

New Employee Handbook

The University of Akron
The Division of Student Engagement & Success

A Message from the Vice President, Student Engagement & Success

Welcome to The University of Akron. We hope you are excited about your first day on campus. We are thrilled to have you here. This welcome packet is being provided to help make your transition into your new position as smooth as possible. It provides some helpful information on your schedule for today, basic information on policies and procedures, and organization charts for the division and your specific department/area. It should answer many of your questions. For any other questions you have, feel free to ask your supervisor, your New Employee Mentor or me.

Please take some time to settle in and meet your colleagues. I look forward to meeting you.



Dr. Charles J. Fey

To our continued success,
Dr. Charles J. Fey

First Day Packet

Schedule

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Information/Services

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About Student Engagement & Success

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Section A: Schedule



The following is a schedule of activities for your first day here at The University of Akron. Please keep in mind that this is a general Mentorline; each supervisor will tailor the schedule to fit the needs of the new employee and department.

First Day Schedule

Morning	Meet with your supervisor at the predetermined time and location
	Meet representatives from your new department
	Overview of logistics (parking, coffee, copiers, supplies, restrooms etc.) and building tour
	Get settled into your new workspace and receive your first day packet and checklist
	Meet your New Employee Mentor who will assist you with your checklist and required security/access items
Lunch	Enjoy lunch with representatives from your new department
Afternoon	Review the university and department's mission and strategic plan
	Discuss job description/expectations, policies/procedures and address any questions or concerns
	Begin your career with The University of Akron!!

Section B: Checklist



Below is a list of items that will need to be completed within your first few days on campus. Following are details on how to complete each of these tasks. Once you meet your New Employee Mentor you can also ask him/her for assistance in obtaining needed information.

First Day Checklist

Meet your New Employee Mentor, who will assist you with your checklist and required security/access items	
Turn in your Human Resources paperwork and meet your payroll representative, if necessary	
Access your computer and retrieve logins and needed passwords	
Access your email	
Set up your voicemail	
Zip Card	
Keys	
Parking Permit	
Schedule your Benefits Orientation, Sexual Harassment Prevention Training, Hazardous Communications (HazCom) Training and New Employee Orientation	
Schedule your Department training	



Your New Employee Mentor

Your New Employee Mentor Overview

The Division of Student Engagement & Success has launched “Your New Employee Mentor” as part of its New Employee Navigation Program for new employees. You will be assigned a New Employee Mentor, who will serve as your one-stop resource for information as you become more familiar with your department, the division and the university.

The Purpose & Role of Your New Employee Mentor

Your New Employee Mentor will partner with you to:

- Make you feel welcome
- Help familiarize you with the department, division and university
- Introduce you to fellow employees
- Assist you with the new employee checklist, including obtaining a parking pass and Zip Card
- Give tours of your work areas and the campus
- Offer guidance and support
- Share experiences
- Answer any work-related questions you may have

Qualities of Your New Employee Mentor

The New Employee Mentor should:

- Make a welcoming first impression
- Have a positive attitude and strong communication skills
- Be approachable and encouraging
- Hold a similar position and be a high performer
- Be well regarded by peers and have the ability to maintain confidentiality

Benefits of Your New Employee Mentor

The Division of Student Engagement & Success hopes that having a designated New Employee Mentor that you can approach with questions and concerns will:

- Help acclimate you to the university culture
- Aid in your job satisfaction and retention
- Allow for information and knowledge sharing



Your New Employee Mentor (con't.)

Timeframe for Your New Employee Mentor Service

Your New Employee Mentor's term of service begins on your first day of work, and should continue for about three months, with the first few weeks being more critical for acclimation to the new environment. The remaining time should be for questions that may arise. Sample responsibilities for the New Employee Mentor are provided below by timeframe.

Day 1 through Week 1

Welcome the new employee

- ◆ Show the new employee where he/she will be stationed (office, cubical, work station, etc.)
- ◆ Show the new employee the location of the restrooms, kitchen area, etc.
- ◆ Tour the department's work area(s)

Meet and Greet

- ◆ Introduce the new employee to the department

Assist the New Employee with the following:

- ◆ Obtain a parking pass
- ◆ Obtain a UA net ID
- ◆ Log on to the computer
- ◆ Obtain office keys (if applicable)
- ◆ Using the phone system
- ◆ Review department Mentorlines or expectations
- ◆ Obtain office supplies or other supplies the new employee may need
- ◆ Assist him/her with other items on the new employee checklist

Week 2 through 1st month

- ◆ Tour the campus and various work areas in the Student Engagement & Success Division
- ◆ Introduce him/her to faculty and staff

Months 2 and 3

Be available to assist when questions or situations come up



Human Resources Information

Human Resources

Please complete the following forms and return them to Human Resources located in the Administrative Services Building on E. Mill Street (see packet map in Section F.). The forms were mailed home to you in your welcome packet. If needed, another copy can be found at the websites listed below:

- Form SSA: <http://www.uakron.edu/dotAsset/804439.pdf>
- Form I-9: <http://www.uakron.edu/dotAsset/775963.pdf>
- DMA—Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization: <http://www.uakron.edu/dotAsset/775948.pdf>



Payroll Information

Payroll Department

Please complete the following forms and return them to the Payroll Office located in the Administrative Services Building on E. Mill Street (see packet map in Section F).

- W-4 Form
- Direct Deposit Form

Theses can be found in Section E— Miscellaneous Items and at http://www.uakron.edu/busfin/controller/payroll_forms.php.

Notes on Direct Deposit

You are strongly encouraged to sign up for direct deposit with a financial institution of your choosing. You can view your pay statement online by doing the following:

- Go to The University of Akron home page: <http://www.uakron.edu>
- Click on **ZipLine** and log in using your UANet ID and password
- Click on the **Faculty/Staff** tab
- In the **Employee Services** box, select **Payroll, Taxes and Salary**
- Select **View Paycheck**

If you choose not to sign up for direct deposit, you will need to come to the Payroll Office in the Administrative Services Building on E. Mill Street (see packet map in Section F.) to pick up your paycheck on payday.



Payroll Information (con't.)

Questions

For general questions, please contact the Payroll Office at extension 7205. For questions specific to your pay, please contact the appropriate person, as indicated below:

If your last name begins with	Contact	Ext.
A – Col	Susan Allshouse	6759
Com – G	Evon Harris	6554
H – Le	Carla Corsaro	6555
Li – Pa	Krista Podlogar	2311
Pe – Sr	Pamela Wellington	6553
St – Z	Cheryl Rinehart	6558
Retirement Reporting	Debbie Conrad	6768
Non-resident Aliens (NRA)	Deborah Fields	6692
Non-resident Aliens (NRA)	Brenda McHenry	2312
Assistant Payroll Manager	Bernadette Hall	6569



Computer Access and Log In Information

UAnet ID

- What is it?

Think of it as your online identity here at The University of Akron

- How do I get it?

Your New Employee Mentor or another department representative should help you establish your ID and choose a password by going to the following web site:

[https://auth.uakron.edu/zid/app/request/.](https://auth.uakron.edu/zid/app/request/)

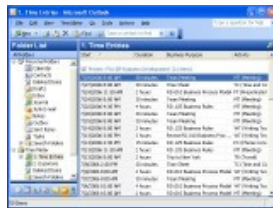
- When do I use it?

Your UAnet ID provides access to the following:

- Your office computer
- Email
- Zipspace—personal web pages & file storage
- Home access to your email
- On campus internet access
- ZipLine—important employee information



Accessing Your Email



Email Access

Every employee with a UAnet ID has an email mailbox:

- This mailbox should be accessible from your office computer on the desktop under MS Outlook
- Additionally you can access your email at the link below:

www.uakron.edu

Click on the Faculty & Staff

Click on Exchange

Enter your UAnet ID and password

Logging In

Once you have established your UAnet ID and password you can access your email

- Open MS Outlook using your UAnet ID and password
- Your email address will be your UAnetID@uakron.edu
- For additional assistance in navigating MS Outlook you can access the tutorial at the link below: <http://www.uakron.edu/its/learning/training/facstaffmail.php>.
- Email etiquette and University email policies can be found in at <http://www3.uakron.edu/network/infotech>.



Setting Up Your Voicemail

How do I set up my voicemail?

Please see Section E.— Miscellaneous Items for instructions on how to set up your voicemail and retrieve messages.

How do I use the telephone in my office?

Please see Section E— Miscellaneous Items for general information, dialing instructions, and phone features.

Where can I find on-campus contact information?

Included in your first day packet is a campus directory. Important University numbers can be found in Section E— Miscellaneous Items.



Zip Card

What is a Zip Card?

This is your University photo identification card. You will need to provide photo identification to obtain your Zip Card (i.e., driver's license, passport, etc.)

What can I use my Zip Card for?

- Door access
- Meals
- Printing Services
- Purchases
- See additional information on the value of the Zip Card at this link:
<http://www.uakron.edu/aux/zipcard>.

How do I obtain my Zip Card?

- There are three locations on campus where you can obtain your Zip Card (For a map see section F.)
 - Student Union Room 106
Hours: M-F 8am-5pm
 - Simmons Hall Room 103
Hours: M,Th,F 8am-5pm
Tu,W 8am-7pm
 - Polsky Third Floor Atrium
Hours: M, T 8am-5:45pm
W, Th 8am-2pm
F 8am-Noon



Keys

Where do I pick up my keys?

Once you have received notification that they are ready for pick-up, your keys can be obtained 24 hours a day at the dispatch window located adjacent to the University Police Office in the Physical Facilities Operations Center (For a map see Section F.).

What must I have to obtain my keys?

A University key card must be completed; see your department for appropriate signatures. You must also present your Zip Card for identification purposes.

What are the policies/procedures for lost/stolen keys and key return?

Procedures for key pick-up, return, or requests and/or reporting lost or stolen keys can be found in Section E— Miscellaneous Items or at <http://www.uakron.edu/ogc/docs/47-09.pdf>.



Parking Permit

How do I obtain a parking permit?

- Online permit application: You can apply online for a permit at <http://www.uakron.edu/parking/> *only if* you have a valid UANET username and password. If you apply online for a permit, please verify with your department that the application has been approved prior to coming to the Parking Office to pick up your permit. Parking Services is located in the Parking Deck North on Buchtel Avenue (See map in Section F.).
- Paper permit application: Most new employees will complete a paper parking permit application. The paper application is provided in Section E—Miscellaneous Items. Return it to Parking Services located in the Parking Deck North on Buchtel Avenue (See map in Section F.).

How much does a parking permit cost and how can I pay for it?

Please contact Parking Services for parking permit pricing.

Payment methods include:

- Single (Lump-Sum) Payroll Deduction
- Multiple (Spread Out) Payroll Deduction
- No Payroll Deduction (other payment method)

Where can I find additional Parking Services information?

Online at the link: <http://www.uakron.edu/parking/>.



Benefits Orientation, HazCom Training, Sexual Harassment Prevention, and New Employee Orientation

There are four training sessions that you will be required to attend:

Required

- **Benefits Orientation**—Work with your supervisor to schedule benefits orientation with a representative of Benefits Administration in Human Resources. The extension for Benefits Administration is 7092.
- **Hazardous Communications (HazCom) Standards Training**—identifying the items covered and exempt; describing the six main elements; identifying the labeling information requested on hazardous chemicals; describing the labeling requirements for portable containers; and describing the 12 sections of a Material Safety Data Sheet.
- **Sexual Harassment Prevention**—This training discusses topics relating to sexual harassment and other forms of discrimination. Discussion will include relevant federal and state laws, as well as UA rules and policies. Important contact information is reviewed. "Sexual Harassment & Other Forms of Discrimination Prevention" is required for all UA employees.
- **New Employee Orientation**—Welcome to The University of Akron! "Discover Your University: New Employee Orientation" is a comprehensive five and a half hour session that covers important information for new full-time staff and contract professional hires at The U of A.

Elective

- Visit the website below for information on upcoming seminars and certification opportunities:
<http://www.uakron.edu/hr/hr-services/learning/index.dot>

The Learning, Development & Communication Services' mission is to continue the dialogue about the institution's strategic direction and commitment to legal compliance matters while using adult learning methods that effectively enhance the knowledge/skill levels of UA's diverse population of employees, students and others.

Section C: Policies & Procedures



This section includes information on commonly referenced policies and procedures, including the university rules.

Policies and Procedures

Summary of Rules & Regulations	
Request/Certification of Leave Form	
Annual Performance Review Process	
Fee Reduction / Tuition Remission	



Summary of Rules & Regulations for Staff and Contract Professionals

General Rules

The Board of Trustees has established the rules governing your employment here at The University of Akron. The rules and regulations are available on the following website:

<http://www.uakron.edu/ogc/index.php>.

Listed below are a few of the general rules and regulations of which you need to be aware during your employment here at The University of Akron.

Rule Number	Rule Title
3359-11-10	Access and acceptable use of university computer and informational resources
3359-11-13	Sexual Harassment Policy
3359-11-17	Conflict of Interest, Conflict of Commitment, Scholarly Misconduct, and Ethical Conduct Policies and Procedures
3359-38-01	Affirmative Action Policy and Program
3359-47-01	Alcohol Policy
3359-47-02	Drug-Free Workplace
3359-47-03	Computer Misconduct Policy



Summary of Rules & Regulations for a Staff Member

Staff-Specific Rules

As a staff member of The University of Akron please also review the following rules and regulations:

Rule Number	Rule Title
3359-11-01	Sick Leave for School of Law Faculty, Contract Professionals, Classified, and Unclassified Exempt Staff
3359-26-01	General Information
3359-26-02	General Staff Personnel Policies and Procedures
3359-26-03	Compensation
3359-26-04	Absence from Campus
3359-26-05	Separation from the University
3359-26-06	Part-Time Staff Group Health Insurance Coverage

If you do not have access to the Internet, please contact Your New Employee Mentor or another department representative for the information.



Summary of Rules & Regulations for a Contract Professional

Contract Professional-Specific Rules

As a contract professional member of The University of Akron please also review the following rules and regulations:

Rule Number	Rule Title
3359-11-01	Sick Leave for School of Law Faculty, Contract Professionals, Classified, and Unclassified Exempt Staff
3359-22-01	Contract Professional Information
3359-22-03	Contract Professional Advisory Committee
3359-22-04	Contract Professional Grievance Committee
3359-22-05	Contract Professional Grievance Procedures

If you do not have access to the Internet, please contact Your New Employee Mentor or another department representative for the information.



Annual Performance Review Process

Overview

The University of Akron conducts performance reviews annually. They are conducted on a calendar year basis, even though the University's fiscal year runs July 1st to June 30th. The collaborative performance review program is designed to take a "snapshot" of an employee's performance as well as to provide an opportunity for the employee and supervisor to establish goals and objectives for the upcoming review period based on current university initiatives.

Each year the process and form are reviewed and updated to reflect UA's current goals and objectives, directions from administration, and recommendations from employees and supervisors.

Regular employees (contract professionals, unclassified staff, classified staff, and bargaining unit staff) and Temporary employees complete different forms. Examples of the different forms as well as general information regarding the performance review process are included in this section. The most current performance review information can be accessed online at:

<http://www.uakron.edu/hr/hr-services/performance-reviews/index.dot>.

Included are the following:

- Copy of the Training and Development Services UA Performance Review Program homepage
- UA's Collaborative Performance Review Program description
- A sample of a Performance Log
- Annual Performance Review for Regular Employees: Mentorlines
- Annual Performance Review for Regular Employees: Review forms
- Mentorlines/Instructions for Temporary Employee Evaluations
- Annual Performance Evaluation for Temporary Employees: Review form



Fee Reduction / Remission Tuition

Overview

One benefit of being a University of Akron employee is Fee Reduction / Remission Tuition. Different levels of benefits exist for different employee classifications (i.e., full/part-time; faculty/staff).

For More Information

For more information contact Deborah Beynon, Administrative Assistant Senior, in the Office of the Associate Vice President/Controller. She can provide you with specific information regarding your benefit. Contact her via phone at extension 6570 or via email at beynon1@uakron.edu.

Section D: Information & Services



Information/Services

Useful Links

Included in this section is a list of useful links, ranging from the University's homepage to the registration page for software training.

What services does the University make available to its employees?

The University provides several services on campus including:

- Dining Services
- Retail Services
- Printing Services
- Mailing Services
- Telecommunication Services
- Wellness Facilities as well as conference areas for meetings, weddings or other events
- Entertainment, including the E.J. Thomas Performing Arts Hall

Where can I find additional information about these services?

This section provides overview information regarding some of the services provided on campus. More detailed information can also be found under Section E—Miscellaneous.



Information/Services

Commonly Used Acronyms

AAUP	American Association of University Professors
AVP	Associate Vice President / Assistant Vice President
BRG	Bargaining Unit
CLA	Classified Staff
CP	Contract Professional
CPAC	Contract Professional Advisory Committee
CWA	Communications Workers of America
DMA	Declaration of Material Assistance Form
Empl ID	Employee ID, number on the back of your ID card without the 0s
EOHS	Environmental and Occupational Health and Safety
FAC	Faculty
FAST	Finance and Administration Support Team
FOP	Fraternal Order of Police
FY	Fiscal Year
GA	Graduate Assistant
HEUG	PeopleSoft/Oracle Higher Education Users Group (now called Alliance)
HR	Human Resources
IDC	Indirect Cost
ITL	Institute for Teaching and Learning
IATSE	International Alliance of Theatrical Stage Employees
ITS	Information Technology Services
JE	Journal Entry
JRF	Job Requisition Form



Information/Services

Commonly Used Acronyms

OS	Operating System
PAF	Personnel Action Form
PC	Personal Computer
PFOC	Physical Facilities Operations Center
PO	Purchase Order
RA	Research Assistant
REQ	Requisition
RFP	Request for Proposals
RFQ	Request for Qualifications
SEAC	Staff Employee Advisory Committee
SERS	State Employee Retirement Service
STA	Staff
STRS	State Teacher Retirement Service
TA	Teaching Assistant
TAAR	Term Academic Activity Report
TEF	Teaching Faculty
TRF	Temporary Requisition Form
UA	The University of Akron
UA Net ID	First portion of your email address, before the @uakron.edu
UNC	Unclassified Staff
VP	Vice President



Useful Links

Description	Link
University Website	www.uakron.edu
Parking Services	www.uakron.edu/parking
Training and Development	http://www.uakron.edu/hr/hr-services/learning/index.dot
Benefits Administration	http://www.uakron.edu/hr/benefits/
University Rules (policies and procedures)	www.uakron.edu/ogc/
Homepage for the Vice President for Student Affairs	www.uakron.edu/studentaff
Software Training Services:	
<ul style="list-style-type: none"> • Register for instructor-led and online courses 	www.uakron.edu/seminars
<ul style="list-style-type: none"> • Download documentation manuals and view tutorials 	www.uakron.edu/its/learning/training/index.php
UA “Search People” Function	http://www.uakron.edu/search/index.php?sn=&action=Go



Below is a list of items to keep in mind as your career progresses at The University of Akron.

For Continued Success

Check your office for needed equipment

Discuss your goals and performance with your manager

Ensure that you have all of the needed software access

Get involved on campus

Attend seminars

Section E: Miscellaneous Items



Section E—Miscellaneous Items

Miscellaneous Items	
Form W-4	
Direct Deposit Information	
Benefits Information	
Voicemail Instructions	
Phone Features	
Important Numbers	
Keys	
Other Items	

Section F: Map



Section F—Map

Attached you will find a map of the campus. You can also utilize the online campus map for specific building details and parking information at the links below:

<http://www.uakron.edu/resources/campusMapNew/#> OR

<http://www.uakron.edu/aux/parking/docs/NewParkPDF.pdf>

Section G: About Student Engagement & Success



Section G.— About Student Engagement & Success

About Student Engagement & Success

Division Strategic Plan <http://www.uakron.edu/studentaff>

Divisional Organizational Chart

Division Departments and Descriptions

Department Goals

The University of Akron
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Department Index

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Academic Achievement Programs

Academic Achievement Programs deliver pre-college preparation services including academic, cultural and social enrichment to over 1200 Akron Public School students. Comprehensive services include standardized test preparation, diagnostic evaluation and skill enhancement during the summer and throughout the academic school year. Students access free services through participations in one of the three federally funded TRiO programs (Upward Bound Classic, Upward Bound Math and Science, and Educational Talent Search), as well as the Bridgestone/Firestone endowed Strive Toward Excellence Program, and the Pre-Engineering Program supported through Student Engagement & Success and the College of Engineering. Most participants must meet income eligibility. Custodial parents/guardians cannot hold a baccalaureate degree.

Frequently Asked Questions

What is the cost?

Services are free for eligible and accepted participants.

How do I get Involved?

Applications may be obtained from middle and high school counselors or by calling the office directly.

Who is eligible?

Akron students from 6th through 12th grade are eligible as well as high school drop outs and college stop-outs through age 27.

What types of services are provided?

Full academic year services include academic monitoring, tutoring, OGT, ACT and other college testing preparation. Assistance with college applications, financial aid and scholarship applications, career development and internship experiences, college visits, community service opportunities and cultural activities. Residential and non-residential summer academic enrichment opportunities are available, as well as in-school workshops and visits.

Contact Information

Located in Ayer Hall, Rm 311

Website: www.uakron.edu/studentaff/AAP

(330) 972-6804

**Student Engagement
& Success**

Welcomes You

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The Office of Accessibility

We welcome students with disabilities and work hard to ensure that all UA students can maximize their educational potential. The Office of Accessibility provides reasonable accommodations and a supportive, well-resourced environment to students with disabilities in order to promote student development in the university environment. The mission of the Office of Accessibility at The University of Akron is to provide students with full access to and the opportunity for full participation in the academic environment. We are advocates of social justice for students with disabilities and work to end oppression by examining the social, cultural, and institutional barriers to inclusion of all students. We embrace the diversity of our student body and celebrate a culturally sensitive and accessible campus through outreach, partnership, and advocacy with many university departments.

Frequently Asked Questions

How do students get services from the Office of Accessibility (OA)?

Begin by providing the office with documentation of a disability from a qualified professional.

What kind of documentation do students need to provide?

The Office of Accessibility requires documentation of a disability with accompanying information regarding the academic, developmental and social impact of the disability. We have a form students can give to a treatment professional to complete.

Will students receive the same accommodations/services that they received in high school?

Many things are different in college from high school. Those who do qualify for services may have some that are similar to those in high school and some may be quite different. The Office of Accessibility staff are always willing to talk with students about what to expect in college.

Will OA help students with academic skills like note taking and studying?

Yes! We offer an Adaptive Study Strategies program in which eligible students are provided an individual mentor to assist with learning and enhancing effective study strategies for a college environment. We also offer various workshops throughout the school year to promote student development.

Contact Information

Located in Simmons Hall, Room 105

Website: www.uakron.edu/access

(330) 972-7928

**Student Engagement
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Welcomes You

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The Career Center

Our mission at the Career Center is to provide career services to all students and alumni of The University of Akron. Students may also participate in the Career Advantage Network (CAN) program, which provides opportunities to gain major related work experiences prior to graduation for eligible students, regardless of academic major.

Frequently Asked Questions

What is the Career Center, where are you, and what do you do?

The Career Center provides students with integrated career education and dynamic career management services. We do not “place” students in jobs; rather, our mission is to educate students about necessary skills as well as resources and opportunities for a successful career. Our programs and services are designed to guide students through the career development process as well as aid them in their searches for co-op/internship, part-time, or full-time positions.

How do students find out about you?

Students find out about us by visiting our website, visiting our offices, or attending one of our programs publicized on the program guide each semester. The Career Center sponsors workshops, services, and special events throughout the year. In addition, the Career Center staff makes a number of presentations to residence halls, student organizations, and academic classrooms each year.

When should students visit the Career Center?

Our services are available to all current and graduated students, from freshman to alums. We encourage students to use the wide range of services we offer as part of their career development plan. Students are welcome to use our office at any stage during their college career, but they will get the most benefit from our resources if they start early. For students interested in co-op/internships, attention should be paid to the eligibility requirements which determine when they should begin the process.

How can students meet potential employers?

The Career Center offers numerous opportunities for students to meet potential employers. Many employers recruit students for permanent and co-op/internship positions through the on-campus recruiting program. This program is managed through an online database called RooLink (formerly ZIPProfessional). The system allows students to view job postings, submit resumes electronically and even schedule interviews. In addition, the Career Center, in conjunction with other campus offices, sponsors several career expos each year where students can network with potential full-time and co-op/internship employers.

Contact Information

Located in Simmons Hall, Rm 301

Website: www.uakron.edu/career

(330) 972-7747

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Counseling Center

Services

The Counseling Center offers free, comprehensive psychological services to enrolled students. A culturally diverse staff of licensed psychologist and doctoral trainees provide psychological counseling and psychotherapy, career counseling, testing services, and outreach and consultation to the University community.

The Counseling Center also offers numerous workshops through its College Survival Kit, which provides academic performance help, wellness education, and discussion of issues such as cultural diversity. Spring and fall semester program brochures can be downloaded from: www.uakron.edu/counseling.

The Counseling Center is located in Simmons Hall on the corner of College St. and Buchtel Ave. It is open Mon., Wed, Thurs., Fri 8a-5p; and Tuesday evening. Summer hours are Mon-Friday 8-4:30pm. Appointments may be scheduled by calling 330-972-7082. Emergency situations can often be handled without delay.

Referring Students to the Counseling Center

As a University of Akron staff member, students may look to you as a role model and a resource for help with their problems. You will often be the first one to recognize signs of distress in a student.

If you are concerned about a student, please feel free to call the Counseling Center. They will be happy to talk with you about a possible course of action and how to best help your student. Just call 330-972-7082 and ask to consult with a psychologist. In case of an urgent situation where you might want to walk a student over to our office, please call ahead, if possible, so that the Counseling Center can ensure there will be someone to meet you when you arrive. For the range of Counseling Center services, visit their interactive webpage at www.uakron.edu/counseling.

Contact Information

Located in Simmons Hall, Rm 306

Website: www.uakron.edu/counseling

(330) 972-7082

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Success*

Office of International Programs (OIP)

The Office of International Programs embraces the mission of Student Engagement & Success the University, and the Ohio Board of Regents to facilitate all aspects of international education for the campus and community, consistent with the University's Design Principles. We welcome the presence of international students and scholars to The University of Akron and make every effort to make their stays educational, productive, memorable, and enjoyable.

Likewise, we encourage UA's American students and faculty members to engage in the many study, work, and travel abroad activities that are available worldwide. Offering a range of programs from short-term, faculty-led programs abroad to semester or year-long study experiences, our staff informs our constituents of the many opportunities to participate in programs suitable for their interests. Consistent with the University's strategic plans for international education, we create and maintain meaningful relationships with our exchange partners abroad to develop programs and opportunities for students and faculty members to engage and interact with our many exchange partner institutions.

The following sub areas exist in the OIP:

- Undergraduate International Admissions
- New International Student Orientation
- Undergraduate International Academic Advising
- Immigration Counseling for Students and Scholars
- Foreign Faculty Members
- International Programming
- Exchange Agreement Facilitation
- Education Abroad Counseling
- Community Liaison for International Concerns

Contact Information

Located in The Polsky Building, Room 483

Website: www.uakron.edu/oip

(330) 972-6349

The University of Akron
*The Division of Student Engagement &
Success*

Residence Life & Housing

The Department of Residence Life and Housing fosters civic engagement, student success and personal growth in structured residential settings. We promote safety, responsibility and leadership in sustainable residential facilities. Holistic development and scholastic achievement focus our services. We educate and mentor students in open, diverse communities.

Residence Life and Housing is committed to providing a residential living/learning environment that directly supports the educational, social and personal development of our students. There is ample opportunity for students to get involved in their residential community as well as volunteer leadership programs like hall government, Residence Hall Program Board or the Residence Hall Council.

Frequently Asked Questions

How many residence halls are there?

Currently, UA supervises and manages 12 on-campus residence halls accommodating over 3000 students. Staff, supervised by RLH, reside in each hall. A professionally trained Residence Life Coordinator and/or Graduate Residence Director is assigned to each complex and selected upper class students are appointed to serve as Resident Assistants (RAs), who are assigned to residence hall floors/areas.

What does on-campus housing offer students?

Most residence halls are fully air-conditioned and offer a variety of room configurations, ranging from traditional, two-person rooms to suite-style and apartment accommodations with private baths and kitchens. Rooms are furnished with beds, desks, desk chairs, closet storage, limited lighting and window coverings. Most students supplement University-provided furnishings with personal possessions to enhance bedroom/study room areas. All residence hall rooms have high-speed Ethernet connections for each student. Each hall is equipped with washers and dryers at no cost to our residence hall students.

What kinds of programs/activities are offered to residence hall students?

Residence Hall Program Board (RHPB) is a student-administered programming organization which provides leadership training and a variety of social activities for residence hall students. RHPB sponsors activities such as Welcome Weekend, Sibs Weekend, Hall Fest, the 7:17 Coffeehouse Series, the 9:09 Entertainment Series, Residence Life Cinema and road trips.

Residence Hall Council (RHC) serves as the student government for residence hall students. The purpose of RHC is to facilitate communication among students, faculty and administration; to provide programs and services for the residential student community; and to plan educational, cultural and community service activities for residence hall students. RHC consists of an executive committee and representatives from each residence hall. In addition, each residence hall has its own hall government responsible for supporting and enriching the residence hall environment and sponsoring programs and activities for residents.

Contact Information

Located in Ritchie Residence Hall

Website: www.uakron.edu/reslife

(330) 972-7800

**Student Engagement
& Success**

Welcomes You

The University of Akron
*The Division of Student Engagement &
Success*

Student Health Services

Student Health Services (SHS) provides primary care to students for uncomplicated illness and urgent treatment of minor injuries. Additional services include, but are not limited to, immunizations, TB skin testing, well women's clinic, travel health guidance, school-related physical examinations and collaboration with officials at the Akron City Health Department as needed to address situations that potentially pose threats to public health.

Frequently Asked Questions

Do students need insurance to visit Student Health Services?

Students do not need health insurance to visit SHS. While there is no charge for a visit to be evaluated and treated, there may be some nominal fees charged for medications, supplies and/or treatments provided on site.

Are all students eligible to receive health services on campus?

Any student enrolled for one credit hour or more is eligible to receive health care on campus.

Does SHS have a pharmacy?

SHS does not operate a pharmacy service. However, the department has approximately 25 prescription medications that we are able to dispense on site. Our providers are able to write prescriptions for medications that we don't have available here.

Contact Information

Located in the SRWC, Rm 260

Website: www.uakron.edu/studentaff/health

(330) 972-7808

The University of Akron
*The Division of Student Engagement &
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The Office of Student Judicial Affairs

The University of Akron's Code of Student Conduct (CSC) reflects and supports the educational mission of the institution; balancing the ideals of individual rights and responsibilities with community citizenship. In the event a student's behavior is not consistent with the expectations outlined in the CSC, the Department of Student Judicial Affairs may address the matter or provide information for community members who are choosing to address a student behavior issue informally.

Services

Proactive Educational Presentations

Student Judicial Affairs (SJA) gives presentations to classes, and student groups that are designed to engage students in an interactive way to learn about expectations and consequences of not meeting expectations.

Educational Conferences

SJA conducts meetings with students to review behavior, discuss potential consequences of their actions, and explore alternative outcomes without assigning formal charges or sanctions.

Informal Warning

When the Code of Student Conduct has been clearly violated, and yet the nature of the behavior doesn't rise to the level that requires formal charges or sanctions, a student will receive an informal warning.

Mediations Services

We are available to help resolve conflict between two parties before it reaches the point of greater concern and/or violates the CSC.

Formal Charges and Sanctioning

Before a student is contacted by our office, a SJA hearing officer reviews the details of the referral and if warranted, assigns formal charges for alleged violations of the CSC. The Fact-Finding meeting process will then begin to make a determination of responsibility.

- Our goal is to help students identify inappropriate conduct, accept responsibility for their actions, reduce future misconduct, and promote positive changes in behavior and decision making processes.

More information on available services and details of the various judicial processes are available on the SJA website.

Contact Information

Located in the Student Union, Room 216

Website: www.uakron.edu/sja

(330) 972-6380

**Student Engagement
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The Department of Student Life

The Department of Student Life is comprised of the Student Union, which includes the operation, maintenance and scheduling of the meetings spaces, ballrooms, as well as the common spaces in the Union and the game room.

Student Life also includes services for students found in The SOuRCe, Greek Life, The Hub, All Camus Programming and the Information Desk.

The Student Union is home to Auntie Anne's, Starbucks, the Sizzlin' Zone, Subway, Union Market, Zee's Convenience Shop, 5th/3rd Bank, Zip Card Office, Docu-Zip, The Buchtelite and Barnes and Noble Bookstore are also located here. The Zips Programming Network, Associated Student Government, Greek Leadership Office. And Off Campus Student Services have office space in the Union.

Frequently Asked Questions

Can a student check out a laptop in the Student Union?

Yes, laptop check out is located at the Information Center on the second floor of the Student Union.

Are all offices open at the same time?

No, hours of operation are posted at each of the four main doors of the Student Union. The Information Center (330-972-4636) keeps a listing of all hours of operation, too.

Contact Information

Located in the Student Union, Rm 211

Website: www.uakron.edu/studentlife

(330) 972-7866

The University of Akron
*The Division of Student Engagement &
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Student Recreation & Wellness Services (SRWS)

With student recreation there is so much to explore, learn and be a part of! Just drop in at the spur-of-the-moment or plan with friends to use any of the 200,000 sq. ft. of facility space or sign up to participate in one of our many program offerings. From exercise programs to rock climbing, group activities to individual workouts, with SRWS there is something for everyone.

- **Student Recreation & Wellness Center (SRWC)**

This complex houses facilities and services that support student recreation and wellness along with Student Health Services. Amenities include a leisure pool, 30-person spa, 1/10 mile track, large cardiovascular and strength training area, five multi-function gymnasiums, table tennis, 53.5 ft. climbing wall, bouldering cave, outdoor adventure gear rentals, group exercise studios, and base area for club sports.

- **Ocasek Natatorium (ONAT)**

This natatorium houses an Olympic-size pool with adjacent spectator seating, locker rooms and showers. It also has eight racquetball courts as well as a cardiovascular and strength training area.

Frequently Asked Questions

What is SRWS?

The focus of Student Recreation & Wellness Services is to offer more than just a facility, we aim to provide quality innovative recreational and wellness opportunities to the student and university community. Our programs encompass the basic components of instructional, competitive and recreational activities based on sound fundamentals and practices.

Who is allowed access to the SRWC?

Access to the SRWC is included with a main campus student's tuition fee (some exceptions apply). Faculty, staff, alumni and community members must purchase a membership. The ONAT is a no charge facility for faculty and staff.

What do I need in order to get into the SRWC?

To enter the SRWC and ONAT, you will need a *valid* University of Akron Zip Card or membership, proper attire, a lock for the day and a towel if needed.

How can non-university individuals gain access to the SRWC or ONAT?

A guest patron must be sponsored by a university sponsor (someone with a valid membership) and pay the guest fee. Guests must be 18 years or older, provide a government-issued ID, and sign a waiver. Sponsors must remain with and are responsible for their guests at all times. Memberships for University affiliates & community are available. Call SRWS for more information

Contact Information

Located in the SRWC and ONAT

Website: www.zipsrec.uakron.edu

(330) 972-2348