies for effective test taking, note taking, studying, etc.
- Guidance in balancing the social and academic dimensions of college life.
Depending on a student’s learning disability and individual needs, students may also have access to the following forms of support:

- Weekly group meetings for students with ADHD, ADD and executive function challenges.
- Testing accommodations and other forms of academic support, such as proofreading.
- Access to classroom notes provided by peer note takers.
- Assistive technology (e.g. books on CD, Dragon Naturally Speaking, Kurzweil, Intel Reader)

**Disability Services (504 Accommodations):** The Naylor Center provides accommodations for students with disabilities who are not enrolled in the Supported Learning Program.

- Disability must be documented by clear psycho-educational evaluation/doctor evaluation.
- It is the student’s responsibility to inform the College of their disability and request accommodations in accordance with their documentation.
- Students are not required to apply or join the fee-based Supported Learning Program, but it is important to note the SLP provides comprehensive support instead of merely providing accommodations as required by the ADA.

**CAREER SERVICES & STUDENT EMPLOYMENT:** Preparation for success in a career after graduation is a critical part of a student’s college experience. The Career Services & Student Employment at Davis & Elkins College offers career counseling and a variety of other vocational services focused on preparing students to move into successful careers upon graduation. The Center emphasizes networking and the effective and proper use of social media to develop and maintain an effective professional brand.

Services provided by the Career Services & Student Employment include workshops, individual assistance in preparing effective resumes, interview preparation, and conducting effective, organized job searches. The Center also works with students to help them cultivate relationships with employers, providing internship opportunities as well as networking experience.

Students are encouraged to begin their career planning as freshmen so that by their senior year they are well on their way to professional success in the career of their choice.

**BOOTH LIBRARY:** Booth Library, opened in 1992, is the centerpiece of campus. Spanning the College glen to connect the northern and southern areas of campus, the Library combines an award winning design with the services and resources needed to meet the information needs of the College community. The Library, open seven days a week, is an inviting place to study, with seating for 210, including individual study carrels, group study rooms and a student lounge. Students can make an appointment with the librarian for assistance with their research projects or they can ask a quick question at the Information Desk. In addition to traditional Library resources, students also have 24/7 access to research databases that provide thousands of full-text journal articles and e-books. The Library also houses the College archives, a 24/7 computer lab and a coffee shop.

**INFORMATION SERVICES:** The Information Services staff provides personal support for campus instructional technology and administrative systems. The D&E campus has widespread wireless Internet to support learning whether you are using your laptop in the Library, your smartphone in the dining hall or your desktop in your dormitory. All students receive a D&E email account and access to Sakai, our online learning management software. Our classroom instructional technology includes a variety of hardware and software, including digital projectors, SmartBoards, SmartPodiums and instructor iPads. Computer labs are available in several academic buildings, including a secure, 24/7 computer lab in Booth Library. Several smaller departmental computer labs include discipline-specific software. Our administrative database systems help faculty and staff support student success by tracking financial aid, student accounts, student housing, course information and much more.

**THE WRITING CENTER:** Located in Albert Hall, the Writing Center and its online companion site help students with college papers and other writing assignments: not just English essays, but business theses and biology lab reports, history and political science research papers, psychology and sociology article reviews, take-home essay exams, job and graduate
school applications, basic word processing, resumés, senior projects, and more. The Writing Center is staffed by a faculty director from the Davis & Elkins College English Department, and trained student tutors enrolled in the department’s Introduction to Journalism and Advanced Composition courses. Students can count on getting the writing help they need. The Writing Center is open to everyone: every student in every class.

SPORT SCIENCE DEPARTMENT EXERCISE PHYSIOLOGY LAB: The lab features the iWorx system to offer labs in cardiovascular, respiratory, and neuromuscular physiology, a Quinton treadmill, EKG machine and exercise bikes.

PIGEON CREEK EXPERIMENTAL WATERSHED: Encompassing 134.7 (54.53 hectares) acres of rural Randolph County, West Virginia the watershed is located 1.2 miles (1.9 km) northeast of the Davis & Elkins College campus on the outskirts of the city of Elkins. The area was designated as a research area during the summer of 2001 and is one of six small watersheds being investigated by member colleges of the Appalachian College Association. Institutions involved in the collaboration through Appalachian Watershed Studies (CAWS) include Davis & Elkins College, Ferrum College (Virginia), Lindsey Wilson College (Kentucky), Montreat College (North Carolina), University of the South (Tennessee), and West Virginia Wesleyan College (West Virginia).

ROBERT E. URBAN NATURE TRAIL: An approximately 30-acre area that provides a resource for nature study, teaching, scientific research, recreation and quiet reflection, the Nature Trail is also an important feature in the campus aesthetic, and a link to our historical and cultural heritage. Located on the ridge above Roxanna Booth and Gribble residence halls, the area has been maintained in a forested condition since the time that the Davis and Elkins families were living in the Graceland and Halliehurst mansions.

The Nature Area includes several different ecosystem types, including a stand of old-growth Appalachian hardwood forest with a number of trees, mostly oaks, which attain breast height diameters of 3 feet or more. Another small part of the area was planted in white pine in the 1940s. A smaller portion yet is essentially in an old-field successional sequence. The area is traversed by the self-guiding S. Benton Talbot Nature Trail.

Academic Policies and Procedures

OFFICE OF THE REGISTRAR: The Office of the Registrar coordinates course scheduling and student registration, verifies and maintains all grade reports, student academic records, and transcripts, maintains the College Catalog, prepares and issues all official transcripts, and assists in institutional research and reporting activities. The Office of the Registrar works to provide services to students and faculty in a prompt, equitable and courteous manner. The Office of the Registrar is able to best serve students when students know and understand the College's academic policies and procedures.

LEAVE OF ABSENCE: Should a student experience serious injury or illness (or other extenuating circumstances) that makes it difficult or impossible complete academic work, the student may apply for a Leave of Absence from the College. Leaves of Absence must be initiated by the student. Leave of Absence forms are available in the Office of the Registrar, the student must properly complete and submit the required form to the Office of the Registrar. Should a request be granted, the student filing the request will normally receive an “IP” or “W” for all the courses in which he/she was enrolled. Students who have taken a leave under such circumstances are entitled to return to the College at the beginning of the following semester (or following year) without reapplying for admission.

WITHDRAWING FROM THE COLLEGE: Students who find it necessary to withdraw from the College during the course of a semester (or term) must follow the official withdrawal procedure. The required withdrawal form may be obtained from the Office of the Registrar. The last day on which the withdrawing student attended class will be recorded as the official date of withdrawal. The grade of “W” will be assigned to courses on the withdrawing student’s schedule unless other specific arrangements have been made. The final day for withdrawing from the College is the last day of classes as identified on the academic calendar for a given semester or term. A withdrawal is official when the properly completed and signed form is submitted to the Office of the Registrar. Students who leave the College without officially withdrawing may receive failing grades in those courses that they have stopped attending. The act of withdrawing from the College terminates all relationships with the institution after financial
accounts have been cleared. Students who are required to withdraw from the College for disciplinary reasons prior to the last designated day of classes for a given semester or term will receive a “W” in each course in which they are enrolled. Students withdrawing for disciplinary reasons after the last day of classes for a given semester or term may receive failing grades for those courses in which they are enrolled.

**WITHDRAWING FROM A CLASS OR CLASSES:** For each semester and term, the academic calendar designates particular dates as “the last day to withdraw from class with a ‘W’.” Students may withdraw from a course up to the deadline date listed on the academic calendar, provided they (1) have permission from their academic advisor, and (2) file the appropriate form in the Office of the Registrar. A grade of “W” will be recorded in the case of a student who officially withdraws from a course prior to the date identified on the academic calendar.

At mid-term, faculty members may file mid-term grade reports of “W” with the Office of the Registrar for students who have never attended class or who have not attended for a significant period of time. In such instances, the Office of the Registrar shall notify all students who have received mid-term grades of “W.” Unless students assigned a “W” at mid-term contest the action within a designated period of time, a “W” shall be recorded by the Registrar. Veterans must notify the School Certifying Official when withdrawing from any courses so their certification can be adjusted accordingly.

All students should be aware that withdrawing from courses can significantly slow their progress toward degree completion and impact their financial planning.

*Should you have questions or concerns about an academic matter, please contact one of the following:*

**Information Services Help Desk**
(304) 637-1233
helpdesk@dewv.edu

**Dr. Stephanie Haynes**
Registrar
Professor of Mathematics
(304) 637-1335
hayness@dewv.edu

**Ms. Glenda Brown**
Registrar’s Office Assistant
(304) 637-1224
browng2@dewv.edu

**Ms. Amelia Rossi**
Associate Registrar
304 637-1280
rossia@dewv.edu

**Ms. Mary Ellen Schubert**
Director of The Naylor Center
(304) 637-1384
schubertm@dewv.edu

**Ms. Sharon White**
Administrative Assistant to the Vice President for Academic Affairs
(304) 637-1292
whites@dewv.edu

**Ms. Lisa Reed**
Director of Career Services & Student Employment
(304) 637-1313
reedl@dewv.edu

**Dr. Joseph M. Roidt**
Vice President for Academic Affairs
(304) 637-1292
roidtj@dewv.edu
FINANCIAL AID

What is Financial Aid?
Financial aid is simply money that is used to help cover your educational expenses at D&E. It comes in two forms gift and self-help aid. Gift aid is money that does not require repayment. Examples of gift aid include Federal Pell Grants and D&E Merit Scholarships. Self-help aid is aid that is either earned through work or borrowed through student loans that must be repaid. Self-help aid can help you to gain valuable work and financial experience while also helping to cover your educational expenses. Federal Work-Study and Federal Stafford Loans are both examples of self-help aid.

2015-2016 D&E Education Expenses:

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$26,000 (started enrollment prior to Fall 2014 semester)</td>
</tr>
<tr>
<td></td>
<td>$27,000 (started enrollment on or after Fall 2014 semester)</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$9,250 (double-occupancy)</td>
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<tr>
<td>Mandatory Fees</td>
<td>$492</td>
</tr>
<tr>
<td>First-Year Symposium Fee</td>
<td>$350 (off-campus)</td>
</tr>
<tr>
<td></td>
<td>$900 (on-campus)</td>
</tr>
</tbody>
</table>

How do I apply for it?
Your application to the College will qualify you for any merit-based institutional scholarships. There is no separate scholarship application for institutional financial aid. If you are interested in scholarship opportunities through our athletic and fine & performing arts departments, simply indicate so on your admission application and your counselor will be able to connect you with the appropriate coach or department for scholarship audition.

Fill out the FAFSA.
The Free Application for Federal Student Aid (FAFSA) will qualify you for any gift and self-help aid resources the government may have available. Visit www.PIN.ED.gov to obtain a personal identification number (PIN) and then www.FAFSA.gov to complete the online application. The FAFSA is applied for each year as soon as you complete filing your taxes after January 1. The sooner you file, the sooner you will get the results. West Virginia residents should be sure to apply prior to March 1 to meet the deadlines for the PROMISE Scholarship (March 1) and the Higher Education Grant (April 15). You will need your completed Federal Income Tax Return (Form 1040) and W-2 Wage and Tax Statement(s) to fill in your FAFSA application. As a dependent student, you will also need your parents’ tax information. If you are married, you will need your spouse’s information. Be sure to include D&E’s school code (003811) on your application to ensure the results will be automatically sent to us once available. If you need to file your FAFSA application prior to completing your tax forms, you may use estimated information or the prior year’s details and then make corrections to your online FAFSA once you complete the tax paperwork for the current year.

In addition to the FAFSA, West Virginia residents should also complete the State-Level Application online at www.CFWV.com prior to March 1st to meet the deadline for the PROMISE Scholarship.

How do I find out what I am getting?
Anytime new financial aid becomes available to you, or your current financial aid changes, you will be updated through a Financial Aid Award Letter. This letter will list all aid for which you are currently eligible. In addition, it will provide you specific directions on anything further you need to complete to ensure that you receive the aid listed. Your first award letter will arrive within a week of your acceptance to the College. As a returning student, your award letter for an upcoming year will be sent out to you during the summer prior. You do not need to sign or return your award letter, but you will want to notify us if there is anything in your current financial aid package that you would like to decline or reduce, such as a loan.

What if it isn't enough?
Do not worry if your financial aid package does not currently provide as much support as you require in affording college. There are further loan and financing options available for you, as well as outside scholarships, you may be eligible for. As
a dependent student, your parent can apply for a Federal Parent PLUS Loan at www.StudentLoans.gov to help fill the gap between your expenses and financial aid. The PLUS loan is credit-based loan, but, if denied, your Stafford loan eligibility increases. This makes the PLUS loan a win-win situation since you are guaranteed a return no matter the outcome of the credit review. In addition to the Parent PLUS Loan, students also have the option of a private student loan to help cover their expenses. Independent and dependent students alike can apply for a private student loan. They are credit-based loans that typically give you the option of a fixed or variable rate and deferred or immediate repayment. Your interest rate will be determined by your credit worthiness. You can review a list of our recommended private loan lenders on the D&E website.

What do I need to do to get what I have been offered?
Read your award letter carefully and completely and make sure to follow all instructions included. If your FAFSA has been selected by the federal government for a process called Verification, you will need to send us signed copies of the documents used to complete your FAFSA including Federal Income Tax Returns (Form 1040) and W-2 Wage and Tax Statements. These items must be received and processed before any federal aid will be disbursed to Davis & Elkins for you. As a first-year student or transfer student, you will also need to complete loan applications and online counseling for federal loans that are part of your financial aid package. Directions for completing these applications will be included in your award letter.

What is Verification?
Verification is a process implemented by the federal government to verify the accuracy of student FAFSA details. FAFSA submissions are selected at random for this process. If you have been selected you will be notified in your award letter. With that award letter, a Federal Verification Worksheet will be attached providing instructions for completing the form and submitting it back to D&E with the proper documentation. You will be required to submit signed copies of the Federal Income Tax Returns (Form 1040) and W-2 Wage and Tax Statements used to complete any fields of your FAFSA. As a dependent student, documentation for your parents’ information will be required, as well as your own. If you are married, you will need to provide documentation for your spouse. You will also be required to submit documentation verifying any amounts entered on your application regarding your/your parents'/your spouse's untaxed income, additional financial information provided, citizenship and federal benefit programs.

Do I have to do all this again next year?
You will not have to apply for institutional aid after your first year. As long as you maintain eligibility for your first-year awards they will automatically be applied to your subsequent years’ financial aid packages. In order to receive federal aid after your first year, you will need to file a renewal FAFSA online at www.FAFSA.gov. This must happen as soon as possible after January 1 each year you wish to receive federal aid. Stafford loan applications do not have to be completed again after your first year of study, unless you are selecting a different lender for those loans.

Outside Scholarship Information

Outside scholarships are awards given by organizations and individuals outside of Davis & Elkins College. These can be an excellent resource in filling the gap between your current aid package and your expenses. There are billions of dollars given to students each year in outside scholarships; don't miss out.

Horatio Alger Association: The Horatio Alger Association offers 105 national scholarships of $20,000 and hundreds more state scholarships to high-school seniors. Targeted toward strong-willed students who have overcome adversity in their lives in order to pursue their dreams of higher education, Horatio Alger scholarships are an excellent way to fill in that gap between your aid and scholarships. As a collegiate partner of the Association, D&E also matches the funds you receive through your Horatio Alger award! To see what scholarships are available in your state and apply, visit www.horatioalger.org/scholarships. Applications must be received prior to the end of October.

National Presbyterian College Scholarship: Find scholarships related to the Presbyterian Church (www.pcusa.org)
CollegeNet: Scholarship giveaways (www.collegenet.com)
CollegeView: Scholarship giveaways (www.collegeview.com)
Sallie Mae Fund: Scholarship giveaways (www.thesalliemaefund.org)
USA Funds: Scholarship giveaways (www.usafunds.org)
CollegeBoard: Scholarship search service (www.collegeboard.org)
CollegeScholarships: Scholarship search service (www.collegescholarships.com)
EducationPlanner: Scholarship search service (www.educationplanner.org)
FastWeb: Scholarship search service (www.fastweb.com)
FinAid: Scholarship search service (www.finaid.org)
The Princeton Review – Scholarship search service (www.review.com)
ScholarshipExperts: Scholarship search service (www.scholarshipexperts.com)
American Chemical Society: Find scholarships related to the chemistry field (www.chemistry.org/scholars)
Go Overseas – Resources and scholarships for students studying abroad (www.gooverseas.com)

National Alumni Council Scholarship: Full-time students who are lineal descendants of an alumna/us, or are related by blood or marriage to an alumna/us or descendant of an alumna/us are eligible to receive this scholarship. Recipients must demonstrate leadership qualities, be involved in extra-curricular activities and maintain a minimum GPA of 2.5. The scholarship will be renewable for up to four years as long as the student continues to meet established criteria. The NAC Scholarship application is available in the Alumni office located in Halliehurst.

Student Account Policy

As in nearly all other aspects of life, there is a financial dimension to the relationship between a college and its students and their families. In order to help clarify mutual expectations, the following Student Account guidelines are provided:

- Every student and his or her financially responsible party must complete a Responsible Party Agreement prior to or upon initial registration for classes, renewable annually.
- All student financial statements, invoices and other related communications will be sent to the Responsible party, with copies to the student.
- Provision for payment in full of a student’s account balance must be completed before classes begin each semester.
- Upon satisfactory provision for all charges, a student will have access to classes, dining services, residence halls and other College services and activities.
- A past due account will be charged a flat fee of $35 per month until the balance is resolved.
- For those working with a payment plan group, such as AMS, if service is terminated with or by the group or payment is in default, a one-time fee of $250 will be assessed by the College to cover administrative costs.
- Semester grade reports, transcripts of grades and diplomas will be held until all outstanding financial obligations with the College have been satisfied.

Your assistance in implementing and following these necessary financial guidelines is essential. Even so, it may be helpful to note that net tuition and fees at D&E represent only a portion of the educational and general expenses of the College. The balance is covered by gifts, grants, endowment income and other revenue sources. D&E College is committed to helping students and their families cope with the expense of a college education. This commitment reflects not only our financial concern, but also demonstrates our dedication to the College’s mission “to prepare and inspire students for success and for thoughtful engagement in the world.”
Federal Work-Study

Federal work-study and general employment programs provide part-time, campus-based employment to students who have demonstrated financial need. The student is awarded an amount which is worked during the school year. The student’s gross pay cannot exceed the amount awarded. Students are responsible for keeping track of hours worked, and ensuring they do not overwork their award amount. Students are paid the equivalent of the current federal minimum wage rate ($8.00 per hour). State and federal income taxes are deducted from the student’s wages based on the information provided on the W-2 and state withholding tax form. These wages are earned on a monthly basis and do not appear as reductions to the student’s account until the student actually remits his or her payroll check to the College.

Student employees are expected to apply their monthly earnings toward their account with the College (this is done through the Business Office) unless provisions are made to meet a student's account balance through other resources. If a student is anticipating a refund from loan proceeds, the College will deduct the semester amount of the work award from the loan refund before disbursing a refund to the student. Once a student’s account balance is clear, the student may keep his or her monthly earnings.

The Office of Career Services & Student Employment maintains a list of job openings for federal work-study and general employment. The student is responsible for checking the list, setting up interviews and obtaining a job. We cannot guarantee the availability of specific jobs. Off-campus federal work-study options are available for students who may wish to gain practical experience with a local business or agency.

For any questions or concerns regarding financial planning, please contact:

Matt Summers  
Director of Financial Planning  
(304) 637-1990  
summersm@dewv.edu

Tessa Randolph  
Assistant Director of Financial Planning  
(304) 637-1271  
randolpht@dewv.edu

Joshua Stump  
Student Accounts Coordinator  
(304) 637-1323  
stumpj@dewv.edu

Lisa Reed  
Director of the Office of Career Services & Student Employment  
(304) 637-1313  
reedl@dewv.edu
The Office of Student Life, located on the first floor of Liberal Arts Hall, employs a full staff of trained personnel to ensure a comfortable and positive campus experience. The staff, under the supervision of Vice President for Student Affairs Scott Goddard, is composed of professionals who coordinate a wide array of programs and services.

Residential Life @ D&E

Davis & Elkins College is a residential institution that believes in the educational value of the residence life experience. For this reason, we require all students to live on campus except those students living at home with their parents, married students, students with children, handicapped students with a need for facilities which the College is unable to provide, and independent students (NOT claimed as a dependent by their guardian(s) over 23 years of age). Students may mutually select their roommates and designate a preference for a particular residence hall. There are five residence halls at Davis & Elkins College. They include Darby Hall, Roxanna Booth Hall, Presidential Center, Moyer Hall and Gribble Hall.

Soon you'll be packing your bags for college. But packing them with what? Countless freshmen arrive at the residence halls lugging massive boxes and suitcases only to discover that they brought too much or forgot something. By bringing the right items with you, you'll get a good start on the academic year without worrying about buying or returning items.

- Television
- Blu-Ray player
- Netflix/Hulu Plus/Amazon Prime membership
- Microwave
- Refrigerator (or a micro-ridge combo unit)
- Cell phone with good service/coverage in the Elkins area
- Digital camera to capture all your new friends and fun
- iPod/MP3 player/stereo with a docking station
- Computer (preferably a laptop), with peripherals
- Three prong extension cords
- Power strip/surge protector
- Sports equipment (football, volleyball, basketball, etc.)
- Desk lamp
- Alarm clock (maybe two)
- Laundry bag or basket
- Laundry soap
- Stain remover/stain stick, such as Tide to go
- Knowledge of how to do laundry or money to pay someone else to do it
- Sewing kit (needles and thread, safety pins, two-sided tape, etc.)
- Eating utensils (preferably plastic)
- Cups and plates (plastic or styrofoam)
- Twin XL bedding - Most dorm beds measure 39 x 80 so you will need extra long twin sheets, mattress pads and featherbeds. Blankets tend to be longer but for comforters an extra-long twin is helpful to avoid cold toes. Twin XL comforters range from 66 x 90 to 68 x 92.
- Anything to decorate your room and make you feel at home
- Iron and small ironing board, starch
- Organizer/planner/calendar (a day planner is provided to students at Orientation)
- Backpack
- College clothes (it is recommended that students leave letterman jackets and other irreplaceable items at home)
- Bike, a (good) bike lock and helmet (it's the law)
- Fan
- Bath towels, soap, robe, etc.
- Personal hygiene items (toothpaste, deodorant, etc.)
- Shower shoes, flip flops, etc.
- Shower caddy for toiletries
- Small can opener and bottle opener
- First aid kit, including Band-Aids, antibiotic ointment, ace bandage, etc.
- Over-the-counter medications (pain reliever, allergy relief, etc.)
- Umbrella, raincoat with a hood and rain shoes/boots
- Pictures of family, friends and/or pets
- Friends and family contact list
- Swimsuit(s)
- Workout and/or sports clothes
- “Dress” clothes (for men, this means at least one blazer and a tie)
- “Grubby” clothes (who knows if you’ll go clean up along the highway, paint someone’s house or need to play football in the mud)
- Textbooks
Most importantly, what to leave at home:

- Pets
- High school memorabilia and letterman jackets
- Firearms, even if you hunt or shoot for sport
- Out-of-season clothes (your closet is only so big)

Residence Hall Schedules

**Fall Semester:** Residence halls will open on Saturday, August 21, 2015, for incoming freshmen and Sunday, August 23, 2015, for returning students. Only resident hall assistants, athletes required to report early, preparatory program students, and those receiving specific permission are allowed to check in earlier than those dates.

**Semester Breaks:** Students may not stay on campus during semester breaks when the campus is closed. All residence hall agreements operate on a nine-month academic year and/or summer term basis. Select holidays and breaks are not included in the room and meal fees, as the residence halls officially close and meal plans are inactive during these particular College holidays.

**Thanksgiving Break:** Residence halls will close at 10 a.m. on Saturday, November 21, 2015, and will reopen on Sunday, November 29, 2015, at 10 a.m. Request to stay forms are due by November 13, 2015 to the Office of Student Life.

**Christmas Break:** Residence halls will close at 4 p.m. on Saturday, December 12, 2015, though students are expected to leave 24 hours after their last exam. Residence halls will re-open for those students taking Winter Term class on Sunday, January 3, 2016, at 10 a.m. If you are not taking a Winter Term class, please plan to return on Sunday, January 24, 2016, starting at 10 a.m. (Students may live on campus only if they are taking a class during Winter Term or if they have received prior permission from the Office of Student Life due to athletic participation or other special circumstances.)

**Spring Break:** Residence halls will close at 10 a.m. on Saturday, March 5, 2016, and will re-open on Sunday, March 13, 2016, at 10 a.m.

**End of Spring Semester 2014:** Residence halls will close on Friday, May 20, 2016, for those students who are not graduating. Students must vacate the dorms within 24 hours of their last final exam. For those students participating in Commencement, the residence halls will close at 4 p.m. on Sunday, May 22, 2016.

**Summer Term(s):** Students may live on campus only if they are taking classes. There are no storage facilities available on campus. However, there are several located in the Elkins area. The Office of Student Life has a list of storage facilities available.

Spiritual Life

In keeping with its relation to the Presbyterian Church (U.S.A.), Davis & Elkins College strives to maintain the conversation between faith and learning. In addition to academic courses in religion, we encourage experiences in faith. Services of praise and worship will take place in Robbins Memorial Chapel. Students can find a church home at one of the many Christian churches of different denominations in Elkins. In addition, under the direction of Benfield-Vick Chaplain Rev. Kevin Starcher, D&E’s ministry team can help facilitate worship in other faith traditions on and off campus. Campus fellowship groups, occasional field trips and missions complement these opportunities for formal worship.
Entertainment & Recreation @ D&E

Entertainment
On campus, students can enjoy theatre, music and dance year-round in Myles Center for the Arts Harper-McNeeley Auditorium and the historic Boiler House Theatre. The College's Division of Fine and Performing Arts presents touring groups, such as Mountain Stage with Larry Groce, as well as its own programs that showcase student talent. The student-run Campus Activities Board brings national music, comedy and other talent to campus almost monthly while classes are in session. Recent performers have included The Lumineers, O.A.R., Wale and Echosmith. D&E has also hosted Justin Moore, Hot Chelle Rae, Sean Kingston, and many more exciting performers at its annual Dejà vu Music Festival.

The Augusta Heritage Center of Davis & Elkins College, maintains a vibrant schedule of workshops, concerts and classes in Appalachian crafts and culture. Its annual summer sessions draw legendary performers from all over the world, showcasing Celtic, Cajun, Bluegrass, Old Time and Blues styles.

Off-campus, students can enjoy top-flight performances at the Randolph County Community Arts Center, which features national acts as well as regional performers, The Old Brick Playhouse, an award-winning company that stages year-round productions of well-known and innovative drama, and two music theatres, American Mountain Theater and Gandy Dancer Theater. In addition, the Elkins area offers its own activities and an inviting array of restaurants. Festivals provide intensive and vibrant entertainment in Randolph County, specifically the Mountain State Forest Festival in October and the annual spring Ramps & Rail Festival.

Recreation Activities
The College is located in the center of a rapidly developing outdoor recreation area which offers numerous diversions for students during their leisure hours. Opportunities to travel with fellow students to go horseback riding, caving, hiking, camping, skiing, white water rafting and other activities are available at a nominal cost. We encourage you to participate in intramurals and sports and use the campus trails available for hiking, cross-country running and skiing. In addition, we are located minutes away from a rails-to-trail paved walking/biking path as well as a skateboard park. Be sure to check out the newly outfitted Robbins-Madden Fitness Center and the George A. Myles Pool located in Hermanson Center and the tennis courts on the front campus.
A vital part of the college experience is involvement and participation. Club sports, concerts, outdoor activities—there's a lot of competition for your student's attention at D&E. While we hope they will hit the books, hard, we also remind them how important activities and leadership opportunities are, too.

The fact is, employers are likely to look at the abilities students bring to the tasks at hand. They want proof of energy, enthusiasm and a team-player orientation, as well as the ability to work independently, a willingness to contribute and a can-do attitude. Experience through student organizations gives students a glimpse of what it's like to be the team leader of any multifaceted project.

**Academic Emphasis**
- Accounting Club
- Art Club
- Criminology Association
- Debate Club
- Davis & Elkins College Student Nurses Association (DESNA)
- Hospitality Club
- Student in Free Enterprise (SIFE)
- Student Education Association (SNEA)
- STITCH
- POLIS

**Communication**
- Aurora – Campus literary magazine
- Senator – College newspaper
- Senator – College yearbook

**Community Service**
- Alpha Phi Omega

**Entertainment**
- Campus Activities Board (CAB)

**Honorary Societies**
- Chi Beta Phi- National Science Honorary
- Kappa Delta Pi- International Honor Society in Education
- Sigma Alpha Pi - National Society of Leadership and Success
- Phi Beta Lambda (Future Business Leaders of America)

**Social Fraternity**
- Alpha Sigma Phi
- Sigma Phi Epsilon

**Special Interest**
- Appalachian Dance & Music Club
- Dance Club
- Fitness Center Club
- GreenWorks!
- Honor Council
- International Student Organization
- Lacrosse Club
- Madden Center
- Otaku League
- Outdoor Adventure Club
- Paintball Club
- Saudi Arabia Club
- Spirit Squirrels
- Student Athlete Advisory Committee (SAAC)
- Student Veterans Association (SVA)
- Taboo
- Ultimate

**Spiritual Growth**
- Baptist Campus Ministries (BCM)
- Fellowship of Christian Athletes (FCA)

**Student Government**
- Student Assembly
2015-2016 Transportation Schedule To/From Airports

There is no public transportation to/from Elkins. The College does arrange for shuttle service at specific times of the year to Dulles International Airport in Washington, D.C., North Central West Virginia Airport in Clarksburg, W. Va., and Pittsburgh International Airport in Pittsburgh, Pa.

Students MUST reserve a seat on the shuttle in advance. Space is limited so please call the Office of Student Life (304-637-1311) as soon as possible for a reservation on the shuttle. Students who require transportation on dates other than the predetermined shuttles dates/times will have to arrange for their own transportation.

Below are schedules of shuttle service runs to/from the campus of Davis & Elkins College to/from bus stations/airports.

**Pittsburgh & Clarksburg**

**Fall Semester (for New International Students):**
August 19, 2015 – Shuttle pick-up (until 9 p.m.)

**Fall Semester for Returning Students:**
August 23, 2015 – Shuttle pick-up (until 9 p.m.)

**End of Fall Semester:**
December 12, 2015 – Departs campus at 8 a.m.

**Winter Term 2016:**
January 3, 2016 – Shuttle pick-up (until 9 p.m.)

**Spring Semester (for New International Students):**
January 24, 2016 – Shuttle pick-up (until 9 p.m.)

**Spring Semester for Returning Students:**
January 24, 2016 – Shuttle pick-up (until 9 p.m.)

**End of School Year:**
May 20, 2016 – Departs campus at 8 a.m.
May 22, 2016 – Departs campus at 8 a.m.

**Dulles International Airport**

**Beginning of School Year:**
August 23, 2015 – Shuttle pick-up (until 9 p.m.)

**End of School Year:**
May 20, 2016 – Departs campus at 8 a.m.

**Other Transportation**

**Local Transit**
Country Roads Transit: (304) 636-6472

**Clarksburg, W.Va. (1 hour from Elkins)**
North Central West Virginia Airport:
www.flyckb.com (rental cars available)

Mountain Line Transit Authority:
www.busride.org

**Charleston, W. Va. (2.5 hours from Elkins)**
Yeager Airport: www.yeagerairport.com
(rental cars available)

**Pittsburgh, Penn. (3 hours from Elkins)**
Pittsburgh International Airport:
www.pittairport.com (rental cars available)

Greyhound: www.greyhound.com
Contact Information:
Email: security@dewv.edu
Campus Safety and Security Phone: (304) 704-9111
Campus Safety and Security Pager: (304) 987-0770
Office of Student Life: (304) 637-1211
Office of Student Life Fax: (304) 637-1371

Security Officers:
Howard ‘Jake’ Gooden, Interim Director of Campus Safety & Security
Pete Houghton
Dale Jackson
Tim Sayre
Misty Teter
Steve Wamsley

e2Campus-Mass Notification System
Davis & Elkins College has a state-of-the-art notification system that is capable of sending notifications instantly and simultaneously to all registered mobile phones, wireless PDAs, pagers, satellite phones and email addresses. Messages will be of an urgent or emergency nature only.

To sign up for this service, visit the College's website at www.dewv.edu and click on the orange e2Campus link at the bottom of any page. Then click “Create New Account.” It will take you directly to the sign up form. Have your cell phone with you and turned on. The opt-in list of groups will increase over time, and will always be updated in your personal e2campus account.

After you complete the validation part of registering your mobile phone, the next page will say, “You have successfully signed up.” You will see a login button for your new account. To complete your registration, you must open your account and enter your email address, then click the “Add Email” button. You will instantly be sent a verification email that you must open and click on the validation link. Then you are done. You may register two email addresses and two devices.
Student Life FAQ’S

If I have a question about my student’s meal plan who should I talk to?
Call the Office of Student Life at (304) 637-1211 or Dining Services at (304) 637-1308.

How do I add Senator Bucks to my student’s ID card?
Call Dining Services at (304) 637-1308.

What is FERPA and what are the rights of parents?
This act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Copies of the policy established by the College in compliance with the Act are available in the Office of the Registrar and on our website.

If I have questions about my student’s grades, such as when are they reported and what are their mid-term grades, who do I contact?
Call the Office of the Registrar at (304) 637-1224.

Who is my student’s advisor?
Call the Office of the Registrar at (304) 637-1224.

If there is an error on my student’s account, who do I contact?
Call Josh Stump in the Business Office at (304) 637-1323 or stumpj@dewv.edu.

Who do I contact about my student’s roommate situation such as a problem or the roommate moving out?
Call the Office of Student Life at (304) 637-1211.

Who do I contact about the condition of my student’s dorm room?
Call the Office of Student Life at (304) 637-1211.

My student has parking violations. Who should I contact?
Call the Office of Student Life at (304) 637-1211.

For any questions or concerns regarding Student Life, please contact:

Scott Goddard
Vice President for Student Affairs
(304) 637-1352 – office
(304) 642-1352 – cell
goddards@dewv.edu

Lowe Del Aviles
International Student Liaison
(304) 637-1311 – office
(909) 965-2222 – cell
avilesl@dewv.edu

Patrick Baker
Dean of Students
(304) 637-1291 – office
bakerp@dewv.edu

Office of Student Life
(304) 637-1211 – office
<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add/Drop Class</td>
<td>Registrar's Office, Room 103, Liberal Arts Hall</td>
</tr>
<tr>
<td>Airport Shuttle</td>
<td>Office of Student Life, 1st Floor, Liberal Arts Hall</td>
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<tr>
<td>Campus Post Office</td>
<td>Ground Floor, Madden Student Center, Benedum Hall</td>
</tr>
<tr>
<td>Career Counseling</td>
<td>Lisa Reed, 2nd Floor, Liberal Arts Hall</td>
</tr>
<tr>
<td>Code of Conduct</td>
<td>Scott Goddard, Vice President for Student Affairs, Office of Student Life, 1st Floor, Liberal Arts Hall</td>
</tr>
<tr>
<td>Computer Assistance</td>
<td>Help Desk (304-637-1233), <a href="mailto:helpdesk@dewv.edu">helpdesk@dewv.edu</a>, Booth Library</td>
</tr>
<tr>
<td>Counseling</td>
<td>Dr. Sharon Joseph, Office of Student Life, 1st Floor, Liberal Arts Hall</td>
</tr>
<tr>
<td>Dining Room</td>
<td>2nd Floor, Madden Student Center Benedum Hall</td>
</tr>
<tr>
<td>Exercise/Fitness Center</td>
<td>Robbins-Madden Fitness Center, Hermanson Center; Myles Ahead Walking Track, The McDonnell Center</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Financial Planning, 1st floor, Liberal Arts Hall</td>
</tr>
<tr>
<td>Hotel</td>
<td>Graceland Inn and Robert C. Byrd Center (304-637-1600)</td>
</tr>
<tr>
<td>Housing Policy</td>
<td>Office of Student Life, 1st Floor, Liberal Arts Hall</td>
</tr>
<tr>
<td>Illness</td>
<td>Diana Burke-Ross, Student Health Services, Ground Floor, Gribble Hall</td>
</tr>
<tr>
<td>International Student Information</td>
<td>Lowe Del Aviles, Office of Student Life, 1st Floor, Liberal Arts Hall</td>
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<tr>
<td>Parking Issues</td>
<td>Office of Student Life, 1st Floor, Liberal Arts Hall</td>
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<tr>
<td>Parking Permit</td>
<td>Office of Student Life, 1st Floor, Liberal Arts Hall</td>
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<tr>
<td>Photo ID</td>
<td>Office of Student Life, 1st Floor, Liberal Arts Hall</td>
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<tr>
<td>President's Office</td>
<td>2nd Floor, Halliehurst</td>
</tr>
<tr>
<td>Vice President for Academic Affairs</td>
<td>Dr. Joseph Roidt, 1st Floor, Liberal Arts Hall</td>
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<tr>
<td>Recreation Activities</td>
<td>Office of Student Life, 1st Floor, Liberal Arts Hall</td>
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<tr>
<td>Registrar’s Office</td>
<td>Room 103, Liberal Arts Hall</td>
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<tr>
<td>Security</td>
<td>Call 304-704-9111 (24-hours/day)</td>
</tr>
<tr>
<td>Semester Breaks</td>
<td>Office of Student Life, 1st Floor, Liberal Arts Hall</td>
</tr>
<tr>
<td>Snack Bar</td>
<td>Ground Floor, Madden Student Center/Benedum Hall</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>Josh Stump, Room 201, Liberal Arts Hall</td>
</tr>
<tr>
<td>Swimming Pool</td>
<td>George A. Myles Pool, Hermanson Center</td>
</tr>
<tr>
<td>Textbooks</td>
<td>Bookstore, Ground Floor, Madden Student Center/Benedum Hall</td>
</tr>
<tr>
<td>Transportation</td>
<td>See airport shuttle schedule. Available for semester breaks</td>
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<tr>
<td></td>
<td>Mountain State Transport (304-637-6610)</td>
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<td></td>
<td>Country Roads Transit (304-636-6472)</td>
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<tr>
<td>Tutoring</td>
<td>The Naylor Center, Room 207, Albert Hall</td>
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<tr>
<td>Visa Questions</td>
<td>Lowe Del Aviles, Office of Student Life, 1st Floor, Liberal Arts Hall</td>
</tr>
<tr>
<td>Writing Assistance</td>
<td>Writing Center, 2nd Floor, Albert Hall</td>
</tr>
</tbody>
</table>
Advice for Parents of New Students

- Keep in touch even if you’re not hearing much from your student. A letter, a phone call or a box of cookies makes your son or daughter aware of your continuing support. The greatest need for contact with home is likely during the early weeks of the semester, during times of greatest academic pressure, and during any crisis.

- Listen to your student. Your son or daughter may make an occasional “dump” call when you will hear nothing but complaints. Often, just talking about the problem makes him or her feel better and ready to move on, even if you are left drained. Most of all, students want to know that you understand their feelings and the stress of being a student.

- Don't ask about grades all the time. The adjustment to Davis & Elkins’ academic demands takes time, and midterm grades may not be indicative of a student's potential. Sometimes it takes a few semesters before a student realizes the amount and quality of study time he or she needs.

- Encourage your student to get involved in at least one activity. It doesn't matter what the activity is as long as he or she has a feeling of connection to other students and to the community. Some suggestions for freshmen include getting involved in residence hall activities, joining a religious organization, volunteering through the Office of Student Life, joining an intramural or varsity athletic team, etc.

- If you are concerned about a situation, remember that you can always call a staff member in Student Life (304) 637-1211 and share your concern. That staff member can often give you suggestions on how to deal with the problem and ease your mind.

- At the same time, don't try to always “fix it” for your student. As young adults, students need to seek out solutions for themselves. After talking to someone in Student Life, you can always give your son or daughter suggestions for working things out.

- Stay involved in Davis & Elkins. Visit during Family Weekend (September 24-25, 2015), or go online regularly to the D&E website.

- Don't react too hastily to roommate concerns. Often, it takes several weeks for roommates to adjust to one another. However, don't let serious problems go too long. If your student has a roommate who violates his or her space or comfort in the room, insist that your student talk to a Resident Assistant or to a professional staff person in the Office of Student Life. Please keep in mind that there is a three-week freeze on room changes at the start and end of each semester. Remember that you can always make a confidential call to a staff person.

- Refer your student to their faculty advisor if there is concern about a particular class or professor, or the need for tutoring. If there are serious family or health problems, your student should contact an administrator in Student Life. If you have a question or concern or if there is a family emergency, you may always call the Office of Student Life at (304) 637-1211, Campus Safety at (304) 704-9111 or Vice President for Student Affairs Scott Goddard on his cell phone at (304) 642-1352.

- Encourage your student to visit the area around Elkins with a group of friends and get to know one of our nation’s most beautiful areas.
The Office of Career Services & Student Employment acts as a liaison between our highly diverse, talented pool of students, alumni, employers and volunteers.

To ensure success of our students, they should begin working with Career Services during their **freshman** year and continue at regular intervals throughout the next four years in order to make them as marketable as possible upon graduation. As a parent of a D&E student, it is important to know what assistance will be provided to your student to help him/her obtain that first job out of college. A few ways the Office of Career Services & Student Employment can assist are through:

- interest exploration to discover academic and career options,
- research to clarify optional directions within a chosen career path,
- development of career search strategies,
- design and production of professional, powerful resumes,
- creation of clearly written and effective cover letters,
- developing interview skills, and
- development of a professional credential file.

Please review our four-year career plan to make sure your student stays on target with their career development goals.

**Four-Year Career Plan**

**Freshman – Develop a Plan**

- Assess interests and values
- Choose a major
- Seek opportunities to develop skills
- Look for an on-campus job to begin developing work skills
- Begin your professional development by joining a student organization or club
- Attend leadership development workshops
- Consider volunteer opportunities that may complement work experiences and your education
- Visit the Office of Career Services to inquire about interest inventories
- Research major and career options related to your interests
- Meet with your academic advisor regularly
- Maintain a good GPA
- Begin looking and applying for a summer job or internship during the fall semester

**Sophomores – Build Your Foundation**

- Plan a meaningful and marketable education
- Hone your work-related skills through on-campus employment
- Join relevant student and professional organizations or work toward a leadership position within an organization
- Attend career and wellness workshop sessions
- Seek additional work or internship experience
- Continue in or select additional volunteer experiences
- Learn how to develop a portfolio
- Declare a major if you have not done so
- Meet with your academic advisor to confirm a degree plan
- Get to know professors teaching in your major
- Choose electives that will provide additional skills
- Maintain a good GPA
- Add your new skills and experiences to your resume
- Network with alumni regarding specifics about your major or chosen career
Juniors – Evaluate Your Progress

- Attend all D&E job fairs on campus to practice your “elevator pitch”
- Assess experiences and request feedback from on-campus supervisor
- Develop networking opportunities
- Become knowledgeable about the job search process and/or graduate schools
- Explore graduate and professional school options and requirements
- Develop your networking skills
- Conduct informational interviews with professionals in your desired field
- Attend seminars related to your major
- Update your professional resume
- Seek additional internship information and volunteer experiences
- Maintain a good GPA
- Continue to update your portfolio with samples of your work
- Attend career and wellness workshop sessions
- Continue involvement in leadership positions in students organizations

Seniors – Decide and Commit

- Purchase a professional suit
- Practice mock interviews
- Begin job search process and/or graduate school application process during the fall semester
- Attend job fairs on campus
- Update and polish resume
- Identify references and obtain letters of reference
- Schedule job interviews with on-campus recruiters
- Revise and update portfolio – complete with samples of work
- Maintain a good GPA
- Attend career and wellness workshop sessions
- Continue seeking networking opportunities

Career Guidance

Career guidance is available to current students and alumni free of charge. During this meeting, the Career Services director and client discuss areas of concern regarding his or her career plans and direction. As part of this process, an interest inventory is an option for further career direction and exploration.

Students who need guidance in selecting a major can take an online assessment at the Office of Career Services & Student Employment that will help them understand their strengths and skills.

Walk-ins are welcome in the Office of Career Services & Student Employment, but appointments are suggested by contacting Lisa Reed at 304-637-1313 or reedl@dewv.edu.
STUDENT HEALTH CENTER

Student Health Services is located on the ground floor of Gribble Hall with nursing services available Monday-Friday. Basic first aid and supplies, cold and flu medications, TB (PPD) testing, allergy injections, birth control, emergency contraception, family planning, sexually transmitted diseases (STD) testing and treatment, pregnancy testing, and flu vaccinations are provided. Most services, including all family planning and STD testing are free to full-or part-time D&E students. A physician visits the campus once per week. There is a fee to see the physician and that fee is assessed to the students’ account. The campus nurse is a Confidential Employee and as such is a safe and private person to visit in the case of any Title IX infraction involving sexual misconduct/sexual offenses.

APPOINTMENTS: Students can schedule an appointment with a professionally credentialed psychologist/counselor by calling Student Health Services at (304) 637-1234. As noted below, all conversations with professionally credentialed psychologists/counselors are confidential.

Students can also talk with a member of the Student Life staff at any time. They are available to listen and help guide students through the many challenges of college life. Please note, however, that Student Life staff, with the exception of the College Chaplain and professionally credentialed campus nurse and psychologists/counselors, are required to report incidents of sexual misconduct, including sexual offenses, to the College’s Title IX Coordinator. Moreover, as a “Campus Security Authority,” Student Life staff are also required to report incidents of certain crimes to the director of Campus Safety and Security for inclusion in the College’s Campus Crime Statistics.

MENTAL HEALTH EMERGENCIES OR CRISSES AFTER HOURS: Students may contact the Appalachian Community Health Center at (304) 636-3232. Appalachian Community Health Center staff are on call 24/7. Students can also report to the Davis Memorial Center Emergency Department, call 911 or contact the Women's Aid in Crisis at (304) 636-8433. In addition, the Elkins Police Department may be contacted at 911.

REFERRALS: Referrals may be made to the Student Health Center (304) 637-1234 by faculty, staff, parents, and students if there are concerns about a student. They may call or email with their concern and we will attempt to make contact with the student to offer support. Please note that unless the student consents, the Office of Student Life will not be able to share information about the student with the person making the referral. See the College Student of Concern Policy for additional information.

FEES: Counseling is free to the College students. The counselor can provide information and referrals for local psychologists to the College faculty and staff.

CONFIDENTIALITY: The content of the meetings with a professionally credentialed psychologist/counselor will be kept confidential. Information shared will not be given to individuals without the student's knowledge and written permission. There are some exceptions arising from ethical and legal requirements such as imminent harm to a student or someone else (including child abuse or elder abuse) and certain legal situations, which require disclosure. These limitations will be discussed at the first appointment. See also the College's Sexual Offense Policy and Procedures for additional information regarding confidentiality issues involving sexual offense incidents.

Note: The College psychologists/counselors are not considered to be “campus security authorities” and are, therefore, not required to report crimes for inclusion into the College’s annual disclosure of crime statistics without the client’s express consent. They may, however, inform victims of crime that they are counseling of the College’s procedures to report crimes on a voluntary, anonymous basis for inclusion into the College’s annual crime statistics.

Staff

Diana Burke-Ross, R.N.
Campus Nurse
Gribble Hall Bottom Floor
304-637-1234
rossd@dewv.edu

Dr. Kim Farry
College Physician
Gribble Hall Bottom Floor
304-637-1234
farryk@dewv.edu
AREA RESOURCES AND KEY CONTACT INFORMATION

Accommodations

Hotels & Motels
(*denotes restaurant on premise)

- Alpine Lodge (Davis) - (304) 636-1470
- Cheat River Lodge - (304) 636-2301
- Elkins Inn & Suites - (304) 637-4667
- Graceland Inn (on the D&E campus) - (304) 637-1600 or 1-800-624-3157
- Hampton Inn (Buckhannon) - (304) 473-0900
- Hampton Inn (Elkins) - (304) 630-7500
- Holiday Inn Express - (304) 630-2266
- Isaac Jackson Hotel (formerly Elkins Motor Lodge) - (304) 636-1400
- Super 8 Motel (Elkins) - (304) 636-6500
- The Elkins Economy Inn - (304) 636-5311
- The Iron Road Inn – (304) 637-1888

Bed & Breakfasts / Cabins

Elkins
- The Post House - (304) 636-1792
- The River’s Edge (Lodging Only) - (304) 636-9220
- The Riverside Retreat- (304) 591-4311
- Warfield House Bed & Breakfast (703) 628-4043

Huttonsville (25 minutes south of Elkins)
- Linger Inn - (304) 335-4434

Canaan Valley (30 minutes north of Elkins)
- *Golden Anchor Cabins – (304) 866-2722

Davis (40 minutes north of Elkins)
- Bright Morning - (304) 259-5119
- Fiddler’s Roost (Lodging Only) - (304) 463-4040
- Meyer House - (304) 259-5451

Thomas (45 minutes north of Elkins)
- Lady Bug - (304) 463-3362
- Tallyho Mountain Lodge (Lodging Only) - (304) 463-4114

Cabins (60 minutes east of Elkins)
- Harman's Luxury Log Cabins – (800) 436-6254

Resorts
- Black Bear - (304) 866-4391
- *Canaan Valley Lodge - (304) 866-4121
- Deerfield Village - (304) 866-4698
- Mirror Lake - (304) 866-4216
- New Winwood Fly Inn - (304) 866-7456
- *Snowshoe Mountain Ski Resort – 1-877-441-4386
- *Stonewall Resort – (304) 269-7400
- *Timberline Four Seasons – (304) 866-4801
Local Banks
Citizens Bank of W.Va., 211 Third St., Elkins, (304) 636-4095
Davis Trust Company, 227 Davis Ave., Elkins, (304) 636-0991
Freedom Bank, Routes 219-250, South, Elkins, (304) 636-2311
Huntington National Bank, Davis Ave. & Fifth St., Elkins, (304) 636-3400
Mountain Valley Bank, 317 Davis Ave., Elkins, (304) 637-2265
Woodforest National Bank, Inside Walmart, Elkins, (304) 637-2838

*ATM machine is located on campus in the Madden Student Center.

Cell Phone Companies
AT&T - 751 Valley Pointe Shopping Plaza, (304) 636-6400
nTelos – Valley Pointe Shopping Plaza, Elkins, (304) 439-0048
US Cellular – Valley Pointe Shopping Plaza, Elkins, (304) 636-9311

Local Churches
Alliance Community Fellowship - 219 North, Elkins, (304) 637-4080
Church of Jesus Christ of Latter-Day Saints - Beverly Pike, (304) 636-7750
Davis Memorial Presbyterian Church – 450 S. Randolph Avenue, Elkins (304) 636-2788
Elkins Church of God Family Worship Center – 14th St. & Taylor Ave., Elkins (304) 636-6200
Elkins Church of the Brethren – 708 W. Central Street, Elkins (304) 636-0453
Elkins First Church of the Nazarene – 219/250 North, Elkins (304) 636-4235
Elkins Seventh-day Adventist Church - 1 Old Leadsville Rd., (304) 636-4274
First Baptist Church – 412 Randolph Avenue, Elkins (304) 636-3448
First United Methodist Church – 315 Kerens Avenue, Elkins (304) 636-0660
Grace Episcopal Church – 212 John Street, Elkins (304) 636-5099
Holy Trinity Lutheran Church - 302 First St., Elkins, (304) 636-3019
Landmark Baptist Church – 7 Forest Brook Drive, Elkins (304) 636-6229
Otterbein United Methodist Church - 1100 S Davis Ave., Elkins, (304) 636-0569
Rivers of Living Water Ministries – 2 Lincoln Ave., Elkins (304) 636-1155
St. Brendan Catholic Church – Beverly 5 Lane, Elkins (304) 636-0546
Summit Church - 49 Martin St., Elkins, (304) 637-4563
Woodford Memorial United Methodist Church - 113 First St., Elkins, (304) 636-3665

Local Medical Facilities
Davis Medical Center - Reed St. & Harrison Ave., Elkins, (304) 636-3300
Emergency Room- (304) 637-3265
Elkins Express Care – 1513 Harrison Ave., Elkins, (304) 637-0180
Direct Care of Elkins – 720 Beverly Pike, Elkins, (304) 636-4458
Randolph-Elkins Health Department – 201 Henry Ave., Elkins, (304) 636-0396
Important Campus Contact Information

G.T. Buck Smith  
President  
(304) 637-1243  
buck@dewv.edu

Josh Stump  
Student Accounts Coordinator  
(304) 637-1323 - office

Lisa Senic  
Coordinator of Parent Relations &  
Assistant Director of Development Support  
(304) 637-1240 – office  
senicl@dewv.edu

Tessa Randolph  
Assistant Director of Financial Planning  
(304) 637-1271 - office  
randolpht@dewv.edu

Mary Ellen Schubert  
Director of The Naylor Center  
(304) 637-1384 – office  
schubertm@dewv.edu

Scott Goddard  
Vice President for Student Affairs  
(304) 637-1352 – office  
(304) 642-1352 – cell  
goddards@dewv.edu

Campus Post Office  
(304) 637-1205

Matt Summers  
Director of Financial Planning  
(304) 637-1990 - office  
summersm@dewv.edu

D&E Emergency Advisory Line  
(304) 637-1236

Stephanie Haynes  
Registrar & Professor of Mathematics  
(304) 637-1335  
hayness@dewv.edu

Security  
(304) 637-1311 – office  
(304) 704-9111 – cell

Diana Burke-Ross, RN  
Campus Nurse  
(304) 637-1234 – office  
rossd@dewv.edu

Websites You May Find of Interest

www.elkinswv.com – City of Elkins  
www.gracelandinn.com – Graceland Inn  
www.augustaheritage.com – Augusta Heritage Center of Davis & Elkins College  
www.cbamatthews.com/debook – D&E Bookstore  
www.facebook.com/DavisandElkins - D&E Facebook  
www.flickr.com/davisandelkins - D&E Flicker photos

Outdoor Recreation in the Area

Blackwater Falls State Park – 1584 Blackwater Lodge Rd., Davis, WV 26260, (304) 259-5216, email blackwater@dnr.state.wv.us, www.blackwaterfalls.com  
Snowshoe Mountain – 10 Snowshoe Drive, Snowshoe, WV, 26209, (877) 441-4386, www.snowshoemtn.com  
Seneca Rocks – At Intersection of Rt. 33 and Rt. 55, (304) 567-2827
D&E Care Packages

A great way to show you care!

(All care packages, birthday cake packages and get well packages are $20 each)

October: Happy Halloween
Assorted Halloween candy, Halloween themed non-food items, a dozen fresh baked cookies, apple juice and a personalized greeting card

November: Stocking Up
Dorm room essentials (example items include Band-Aids®, laundry detergent, shaving cream, Chapstick®, deodorant, toothbrush, toothpaste, floss, hand sanitizer, tissues, post-it® notes), snacks and a personalized greeting card

December: Show Me the Money
Pint-size mason jar filled with M&M®'s. In the middle of the M&M®'s, $15 will be placed in a paper holder. Also a personalized greeting card

January: Gettin' Cozy
Cocoa packets and a mug, Redbox gift card, microwave popcorn, assorted movie candy and a personalized greeting card

February: Happy Valentine's Day
Assorted Valentine candy, Valentine themed non-food items, a small stuffed animal, a dozen fresh baked cookies, two sodas or water and a personalized greeting card

March: Happy Easter
Chocolate bunny, marshmallow Peeps®, assorted Easter eggs
Small stuffed animal, basket and Easter grass and a personalized greeting card

April: Snack Time
Pretzels, candy, fruit snacks, macaroni & cheese, peanut butter crackers, popcorn, granola bars, two sodas or water and a personalized greeting card

Birthday Cake Package
8-inch round cake, 6-pack of favorite soda or water, birthday plates and napkins, plastic utensils and a personalized birthday card

Get Well Package
Campbell's Chicken Noodle Soup® with crackers bottled water and orange juice, tea bags, cough drops, tissues and ibuprofen, and a personalized get well card

Order Form

Complete this form and mail with payment to:
Lisa Senic, Coordinator of Parent Relations
Davis & Elkins College, 100 Campus Dr., Elkins, WV 26241-3971

Deliver To:
Student name: ___________________________________
Dorm & room number: _______________________________
(Commuter students will have a designated area on campus to pick up their care packages.)
Student telephone number: ___________________________
Student email address: _______________________________
Sign card from: ___________________________________

Gift Ordered By:
Name: _________________________________________
Address:  _______________________________________
Telephone: ______________________________________
Email address:  ____________________________________

Method of Payment (circle one) or check (payable to Davis & Elkins College)
Visa    MasterCard    American Express    Discover
Credit Card number:  ________________________________
Expiration Date:  __________                    Security Code: _________
Signature:  ______________________________________

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Please list favorite flavor of cake/icing, soda, potato chips, gum, candy, etc.

* You may also email orders to senic@dewv.edu.
Closing Notes:

It’s important for parents to understand the numerous elements of their student’s journey at Davis & Elkins College. One of the key documents that outlines the student experience is the Student Handbook. This defines our community: who we are, what we're about, what we believe, how we live and journey together, and the expectations for those who have chosen to become members of our community.

The Student Handbook is important for students to read and understand, so they can fully engage in all facets of being a student. When students become a member of the Davis & Elkins College community they sign a statement as part of the new student process, agreeing to abide by the policies and procedures outlined in the Student Handbook for as long as they are enrolled as a student. We also believe it’s essential for parents to understand this information so it can further clarify and define the experience of their student.

The Student Handbook is available online and can be accessed by student and parents alike at www.dewv.edu.

Please note that the information in the manual is subject to change. If you find that there is information that you need that is not included or you have any suggestions as to how to make this Parent Handbook better for next year, please feel free to contact Lisa Senic at (304) 637-1240 or by email at senicl@dewv.edu. Your comments and suggestions are welcome.