



First-Year Initiatives
CPO 2113
Berea, KY 40404

Address Service Requested



REMEMBER THESE DATES!

- FEB. 12** Last day to withdraw from a course without WP/WF grade being recorded
- FEB. 26** Deadline for Designation of Exploratory Area of Interest for First-Year Students
- FEB. 27** Labor Day: Exploring Learning, Labor, Services (classes cancelled)
- APR. 14** Spring Vacation

IMPORTANT OFFICE NUMBERS FOR FAMILIES			
Dial 859.985 plus the below 4-digit extension(s)			
OFFICE	DESCRIPTION	EXT.	PERSON TO CONTACT
Academic Services	Provides students with resources for academic engagement	3237	Dr. Curtis Sandberg
Black Cultural Center	Supports student needs through intercultural and interracial understanding	3797	Ms. Monica Jones
Center for Teaching and Learning	Assists students with deepening their confidence, skills, perspectives, and insights as readers, writers, and learners.	3670	Dr. Leslie Ortquist-Ahrens
Counseling Services	Individual, group and couples counseling	3212	Dr. Sue Reimondo
Disability and Accessibility Services	Helps develop self-advocacy/confidence and coordinates accommodations for students with documented disabilities	3327	Ms. Lisa Ladanyi
Financial Aid	Provides financial aid needed to meet the basic costs of education	3310	Ms. Theresa Lowder
First-Year Initiatives	Provides focused support to students throughout their first college year	3376	Mr. Chris Lakes
Labor Program	Administers student job descriptions, payroll forms, training aids, and info.	3611	Dr. Sylvia Asante
Student Accounts	Assists students with payments/payment arrangements for term bill that includes housing, meals, and other required fees	3094	Ms. Karen Belcher

#BEREADY

MOUNTAINEER PARENT/FAMILY NEWSLETTER

Spring 2018

Office of First-Year Initiatives

www.berea.edu/fyi

Everything your student needs to know about changing their labor position

At Berea College all of our first-year, exchange, and transfer students are centrally placed in a labor assignment from the Labor Program Office. Here is more information on what your student can do if s/he would like to change assignments as they prepare for their upcoming search.

When a student is interested in securing a new position s/he should explore position opportunities with guidance from their academic advisor, current labor supervisor, the Office of First-Year Initiatives, the Labor Program Office or the Office of Career Development.

Some students choose to pursue positions related to their academic major to help gain experience in their field of interest, while

others choose positions in areas that are going to broaden their interests and provide skills that will transfer into the broader workforce after graduation. Many departments actively promote their positions, but students are encouraged to contact areas or departments that they are interested in working for and ask about the application process. Since Berea is a work college virtually every area on campus employs students, meaning there are almost unlimited options available. Once the student has identified their desired position they should contact the individual labor department to determine the appropriate application process and deadline. Each department application process may be different; some may have a fillable application

while others may prefer to review a resume and interview. The next steps of the hiring process will closely resemble that of an off-campus position that includes the review of resumes, selection of candidates, interview, reference checks, job offer and commitment.

If your student is interested in getting additional preparation for the interview process, encourage them to make an appointment at Career Development through their new online system, Handshake. If your student is interested in changing labor positions, labor status forms are due **Friday, March 30** for the 2018-19 academic year.



Five things you should know before filing your 2017 taxes

Please read! Don't risk having to re-file your return!

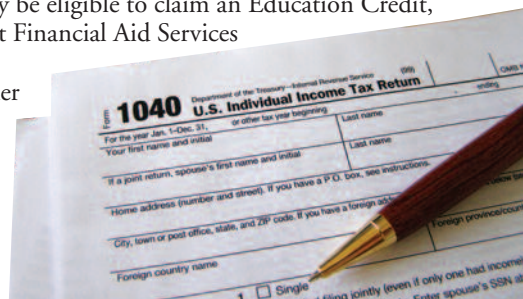
by **ERIN CONNOR**

It is important to be aware that Berea College students and their families are typically **not eligible for Education Credits** when filing federal and state taxes!

- Because 100% of tuition at Berea College is covered for all students through grants and scholarships, you do not have tuition costs that would make you eligible for the credit.
- Although some families have out of pocket costs for housing and meals, housing and meal costs (and other personal costs) do **not** meet the IRS definition of qualified education expenses for claiming Education Credits.
- While most students and/or their families pay some out of pocket expenses for books and required fees, which do meet the IRS definition of qualified education expenses, in almost all cases these costs will be exceeded by the student's labor earnings. Labor earnings are considered "tax-free educational assistance" under IRS

guidelines and must be subtracted from any qualified education expenses in determining eligibility for the credit. For all or nearly all Berea College students, labor earnings for the year will be more than out of pocket costs for qualified expenses, meaning they are **ineligible for the Education Credit**.

- Student Financial Aid Services will send a tax letter to your student's CPO by February which will specify the total amount of labor earnings, as well as other details about the student's costs and financial aid received.
- If you believe you may be eligible to claim an Education Credit, please contact Student Financial Aid Services at 859.985.3310 to determine this, in order to avoid potentially having to file an amended return if you claim the credit in error.



Campus resources available to your First-Year student

Berea College is founded on Learning, Labor and Service. By encouraging students to engage in their experience Berea has a great deal of resources for first-year students which can help guide them with academics and personal growth at the institution. Here are five of the ones available to all First-Year students.

Office of Financial Aid

Students will be able to find all the answers about financing their education at Berea by visiting Financial Aid. Students can learn more about funding for summer courses, understanding their financial award, and outside scholarship, including the Kentucky Excellence in Education Scholarship (KEES). The Office of Financial Aid is located in Lincoln Hall. If you or your student have questions, please call 859.985.3310.

Office of First-Year Initiatives

Students are served by a supportive staff that are dedicated to helping them make a smooth transition into college. Our office provides students with intentional advising and prepare them to take charge of their educational and personal goals. If you have any questions concerning your student's experience, please call 859.985.3376.

Counseling Services

Being away at college for the first time can come with many challenges and pressures. Berea offers individual and group counseling to meet the needs of students. We have licensed professional counselors

that assist with student difficulties in a completely confidential space. For more information about Counseling Services, please visit www.berea.edu/cs or call at 859.985.3212.

Center for International Education (CIE)

Berea College offers many unique opportunities for students to take advantage of and studying abroad is one of the many. Students can choose from a variety of trips to fit into their four-year experience. The CIE has friendly staff and student Peer Advisors who have previously studied abroad who wishes to encourage students to do the same. If your student is interested in learning more about steps to study abroad, they can contact Ann Butwell in the CIE at abroad@bera.edu or 859.985.3453.

Student Life

Students can get involved in various activities through our Student Life office. Student Life oversees many campus clubs and organization as well as residence hall activities. This is a great way for students to engage in leadership roles on campus. If you have any questions about your student getting involved, please call 859.985.3290.



Major exploration for First-Year students

Many high school seniors receive a common question as they prepare to enter college: what are you going to major in? As first-year students enter Berea College, they do not need to have an answer to that question just yet. During their first-year students are exploring their talents, interests, and passions. There is opportunity for students to attend various campus programming to consider the possibilities before making the big decision.

All first-year students will designate an Exploratory Area of Interest during the spring term of the first year. Students are prompted to engage with the many academic disciplines offered by the College to narrow down their choices. After the student has identified an Exploratory Major, a new advisor in that field of study will be assigned, unless their current first-year advisor is already in that major and available to provide service during the student's second year. This year the deadline for Exploratory Area of Interest is **February 26, 2018**.

To help students with this decision the Office of First-Year Initiatives is partnering with various academic disciplines so students can discover the right major. Students will have the opportunity to meet future instructors and discuss their options between majors and minors. Encourage your student to attend our upcoming events (and bring any questions they may have):

Major Exploration with Health and Human Performance

Wednesday, February 7 from 5:00-7:30pm in Seabury Center Trustees Rooms 1 and 2. Dinner will be served along with a tour of Seabury Center.

Major Exploration with Communications

Thursday, February 22 from 4:30- 6:00pm in Draper room 114. Dinner will be served along with an information session.

Understanding your student's academic performance

Being involved in your student's education will have a positive impact!

With a full term of college under their belt, we're sure that your student has a better understanding of the academic lingo than they did just a few months ago. To make sure that you're up to speed with what they're talking about, here are a few key terms and phrases that you should know that can help you have conversations with your student about their progress at Berea:

Credits

The majority of courses at Berea College earn students 1-credit toward graduation. There are a few .5 credit courses available, such as WEL 101, and several .25 credit courses for things like physical activity courses and other special topics. Students are required to be enrolled in 3.0 credits each term to be

considered a full-time student, and must earn 32-credits to graduate.

Grade Point Average (GPA)

The College GPA is an extremely important number to every student. Students will see their term GPA which calculates their performance in that particular term, and also a Cumulative GPA, which calculates their performance over their entire college career at Berea. Students must maintain a Cumulative GPA of above 2.0 to stay off of Academic Probation.

Satisfactory Academic Progress (SAP)

In order to keep students on track to graduation in eight-terms, the College has a set

of SAP guidelines to help guide them. The student GPA should always stay above 2.0, and they are expected to earn 4-credits each academic term, though students can take fewer credits at times as long as they stay above the Minimum Credits Earned guide in the SAP Chart. To review the Satisfactory Academic Progress guidelines in full, visit www.berea.edu and type "SAP Chart" into the search tool.

Academic Probation

A student can end up on Academic Probation if they begin to fall behind the SAP Chart above, or if they fail to successfully pass 3-credits in a regular academic term. Probation prevents students from doing things like travel abroad or have an internship, but does not

appear on their academic transcript.

Dean's List

This is a recognition of students who have achieved high academic success and is awarded at the end of each regular term. To earn Dean's List recognition student have to achieve a 3.4 CPA or higher while being enrolled in a minimum of 4.0 credits.

If you have any questions about any of the terms above, the resources available to help your student achieve, or anything else related to the success of your student, please don't hesitate to contact the Office of First-Year Initiatives. We're here to help!

