UNIVERSITY SERVICES

Career Services
The Office of Career Services offers numerous resources and services for both graduate students and undergraduates. These include a career resource center featuring materials on career planning, job search directories, and graduate school information; career programs and workshops presented by Career Services professionals; individual and group consultation to practice interviewing techniques, job search strategies, and career goals; on-campus interviewing conducted by potential employers; and computer-assisted career planning featuring “Focus” interactive software. In addition, College Central, our jobs and résumé database, is available to assist candidates in the job search process. For further information contact: Office of Career Services, 119 Stratton Administration Center, (610) 683-4067.

Counseling Services
Counseling professionals must be grounded in their own. The Office of University Counseling Services offers a range of counseling and psychological services to students, including individual and group counseling, assessments, referrals, special programs based upon individual interest and need, and emergency referral services. Services are limited during the non-academic sessions. For further information, contact: Counseling and Psychological Services, 127 Beck Hall, (610-683-4072).

Disability Services
Kutztown University does not discriminate in its admissions procedures on the basis of disability, nor is such information part of the student’s admission file. When appropriate, alternate teaching and testing accommodations will be available to students with documented disabilities; it is the student’s responsibility to request such accommodations directly from the instructor based on a letter of verification from the Disability Services Office.

Prior to application, students with disabilities are advised to investigate both the University’s ability to provide reasonable accommodations for their program of study and their own ability to undertake such studies. More detailed information may be obtained from: Office of Human Diversity, Disability Services, 215 Stratton Administration Center, (610)683-4108.

Emergency Services
- **KU Alert Text Messages** - The mass text message warning system powered by e2campus is an opt-in program that allows you to register two cell phone numbers to receive emergency text messages.
- **KU Alert E-mail Messages** - Faculty, staff and students will be alerted by
broadcast email messages from Kutztown University. Additionally, when registering for e2campus text messages above, users can register two additional email addresses to receive emergency messages.

- **Website Alerts** - emergency messages will be posted on the Kutztown University website. Ongoing information updates during an emergency will be posted on the Current Safety Alert Information page.

- **Mass Notification System** - Notification via a pre-alert signal and voice alerts in select buildings and in select outdoor locations will be activated in appropriate emergency situations.

**TO REPORT AN EMERGENCY, PLEASE CALL 610-683-4001**

**Financial Aid**
If you are looking for assistance in funding your Kutztown University educational experience, the Financial Aid Office will be glad to review your options with you regarding loans, grants and scholarships. Kutztown University, Office Location: 209 Stratton Administration Center  
(610) 683-4077; Fax: (610) 683-1380.

**Health and Wellness Services**
Health Services requires all new graduate students to complete health record paperwork, which is mailed to them upon their acceptance to Kutztown University. Students who plan to enroll for less than nine credits each semester and do not intend to use clinical services may waive submission of the health record by completing an alternate form. All full-time matriculated graduate students at Kutztown University are required to submit a health record and required to pay a health service fee. During the fall and spring semesters, Health Services is open Monday through Friday 8:00 AM to 8:00 PM weekend hours are 10:00 AM to 6:00 PM. For further information about clinic services, call (610) 683-4082, Ext. 2.

**IT Help Center**
For assistance with student accounts and technology. M-F 8 a.m. to 4:30 p.m. 201 Stratton Administration Center, (610) 683-1511.

**Library Services**
The Rohrbach library offers many important resources and services for KU graduate students, many of which can be accessed from off-campus. For complete information on accessing library resources and services from home. The library is located in the Rohrbach Building; Reference: 610- 683-4165; Circulation: 610-683-4480.

**Public Safety**
Overall safety and security for the Kutztown University campus community are provided by the Department of Public Safety. In addition, this department enforces
fire and traffic safety regulations. A dispatcher, located in the Public Safety Office in the basement of Old Main, is on duty 24 hours a day to take calls for the campus emergency number (610) 683-4001; or from the red emergency telephones located throughout the campus. The non-emergency number is (610)683-4002.

**Registrar**
The Office of the Registrar provides many services to KU students. The Registrar’s website is where you can find online forms for requesting a transcript, change of name and address, and more. You will also find explanations of KU academic policies including the attendance policy, Dean's List information and other pertinent policies. 115 Stratton Administration Building, 610-683-4485, http://www.kutztown.edu/registrar/default.asp

**Student ID Cards**
The KU card is an official Kutztown University photo ID card. In addition to identifying the relationship to Kutztown University, the card provides access to campus events and activities, residence halls/other buildings, meal plans, flex dollars, Bear Bucks, and library. ID cards are available in the McFarland Student Union Building.

**Tuition Payments**
The Bursar's Office is responsible for tuition assessment, invoicing of charges, accepting payments, disbursing aid released from Financial Aid, processing deferment requests received, collections management, Bursar's Office, 225 Stratton Administration Center, (610) 683-4133

**Weather Emergencies**
Students are advised to consult with the individual Course instructor or review the Course syllabus for a plan of action should the University remain open during severe weather conditions. The Course instructor may notify students of a weather emergency closing though email or D2L. The Kutztown University Severe Weather Emergency Hotline is: 610-683-4649. All local news stations are notified if the University closes due to weather emergencies.