

The image shows a large, ornate Gothic Revival style building, likely a church or university hall, with a prominent red dome and a golden spire. The building is illuminated by warm, golden light, suggesting late afternoon or early morning. An American flag flies on a tall pole to the right of the building. The scene is framed by evergreen trees on the right and some autumn-colored trees on the left. A dark red horizontal band is overlaid across the top portion of the image, containing the text.

Muhlenberg College Class of 2023 Welcome Guide

TO DO LIST

MAY

May 19 Last day to take online placement questionnaires and exams for math and foreign languages

May 20 Last day to return June Advising postcard

JUNE

By June 1

Prepare for June Advising date

- » Complete First Year Seminar ranking form and bring to your June Advising date
- » Review course list and pick four (4) preferred courses (including a seminar and a foreign language) and three alternate courses from the list
- » Review General Academic Requirements for PPD 050 or 060, you will need to select one to take during your first year

By June 14

- » Complete special housing form if applying www.muhsenberber.edu/offices/disabilities/specialhousingrequests/

JULY

By July 1

- » Submit health forms to the web portal
- » Submit your housing preference form

AUGUST

By August 9

- » Read Plagiarism and Academic Integrity Code
- » Read the Student Social Code
- » Review your class schedule
- » Complete AlcoholEDU
- » Complete Haven
- » Complete Move-In Day lunch registration form for Thursday, August 22 family lunch

By August 21

- » Review campus move-in map to prepare for August 22 move-in
- » Complete common read

IMPORTANT FALL DATES

August 22	Move-In for First Year and Transfer Students; Orientation begins
August 26	First day of classes
August 30	Activities Fair featuring student clubs and organizations
October 14	Fall Break, no classes (campus housing is open.)
November 1-3	Family Weekend
November 26	Campus housing closes for Thanksgiving Break at 6 pm.
December 14	Campus housing closes for winter break at 10 am.



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WELCOME TO MUHLENBERG!

We're excited for you to join the Muhlenberg community this fall. This guide will help you settle in on campus and begin to discover the many ways for you to explore your interests in the classroom, around campus and in the greater Allentown community.

Please take some time to read through the guide for important information about preparing for your June Advising and arrival on campus this fall. This book will help to answer many of your questions, but if you find you still need help, feel free to contact us at orientation@muhlenberg.edu.

You'll hear from your Orientation Leader (OL) by early August to begin preparing for orientation. This four-day program connects you with information and resources for your academic and personal success. You'll get to know people from the Muhlenberg community as a part of your transition, and you'll explore what it means to be a part of the Muhlenberg Network. And don't worry—there's plenty of time set aside to get to know other students in your class. One of our most important goals is to help you feel ready to start classes on August 26.

We look forward to meeting you during orientation.

Jan, Steve, Ellen, Leanne and Jonah
Student Engagement Team

June Advising

JUNE ADVISING TO DO LIST

To Do In Advance

- If you are attending on your assigned day, complete and mail the attached postcard by May 20. If you have a conflict, call 484-664-3130 by May 19 to reschedule
- Complete the Online Mathematics and Language Placement Questionnaires and Exams at muhlenberg.edu/placement by May 20
- For more information go to muhlenberg.edu/incoming and click on "June Advising"

To Bring

- Your course selections
- Your completed First-Year Seminar Form
- Your completed W-9S Form

To Do When Here

- Get your student ID picture taken at the Information Fair
- Sign your housing contract at the Information Fair
- Meet with an advisor to select Fall courses
- Sign the Class of 2023 Matriculation Ledger at the President's Reception

JUNE ADVISING

June Advising takes place on one of five days set aside for incoming first-year students and their families to get to know the Lehigh Valley, the Muhlenberg campus, faculty, future classmates, and friends.

Why must I attend?

The exciting transition to college can bring some anxiety and involves lots of questions. June Advising is an excellent opportunity for you and your family to become better acquainted with Muhlenberg, and get your questions answered. You will also begin to make lifelong friends. Perhaps the most important task you will accomplish during June Advising is to meet with a faculty advisor to plan your fall schedule. This is an all-important first step in your transition to College.

What if I cannot come on my appointed day?

Your scheduled day appears in your letter and on the rsvp postcard. If attendance on your scheduled day is impossible, call the dean's office at 484-664-3130 by May 20, 2019, to change your date to one of the other four days. If you are not sure which date you can attend, please return your rsvp postcard for the date you were assigned, with a note that you may need to change your date later and then call to switch dates when you know. In rare circumstances, phone advising can be arranged through our office. If advised by phone, you will have additional responsibilities over the summer and when you arrive in the fall.

Parking and Hotel Information

You may park in any of the student lots during June Advising. There is also parking on the streets around campus. Please be aware of any street parking restrictions on certain days of the week.

[For hotel information, click here.](#)

What should I do to prepare for my advising day?

1. Mail the rsvp postcard by May 20, 2019 to confirm your attendance on your assigned date or call the office at 484-664-3130 to reschedule your day if necessary. If you are unsure, rsvp for the day you have been assigned and you can change it later. Highlight that day on your calendar and call the office immediately should any conflicts arise. Please let us know if you need any kind of assistance during June Advising. The Noshery will be closed on Monday, June 10. If you require kosher boxed lunches on that date, please note it on the rsvp card.
2. First-Year Seminars. First-year students are required to take one First-Year Seminar, either in the fall or the spring semester. Carefully read each description and choose eight seminars. Circle and rank your eight choices in order of your preference on the First-Year Seminar Registration Form included in your packet. Make sure that you would be comfortable taking all of your eight selected seminars. (If you are a Muhlenberg Scholar, DANA Scholar, or RJ Fellow, you will be assigned to an appropriately designated First-Year Seminar and do not need to select or rank eight choices. If you are an Emerging Leader, please rank the two seminars listed for your group.)
3. Familiarize yourself with the General Academic Requirements for the Class of 2023. All students must enroll in PPD 050: Foundations of Student Success, which is a non-credit graduation requirement designed to develop an understanding of one's holistic well-being. You will explore topics around your personal and career development and understanding of your community responsibilities, as well as services to support your ability to thrive at Muhlenberg and beyond. Students may take PPD 060: Professional Identity and Networking in place of this course.
4. Familiarize yourself with the General Academic Requirements for the Class of 2023. You should familiarize yourself with the requirements for your class. This information can be found in the College Catalog which may be found here: www.muhlenberg.edu/aboutus/catalog/. Taking a course during your first semester that fulfills a requirement is a great idea. You are not only completing a graduation requirement but also gaining insight into which topics you might like to pursue even further. Note: If you have taken a College Board Achievement Test, Advanced Placement Test or International Baccalaureate exam or believe that you can demonstrate the required level of your proficiency in a subject area, see "Exemptions from Requirements". If you have any questions about proficiency level, please contact the department chair or talk with a representative from the department during June Advising. Possible exemptions and/or credit may be granted.
5. Look over the fall semester courses that are available to first-year students and build a list of ones that interest you. The courses may be found at muhlenberg.edu/incoming/june-advising. You can find further course descriptions at capstone2.muhlenberg.edu/frmss03.html. Pick courses you are interested in majoring in, a First-Year Seminar, a second language, and three alternate courses. Write these selections down and bring them with you to your advising session.

The College recommends that incoming students take four courses during their first semester. However, you may register for a maximum of four and a half course units to include special experiences like Applied Music or Dance, which are half units. First-year students must have at least 3.0 units to be considered full-time students and live in campus housing.

- Interested in a health profession? Most students will start with both biology and chemistry, but this will depend on what major you are interested in. There are other pathways to success in the health professions. Let your advisor know about your plans and they will help you determine the best route to achieving your goals. Let your advisor know if you are already admitted to any of the cooperative/combined programs, including the University of Pennsylvania School of Dental Medicine 3/4 Program, Jefferson PT and OT, or State University of New York (SUNY) Optometry. For more information, please consult the Catalog under Cooperative Programs.
- Carefully review the checklist on the front cover of this booklet. Make certain that you complete the online Mathematics and Language Placement Questionnaires and Exams by May 20, 2019, make the necessary calls, complete the necessary paperwork, and bring the necessary materials to your advising day. Don't forget the courses you propose and a pen.

How do I know if I'm selecting the proper courses?

Right now, you need only select courses that interest you. When you come to June Advising, even if you are only slightly interested in a possible major, be sure to tell your advisor. Certain programs (i.e. education, pre-health professions) require careful advising to assure proper scheduling for the first and subsequent semesters. Remember, a liberal arts education is often best approached with a desire for exploration. Come to your session with a passion for learning.

Your advisor will use the results of your Mathematics and Language Placement Exams to help determine your appropriate levels in mathematics and a second language. (See section on Placement Testing in Math and Second Language, p.9)

In subjects other than Mathematics and Language, you will be placed in the introductory level unless you are extremely proficient (advanced levels of History or English, for example, if you've done well on the A.P. or I.B. exams). If this is the case, be sure to tell your advisor.



Will my June advisor be my permanent advisor?

Although some June advisors also advise during the academic year, the most probable answer to this question is no. When you arrive in the fall, you will have an advisor assigned according to your scheduled First-year Seminar, not according to who advised you in June. The advisor assigned to your First-Year Seminar will be your advisor until you declare a major. Since you do not have to declare a major until your sophomore year, you may meet with this advisor to plan your schedule for up to three additional semesters. If problems should arise any time prior to declaring a major, please call the Dean of Academic Life at 484-664-3130 to discuss the situation and possible solutions.



What if I am going to take or have already taken college courses?

Some first-year students take college courses elsewhere before beginning at Muhlenberg. These courses may frequently be transferred toward their degree at Muhlenberg. To seek this credit, students must submit an official college transcript, course description, and in some cases, other course materials. The Registrar's Office, working with the appropriate Department Chair, will evaluate the coursework.

Below is some important information to get you started. Additional details and appropriate paperwork may be obtained at the Registrar's Office on the ground floor of the Haas College Center and on the Registrar's web page (www.muhlenberg.edu/offices/registrar).

- » Discuss the course(s) with your advisor during June Advising. On the June Advising registration worksheet you will complete with your advisor, there is an area to indicate whether you took college-level work. At the end of June the Registrar's Office will send a detailed letter to students who indicated their previous work, informing them to submit an official college transcript issued by an accredited college or university and the catalog course description. Departments may, at their discretion, request additional course materials for review.
- » All materials should be sent to Muhlenberg College, Registrar's Office, 2400 Chew Street, Allentown, PA 18104 by August 1.
- » Should the course(s) be accepted for transfer, an advanced standing form will be completed detailing how the course will be applied to the student's degree program.

More information you should know:

- » No more than 16 non-Muhlenberg course units (whether transferred or awarded for test scores) may contribute to the 32 course units required to earn a bachelor's degree at Muhlenberg. The College will accept no more than 4 course units for summer work.
- » Only courses for which you have earned a "C-" or better will be considered for transfer to Muhlenberg. Courses in which you do not earn a traditional letter grade (A-F) will only be considered for transfer if additional documentation detailing successful completion is provided.
- » Grades earned in transferred courses will not be included in your Muhlenberg grade point average.
- » Many institutions may not use a course unit system similar to Muhlenberg's. Below is a table showing how course units and credit hours are related.

Credit Hour to Course Unit Conversion

Credit Hours Elsewhere	Muhlenberg Course Unit
3, 4, or 5	1
2	.5

THE FIRST YEAR

The Academic Program

The first year of college is a time of adjustment to new ways of living and learning. The courses you select and your day-to-day effort will form the groundwork for the rest of your college education. To guide you in building a strong foundation, the faculty has set the General Academic Requirements, which form both the core and the basis of your liberal arts and sciences education.

During the first year, you will be challenged to become an effective writer, speaker and thinker. Excellence in these areas is essential to success in your academic career and beyond. The College requires that you successfully complete a First-Year Seminar in order to enhance your writing and critical thinking skills. Within your first two years, the College expects you to acquire a working knowledge of a second language, not only because we live in a global community but because language study is a valuable discipline in itself. The College also invites you to venture into previously unexplored areas and to begin considering which major you might wish to pursue. At the same time, you will gain new perspectives on the fields of inquiry in the liberal arts and sciences by exploring requirements in the various distribution areas, Arts, Humanities, Sciences, and Social Sciences, during your first year.

All of us at the College desire a rewarding academic experience for you. Certainly, academic success is important in all students' satisfaction with the College experience. The College endeavors to help you plan your academic program and will provide as much guidance as needed. In the end, however, you will be responsible for making your own choices.

First-Year Advising: A Partnership Between Student and Professor

Academic advisors who serve in June and during the academic year are regular members of the Muhlenberg faculty and are aware of the importance of advising in the academic life of the student. They receive special training and are fully apprised of College policies, procedures, and programs. Advisors keep regular office hours, are able to make suggestions and referrals, and are available just to talk things over with you.

However, since the College Catalog stipulates that final responsibility for meeting all requirements rests with you and since you are in charge of your own academic program, as an advisee you have an equal role in the Advising Partnership. Advisors expect you to:

1. Seek them out during office hours or make an appointment for a meeting at another time.
2. Come prepared by thinking through goals and identifying your concerns ahead of time.
3. Acquire a working knowledge of academic requirements and policies by familiarizing yourself with official resource materials such as the Catalog and this Guide.
4. Make your own choices and accept responsibility for them.
5. Be assertive in discussing courses, plans and options. Ask questions.

Advisors for the full academic year are generally responsible for a group of about fifteen first-year students whom they advise until the time of major declaration.

First-Year Seminars

First-Year Seminars are small, discussion-oriented courses that introduce students to what it means to think deeply, to talk, read and write critically about ideas. Required of all first-year students, First-Year Seminars provide the opportunity to work closely with a faculty member and to read and write about a topic in depth.

Taught by faculty from departments throughout the College, seminars vary in subject. Some examine a topic from an interdisciplinary perspective; others focus on particular issues within a discipline. What all First-Year Seminars share is an emphasis on writing and thinking critically about the values and assumptions underlying various approaches to knowledge.

All First-Year Seminars are designated writing-intensive, and therefore require frequent writing and reading. Seminars teach students how to formulate a thesis and develop an argument or an interpretation. In addition, students learn how to collect, evaluate and cite evidence that supports and qualifies a thesis. With the help of professor's comments on preliminary drafts, students also learn how to revise their work. First-Year Seminars are limited in size to fifteen students. This small size creates a community of inquiry where participants share ideas. Often the professor serves as the academic advisor to the seminar participants. This arrangement enhances the effectiveness of the advising process and helps ease the transition to college life.

In addition, First-Year Seminars are assigned a writing assistant, a trained writing tutor who assists first-year students with their writing, reading and critical thinking skills. Writing assistants (WAs) are highly motivated Muhlenberg students; all are skilled writers. They attend seminar classes and arrange one-on-one and small group conferences with students. Because WAs and professors work together closely, these peers provide first-year students with a writing specialist who understands the course material and the expectations of the seminar.

If you have questions, please contact the Co-Directors of the Writing Program, David Rosenwasser, 484-664-3334, rosenwas@muhlenberg.edu and Jill Stephen, 484-664-3312, stephen@muhlenberg.edu.

Placement Testing in Math and Language

The Online Mathematics Placement Test

One question you might have is "What math course should I start with?" To assist with an answer, you are required to fill out a Mathematics Placement Questionnaire and complete a Mathematics Placement Exam. The questionnaire and exam will be used, along with any standardized test results you submitted to the College, to place you in appropriate mathematics courses. The questionnaire and exam are to be completed online between April 19 and May 19, 2019, in order for them to be scored in time for your June Advising visit. You will need to use a computer connected to the Internet.



Instructions for the Mathematics Placement Exam are on the web at www.muhlenberg.edu/placement. Please read the General Information section on the web site first. You can then log in to complete the online questionnaire and take the exam. Please use your full legal name when logging in and filling out the forms. Once you have completed the questionnaire, the exam will be made available. You can take the exam immediately or, if you prefer, at a later time. The exam is a multiple choice, 25-question, timed test. You are allowed up to 60 minutes to complete the exam. You will need paper, pencils and a scientific calculator. Books, notes and outside help are not permitted. You do not need to study for this exam, but you should do your best in order to be properly placed. You can also review the catalog to see which mathematics course(s) may be required for your intended major.

The Reasoning Requirement

During your four years at Muhlenberg, you will be required to take one course from among the following: a 100 level course in Mathematics; a 100 level course in Computer Science; or Formal Logic or Principles of Reasoning and Argument (both taught in the Philosophy Department). Whether or not you intend to satisfy the requirement by taking a mathematics course, all students are required to complete the Mathematics Placement Exam.

The Second Language Requirement

You are required to successfully complete two semesters of a second language unless you meet the College's language requirement through advanced placement or another form of exemption. Initial placement is determined by the Department of Languages, Literatures, and Cultures (DLLC). Arabic, Chinese, French, German, Hebrew, Italian, Russian, and Spanish are taught in the DLLC. Any of these languages is appropriate for fulfillment of the second language requirement.

You must take a Language Placement Exam in the language you have studied in high school or outside of the high school classroom even if you choose to begin the study of a new second language at Muhlenberg. Please note that, if you have taken more than one language in high school, we encourage you to take the language placement exam in each language studied. This includes taking the Hebrew Placement Exam if you have any knowledge of Hebrew or if you have attended any supplementary school to learn Hebrew. Your placement exam score will be combined with the number of years you have studied the language in high school to determine the most appropriate language level at which you should enroll.



The use of electronic devices, dictionaries, grammar books, help from other people, or other aids and materials of any kind is not permitted on the Language Placement Exam. Please be aware that the Language Placement Exam is not an Exemption Test. Students will not be able to 'place out' of the language requirement through this test. Rather, they will be placed in an appropriate level of language between Elementary I and Intermediate II. Students who place high in the Intermediate II level will be invited to take the Language Exemption Exam, which will be administered in person during Orientation Week-end by members of the Department of Languages, Literatures, and Cultures.

The questionnaire and exam are to be completed online by May 20, 2019. You will need to use a computer connected to the Internet. The purpose of the questionnaire is to provide additional information regarding your background in languages. We will use this information along with your score on the Language Placement Exam in order to determine the appropriate level of language placement that reflects both your ability and experience in the target language. Please read the General Information section on the web site first. You can then log in to complete the online questionnaire and take the exam. Please do so using your full legal name.



Notes for Heritage Speakers of a Language Other than English

Students from the United States who speak a language other than English in the home should take the placement test in that language if it is offered at Muhlenberg. If they speak a language other than those offered at Muhlenberg, the student may apply to Dr. Erika Sutherland, Chair of the Department of Languages, Literatures, and Cultures, for permission to use that language to satisfy the second language requirement.

Notes for International Students whose First Language is not English

For international students for whom English is a second language, test results from the TOEFL, IELTS, or other exam demonstrating proficiency in English as a second language may be able to satisfy the second language requirement with those test results. Please contact Dr. Erika Sutherland, Chair of the Department of Languages, Literatures, and Cultures, to see if you qualify for exemption through English.

EXEMPTIONS FROM REQUIREMENTS

Exemptions from general academic requirements may be granted to those students who can demonstrate a requisite level of proficiency or understanding by means of a College Board Achievement Test, an Advanced Placement Examination, International Baccalaureate Examination, or a Muhlenberg College exemption test.

College Board Achievement Tests

Exemption from the second language requirement will be granted to students who have completed at least three years of language (French, German, Hebrew, Italian, Spanish or Russian) in high school and have achieved a score of 650 or above on the College Board Achievement Test.

College Board Advanced Placement Examinations (AP)

Students who obtain an Advanced Placement (AP) score of 4 (well-qualified) or 5 (extremely well-qualified) will receive academic credit that will be applied to the 32 course units required for graduation and most will satisfy the corresponding general academic requirement at Muhlenberg. Some departments count AP awards toward their major requirements; some do not. Please consult with the appropriate department chair for more information. No student may receive credit for both an AP exam and the designated related course. Students registering for a course for which they have already received AP credit will forfeit the AP credit.

Students who have taken Advanced Placement Examinations will be informed in July of their award. Inform your June advisor of any tests completed, even though you may not yet have results. If you did not indicate Muhlenberg College as the recipient of your test scores at the time you took the test, you must contact AP Services (P.O. Box 6671, Princeton, NJ 08541-6671. Telephone: 609-921-9000) and request that a report be sent to Muhlenberg. Advanced Placement at Muhlenberg is coordinated by the Registrar's Office, located on the ground floor of the Haas College Center. You may contact them at registrar@muhlenberg.edu or 484-664-3190.

International Baccalaureate Program (IB)

Students who receive a score of 6 or 7 on the higher level exam in the following areas will receive academic credit: Anthropology, Biology, Business, Chemistry, Economics, Environment Systems, Film Studies, History, Mathematics, Music, Physics, Psychology, and Theatre. Students who receive a score of 5 or higher on the higher level exam in English and Philosophy will receive academic credit. Students who receive 6 or higher on the higher level exam will receive Second Language credit. The academic credit given will be applied to the 32 course units required for graduation and satisfy the corresponding general academic requirement at Muhlenberg. Some departments count IB credits toward their major requirements; some do not. Please consult with the appropriate chair for more information. No student may receive credit for both an IB exam and the designated related course. Students registering for a course for which they have already received IB credit will forfeit the IB credit.

Mail official transcript to Muhlenberg College, Registrar's Office, 2400 Chew Street, Allentown, PA, 18104. Your transcript will be evaluated and you will be notified by mail of the results. You can also visit www.muhlenberg.edu/aboutus/catalog for course equivalents.

Muhlenberg Departmental Exemption Tests

Exemption from selected introductory level courses may be achieved through successful completion of a series of departmental exemption tests which the College offers during the first week of the fall semester. In some cases these tests are open only to selected students who meet established criteria (as outlined on the next page). Other tests are open to any student. Decisions to take these tests should be made in consultation with your advisor. If you elect to take one of the following exemption tests, please see the appropriate department chair listed below.

Second Language - French, German, Modern Hebrew, Italian, Russian, Spanish

If you have achieved a score of 650 or above on the College Board SAT II language test, you are exempt from the second language requirement. If you receive a score of 4 or 5 on the College Board Advanced Placement Examination (A.P. Exam), you are exempt from the second language requirement and you will also receive one course unit for Language 204.

Or, upon the recommendation of the Department of Languages, Literatures and Cultures, you may take a departmental exemption test during Orientation in August. If your performance on the exemption examination demonstrates a level of language competence at least equal to that required at the end of the Intermediate II language course, you will be exempted from the College second language requirement. Questions should be directed to Dr. Erika Sutherland, Chair of the Department of Languages, Literatures, and Cultures, 484-664-3518.

Physics (A.B. or B.S.)

(On Achievement of a 5 on either or both AP Physics C exams)

Students who achieve a 5 on the AP Physics C: Classical Mechanics exam and pass a Departmental test can earn a course unit for PHY 121: General Physics I, and students who achieve a 5 on the AP Physics C: Electromagnetism exam and pass a Departmental test can earn a course unit for PHY 122: General Physics II.

Questions regarding the test should be directed to Dr. Brett Fadem, Chair of the Physics Department, 484-664-3411.

ACADEMIC RESOURCE CENTER

The Academic Resource Center (ARC) provides support for students' academic transition, engagement, integration, growth, and achievement through a holistic, community-based approach.

In helping students to successfully navigate the rigors of a competitive academic environment and become lifelong learners, we provide opportunities to:

- » strengthen commitment to academic pursuits;
- » improve planning and organization skills;
- » learn to study more efficiently and effectively;
- » cultivate critical thinking and problem solving;
- » acquire knowledge and skills important to the practice of their discipline.

To these ends, ARC offers transition workshops, individual peer tutoring, weekly study sessions, and academic coaching with a member of the professional staff. More information regarding ARC services is available at muhlenberg.edu/arc.

INDIVIDUALS WITH DISABILITIES

Muhlenberg College is committed to ensuring that all qualified students with disabilities are provided reasonable accommodations, auxiliary aids, and services in order to fully access programs and services. Students with disclosed, appropriately documented disabilities who request accommodations are encouraged to identify these needs to the Office of Disability Services in advance of June Advising.

Information regarding appropriate documentation and the process for its submission via the Disability Disclosure Document can be found on the Office of Disability Services website: www.muhlenberg.edu/offices/disabilities

For further information and assistance, please contact Pamela Moschini, Director, Office of Disability Services, 484-664-3825.



Arriving On Campus

BEFORE YOU COME TO CAMPUS

What to Bring List

Packing can be overwhelming. You might not know what to bring—but don't worry, we do! Here are some suggestions:

Can you share it?

Talk to your roommate! If you can share it, you don't need two!

- » Rugs
- » Microwave
- » Glasses
- » Basic cleaning supplies
- » TV
- » Dishes
- » Refrigerator
- » Anything else you can think of!

Can you bring it?

Some items would be unsafe to bring to your room. **Double check this list and leave these items at home!**

- » Hot plates
- » Toasters/toaster ovens
- » Electric heaters
- » Multi-head lamps w/plastic shades
- » Heating coils
- » Irons
- » Halogen lamps
- » Candles

Make sure all electrical appliances and cords are UL approved! The College reserves the right to remove any items it deems unsafe at any point.

We strongly encourage the use of surge protectors when plugging in multiple items. Other multi-plug and "Octopus" plug accessories are a fire hazard—please do not bring them.

If you have additional questions about what to bring with you or your on-campus living experience, please contact the Office of Housing & Residence Life at:

484-664-3180
resserv@muhlenberg.edu

The Bare Necessities

Now that you know what not to bring, here's what you should bring to get you through your first year:

Bathroom Supplies

- Shower bucket/carrier
- Robe & flip-flops
- Towels/washcloths
- Soap
- Razors/shaving cream
- First-aid supplies
- Deodorant
- Shampoo/conditioner
- Pain reliever
- Hair products
- Medications
- Contact lens products

Laundry Needs

- Laundry bag/basket
- Fabric softener
- Quarters
- Detergent
- Drying rack
- Know how to do laundry

Linens

- Twin-XL sheets/pillow cases (2 sets)
- Pillows
- Egg crate mattress topper
- Blankets
- Comforter
- Mattress pad

Desk

- Device chargers
- Daily planner
- Desk organizer
- Highlighters
- Pens/pencils
- Stapler/staples
- Computer/printer
- Calculator
- Desk lamp/bulbs
- Flashlight
- Scissors
- Batteries
- Tape/tacks
- Printer paper

Room (General)

- Alarm clock
- Small trash can
- Posters/pictures
- Refrigerator**
- Mug/glass
- Silverware
- Basic cleaning supplies
- Power strip w/surge protector
- Fan
- TV/DVD player
- Microwave*
- Hangers
- Plates/bowls
- Snacks
- Storage bins

*Microwaves may not draw more than 600-700 watts. Only microwave allowed one per room.

**Refrigerators must be 4.9 amps or less and each student can have one.



Login to the Application Portal (login.muhlenberg.edu)

Using the network login credentials you received in the mail, login to gain access to G Suite (Gmail, Drive, Calendar, etc...), Canvas (LMS), Omniler (emergency notification and messaging system) and other critical web applications. 2-Factor Authentication is required for off-campus access to the application portal. Need help? For full details, including video tutorials and an FAQ on how to set up a second factor, go online to:

[Click here for more on 2 Factor Authentication.](#)

Mail Services

You are permitted to ship items ahead of time as long as they arrive on or after August 9. Please share with your family and anywhere you order online the following information on how to address your mail:

[First Name], [Middle Initial], [Last Name]
 Seegers Union Box # ____
 Muhlenberg College
 2400 Chew Street
 Allentown, PA 18104-5586

Please be sure to include your middle initial, as some students may have the same name. Please do not address mail to "P.O. Box ____" as this is not a post office box. Items containing room numbers, residence hall names, missing box numbers, nicknames and mail in the name of a parent, will either delay the delivery of your mail or it may be returned to sender, if the recipient cannot be identified.

Mail Delivery

Student mailboxes are located on the lower level of Seegers Union. Packages can be picked up at the Mailroom, located in the General Services Building behind the Haas College Center. You will receive an email if there is a package for pick-up. Bring your student ID card. Packages should be picked up within five business days from the date received. Perishable, refrigerated, and fragile shipments are discouraged as the mailroom does not have adequate storage facilities. Please remind family and friends NOT to send cash through the mail.

Mailbox Combinations

Mailbox combinations are located on CapStone under Directory Information. Select Muhlenberg Mail Box from the drop-down menu. Remember to lock your mailbox after each use to keep your mail secured. Additional information regarding the Mailroom's procedures may be found online at:

[Click here for more on the mailroom.](#)

Campus Bookstore

Your campus bookstore, a.k.a. The 'Berg Bookshop, is located on the lower level of Seegers Union. Hours of operation are available on the website: bergbookshop.com/home.

Course materials are an integral part of the learning process. We work with faculty to maintain the online booklist, which is regularly updated. When you have your final course schedule, go to muhlenberg.verbacompare.com where you can compare our prices with those of other sources. Orders can be placed online and picked up on Move-In Day.

Whether you want to purchase new or used books, digital content, access codes or custom course packs, we will have them all available by the first day of class for you. You may pre-order your books online at www.bergbookshop.com/textbooks beginning August 1st. Some of our titles are rentable in the store, or you have the option to rent them through berg.textbookrentalcenter.com and have them shipped directly to the bookstore. These may be picked up with your other book web orders. For more information about the rental program, go to bergbookshop.com/home and click on "Textbook Rentals." And please note that studio art classes require a kit of items which you can purchase easily in the store.

Of course, you may want to pick up a sweatshirt or two to proudly display your school spirit. We have those, too, as well as something for everyone in the family! Insignia gifts are popular, and we also sell school supplies, electronics, cards for any occasion, dorm supplies, posters, health & beauty aids, and a range of fun and boutique gifts not found in major retailers.

Please call us at 484-664-3492 or email us at bergbookshop@muhlenberg.edu if you have any questions. We are owned and operated by Muhlenberg College, and all of our profits go directly back to your student services. We look forward to working with you.



MOVE-IN DETAILS

Move-In Schedule

All residential students are welcome to move in between 7 a.m. and 11 a.m. on Thursday, August 22. Students will check in at their assigned residence hall. Please refer to the Traffic Pattern Move-In map provided by Campus Safety to determine where your residence hall line begins.

All commuter students should check in at the Welcome Center. The first Orientation session for students and for families begins at 1 p.m.

Helpful Volunteers

Upper-class students from athletic teams, clubs and organizations will help to move your belongings from your family's vehicle(s) to your assigned residence hall room. **Please mark all your belongings with your name and residence hall room.** We've found masking tape and a permanent marker work best. This helps us get everything to the correct room and gives you time to start unpacking and settle in before Orientation begins. If you have to wait in the car line, Alumni volunteers will greet you with coffee and a smile.



Green Team

The Green Team educates incoming students on sustainable behavior and assists students and families recycle cardboard boxes and other materials during First-Year Student Move-In. Green Team members help carry recyclables and direct families to our recycling truck. In previous years we've filled the entire truck with materials that can be re-made into other products, instead of ending up in the trash. Please help out by separating recyclable cardboard and other materials from the trash. Green Team members are happy to lend a hand and answer any questions you may have.

Orientation Welcome Center

Once you are on campus, please come to the Orientation Welcome Center, located in Seegers Union's Light Lounge, to pick up your Orientation materials. It will be open from 7 a.m. to 12:30 p.m. and staffed by campus volunteers ready to say hello and answer any general questions you may have. You will also get a copy of the detailed weekend schedule and tickets for the family lunch. Complimentary hot beverages are available in the Light Lounge.

Family Lunch On the Go

We know the day can pass quickly and want to be sure you have time to eat something while unpacking and picking up any last minute items. Please join us in the Ilene and Robert Wood Dining Commons, located in Seegers Union, and pick up a to-go lunch for everyone helping to get you settled. You are welcome to stay and eat in the building or take your lunch back to your room to continue to unpack.

'Berg ID

The College provides you with a student ID to use during your time on campus. You will pick it up when you arrive in August or have one made on Move-In Day. You need to keep this ID with you at all times. It is your access to your housing and the Life Sports Center, your meal card, and your library card. You can also add money to the card to use in the Bookstore and any of the campus dining venues.

[Click here for more on 'Berg ID.](#)



Orientation

Orientation is a year-long process, beginning with June Advising and culminating with the end of the first academic year at Muhlenberg. Faculty, staff and current students, working collaboratively, develop a learning environment that balances challenge and support so every first-year student has an opportunity to succeed in the transition from high school to college life.

The Orientation team is excited to be a part of your Muhlenberg journey. The Orientation Welcome Weekend, happening August 22 to 25, is the kick-off to the fall semester for new students. It is an engaging, student-led program designed to promote your transition to life as a Muhlenberg College student. The time is packed with opportunities to meet other students, get to know your First Year Seminar advisor and participate in fun activities. We believe there is something for everyone.

Orientation planning is guided by the following goals:

- » familiarity with the campus, its resources, and traditions;
- » integration into small groups so friendships and a sense of commitment to self and others as members of a community may begin;
- » awareness of skills and attitudes, including time management and the meeting of responsibilities on a syllabus, necessary for academic success;
- » awareness of seeking assistance through professors, Faculty Advisors, Orientation Leaders, Resident Advisors, Writing Assistants, and professionals in offices such as Academic Resource Center and the Counseling Center;
- » acknowledgement of the importance of diversity for a healthy community, including differences in religious, racial, and ethnic background, gender, cognitive or physical disabilities, sexual orientation, and academic disciplines;
- » the importance of the student as active in weighing options and making responsible choices;
- » and the importance of academic integrity.



FIRST-YEAR ORIENTATION

Schedule Highlights

Full at-a-glance schedule available at www.muhlenberg.edu/incoming/orientation/ow_sched.html

Thursday, August 22

- » Meet your Orientation group (O-Group)
- » Campus Reception and Family Farewell
- » Residence Hall or Commuter meeting
- » Class Welcome
- » Candle Lighting
- » Seegers After Dark

Friday, August 23

- » Faculty Welcome and First Lecture
- » Meet your First-Year Seminar (FYS) Faculty
- » Individual Advising Sessions
- » Late Night Fun hosted by SGA and MAC

Saturday, August 24

- » Opportunities to get to know campus and the surrounding area
- » Resource Fair
- » Sedehi Diversity Project
- » Decisions That Matter Programming
- » Off-Campus Activities

Sunday, August 25

- » Religious Life Open Houses (with food!)
- » Time with your FYS
- » All Campus Barbeque
- » Building Meetings for residential students
- » Opening Convocation

Welcome to Muhlenberg



MUHLENSPEAK

Campus Jargon

Over the years, Muhlenberg students have developed their own language when it comes to some of the different aspects of the Muhlenberg experience. Here is your cheat sheet to some of the Muhlenspeak you'll encounter on campus.

BERG BUCKS

Berg Bucks is Muhlenberg's flexible payment plan. You can use it to pay for meals, laundry services and items at the bookstore. You can refill your Berg Bucks by going to the Cashier in the basement of Haas.

MEAL SWIPES

Meal swipes is part of your dining plan along with dining dollars. Meal swipes can be used in the Wood Dining Commons (aka the dining hall) and at Mule Express. In the dining hall, one meal swipe gives you an all-access pass to whatever and as much food as you want. At Mule Express, a meal swipe gets you either the meal of the day or a prepackaged option from the fridge.

Did a friend ask to meet you "at swipes?" That's the area right outside the dining hall where a staff member swipes you in.

DINING DOLLARS

Dining Dollars—included in most meal plans—are used for purchases outside of a meal plan and are accepted at any of the dining locations on campus while the College is in academic session. Once Dining Dollars are exhausted, they may not be replenished.

GQ

The General's Quarters—but you will only ever hear it as GQ—is Muhlenberg's fast dining option. GQ has prepackaged food options, a grill (try the breakfast bowl), sushi, a salad bar and a sandwich station, as well as ice cream, huge cookies and tons of other snack options—it's also open later than all of the other College dining services for all your midnight snack cravings. GQ includes a seating area where people hang out, study and sometimes even have class.

MULE EXPRESS

The to-go food option located in Seegers Union Light Lounge. Mule Express has a weekly menu including Pasta Monday and 'N Chips Friday. Each swipe gets you either the meal of the day or one of the pre-packaged sandwiches or salads, a drink and a side. Your favorite Mule Express meal is a hotly contested debate at 'Berg.

LSC CAFE

Just finished up your workout and need a quick snack? The Life Sports Center (LSC) Cafe, also called Freshens, is the place for you. Located on the first floor of the LSC, near Memorial Hall, the LSC Cafe has smoothies, crepes, salads and snacks. Try grabbing a smoothie before heading to Fitness and Wellness.

JAVA JOE

Java Joe's is our very own Starbucks. The baristas are Muhlenberg students and Java Joe's most likely has your favorite Starbucks order, as well as some new student-crafted ones. The Java Joe's stand is surrounded by couches and tables and is a great spot to meet up with friends, groups and professors.

RED DOOR

The Red Door is in the basement of Seegers near the mailboxes. It used to be a café, but now it's a hangout/study/performance place. During the day, you can study with friends on comfy couches or play Pacman or pool. During the night, you can attend performance ensemble shows. Once a semester, you can catch a student-directed show at the Red Door play festival.



LIGHT LOUNGE

The Light Lounge is one of the most popular study and hang-out spots on campus. Situated in the middle of Seegers Union, the Light Lounge has tables, couches and easy access to Mule Express. Why is it called the Light Lounge? Look up.

CANDLE LIGHTING

Candle Lighting is a tradition signaling the start of your time at Muhlenberg. During this orientation event at Haas, every student gets a candle as they gather. At the beginning of the event, the first candle is lit, that person uses their candle to light the next until everyone's candle is lit. During your last week of senior year, a similar candle lighting occurs to signal the end.

FYS

First Year Seminars (FYS) are classes that every first-year student at Muhlenberg takes. Professors teach FYS on a bunch of interesting topics—examples have included Do Robots Dream, The Science and Art of Sleep and Middle Earth Stories. FYS classes are designed to teach you how to write at the college level, making your next essay a breeze.

O-GROUP

Your Orientation Group or O-Group is the students and leaders you'll do activities with during Orientation. From "getting to know you" games to exploring campus, your O-Group is your introduction to your Muhlenberg classmates.

OL AND SOAP

An orientation leader (OL) is an upperclassman who leads your O-Group. They are dedicated, caring students who want to make your first few days at Muhlenberg the best they can be. OLs are great sources of knowledge on topics from classes to what's the best meal in the dining hall.

RA

Resident Advisors (RA) are upper-class students who live in the same housing as you. RAs host floor and building activities like walks to the Allentown Farmers Market and movie nights. RAs are your go-to resource for topics ranging from "where is this building on campus?" to "my roommate and I can't agree on a time to turn the lights out" and more.

THE WEEKLY

The Weekly is Muhlenberg's student-run newspaper. New editions of *The Weekly* come out most every Thursday and is available all around campus. It has all of the latest campus news, sports, arts and op/eds. And don't miss the April Fool's Day edition.

WEPA

WEPA's are Muhlenberg's campus printers. They are found around campus in residence halls, Seegers Union, the library and various places in academic buildings. You can print from a flash drive, the WEPA website, or computers near the WEPA. Every student gets an allotted amount of WEPA money and your ID lets you use the printer. But don't wait just before class to print—the WEPA lines can be long.

CANVAS

Canvas provides the online component of your classes. Professors upload their syllabus and readings to Canvas, as well as using it to send important updates about class. Canvas is also used to create class forums and discussions, submit assignments and receive professor feedback.

VICTOR'S LAMENT

Upon your first visit to Muhlenberg, you probably asked: "so what is that big red thing on the main lawn?" That's *Victor's Lament*, Muhlenberg's famous statue which moves in the wind. *Victor's Lament* depicts soldiers, but like any Muhlenberg student, you'll have your own take. During a warm day, students flock to Victor's Lament to lay in its shade.

CA/FISHBOWL

The Center for the Arts (CA) is home to multiple theaters, art studios and exhibits, practice rooms, professor offices and a few classrooms. The "fishbowl" is the part of Trexler Pavilion that features beautiful, huge glass windows. The CA has tables for studying and a galleria space which holds events, such as literary magazine releases and a play reading series.

GETTING INVOLVED

Do you have an interest or passion you are already pursuing? Would you like to try something new? Muhlenberg has a variety of ways to get involved on campus and off campus. We have programs, clubs and annual events that work with community partners through the Office of Community Engagement. We have more than 110 student clubs and organizations you pick from to join. If you have any questions about joining an existing club or organization or want to start your own, contact the Office of Student Engagement.

Office of Community Engagement

Learn more about opportunities in the community:

[Click here for more on the Office of Community Engagement.](#)

Clubs and Organizations

Learn more about student clubs and organizations:

[Click here for more on clubs and organizations.](#)

Muhlenberg Network

What is the Muhlenberg Network? It is made up of alumni, friends of Muhlenberg, and most importantly...you! It gives you the ability to connect with peers and build your professional network. Learn more online at themuhlenbergnetwork.com

Muhlenberg Athletics

Muhlenberg fields 20 NCAA, Division III men's and women's varsity athletics teams. The Muhlenberg Mules belong to the Centennial Conference and host games in Memorial Fieldhouse, Scotty Wood Stadium and other athletics facilities. Centennial opponents include Franklin & Marshall, Gettysburg, Dickinson, Swarthmore and Haverford. Check out the varsity sports schedules at muhlenbergsports.com and come out to cheer on the home team. Your fellow Mules would love your support at their games!

Religious and Spiritual Life

Many students find religious or spiritual communities at Muhlenberg to be a home away from home. The mission of the religious life team is to provide spiritual support and hospitality to the entire College community—students, faculty and staff of any (or no) faith tradition. We offer places to pray and reflect, a variety of religious services and programs, opportunities for interfaith dialogue and more.

[Click here for more on religious and spiritual life.](#)



CAMPUS RESOURCES

Academic Resource Center (ARC)

The Academic Resource Center provides support for your transition, engagement and growth to help you successfully adapt to the expectations of the college classroom. Our services include peer tutoring and content workshops to help clarify and reinforce your understanding of course material, particularly in critical gateway courses; first-year transition workshops to develop or improve essential academic skills; and individual academic coaching with a professional learning specialist to help you better understand yourself as a learner. Our goal is to help our students develop resilience, independence, and a commitment to academic pursuits.

Located on the lower level of Seegers Union in the Academic Life Suite.

[Click here for more on the Academic Resource Center.](#)

Phone: 484-664-3433

Campus Dining

Dining is an integral part of student life on Muhlenberg's campus. A vibrant dining experience is vital to creating an environment where all members of the campus community are eager to gather around the same table. Muhlenberg Dining fulfills this need with restaurant-quality food made fresh from the best available local ingredients served by a friendly and welcoming staff. Consistently ranked among the best college dining experience in the nation, at Muhlenberg you'll be hard-pressed to narrow down your list of favorite food options.

[Click here for more on campus dining.](#)

Campus Safety

Campus Safety works 24 hours a day, every day of the year. Our team includes twelve sworn, full-time police officers (most with prior law enforcement experience), full-time dispatchers and four reserve officers. Officers and dispatchers receive ongoing training, including CPR, First Aid and AED certification. Officers patrol the campus by foot, on bicycle and in vehicles.

We oversee Muhlenberg's student-run Emergency Medical Services. More than 40 students provide medical attention while in direct contact with off-campus emergency responders. If you are interested in working more closely with our department, we have student positions available each semester.

Safety is something we take seriously. You will find all residence halls are locked 24 hours a day. Your 'Berg ID provides access to your building, so if you lose it, notify our office immediately. All residence halls and administrative buildings have fully operational sprinkler systems and hard-wired smoke detectors that report to our office.

If you need to reach us, you can call us at 484-664-3112. Or look for yellow emergency call boxes located around campus on poles with blue lights. Pushing the red button calls directly to our office. We offer an escort service if you need to get somewhere on campus. We encourage you to sign up for the free emergency text messaging service, E2 campus.

Located on the ground level of Prosser Hall.

[Click here for more on campus safety.](#)

Phone: 484-664-3112

Cashier's Window

If you need to cash a personal check (up to \$50.00), pay a bill or add 'Berg Bucks to your ID card, visit the Cashier's Window in the basement of the Haas Building. Remember to have your 'Berg ID with you.

Hours of Operation

Every afternoon from 1:00 pm to 3:00 pm

Monday and Friday from 10:30 am to 11:30 am

Wednesday from 10:00 am to 11:30 am

Community Engagement

Welcome to Allentown—your new home! We work with students interested in volunteering to engage in meaningful partnerships between Muhlenberg and Allentown communities. Our work is based in concepts of equity and justice and includes taking time to understand yourself in relationship to the world around you. Together we critically analyze, learn and discuss our communities, systemic barriers impacting equitable lived experiences and ways to create change. We also have a lot of fun creating relationships with fellow Allentown residents. Wherever your passion lies, we hope to find a space to channel your energy locally. Come join us!

Located in the Student Life Suite on the ground level of Seegers Union.

[Click here for more on community engagement.](#)

Counseling Services

Our shared clinical expertise allows us to address a variety of student concerns such as adjustment, roommate issues, performance, depression, anxiety, trauma, relationships and substance abuse. We value the diversity each student brings to the counseling experience and recognize that social justice values can play a large role in therapy. We offer a short-term and customized care model to help you identify and integrate strategies needed to excel in a competitive academic environment. Services include: groups, workshops, brief individual therapy (consultation or intake), after-hours assistance provided via telephone 24/7/365, referral for psychiatry services, longer-term therapy or specialized treatment with a community provider and/or collaboration with other campus resources. Counseling Services are governed by legal and ethical standards of confidentiality. Any and all participation in counseling is strictly confidential except in the case of imminent danger to self or others. Any student wishing information to be released to parents, faculty, administration, etc. must sign a release of information indicating this intent. All services are free for full-time, traditional students.

Located in the Life Sports Center above the Health Center.

[Click here for more on counseling services.](#)

Phone: 484-664-3178

Financial Aid

Helping students afford a Muhlenberg education is something the Office of Financial Aid takes seriously. We explore need-based and merit-based loans, grants and scholarships to determine aid packages for each student. If you've received a Muhlenberg aid award and have questions about it, just give us a call. If you think a bigger financial aid package is warranted based on your family's financial situation, please submit the appeal in writing, stating the basis for the appeal and providing as much detail as possible regarding the specifics of your family's financial circumstances. We carefully review and respond to all written appeals.

Located in the basement of the Haas Building

[Click here for more on financial aid.](#)

Phone: 484-664-3175

Health Services

Your health is important to us. Health Services provides medical care for acute illness and injury for our students.

Appropriate referrals are made when specialty consultation or diagnostic studies are necessary. Services include clinical care, first aid, gyn services, allergy injections, pharmacy delivery services, on-call consultation with a registered nurse for after-hours urgent care and more. There is no charge for office visits; however, there is a nominal charge for some services (such as allergy injections and lab tests), as well as some medications. Our team includes full-time registered nurses and a nurse practitioner, with physicians available on select days.

We do not share health care information or office visits with parents (or anyone else) without your permission except in specific instances (such as life-threatening situations or when you are a danger to yourself or others). Please review our Notice of Privacy Practices. A signed release authorizing disclosure is required if you would like to share your medical information. Health Forms should be submitted by the beginning of July. For questions about this process or about your form, please contact our office.

Located in the Life Sports Center at the corner closest to the stadium.

[Click here for more on health services.](#)

Phone: 484-664-3199



Language Lab Commons

The Language Lab Commons is designed to provide space for technological resources coupled with the professional expertise to explore academic pursuits within languages, literatures and cultures. The Department of Languages, Literature and Cultures typically uses this room for small and large group activities, cultural events, Language Club meetings and teleconferencing.

Located in Ettinger room 103

[Click here for more on the language lab commons.](#)

Leadership@'Berg

You will have the opportunity throughout the year to explore your leadership views and abilities. Leadership@'Berg is based on the Social Change Model (SCM) of Leadership. SCM was developed for college students who want to work with others to affect positive social change. You will be learning about SCM and how to apply it through the Foundations for Student Success course you'll be taking this year, as well as through programming in your residence halls and across campus. Whether you have experience as a leader, want to get involved on campus or wish to explore more about the process of leadership, there are opportunities here at Muhlenberg for you.

Office of Disability Services

We are committed to ensuring nondiscrimination and access to all programs, activities and services for qualified students with disabilities. Students with documented conditions or disorders that rise to the level of a disability have access and opportunities to engage in the full range of experiences available to all students at Muhlenberg College including curricular, co-curricular and extracurricular activities. We are committed to working with students, staff and faculty in developing and implementing the most appropriate strategies for a successful learning experience while maintaining the academic standards and integrity of the mission of the College.

Located in the lower level of Seegers Union in the Academic Life suite.

[Click here for more on disability services.](#)

Phone: 484-664-3825

Office of Housing & Residence Life

Residential living is the heart of the Muhlenberg community. The Office of Housing & Residence Life, along with our student leaders, provides daily support within secure, inclusive and well-maintained residence halls. We are committed to providing environments that allow for student collaboration and academic success through intentional programming and support for well-being. We foster student growth, civic engagement and lifelong learning within a community of care.

We offer a variety of living options, each with student Resident Advisors (RAs) who provide a supportive presence. RAs welcome new students to Muhlenberg and assist them throughout their college journey.

For answers about where to live, how to live there and who you are living with, come to one of our information sessions, check out our website, ask an RA or stop by our office in Prosser Hall.

[Click here for more on on housing and residence life.](#)

Phone: 484-664-3180

Office of International Student Support

The Office of International Student Support (OISS) supports the international student population at the College and helps develop Muhlenberg international initiatives and programming. The key areas of support include regulatory immigration advising, cultural events that represent Muhlenberg students' diverse backgrounds and programs to share the nuances of US culture with our newcomer students. Hallmark events include International Pre-Orientation, International Education Week and Lunar New Year festivities.

Located in the lower level of Seegers Union in the Academic Life suite
Contact: Tom Janis, director; thomasjanis@muhlenberg.edu,
Phone: 484-664-3448.

Office of Multicultural Life

Whether you are seeking community, looking to engage in direct action for social justice, build skills to engage in thoughtful dialogue across difference or simply a place to do laundry and hang out, we believe that the Office of Multicultural Life (OML) offers something for everyone in the Muhlenberg family. There are many ways to get involved and find community through one of our affinity groups: Asian Student Association, Black Student Association, Comunidad Latina, Feminist Collective, International Student Association, Muslim Student Association, Muhlenberg Trans Advocacy Coalition and Students for Queer Advocacy.

Located at 2252 Chew Street
[Click here for more on multicultural life.](#)
Phone: 484-664-3228



Office of Sustainability

Muhlenberg is committed to pursuing sustainability on campus and beyond. Housed in the New Science building, the Office of Campus Sustainability is staffed by the director of sustainability studies and the campus sustainability coordinator and provides support for the President's Committee on Sustainability and student environmental groups. Initiatives supported by the office include "Just Tap It" water bottle filling stations, a bike share station, Green Team, Stuff the Truck, the Tree House and solar panels on Seegers. Learn more about sustainability at Muhlenberg or share your ideas with us online. We look forward to learning and growing with you.

[Click here for more on sustainability.](#)

Prevention Education

The Department of Prevention Education provides education around health, wellness and safety to the Muhlenberg College community guided by a Social-Ecological Model in Public Health. This model considers community, group and individual factors for health promotion and intervention. Prevention Education works in collaboration with departments, student groups and local organizations to support educational programming regarding issues of alcohol and other drugs, bystander intervention, mental health, sexual health and gender-based violence, among other concerns. Prevention Education strives to create space for you to develop the knowledge, skills, behaviors and attitudes necessary to be healthy, safe and successful.

Located on the lower level of Seegers Union in the Student Life suite

[Click here for more on prevention education.](#)

Recreation Programs

Muhlenberg students enjoy staying active in a variety of ways, including intramural sports, club sports and fitness classes available through Recreation Programs. There is something for everyone whether you like to be competitive, have fun with friends or are looking for ways to stay fit. Individual programs provide opportunities to participate, as well as lead.

Recreation Programs, part of the Department of Athletics, is located on the 2nd floor of the Life Sports Center. Brad Hackett, director of track and field and cross country, oversees recreation programs and can be reached at bradhackett@muhlenberg.edu or 484-664-3590.

[Click here for more on recreation programs.](#)

Religious and Spiritual Life on Campus

The religious life team at Muhlenberg is led by the College chaplain who is responsible for the overall mission of religious life, including Protestant worship and all Egner Memorial Chapel programming. The campus rabbi and associate college chaplain oversee all programming at the Leffell Center for Jewish Student Life, including weekly Shabbat services and dinner, Hillel at Muhlenberg and many other programs and activities. The Roman Catholic campus minister works primarily with Catholic christian students at the Muhlenberg College Newman Center and is accountable to the bishop of the Diocese of Allentown. DiscipleMakers Christian Fellowship staff members support the DiscipleMakers student organization (evangelical Christian).

Weekly On-Campus Religious Services Include:

- » Friday, 5:30 p.m. - Shabbat Services in the Leffell Center for Jewish Student Life followed by free dinner at 6:30 p.m.
- » Friday, 7 p.m. - DiscipleMakers Christian Fellowship Large Group Gatherings in Seegers Union
- » Sunday, 5 p.m. - Protestant Worship in Egner Chapel followed by free dinner at 6 p.m.
- » Sunday, 9 p.m. - Roman Catholic Mass in Egner Chapel

[Click here for more on religious and spiritual life.](#)

Student Engagement

Our team works with students to help them be involved and take full advantage of their Muhlenberg experience. We run orientation, support student clubs and organizations, advise fraternity and sorority organizations and plan co-curricular programming for the campus. If you are looking for ways to get involved, learn new skills, explore your leadership potential or meet other students, we invite you to visit us to learn more.

Located in the lower level of Seegers Union in the Student Life suite

[Click here for more on student engagement.](#)

Phone: 484-664-3657

Technology at Muhlenberg

The Office of Information Technology Student Help Desk is located in the lower level of Ettinger Hall room 001. They are open during regular business hours and most evenings—depending on staff availability—and provide a number of services, including device setup for WiFi access, support for the College's WEPA print kiosks, general consulting and hardware repair. When in doubt, contact the Help Desk.

[Click here for more on technology.](#)

Phone: 484-664-3566

Email: helpdesk@muhlenberg.edu.

Digital Learning Assistants

The College's Digital Learning Assistant (DLA) program is a peer learning model dedicated to providing resources and guidance as students engage with new technologies and digital platforms to advance their learning. DLAs offer advanced knowledge of the digital tools that student will encounter in courses, including:

- » Mediamaking and Digital Storytelling
- » ePortfolios/Domains/Web Publishing
- » Mapping and GIS
- » Digital Archives and Information Visualization

DLAs, who work out of the "HIVE" in Trexler B-06, are available during drop-in hours Monday through Friday to work with students and offer guidance on digital learning projects or assignments.

Transportation

We know sometimes you need to get off campus to pick up stuff you need, see a movie, or get a bite to eat. The Grey campus shuttle, available on weekends, or the LANTA bus can take you to a range of area locations. At break time shuttle routes are available to the Transbridge bus service or the airport. All students receive an email before break periods with times and reservation instructions.

[Click here for more on transportation.](#)

for campus shuttle information or www.lantabus.com for LANTA bus service schedules.

Bike Share Program

Muhlenberg College and the Allentown Parking Authority partnered with Zagster to provide a bike share option. It is a fun, green and affordable way to get around campus and explore the city. Muhlenberg's station is located on Chew Street, between Trexler Library and the Baker Center for the Arts. A second station is available at the Allentown Parking Authority, Sixth and Linden Streets, making it easy for users to head downtown to explore the city or ride to Muhlenberg for events.

Information about the costs of the program, how to use the bikes and a map of the area can be found online at:

bike.zagster.com/allentown

Writing Center

The Writing Center provides support for writers within the Muhlenberg academic community with free peer writing tutoring—no appointment needed. Tutors do more than simply proofread your paper; they work collaboratively with you to recognize and correct errors, generate and expand upon your ideas, attend to prompts and assignment guidelines, enhance your style and improve your clarity. Any Muhlenberg student, faculty or staff member can utilize Writing Center services. Writing tutors are Muhlenberg undergraduate students who have been trained in a semester-long course focusing on writing theory, pedagogy and tutoring practice and can work with writing from all disciplines in one-to-one or groups sessions. Writers wishing to meet with a writing tutor simply need to stop by the Drop-in Center.

Hours of Operation

Sunday - Wednesday: 3:30-5:30 p.m., 7-11 p.m.

Thursday: 3:30-5:30 p.m.; 7-9 p.m.

No prior notice is required

Located on Level A of Trexler Library

[Click here for more on the writing center.](#)

Phone: 484-664-3276



HELPFUL INFORMATION

Hotel Information

If you are looking for a place for your family to stay when they come to visit, use the following link to see information on area hotels.

[Click here for more on hotels.](#)

I ♥ Muhlenberg Program

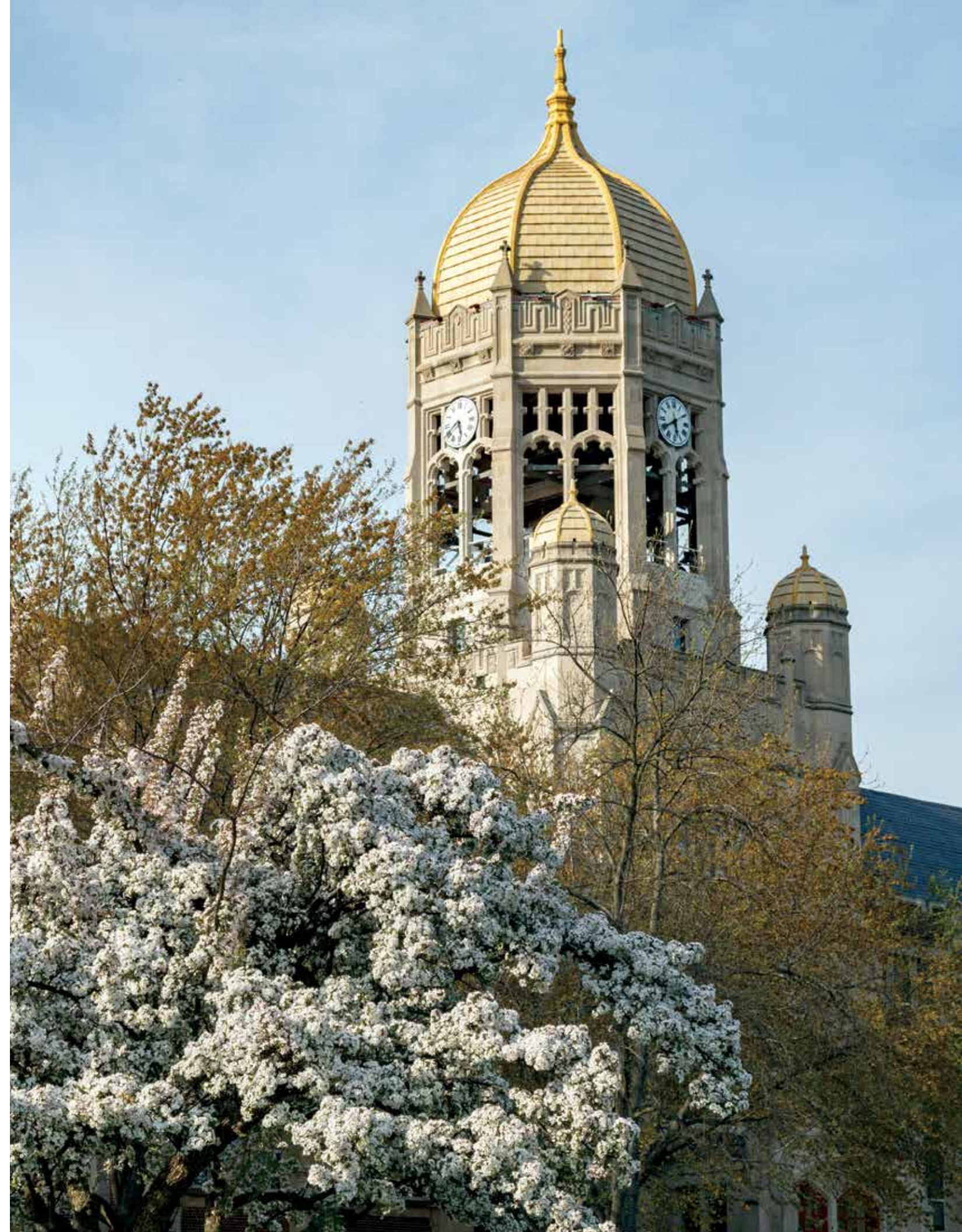
While we offer a variety of things to do and eat on campus, we know sometimes you want to try something new when you come to visit. Use the following link to see area restaurants and businesses who offer a discount when you show your 'Berg ID at the time of payment.

[Click here for more on I ♥ Muhlenberg.](#)

Local Transportation

You may be looking for transportation to explore the Lehigh Valley and beyond or need a ride home. Use the following link to get information on local buses, taxi or limousine service and the Lehigh Valley International Airport. For rides during breaks, you can also contact the campus Shuttle Service at 610-442-0906 or sgoosley@muhlenberg.edu.

[Click here for more on transportation.](#)



Information for Families

FAMILY ORIENTATION

Schedule Highlights

Full at-a-glance schedule available at www.muhs.edu/family_schedule

Thursday, August 23

- » Family Welcome
- » Interest topics on academics, career planning, and more!
- » Campus reception

Whether this is your first child off to college, or you will finally have that empty nest, the transition to college life is exciting for everyone, but it can produce a bit of anxiety. Students will have a greater degree of free time, a more demanding academic schedule, and increased responsibility for their behavior inside and outside the classroom.

As students join our community, we will challenge them to grow. We will push them academically and we will point the way to success. For many, they will be living away from home for the first time. You should expect the transition to adulthood to be bumpy with students making some good decisions and some poor decisions along the way – especially during the first year of college. The hardest part for you, the parents, is allowing the students to take responsibility for their choices and actions.

At Muhlenberg, we expect students to advocate for themselves, trouble shoot their own problems, communicate effectively with their professors, their advisor, and you. As you might expect, there is a wide range of student abilities when it comes to taking charge of their lives. Some dive right in and are immediately successful, others take a bit of time to mature and find their path.

As parents, we expect you to become the coach working in the background, providing suggestions, advice, and encouragement to your student. When problems arise, we want the students to address them. Will there be times when a call from you may be needed? Certainly, but in general we want the students to take the initiative to resolve the issue.

The faculty and staff at Muhlenberg are here to help your student become the person that you have always known they would be. Your student will have an advisor throughout their entire four years at Muhlenberg. The advisor and student will have conversations about strengths, goals, interests, and what classes will help them get where they want to go. The process starts with June advising, continues through Orientation, and culminates with graduation in May 2023. It will be here before you know it!

Below you will find some important information about student records at Muhlenberg. Please read the information and discuss how you and your student are going to communicate once they arrive on campus. If you have any questions, please feel free to ask any of us listed. We look forward to seeing you on campus in a few weeks.

Bruce D. Anderson, Dean of Academic Life

Educational Records

Grades - Your student will receive grades four times the first year: at the mid-term and conclusion of each semester. Grade reports are not mailed to the student, or to the parents, because grades are available online. Mid-term grades do not become a part of the student's permanent academic record. Please speak with your student to review his/her academic progress.

FERPA - Our student information release policy is determined by the Family Educational Rights and Privacy Act (FERPA). FERPA is a federal statute signed into law in 1974 which defines our student information release policy and ensures the confidentiality of communication about "education records." The access to and control of information in the education record changes when an individual becomes a college student. At that point it moves from the parent to the student, and so most of the information the College collects during the time your student attends Muhlenberg cannot be released without the student's written consent, although school officials with a legitimate education interest may have access to these records.

Students must specifically authorize the release of information to their parents by signing the FERPA form given to them at June Advising.

If the student was considered financially dependent during the most recent tax year, the College, after being provided with documentation, may provide information to the student's parents as deemed reasonable. The contract person for full information about Muhlenberg's student information release policy is the Registrar.

Deborah Tamte-Horan, Registrar

Campus Safety Records

Campus crime statistics are available from the Department of Campus Safety/Police. The information provided by Muhlenberg College is defined by The Student Right-to-Know and Campus Security Act of 1990. Timely reports to the campus community are made about crimes that pose a threat to other students. Individual incident reports which involve students will be released to those students involved as part of the judicial process or for other legitimate educational needs.

Brian Fidati, Director of Campus Safety/Police

Counseling Records

Students over the age of 14 have control over release of their own counseling record. A student may sign a release for parents to receive information. At that point, the student designates what should be shared: attendance at the initial session, on-going attendance, and limited or full disclosure of the content of the sessions. Counseling Services cannot confirm or deny a student's attendance at counseling sessions without the student's written permission. An exception may be if a student is in imminent danger to self or others.

Timothy Silvestri, Director of Counseling Services

Medical Records

Medical records maintained in the Office of Health Services are confidential. A student may sign a release in Health Services for parents to receive medical information regarding a specific visit. The Health Services staff encourages students to keep their parents informed about medical concerns. Please refer to our Notice of Privacy Practices regarding how medical information may be used and disclosed.

Brynnmarie Dorsey, Executive Director of Health and Counseling Services

Academic Resource Center Records

Records of students who use the services in the Academic Resource Center are confidential. With a student's consent and participation, the staff is happy to provide guidance and offer possible interventions from within a developmental framework. ARC staff will not discuss a student's academic progress, or grades, even with a FERPA release; it is our expectation that students will keep their parents adequately informed of any academic issues that arise during the semester.

David Hallowell, Assistant Dean of Academic Life

Office of Disability Services Records

The Office of Disability Services at Muhlenberg College is committed to protecting the privacy of student records in a manner consistent with the Family Educational Rights and Privacy Act (FERPA). Ensuring effective provisions of accommodations, auxiliary aids, and services may necessitate the Office of Disability Services to disclose and discuss the student's disability information with Muhlenberg College officials who have a legitimate educational interest in the information including administrative, faculty, and management staff. Any disclosure and/or discussion of disability-related information is used to guide the Office of Disability Services for the purpose of providing reasonable accommodations, auxiliary aids, and services for which the student has been determined eligible.

Pamela Moschini, Director of Office of Disability Services





Allentown, Pa.

www.muhlenberg.edu