Welcome to
Bryant & Stratton College’s
Student Services Department.

We are here to assist you.

8141 Hull Street Road
North Chesterfield, VA 23235
Telephone 804/745-2444
bryantstratton.edu
Facebook.com/BSCRichmond
The Richmond campus of Bryant & Stratton College provides this publication as a reference guide for our students. It is a complementary guide to the Official Catalog. We encourage you to keep and refer to these publications when you have questions or need direction while pursuing your career education at our college. Please be advised that the Bryant & Stratton Catalog is the official document of record and any discrepancies between this guide and information in the catalog is always superseded by the catalog.

This Student Guide features a list of important contacts, the people dedicated to meeting your needs and ensuring a safe, pleasant and productive experience at the campus. The departments or student services that are available to you are highlighted in this guide, along with the detailed procedures and common practices at the college.

If you require additional information or assistance, you should contact an instructor or staff member for the support you need.
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Dear Student:

Welcome to the Fall Semester 2013 at Bryant & Stratton College! We are anxiously awaiting your arrival and look forward to working with you.

**Classes begin Wednesday, September 11, 2013.** We place a huge value on your attendance and you should make every effort to attend every class. The first week of class is very important to the entire term. All classes will begin at their scheduled times and last for their scheduled duration.

**Schedule** – Your full schedule is available in Self Service Banner; please note the following on your schedule: **T** in the day column on your schedule means **Tuesday**; **R** in the day column on your schedule means **Thursday**.

On behalf of the staff, I wish you the very best of the semester. You hold the keys to a successful semester. We encourage you to make attendance, participation, and academics your top priorities during your time here. It is our experience that active and reliable students ultimately achieve the best careers. Please let us know what we can do to help you achieve your goals.

Sincerely,

**Deborah Merritt**

Deborah Merritt
Dean of Student Services
Student Services Staff

Deans

Dean of Student Services ................................................................. Deborah Merritt
Phone Extension: 321 Email: djmerritt@bryantstratton.edu
I-Phone #: 804-399-2089

Associate Dean of Student Services ............................................ Oben Johnson, Jr.
Phone Extension: 358 Email: objohnson@bryantstratton.edu
I-phone#: 804-426-6443

Academic Advisors

Legal Studies Majors ................................................................. Karen Randolph
Phone Extension: 370 Email: kcrandolph@bryantstratton.edu

Business Studies & Health Services Administration Majors ........ Yolanda Gomez Gray
Phone Extension: 347 Email: yggray@bryantstratton.edu

Allied Health Majors ................................................................. Lisa Jackson
Phone Extension: 373 Email: lmjackson@bryantstratton.edu

New Associate Students ......................................................... Karen Wells
Phone Extension: 332 Email: khwells@bryantstratton.edu

Nursing Students ................................................................. Diane Howell RN
Email: dlhowell@bryantstratton.edu
Jacquelyn Wilmoth RN
Email: jbwilmoth@bryantstratton.edu

First Year Experience

FYE Coordinator ................................................................. Sara Brickley
Phone Extension: 338 Email: sabrickley@bryantstratton.edu

Testing Center Coordinators

Testing Center Coordinator ..................................................... Yvodne Herman
Phone Extension: 368 Email: ymherman@bryantstratton.edu

Testing Center Coordinator ..................................................... Saundra Donahoo
Phone Extension: 368 Email: sldonahoo@bryantstratton.edu
Administrative Assistants

Administrative Assistant……………………………………………………….Noresa Johnson
Phone Extension: 355                      Email: ntjohnson@bryantstratton.edu

Administrative Assistant……………………………………………………….Felica Griffin
Phone Extension: 368                                               Email: fdgriffin@bryantstratton.edu

Student References for the Richmond Campus

Director of Virginia Colleges …………………………………………………Beth Murphy
Campus Director………………………………………………………………Joette Lehberger RN
State Director of Nursing……………………………………………………Diane Howell RN
Dean of Instruction…………………………………………………………Darlene Lachut
Dean of Student Services…………………………………………………Deborah Merritt
Associate Dean of Student Services……………………………………Oben Johnson, Jr.
Director of Admissions………………………………………………………Paul Dhaliwal
Associate Director of Admissions…………………………………………Toyarna Wall
Director of Community & Career Relations…………………………Brenda Sands Hines
Director of Career Services………………………………………………Yulonda Grant Meeks
Business Office Director………………………………………………….Ditamichelle Terry
Registrar…………………………………………………………………………Teresa Turner

Program Directors / Administrator

Allied Health PD & Practicum Coordinator ……………………………….Bonita Grant
Business Studies………………………………………………………………Gil Logan
English…………………………………………………………………………Apryl Prentiss
Liberal Arts……………………………………………………………………..Jackie Brown
Legal Studies………………………………………………………………….Michelle Wilson
Nursing Administrator………………………………………………………Jacquelyn Wilmoth RN
Nursing…………………………………………………………………………Diane Howell RN

Financial Aid

Financial Aid Manager…………………………………………………………….Eddie Webster
Financial Aid Counselor………………………………………………………April Henderson
Financial Aid Counselor…………………………………………………….Craig Johnson
Financial Aid Counselor………………………………………………….Aaron Settles
Financial Aid Counselor……………………………………………………Cherie Silva
Financial Aid Counselor………………………………………………….Candace Willis
Financial Aid Counselor………………………………………………….David Worsham
Business Office Director…………………………………………………Ditamichelle Terry
Business Office Coordinator………………………………………………Nishone Powell
IT Department

Richmond Technology Manager.........................................................Joe Macklin
It Coordinator..................................................................................Jerome Patterson
It Coordinator..................................................................................James Boscana

Other Contacts

Children’s College Director.................................................................Alicia Morato-Tapia
Library/ Resource Center Manager....................................................Rosann Meagher
Administrative Assistant, Nursing........................................................Dana Wilson
Online Bookstore Customer Service.................................................dl-online-bookstorecs@bryantstratton.edu
Richmond Campus Toll Free Number..................................................1-800-836-5627
Student Services Information

Greetings to you from the Student Services Team.
Please let us know how we can be of assistance to you.

Our office hours are:
Monday – Thursday 8:30 am – 8 pm
Friday 8:30 am – 7 pm
Saturday 9 am – 1 pm

Special points of interest from Student Services that you should know.

Orientation
Student orientation is an opportunity for the Campus Director and the Administration to welcome you to Bryant & Stratton College. The orientation experience begins with team building and icebreaker exercises. Presentations are made by each department to highlight services available to you on campus. In New Student Orientation you will learn about college policies and procedures on such key issues as attendance, standards of academic progress, student IDs, and campus security. The goal of orientation is to provide an informative experience that will help you successfully transition to college life.

Attendance
In order to successfully attain your college degree, you must be committed to your course of study and demonstrate that commitment through regular class attendance, active participation in the learning experience, and completion of all assigned work. Bryant & Stratton’s goal is to ensure that you succeed in your educational pursuits and we want to assist you in this endeavor. Please consult with an academic advisor or dean for questions pertaining to this policy.

Please make sure to follow the Attendance Policy that can be found in the Bryant & Stratton College Official Course Catalog for September 2013. Students who are absent from all of their courses for more than 14 consecutive calendar days, will be automatically withdrawn from the college. Consecutive calendar days are defined as exactly 14 days from your last date of attendance. This includes
• Saturdays
• Sundays
• Holidays
• Days the campus is closed
• Days you do not have scheduled classes (including Portfolio Development Day)

First Year Experience (FYE)
The First Year Experience (FYE) is a required group advising seminar focusing on the academic, career and lifetime success for students. Modules are delivered over the 15 week semester to support the academic progress and social transition that is vital to the college experience. The curriculum is designed to help students acclimate to college life, overcome challenges that may arise, and give students the resources they need to achieve academic success.
Americans with Disabilities Act (ADA)
Students with disabilities are invited to discuss their needs with the ADA Coordinator prior to registration. Students requesting accommodations under Section 504 of the Rehabilitation Act of 1973 are required to provide current documentation in order to determine reasonable accommodations.

Proficiency Examinations
Proficiency examinations are available and can be scheduled through your academic advisor. There is a $100 non-refundable administrative fee that will be charged for each proficiency examination attempted. You must score 70% or higher to be awarded credit. For more information on proficiency examinations see your academic advisor.

Registration
You are required to enroll in the prescribed courses for your program of study as outlined in your individual degree program. This requirement allows you to maintain financial aid eligibility and graduate on your anticipated graduation date. Your academic advisor provides scheduling guidance and can answer questions about specific course availability.

Clubs & Organizations
Bryant & Stratton College offers numerous clubs and organizations to involve students in their communities as well as in their careers. At the beginning of the semester we will showcase the following clubs and organizations available for students to participate and support on campus:

- **Alpha Beta Gamma (ABG) Business Honor Society** – Advisor, Dr. Gil Logan
- **Medical Honor Society** – Advisor, Ms. Bonita Grant

For more information please contact: Oben Johnson, Jr., Associate Dean of Student Services.

Adding Classes or Dropping Classes
If you need to add or drop any classes you must do so by the Tuesday after classes begin. This semester the ADD / DROP date will take place on **Tuesday, September 17, 2013**. Please make sure to see your advisor by this day to ADD or DROP any classes.

Withdrawing from Classes / School
Situations may happen that may cause you to need to withdraw from a class or from the college. If this happens you need to see your academic advisor. If you withdraw **before or on November 12, 2013**, you will receive a grade of a **W**. If you withdraw on **November 13, 2012 or after**, you will receive a grade of a **WF**. The grade of W and WF will affect you academically. All withdrawals, whether they take place before November 12 or after, may affect you financially. A Financial Aid Advisor will be able to assist you with information pertaining to your financial status with the college.

In addition, Financial Aid can provide assistance on financial assistance, payment of tuition, and financial aid eligibility. Scheduling an appointment is the preferred method, as this permits a staff member to review your financial aid package prior to your meeting. Additional information is available in the official Catalog as well as the Student Guide published by the U.S. Department of Education.

Students that are enrolled as either a “new” student or “Former Student Returning (FSR)” must see the Admissions Department before their withdrawal request can be completed. The Advisor
will provide students with a Discontinuance Form that needs to be signed by an Admissions Representative or the Director of Admissions.

Students that are enrolled as “continuing” should see their Advisor and speak with Financial Aid before their withdrawal request can be completed.

**Self-Service Banner (SSB)**

Self-Service Banner is Bryant & Stratton College’s way of providing you (the student) access to your student account. You can view your class schedule, unofficial transcript, degree evaluation, financial status, and much more. You can also update your personal information. Students are expected to keep their contact information updated in Banner. This information is used for official correspondence from the college and in case of medical emergency. It is important to make sure that your contact information is always current. If you need assistance getting into the SSB system, a member of Student Services staff can assist you.

**Advising / Counseling**

Academic Advisors have an open-door policy and are readily available to assist students. Also, faculty and staff make every effort to identify students in need of assistance. You are urged to take the initiative in seeking out-of-class help and to discuss any difficulties with the appropriate members of the college community.

When in need of assistance regarding course tutoring, scheduling, academic problems, counseling, and discontinuance from college, please visit your academic advisor.

**Academic Awards Ceremony**

As a new student to Bryant & Stratton College, you will have many opportunities to earn numerous academic awards. You will qualify for the awards by attending your classes, doing well academically, and continuing your education here with us at Bryant & Stratton College. The Academic Awards Ceremony is always held in the semester after the semester that you earned the award. The awards that will be awarded at our ceremony are as follows:

- **President’s List:**
  For students that maintain a GPA of 4.0 with 12 or more credits

- **Dean’s List:**
  For students that maintain a GPA of 3.30 – 3.99 with 12 or more credits

- **Honor Roll:**
  For students that maintain a GPA of 3.0 – 3.29 with 12 or more credits

- **Academic Achievement:**
  For students that maintain a GPA of 3.0 – 4.0 with less than 12 credits

- **Perfect Attendance:**
  For students that have not missed any classes in the semester

- **New Student Award:**
  For new students that continue their education through to their second semester with a GPA of at least a 2.0
Graduation Applications & Verification

To be a candidate for graduation, you must complete the required course and credit hours as prescribed by the curriculum with passing grades and with a minimum cumulative grade point average of 2.0 or a “C”. You must fulfill all financial obligations, including tuition, fees, and other expenses, before a degree will be granted. You will be an official graduate from Bryant & Stratton College at the end of the semester in which you meet all graduation requirements; however, formal commencement exercises are held annually in the spring. If you have fulfilled the necessary requirements during the year you will have a degree conferred at these formal exercises. Complete an application for graduation to ensure you have fulfilled all exit requirements. Graduation applications are available in your academic advisor’s office.

Richmond Campus Information

Campus Emergency Notification System

Bryant & Stratton College participates in an emergency notification system. The college will attempt to notify students of events on campus that present a clear risk to student safety. In the event of an emergency, the Campus Director will notify students, faculty, and staff of such events by sending a message through the college emergency notification system known as “RAVE”. The notification will only be sent to those email and cellular phone numbers registered with the emergency notification system. Students may register or adjust their notification preferences at http://www.gelrave.com/login/bryantstratton.

College Security Policy

Bryant & Stratton College is committed to making all reasonable efforts to maintain a safe environment for members of the Bryant & Stratton College community. The primary responsibility for crime prevention and personal safety rests with each individual. For this reason, we ask that any member of Bryant & Stratton College’s community who has become a victim or observed a crime or suspicious incident report such occurrences as soon and as accurately as possible.

From 9 am to 9 pm, victims and witnesses are encouraged to report all crimes or other suspicious incidences, either, verbally or in writing, to any of the individuals designated below:

- Campus Director
- Dean of Instruction
- Dean of Student Services
- Associate Dean of Student Services
- Director of Admissions
- Associate Director of Admissions
- Program Director
- Functional Manager on Duty
- Academic Manager on Duty

For additional information, please see your academic advisor to discuss the Bryant & Stratton College Security Policy.

Student IDs

Students will be issued a Bryant & Stratton College student ID from the IT department. Students are required to wear and display their ID cards at all times so that it is visible to security personnel and college staff. The student ID card is required to enter the building and to receive
services while on campus. Failure to properly display your student ID is a violation of the Student Code of Conduct.

**Dress Code**

Students are expected to dress appropriately and in a manner that represents themselves and the college in a positive, professional manner. Bryant & Stratton College prides itself in preparing and producing high achieving professionals for the work environment. Students should dress to reflect this standard.

**Student Email**

Students are required to maintain an active Bryant & Stratton College email account while enrolled as a student. Any student email questions or concerns should be directed to the IT Department.

**Resources and Services Available for Student Success**

Bryant & Stratton College provides students with several resources and services that can assist in their collegiate success. Students are encouraged to take advantage of these resources and services as often as needed.

- **Academic Advisors** – Academic advisors are available to assist students with academic planning, career advisement, registration, and general information related to academic success. Students are strongly encouraged to seek out and visit their advisor frequently for any assistance related to academic success.
- **First Year Experience (FYE)** – FYE is available to assist students with situations so their academic progress is not hindered. Students are encouraged to seek out the FYE Coordinator for any assistance they may need in order to succeed academically.
- **Resource Center Skills Assistance** – The Resource Center staff provides on-campus tutoring for students that may require additional assistance with their classes. (Please contact the Library and Resource Center staff for additional information and a copy of the Skills Assistance Schedule.)
- **Smarthinking** – A 24/7 web based online tutoring service. (Please contact the Library staff for additional information on this service.)
- **Virtual Library** – a 24/7 web based service that gives students access to a variety of secondary resources useful for completing homework assignments and research projects. (Please contact the Library staff for additional information on these resources.)

**Building Floor Plans**

For your convenience building floor plans are posted to our website.

[http://www.bryantstratton.edu/Locations/Virginia/~/media/Files/BryantStratton/Location/Richmond Main.jpg](http://www.bryantstratton.edu/Locations/Virginia/~/media/Files/BryantStratton/Location/Richmond Main.jpg)