

## UNIVERSITY SERVICES

### **Counseling and Psychological Services**

#### Mission Statement:

The mission of the office of Counseling & Psychological Services (CPS) is to support students in achieving personal and academic goals in order to prepare them to meet the lifelong challenges and responsibilities associated with living and working in complex and diverse communities. This is accomplished through the prevention and treatment of psychological and addictive disorders, and difficulties associated with normal development. In support of this primary mission, CPS will:

- Offer individual, group, and couples counseling, consultation to faculty and staff, psycho-educational programs, and evaluation and referral services.
- Promote the understanding of individual differences and encourage the healthy psychological development of students and the university environment through membership on university committees and task forces.
- Conduct research in the field of counseling psychology and participate in professional development experiences to guide counseling practice and the development of programs and policies.
- Train and supervise graduate-level counselors to meet the need for high-quality training experiences in the field and to assist in providing a level of staffing commensurate with student demands for counseling services.

#### What types of services are offered at CPS?

- Confidential counseling services are provided to students at no additional cost. Fees for graduate students who have not paid the Health and Wellness fee and for psychiatric services may apply.
- Services for students experiencing difficulties with anxiety, depression, family and relationship troubles, substance use, and other concerns.
- Services include, but are not limited to, initial consultation, individual and group counseling, crisis intervention, psychiatric consultation, and community referrals.

For further information, contact: Counseling and Psychological Services, 122 Beck Hall, (610-683-4072) or [cps@kutztown.edu](mailto:cps@kutztown.edu).

### **Career Development Center**

The Career Development Center 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 Development Center 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, Handshake, our jobs and résumé database, is available to assist candidates in the job search process. For further

information contact: Career Development Center, 113 Stratton Administration Center, (610) 683-4067 or [careerhelp@kutztown.edu](mailto:careerhelp@kutztown.edu).

### **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: Disability Services, 215 Stratton Administration Center, (610) 683-4108 or [dso@kutztown.edu](mailto:dso@kutztown.edu).

### **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 or [financialaid@kutztown.edu](mailto:financialaid@kutztown.edu).

### **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, or [health@kutztown.edu](mailto:health@kutztown.edu).

### **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 or [helpcenter@kutztown.edu](mailto:helpcenter@kutztown.edu).

### **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.

### **Multicultural Services**

Our mission is to develop positive, forward-thinking individuals from diverse backgrounds by assisting them with attaining their academic goals and promoting multicultural competencies.

- **Leadership:** To develop positive, forward-thinking individuals and responsible citizens; by providing and facilitating opportunities for leadership experiences, academic growth, and community engagement.
- **Scholarship:** To assist students from diverse backgrounds with attaining their academic goals; by serving as a resource and an advocate to them and encouraging academic excellence.
- **Collaboration:** To promote multiculturalism and assist with the advancement of the University's vision, mission, and diversity initiatives by collaborating with campus and community organizations on multicultural and diversity projects to support a healthy, caring community.
- **Globalization:** To promote an understanding of cultural, ethnic, and diverse elements of our region, nation and world: by fostering multicultural competencies of our students and by demonstrating the interdependence among diverse peoples.

### **Public Safety & Police Services**

Overall safety and security for the Kutztown University campus community are provided by the Department of Public Safety & Police Services. In addition, this department enforces fire and traffic safety regulations. A dispatcher, located in the Public Safety & Police Services 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 or [publicsafety@kutztown.edu](mailto:publicsafety@kutztown.edu).

### **Registrar**

The Registrar's Office 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, [or regoffice@kutztown.edu](mailto:regoffice@kutztown.edu).

### **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 KU Card Office in the Academic Forum Room 107 (610)-683-4825 or [kucard@kutztown.edu](mailto:kucard@kutztown.edu).

### **Student Success Center**

The Center for Student Success & Academic Excellence works with students to set goals for academic success and acquire the academic skills needed to achieve these goals. The Center provides personalized support to help students develop academic skills common to all learning opportunities such as:

- Transition to College
- Time Management
- Note Taking
- Text Book Reading
- Test Taking
- Learning Styles

Retention & Student Success, 11 Rohrbach Library, (610) 683-4007 or [success@kutztown.edu](mailto:success@kutztown.edu).

### **Tuition Payments**

The Office of Student Accounts (Bursar) is responsible for tuition assessment, invoicing of charges, accepting payments, disbursing aid released from Financial Aid, processing deferment requests received, collections management, Office of Student Accounts, 225 Stratton Administration Center, (610) 683-4133 or [studentaccounts@kutztown.edu](mailto:studentaccounts@kutztown.edu).

### **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 through 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.

**Writing Center (KUWC)**

The Kutztown University Writing Center is dedicated to supporting scholarship, creativity and composition on campus.

Students are invited to bring ideas and drafts for any class. KUWC welcomes all essays, literary analyses, biology research papers, teaching philosophies, sociology case studies— you name it! Creative writing is welcome, too!

The KUWC is open during the academic year and opens approximately the second week of every semester. There are limited hours during finals week and are closed during summer sessions. In addition, when the University closes, so does the Writing Center.

The KUWC has both in-person and online appointments available.

Please call 610-683-4733 or email [wrcenter@kutztown.edu](mailto:wrcenter@kutztown.edu) to set up an in-person appointment; we will also have an after-hours appointment sheet outside the center door RL 100C.