New Golden Bear Checklist

For direct links and more details on the items in this list, please go to:
admissions.wvutech.edu/admitted-students

- ☐ Activate your account (login.wvu.edu)
- ☐ Log into the WVU Portal (portal.wvu.edu)
- ☐ Complete your Career Assessment (VitaNavis)
- ☐ Sign up for housing or an exemption
- ☐ Sign up for a dining plan if needed
- ☐ Fill out your FERPA and MyAccount Proxy
- ☐ Confirm your attendance at orientation
- ☐ File the FASFA (if applicable)
- ☐ Pay your bill or set up a payment plan
- ☐ Get your text books
- ☐ Purchase your parking permit (if needed)
- ☐ Complete the health insurance waiver (Due August 1)

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Fall 2023 Important Dates

WVU Tech Campus-Beckley
WVU Hub-Beckley
Benedum Center - 609 South Kanawha Street
Office Hours: 8 am to 4:30 pm Monday-Friday
Contact Information:
Telephone: 304-293-1988
Ticket: https://hub.wvu.edu/contact

WVU -Morgantown Campus
WVU Hub
2nd Floor, Room 200 - Evansdale Crossing Building
Office Hours: 9:00 am to 4:00 pm Monday-Friday
Contact Information:
Telephone: 304-293-1988
Ticket: https://hub.wvu.edu/contact

Fall 2023 Important Dates	
May 15, 2023	Students may begin reserving books at Barnes and Noble using financial aid
June 1, 2023	Student Health Insurance Waiver available http://studentinsurance.wvu.edu
July 3, 2023	Fall charges available online for registered students http://portal.wvu.edu
July 5, 2023	Payment plan enrollment opens for 5-month plan
July 23, 2023	Last day to sign up for 5-month payment plan
July 24, 2023	Payment plan enrollment opens for 4-month plan
August 1, 2023	Fall bill due http://portal.wvu.edu
August 1, 2023	Student Health Insurance Waiver Deadline
August 2, 2023	Late fees assessed on fall and prior balances past due
August 4, 2023	Last day to reserve books using financial aid
August 6, 2023	Financial Aid pays toward fall bill
August 11, 2023	Earliest students can pick up reserved books at Barnes and Noble with financial aid
August 16, 2023	Earliest refunds may be available for students signed up for direct deposit http://studentaccounts.wvu.edu/refunds
August 16, 2023	First Day of Classes
August 22, 2023	Last Day to Register, Add New Courses, Make Schedule Changes
August 23, 2023	Last day to sign up for 4-month payment plan
August 24, 2023	Payment plan enrollment opens for 3-month plan
August 25, 2023	Last day to pick up books on reserve from bookstore
September 4, 2023	Labor Day Holiday: University Closed (No Classes)
September 23, 2023	Last day to enroll in 3-month payment plan

For FAQ's and information regarding payment plans, payment options, billing, scholarships, financial aid, and more, scan the QR code or go to wvutech.edu/hub

Student Health Insurance – Fall 2023

As you may know, West Virginia University and West Virginia University Institute of Technology students enrolled in *six or more credit hours* are **required** to carry adequate health insurance. This requirement also applies to international students enrolled in *one or more credit hours*.

All eligible students will be automatically enrolled in the WVU-sponsored Aetna student health insurance plan and <u>assessed the student insurance fee</u> for Fall 2023. However, students who have personal health insurance coverage or are covered as a dependent under a parent's or spouse's plan may **opt out** of the WVU plan by <u>completing the student health insurance waiver</u>.

Note: Returning students who opt out of the WVU plan **must complete the waiver each academic year**.

To complete the waiver:

1. Visit the WVU Student Insurance Office website (studentinsurance.wvu.edu) and select the waiver application link. You will be taken to the WVU Aetna partner site.

2. Log in to the waiver site using your nine-digit WVU student ID number and date of birth.

3. Complete and submit the waiver application. Be sure to include the following information about your current health insurance policy:

   - Insurance company name (e.g., PEIA, Blue Cross Blue Shield, Aetna, Cigna, etc.);
   - Insurance policy or group number;
   - Insurance company phone number and claims address;
   - Policyholder's name and date of birth; and
   - Policyholder's ID.

Eligible students who have not successfully completed the waiver by **August 1st** will be *automatically* enrolled in the WVU plan for Fall 2023 **(insurance fee is assessed to the student's account)**. If the waiver is completed and approved by August 1, 2023 the student insurance fee will be **credited** back to the student's account.

Additional eligibility information can be found at studentinsurance.wvu.edu. Contact the WVU Student Insurance Office at (304) 293-6815 or sio@mail.wvu.edu with any questions.

![WVU Institute of Technology - West Virginia University logo]

PARKING MANAGEMENT

Parking Permits are **$100.00** for the entire 2023-2024 academic year.
You can purchase parking permits online at https://transportation.wvu.edu/

Because of the growth in enrollment, we are aware of the high traffic and usage of parking on campus and we are working to address this need. A parking permit allows you to park on campus but does not guarantee a parking space. We ask that students and employees allot more time to travel and park prior to the start of class or their work day. We also encourage you to consider carpooling or taking public transportation as alternatives.

Students:

Please follow these steps to purchase a parking permit.
- Visit https://transportation.wvu.edu/
- Select Parking
- Login with WVU credentials (MIX login)
- In 'Parking Portal" page click "Get Permit" button
- Proceed to Permit Purchase click 'Next"
- Select desired permit
- Before you can proceed, you **must** then check "Agree," then "Next" to continue
- Select Vehicles to associate with your permit, if not showing click 'Add Vehicle'.
- Choose Delivery option "**Pick up my permit at the Parking Office**". No permits will be mailed to houses, see below information.
- Check-Out - Click 'Pay Now'
- Once you have purchased a parking permit, they will be available **3-4 days after you have purchased the permit,** for pick-up at the following location WVU HUB Beckley 110 in the Benedum Building.
- Temporary parking passes will be made available (as needed) by the WVU HUB Beckley while you wait for the official permit to arrive

Faculty/Staff Parking Permit:

Existing Faculty/Staff: If you already have a permit, you will be automatically enrolled and will not need a new permit.

New Faculty/Staff: Submit the payroll deduction form and permit application (with original signatures) click on link to download forms https://transportation.wvu.edu/parking/employee-parking-permits. Deliver forms to the WVU HUB Beckley 110 in the Benedum Building.
- Once you have purchased a parking permit, they will be available **3-4 days after you have purchased the permit,** for pick-up at the following location WVU HUB Beckley 110 in the Benedum Building.
- Temporary parking passes will be made available (as needed) by the WVU HUB Beckley while you wait for the official permit to arrive.

Displaying Permit:

- Permits must be clearly displayed from your rear-view mirror facing forward. Failure to do so will result in a citation.
- If you drive a different car or a rental car, do not forget to transfer your permit to the new car. If you arrive on campus and realize you do not have your permit it is recommend that park and pay in the Hourly Short Term lot to avoid receiving a citation.

Lost Permit:

- If you lose your permit, stop by WVU HUB Beckley 110 in the Benedum Building to get a new one. Your old permit will be deactivated in the system.

Observe the parking signs & designations:

- **Parking Map** – can be found at https://admissions.wvutech.edu/about-tech/beckley-campus-map
- **Student Permit** – can **ONLY** park in lots designated as "Permit Parking"
- **Faculty & Staff Permit** – can park in all permitted lots
- **Hourly Short Term Parking** – you must pay the $1 hourly rate if you park in this lot, even if you have a faculty/staff or student permit.
- **Street Parking** - Parking on campus, city or state streets will result in citations from WVU Tech or City of Beckley
- Parking in the painted hatched areas will also result in a citation.

Citations:

- There will be no ticketing during the first week of each semester and during class breaks.
- Citations are typically $20 each, with the exception of parking illegally in an ADA space which is $200.
- Unpaid citations of $100 or more will result in towing. If towed, the University is not responsible for any items lost or damaged if the vehicle during towing, in accordance with state code 18B-4-6.
- Appeals must be submitted electronically within **10 days** of issuance of the citation. Failure to file an appeal within this time will result in the violator's forfeiture of the privilege of appeal.

Holds:

- If you have not paid your citations, there will be a hold placed on your account and you will not be able to register for classes, receive transcripts or renew your parking permit.
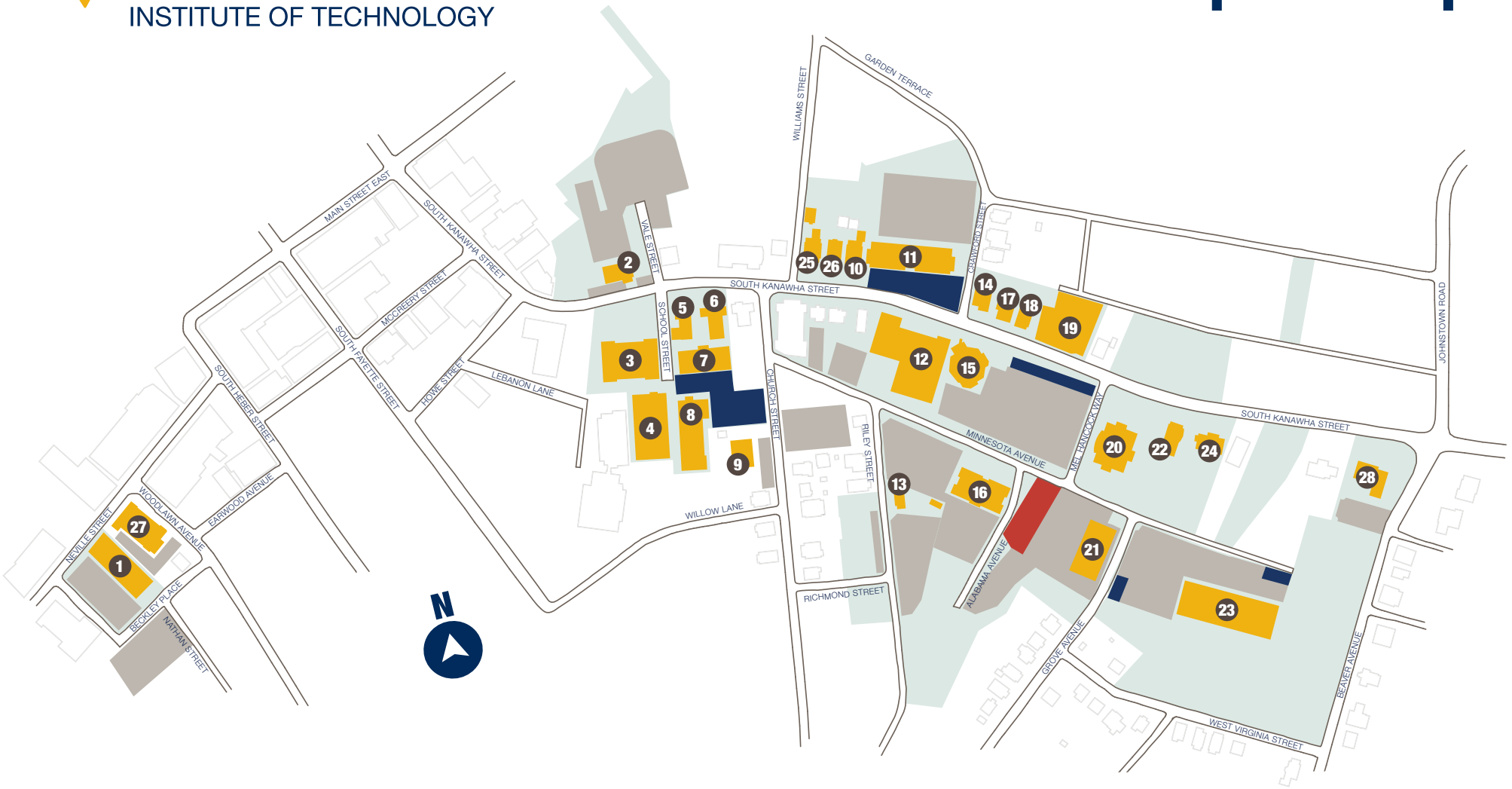- Holds on your account due to parking citation will be removed approximately one hour after payment is received.

Citations & Appeals:

Citations can **only** be paid online at https://transportation.wvu.edu/parking/parking-citations
1. Click on Parking Portal in blue under PAY CITATION ONLINE
2. Enter in Citation Number, State, and Plate Number
3. Click Search Citations
4. You will have the option to Pay or Appeal the citation.
    - **To Appeal**, click Appeal and go to step 5
    - **To Pay**, go to step 10
    TO APPEAL CITATION
5. A list of current citations will show. Click appeal on the citation you are attempting to appeal.
6. Read & Check Box, click Next.
7. The next screen gives you the Appeal Details to submit the appeal. You may also add attachments.
8. Click Submit.
    TO PAY CITATION
9. A list of your current citations will show, select Add to Basket to pay
10. If the cart shows what you are wanting to pay, click Pay Now.
11. Click Submit.
12. Complete information.

- The following are not grounds for appeal:
    o permit was in my other car, or I had to drive a rental and I forgot to transfer it
    o permit fell on the floor
    o lack of available or close parking
    o unfamiliarity with University parking rules and regulations
    o short time in violation area
    o failure to observe posted signs
    o class/instruction ran late
    o non-receipt of the citation(s)

Other questions can be answered by e-mailing TECH-Parking@mail.wvu.edu

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Campus Map

WVU Tech Campus Map Legend

WVU Tech Campus Property

WVU Tech Building

Permit Parking Lot

Permit Parking Lot

Hourly Parking Lot

1 - Admin & Extension Service (AEX-B)
2 - University Police
3 - Carter Hall (CAR-B)
4 - Van Meter Gym
5 - Admissions / Visitor Center
6 - President's Office
7 - Golden Bear Athletic Center
8 - Classroom Building (CLB-B)
9 - Athletic Annex
10 - Student Life
11 - Hogan Hall

12 - Robert C. Byrd Learning
  Resource Center (RRC-B)
13 - Crime Scene House
14 - Erickson Alumni Center
15 - Physical Sciences Building (LAB-B)
16 - Innovation Building (INN-B)
17 - Rahall Congressional Archives
18 - Facilities
19 - Benedum Center
20 - Life Sciences Building (LIF-B)
21 - Engineering Laboratory (ELB-B)

22 - Adventure Recreation Management (AVT-B)
23 - University Hall
24 - Finance Business Services
25 - University Relations
26 - Athletic Administration
27 - Interdisciplinary Science Building (ISB-B)
28 - Athletic Hall of Fame

STUDENT TECHNOLOGY RESOURCES

BECKLEY
it.wvu.edu/students

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INFORMATION TECHNOLOGY SERVICES

WHO WE ARE

Information Technology Services is here to help you succeed at WVU! We provide and support a wide array of technology, from the wireless networks to eCampus and STAR. Got a question? Contact us at **(304) 293-4444** or visit **it.wvu.edu/help**.

WI-FI

Students MUST connect personal devices such as laptops, desktops, tablets and phones to the secure WVU.Encrypted network for wireless access. To use gaming consoles, TVs or smart home and internet entertainment devices, you must first register the MAC address by logging into **mydevices.wvu.edu**, then connecting to WVU.PLAY. If something's not working, please let us know at **304-293-4444**.

PLEASE NOTE: Wii devices won't work on WVU's wireless network because our newer technology does not support these older systems. Also, WVU.Guest is for visitors to campus; students who attempt to connect will see an error.

SOFTWARE

Don't pay for Microsoft Office! All WVU students **get it free!** *(Please note you must to add @mail.wvu.edu to your username to install and activate.)* All WVU students also get free Anti-Virus software to install on as many as three devices. You'll need to enter your MIX email address at **freeav.wvu.edu** to download. Before you pay retail for anything else, see what deals you can get with your student discount at **slic.wvu.edu**.

MOUNTAINEER CARD

The Mountaineer Card is more than your photo ID. At WVU Beckley, you can also use it in the dining halls. ITS hopes to expand the Mountie Bounty program, which allows you to use it like a debit card for other services on and off campus! Learn more at **wvucard.wvu.edu**.

PROVE IT'S YOU

About 48 hours after registering for classes, all first-time students will have to use Duo two-factor authentication to confirm their identities when accessing a secure system. Two-factor means you prove who you are in two ways – with something you KNOW (your Login password) and something you HAVE (the DuoMobile app). Get instructions to set up Duo at twofactor.wvu.edu.

TIPS FOR PARENT/GUARDIANS

WVU Login and Duo Mobile accounts are for STUDENTS ONLY. Parents and guardians should never log into any WVU system using a student's username and password or add devices to a student's two-factor account. This violates University policy and could cause your student problems when they try to log into systems such as Portal, eCampus, STAR or email.

Parents and others can conveniently access billing, financial aid and other important records through the Parent/Guest Portal, using your own username and password. Instructions for your student to grant access are at **parent-guest.portal.wvu.edu**.

FREE

Get FREE anti-virus software for up to three personal devices.

freeav.wvu.edu

PRINTING

Students can email or upload documents and print from anywhere with **MyPrinting**. Users must have valid Login credentials, a WVU email account and a Mountaineer Card with a Mountie Bounty balance. WVU does NOT support the use of personal wireless printers and won't allow them on the the network. If you bring a printer, you must use a USB cable to connect and turn off the wireless feature.
myprinting.wvu.edu

BUYING A COMPUTER

For our recommendations and to see requirements by college, visit the Student Resources page.
it.wvu.edu/students

STUDENT RESOURCES

Login is a single set of credentials that can be used with numerous WVU systems. You can change your password and perform other tasks at **login.wvu.edu**.

Portal is a single location for all students to access key information such as eCampus, STAR, grades and email.
portal.wvu.edu

Email addresses assigned to students end with @mix.wvu.edu; this is a Gmail account. When setting up your email on mobile devices, select Gmail as the first step, and then enter your Login credentials.

STAR (Students & Technology Achieving Results) is the system students use to get information about financial aid, course schedules and catalogs, and to register for classes.
portal.wvu.edu or **star.wvu.edu**

eCampus is the online learning management system, which can be used for both online and face-to-face courses at all WVU campuses. **ecampusinfo.wvu.edu**

Schedule Builder can help you create the perfect class schedule. **portal.wvu.edu** or **star.wvu.edu**

BILLING QUESTIONS

Find information about tuition and fees, billing options, payment deadlines and more.
studentaccounts.wvutech.edu

TECH eALERTS

Tech eAlerts allows you to receive the latest emergency, crime, weather and campus closure updates directly to your mobile phone. You may register a family member's number as well as your own.
alert.wvutech.edu

FOLLOW US FOR IMPORTANT UPDATES!

Keep up with both planned maintenance and unplanned outages of important systems by following ITS on social media. You can "like" **WVU Information Technology** on Facebook or follow **@WVUITServices** on Twitter!

For Beckley-specific news, you can "like"
West Virginia University Institute of Technology Facebook or follow **@WVU_Tech** on Twitter!

West Virginia University
INFORMATION TECHNOLOGY SERVICES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 is a federal law which states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

Annually, West Virginia University Institute of Technology informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which West Virginia Institute of Technology intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

At its discretion, West Virginia University Institute of Technology may provide Directory Information in accordance with the provisions of the Act. Directory information shall be defined in the annual notice sent to students, as required under the Act. West Virginia University Institute Technology designates the following categories of student information as public or "Directory Information." This information may be disclosed by West Virginia University Institute of Technology for any purpose, at its discretion:

- Name of student
- Official address
- Telephone number
- Place of birth
- Age of student
- Names and addresses of parents
- Major and minor fields of study
- Class status (i.e., freshman)
- Enrollment status (i.e., full time or part time)
- Dates of attendance
- Previous educational institution(s) attended
- Degree(s) and date(s) conferred, including anticipated graduation dates
- Awards
- Honors
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Duties and responsibilities, including dates of service of student workers, interns, or student volunteers.

LIMITED USE DIRECTORY INFORMATION

Limited Use Directory Information will not be provided to external parties not contractually affiliated with the University. Use and disclosure of this information shall be limited to (1) publication on websites hosted by, on behalf of, or for the benefit the University, including the online directory available at http://directory.wvu.edu; (2) those officials within the University who have access, consistent with the Family Educational Rights and Privacy Act, to such information and only in conjunction with an official institutional purpose.

WVU Designates the following categories of student information as "Limited Use Directory Information:

- University issued student electronic mail addresses ("Email Addresses"); and

- Photographs, videos or other media containing a student's image or likeness (collectively "Student Images").

WITHHOLDING OF DIRECTORY INFORMATION

Currently enrolled students, using the Student Confidentiality Form, may withhold disclosure of Directory Information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Mountaineer Hub or mailed to the Office of the University Registrar at West Virginia University, PO Box 6878, Morgantown, WV 26506. Official forms are available on the Office of the University Registrar website under the Forms tab. Requests will be processed as soon as possible after receipt.

FERPA RELEASE

In compliance with FERPA, the University is prohibited from providing certain information from your student records to a third party such as information on: grades, billing, tuition and fees assessment, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited to, your parent(s)/ legal guardian(s), your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student educational records to a third party by submitting a completed Student FERPA Release Form. Third parties to whom you grant access to information on your student records must be named on the release and given a FERPA Personal Identification Number (PIN). This is a number consisting of five digits of your choosing that they will use to identify themselves when gaining access to these records.

PARENT/GUEST ACCESS TO ONLINE RECORDS

The Parent/Guest Portal is the exclusive method by which a University student may grant a third-party access to his or her records. Information that is protected from disclosure pursuant to the Family Educational Rights and Privacy Act (FERPA), such as grades, financial aid details, and student account/billing information is maintained in a secure online environment. A student may grant permission to a parent or guest to access this information and make payments through this portal. Due to the protection of students' rights under FERPA, a student may restrict the information that a parent or guest is able to access and revoke access at any time. For more information on the Parent/Guest Portal, please visit: http://parent-guest.portal.wvu.edu/.

For FERPA updates and more information on West Virginia University's FERPA policy, contact the applicable office:

- Office of the University Registrar for the Morgantown location
- Office of Enrollment Services for the Keyser location
- Office of Enrollment Services for the Beckley location

For the further detailed information on FERPA, please visit http://ferpa.wvu.edu

Dear Student,

Welcome to the Golden Bear Family! As you pack your bags and envision your life at WVU Tech, I wanted to convey the importance of thinking critically about what you will bring with you and what you will leave behind.   I'm not talking about what you put into your suitcase physically, but rather what attitudes, knowledge, and values come with you and, maybe just as importantly, what you consciously leave behind as you transition to campus.

At WVU Tech, we allow our values of Service, Curiosity, Respect, Accountability, and Appreciation to guide us. I believe that you will find our Students, Faculty, and Staff living out these values make WVU Tech a great place. I trust this spirit is part of what has drawn you to campus. Now that you are a Golden Bear, it is vital to understand that you have a role and responsibility in shaping our values-driven culture.

The educational modules you are asked to complete through our campus partner, *Get Inclusive,* are an investment. As you gain knowledge from each module and reflect on your values and choices, you invest in WVU Tech's commitment to sustaining a welcoming, inclusive, and safe environment.   I hope that as you complete each module and learn about substance safety, sexual violence, and inclusivity, you will bring the proper knowledge to campus to keep yourself and those around you safe. Beyond knowledge, I ask that you examine your attitudes and beliefs around these critical topics. Leave behind the faulty logic that your actions only affect you. Discard an unchecked assumption that you should only look out for yourself. Instead, adopt and hold on to the belief that in coming to WVU Tech, you are joining an interdependent community in which your choices and behaviors impact your roommate, classmates, and neighbors.

Pack thoughtfully! The weeks before moving to campus are an exciting and daunting time. As you make your final preparations, I encourage you to let this learning opportunity help shape what you pack. We must each live with what we bring. I encourage you to bring your best!

Respectfully,

Emily Sands
Dean of Students

New Student Checklist

☐ Have I completed the online application for accommodations?
- o If not, go to http://accessibilityservices.wvu.edu/register

☐ Do I have documentation that meets the required standards of the office?
- o If not, documentation standards can be found in this packet or on our website:

  http://accessibilityservices.wvu.edu/res/documentation

☐ Have I provided my documentation to the office?
- o If not, then it can be:
  - ▪ Uploaded when completing the application
  - ▪ Faxed to 304-293-3861

☐ Have I scheduled my meeting with an Accessibility Specialist?
- o If not, schedule an intake appointment with your assigned Accessibility Specialist by using the link in your "Accessibility Specialist Assigned" email. This email will be sent to your MIX account within 1-2 business days of you submitting your application.

Easy Textbook Ordering at the WVU Tech Bookstore

1. Log onto your **STAR** Account
2. Select "Student Services and Housing"
3. Click on Registration (left hand side)
4. Click on "WVU, PSC, and **WVU Tech Bookstore**"
5. Select term, Submit. Course Schedule will appear
6. Click on "To Order Your Books Online Click Here"
   a. This takes you to the Tech Bookstore Website
   b. Your booklist will appear. Choose from required, recommended, eBook, or Rental (if available)
7. If you chose Rental you must have a major credit card.
8. Enter Payment and Pick-Up Information

Student Financial Aid as a form of payment.
Students receiving financial aid can select "Financial Aid" as a form of payment.

- **To use your financial aid, you must place your online order by 11:59 pm: 8/4/2023**

- If you chose to **rent** a textbook using <u>Student Financial Aid</u> as form of payment, you **still must have a major credit card to use as a security deposit for the rental.** If the rental book is not returned buy the date specified, the credit card will be charged the price of a new textbook plus ten percent (10%).

****Please Note****

Check with the Financial Aid Office to determine if you have enough in refund dollars to use Student Financial Aid as a form of payment.

This is the quickest and most accurate method to order your textbooks.

If you have trouble using this method, please try again later, or enter your courses manually at

https://wvutech.bncollege.com/course-material/course-finder

Questions or issues…
Contact the WVU Tech College Bookstore
304-929-1630
sm227@bncollege.com