CAMPUS MINISTRIES
Director: Miss Devi Wintrode - email dmwintrode@gcc.edu
Assistant Director: Mr. Bob White - email rbwhite@gcc.edu
Office Location: Breen Student Union – Second floor
Hours: Monday – Friday, 8 a.m. – 5 p.m.
Website: http://www2.gcc.edu/campusministries
Phone: 724-967-1168

The Campus Ministries team seeks to aid students in their spiritual development through a variety of means. Over twenty student ministry groups are coordinated through the Campus Ministries Office and the staff can assist students in finding the ministry group that best matches their interests and needs. Staff members can also aid students in finding a local church that best matches their faith tradition or church background. The office coordinates the annual campus retreat, several all-campus programs and the Discipleship program where small groups of 3-5 students are matched with a mature Christian mentor from the community. College-sponsored domestic and international Inner-City Outreach (ICO) short-term mission trips are also coordinated through the Campus Ministries Office, which involves student leaders receiving training, resources, and support to prepare for and effectively lead these trips. Any student interested in pursuing leadership of an ICO trip should speak with the Director of Campus Ministries to learn more about the process of leading a trip. The office has several resources that students can borrow as they lead bible studies or seek personal spiritual growth. Staff members are also available to meet with students to talk about issues affecting their spiritual and personal life and to pray.

Please visit the website above to learn more about the programs and services provided through the Campus Ministries Office.

CAMPUS SAFETY
Office Location: Crawford Hall, Ground floor
Hours: Open 24/7
Phone: EMERGENCY: (724) 458-3000 Non-emergency: (724) 458-2111
Fax: (724) 458-2979
Email: campussafty@gcc.edu (Not for emergency reporting)

The Campus Safety Department is primarily responsible for ensuring a safe and secure campus community. However, maintaining a safe community requires a cooperative effort between Safety personnel and every member of the student body, faculty, staff and administration. Every individual should take responsibility for his or her own safety and should immediately report any suspicious person or activity to the Campus Safety Department. In any community, involved and concerned citizens are the most effective means of preventing crimes from occurring.

The campus is monitored and evaluated 24 hours a day by Safety personnel on foot, in vehicles and/or on bicycles. Officers actively monitor fire alarm, sprinkler and card access systems in all buildings, and closed circuit television cameras record activity in many parking lots or other public locations.

The Safety Department provides a number of services to the community. Officers respond to health emergencies or injuries of students or employees, and when appropriate, will assist in arranging for medical care either at Zerbe Health and Wellness Center or Grove City Medical Center. Officers can perform vehicle jumpstarts and lockouts on most vehicles. If requested, officers will also provide a walking escort from dusk until dawn. Please call ext. 2111, or use outdoor emergency phones, to make arrangements.

In addition to these many services, Campus Safety offers a variety of training classes or talks, which are open to individual students and groups. Among the more common presentations are
basic first aid, CPR, and AED Certification, vehicle maintenance, personal safety, pepper spray and basic self defense. Contact Campus Safety if you or your organization would like to arrange a presentation.

**Medical Assistance**

Providing transportation for students who are particularly ill or injured is one of the many public service activities performed by the Campus Safety Department. Any time a student has an urgent need for medical care due to a severe illness, an unexpected injury, or an accident, contact Campus Safety at x3000 for an immediate response and assistance with the situation. While Campus Safety will respond and assist with any emergency needs, they are not available to provide transportation for routine preplanned appointments.

**Lost and Found**

All lost and found items should be turned into the Campus Safety Office. Those turning in these items will be asked to complete a “Lost Item Card”. Items of greater value, such as personal electronics, jewelry, books, glasses, coats, backpacks, etc. are kept in the Campus Safety Office. Lost clothing or items of lesser value may be placed in the lost & found boxes outside of the Campus Safety Office.

Inquiries concerning lost and found articles should be directed to the Campus Safety Office, Dispatch Center Crawford Hall (Ground floor). All unclaimed lost and found items become the property of the College two weeks after the end of each semester and will be disposed of, sold or donated.

**Traffic and Vehicle Regulations**

When operating a vehicle on campus, all operators are required to comply with the following regulations to ensure the safe and efficient use of campus parking and traffic facilities. These regulations are enforced 24 hrs/day 7 days/week. The privilege of maintaining a vehicle on campus is extended to all faculty, employees, upper-class students, and commuters. Freshmen are not permitted to have vehicles on campus except for specific reasons evaluated and approved by Campus Safety.

**Vehicle Registration**

All vehicles must be registered with Campus Safety. Unregistered vehicles that are parked on campus may be ticketed, booted or towed at the owner’s expense at any time. Permits are available 24 hrs/day 7 days/week at the Campus Safety Office in Crawford Hall. Students and employees who wish to register for a year or semester permit must complete the parking permit application process via My.gcc.edu.

Students are permitted only one vehicle on campus at any time, and permits are not transferable between vehicles or persons. Students may not register a vehicle belonging to another student unless the second student is a member of their immediate family. If changing primary vehicles or enrollment status (commuter to resident), the original permit, or remnants thereof, must be returned to Campus Safety. Upon receipt, a new permit will be issued at no charge. Temporary permits for a maximum of 2 weeks will be issued at no charge to a student who has a registered vehicle that is disabled forcing them to bring a different vehicle to campus.

Decals must be permanently affixed with their own adhesive backing to the driver’s side of the rear bumper, or to the outer surface of the rear window in the lower left-hand corner.

**Registration Fees**

- Full academic year: $125.00 (If purchased before January 1st)
- Spring Semester: $75.00 (If purchased after January 1st)
- Temporary permit: $10.00 each week (Available 24hrs/day at Campus Safety Office)
- $2.00 Each Day (Available 24hrs/day at Campus Safety Office)
- Decal Replacement Fee: $125.00 ($75.00 Spring) No fee if old decal is returned.
NOTE: Registration fees and tickets will be billed to the student’s account if warnings or citations are ignored.

Permit Refunds
If a permit is returned for a refund, the refund amount will be prorated to the date the request was received. All refund requests received after the start of spring semester will receive a maximum of $50 to be prorated monthly to the end of spring semester. Please note that if you turn in your permit early, and still park on campus, you will be subject to a $50 fine for failure to register plus the cost of any violation. If you choose to purchase another permit, you will be required to pay the lesser of either the cost for a semester permit ($75) or the cost of a temporary permit for the time you plan to have the vehicle on campus.

Visitor Registration
All visitors must register with Campus Safety in Crawford Hall. Visitor permits are available 24 hrs/day, 7 days/week. There is no charge for a visitor’s permit.

Under no circumstances can an enrolled student qualify as a visitor, nor will the student’s vehicle hold visitor status. Simply parking in a visitor space will result in a ticket being issued for parking in a restricted area. However, the College recognizes students often have business to complete with different offices on campus. As a result, students may park in designated visitor parking for the period of time needed to complete their business with a given office provided their 4-way flashers are on. This applies only in designated visitor parking spaces (all other designated areas are limited to 15 minutes with 4-way flashers on).

Parking and Parking Restrictions
Parking areas are designated by printed signs. Parking is permitted only in these designated parking areas on campus. If a location is not designated for student parking, it is a “restricted area”. Parking is not permitted on any roadway, sidewalk, lawn, truck delivery area or in the vicinity of a NO PARKING or RESERVED PARKING sign, fire lane, traffic cone, barricade or painted curb. The aforementioned areas are TOW AWAY ZONES...at the owner’s expense.

Special circumstances such as construction projects may dictate changes to published parking designations or regulations. When this becomes necessary, temporary signs or notices will be placed to notify vehicle operators of the changes. Temporary signs and traffic control devices supersede published guidelines. Please be alert to these changes.

- Crawford Hall............................ Drop-off/pickup, visitors & authorized Crawford Hall administrators only
- Colonial/Field house lot............................. Colonial residents, Faculty and Staff; Other resident students 6AM to 12AM only
- Memorial parking lot................................ Authorized employees and visitors only
- Zerbe Health Center..................................Emergency vehicles and authorized staff only
- Pew North/ HAL Parking Lot...........................Faculty and Staff Parking only*
- HAL Circle.......................................................Early Education Center vehicles only*
- Ketler Parking Lot.........................................Handicapped and Resident Director parking
- Liberty Street Lot............................................................Faculty, Staff, and Special Event parking - NO overnight parking
- North Drive Parking............................................................Faculty and Staff parking only
- PFAC Main Street lot .....................Open to student parking Sunday ONLY, from Noon-9pm; Faculty / Staff all other times
- PLC Visitor.................................................................Campus Guests
- PLC Lot.................................................................Faculty, Staff, Commuter and Colonial Hall Residence parking as designated by new signs
• Gravel lots east of Madison Ave.
  Lot 1, 2, 3....................Commuters, Resident students, Colonial residents & visitors*
• Carnegie Staff Parking .......................Reserved for authorized employees only*
  (open to registered CHA resident vehicles 5:30 p.m. to Midnight, although this privilege
  may be suspended temporarily for special needs)

*Indicate CCTV and/or Emergency Phones present

Colonial Hall Special Parking Restrictions: To obtain zoning variances in order to build the
Colonial Hall Apartments, the College was required to comply with the following parking
requirements for residents of Colonial Hall: “In registering vehicles of students who will reside
at Colonial Hall, Grove City College shall require as part of its registration policy that no such
vehicle shall be parked upon any public street or in any public parking lot within 1,000 feet of
Colonial Hall.” That restriction encompasses all of the parking around and behind East Main
Church, Covenant OPC Church and the Middle School to the south, to National City Bank and
behind Grace United Methodist Church to the north, and to Elm Street (just beyond Country
Fair and including the parking lot behind College View Towers) to the west. It also obviously
includes parking on South Broad Street and College Avenue immediately adjacent to the lower
campus. Accordingly, Colonial Hall residents who park in this restricted area may be fined and
those who are repeat violators of parking in this restricted area may be subject to losing their
vehicle privileges at Grove City College. Vehicle operators are solely responsible for locating
appropriate parking spaces.

Commuters and Colonial residents may park in any student lot. Resident students must park
in designated resident student parking. Lack of space does not justify parking in a restricted
area and will not be accepted as justification for an appeal.

Motorcycles
Motorcycles must be registered and operators are encouraged to park in designated
motorcycle parking in the PLC lot or Field house lot. A motorcycle is a vehicle and students
may not have both a car/truck and a motorcycle. If you have a question about placement of
your permit, please contact the Safety Office.

Speed limit
15 miles per hour. Special events/weather conditions may warrant slower travel.

Loading
Spaces are reserved near each building for loading and unloading. There is a 15-minute time
limit for loading and unloading in these spaces, and four-way flashers must be on. If none of the
designated spaces are available, curbside stopping is permitted on the campus provided four-
way flashers are on and the vehicle is removed within 15 minutes.

Violations
Accumulating ten (10) or more parking tickets during your college career shows a conscious
disregard for campus vehicle regulations. Individuals accumulating this number of tickets will be
assessed a $100.00 excess violation fee for each subsequent ticket. Accumulating thirteen (13) or
more parking tickets may result in forfeiting the privilege of maintaining a vehicle on campus.

Violations in Grove City Borough
Student vehicle owners who attempt to house vehicles off campus and generate parking
complaints may be cited by Grove City Police for violation of local ordinances. Additionally, they
may be billed for a vehicle registration fee and/or be fined by the College in order to halt the
offending behavior. Repeat offenders may permanently lose the privilege to register a vehicle on
campus, and may be subject to further disciplinary action as outlined in The Crimson.
Common Sanctions

- Parking in a restricted area – $10.00 (including Colonial Hall students in violation of Special Parking Restrictions)
- Failure to register – $50.00 + full year registration fee. Students who respond promptly (next business day) to a violation may appeal to have the fine reduced or voided provided they can demonstrate that they have made a reasonable effort to comply with the requirement to register. Permits are available 24 hours a day, 7 days/week at the Safety Office in Crawford hall.
- Failure to properly display registration – $10.00
- Parking in or blocking a construction/delivery area – $25.00
- Blocking free access of emergency vehicles – $50.00 (e.g. blocking fire lanes, Zerbe entrance, Campus Safety spaces, etc.)
- Parking on campus roadways, or drive lanes – $10.00
- Moving or Tampering with Parking Control Equipment – $50.00
- Moving violations – $25.00 each violation (including speeding, reckless driving, or any variance from the PA state motor vehicle safety code)
- Displaying Fraudulent, or altered permit – $50.00+ full year registration fee
- Handicap parking violation – $50.00-$200.00 (handicap parking spaces may not be used for stopping, standing or temporary parking unless the vehicle displays a valid state issued disabled parking permit)
- Failure to yield (Pull to side of roadway and stop) on approach of emergency vehicles – $50.00
- Release of booted vehicle – $50.00 + payment of all outstanding fines.

Fines

Payment is due when a ticket is issued. Tickets that remain unpaid for more than 10 days after the date of issuance may be subject to late fees. All fines shall be paid to the Financial Services Office in Crawford Hall. Unpaid fines will result in grades and transcripts being withheld and/or the privilege to continue at Grove City College being denied. Towed vehicles will be billed for all outstanding fines and/or permit fees from the date of the first recorded violation to the time it is towed.

Appeals

Fines must be paid promptly regardless of whether the fine is being appealed. Appealing a ticket will not prevent or delay monthly late fees on unpaid student accounts. With that said, questions regarding late fees should be directed to Student Accounts in Financial Services. Ticket appeals must be submitted within 10 days of the date the ticket was issued. After 10 days, the right to appeal is lost and the violator is responsible for all fines or costs associated with the citation.

The following procedure is the only acceptable method of appealing a ticket. Returning the ticket with an attached note is not a valid appeal and both will be returned to the violator. Towing costs cannot be appealed and must be settled with the towing company.

All appeals must be submitted in writing on an official appeal form. The parking control officer will review the appeal and if he/she sees no cause to void the citation, the appeal will be forwarded to the Director of Campus Safety for a final ruling. Because each ticket is a separately billed item, one form must be completed for each ticket being contested. Up to a $10.00 processing fee may be assessed for frivolous appeals. No fee will be assessed if the fine is reduced or voided.

Appeals are evaluated in the context of posted/published parking regulations, reasonableness, and mitigating circumstances offered by the appellant. Typically, appeals based upon the following
or like situations will be categorized as frivolous appeals and will be subject to an additional fee for processing:

- Running late/didn’t have time to find a spot/had a test and didn’t want to walk
- Couldn’t find any available parking places on campus
- Lost or never received the ticket or e-mail notification of the violation
- Only parked illegally for a short time/there were plenty of other spaces in the area
- Ignorance of the regulations
- Inconvenience of acceptable parking areas
- Unread or misunderstood signs
- Financial hardship
- Could not put on flashers due to a weak battery (the poor condition of your battery is not an acceptable reason for not using 4-ways)
- Equipment malfunction/breakdown/forgot to put 4-way flashers on*

*Mechanical problems should be reported to Campus Safety immediately, 24/7. Appeals for citations issued to disabled vehicles will only be considered if there is evidence the student reported the problems to Campus Safety immediately and can produce proof repairs were made to the vehicle in question within a reasonable time frame of the citation.

**CAREER SERVICES OFFICE (CSO)**

**Office Location:** Physical Learning Center

**Hours:** Monday – Friday, 8:00 a.m. – 5:00 p.m. (Closed from Noon – 1:00 p.m.)

**Website:** [www.gcc.edu/cso](http://www.gcc.edu/cso)

**Phone:** 724-458-3371

**Email:** career@gcc.edu

The Career Services Office’s (CSO) mission is to assist students in their realization and pursuit of God’s calling for their lives. The foundation of this mission rests upon a desire for students to understand and exercise their God-given talents, interests, and abilities. A four-year program, beginning freshman year, systematically focuses on self-assessment, career exploration, career decision-making with the development of job search skills, and the implementation of an effective and strategic job search.

Beginning in the freshman year, students focus on self-assessment. The Career Direct Guidance System is a four-part test made available to all students free of charge in the fall of their freshman year. The test evaluates not only personality factors, but also vocational interests, skills and abilities, and values. Once students have assessed their transferable skills, work values, and potential career fields, the sophomore year is devoted to exploring those vocational interests in greater depth. MyPlan is a web-based resource which provides further opportunity for assessment and career exploration, and allows students the opportunity to explore specific career options associated with their assessment results. By junior year, students are prepared to narrow their focus to particular career interests and a targeted career objective. Strategic job search skills should be actively utilized during the junior and senior years in order to pursue an internship or full-time job.

Each year, the CSO sponsors a number of workshops and seminars on topics such as resume writing, interviewing, navigating a job fair, and internship and job searches, among others. Students are encouraged to take advantage of the relationships Career Services has with employers who post jobs on their online site (JobGrove), come to campus to attend the annual fall Career Fair, and participate in their On-Campus Recruiting Program during the fall and spring semesters. On-Campus Recruiting allows current students the opportunity to interview right here on campus for full-time or internship opportunities and is made available to them throughout their college years until they receive their diploma at May graduation.

Career Services assistance is available to full and part-time students throughout their enrollment. The centralized CSO is located in the PLC/Alumni Hall on upper campus and