

2017-2018

# **Worcester State University Commuter Handbook**



**Sponsored by Commuter Services**

*Engaging Our Commuters in Campus Life*

## **Welcome Commuters!**

This guide is designed to provide you with all the information that a new commuter student needs in order to succeed at WSU. Please take advantage of all that Commuter Services has to offer, and remember to refer back to this guide throughout the year if you have any questions. If there is anything that you would like more information about, please visit the Commuter Services website at [worchester.edu/Commuter-Services](http://worchester.edu/Commuter-Services).

Good luck with your first year at Worcester State!

Sincerely,

*Sarah Potrikus*

Coordinator of Student Involvement & Commuter Services  
508.929.8672

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# Commuter Services Office

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Whether you still live at home, rent an off-campus apartment with friends, or fit college classes into your busy work and family schedule, the Commuter Services Office is here to ensure that you are a valued member of the Worcester State University student body. We want you to have a home away from home here on campus and feel like you belong.

Commuter Services offers a variety of programs, many of which occur during the day to accommodate those with varying schedules and commitments. If you would like to suggest a specific program or obtain information about upcoming commuter programs, feel free to stop by the office.

The staff within Commuter Services, as well as the Office of Student Involvement and Leadership Development, is dedicated to assisting students and services as an advocate for commuter concerns. Students are welcome to contact Commuter Services to express any concerns that you may encounter as a commuter student at WSU. The office works in conjunction with the Commuter Advisory Board to support commuter students in addressing such concerns.

**The Commuter Services Office is located in the Living Room on the 2nd floor of the Student Center.** Sarah Potrikus, Coordinator of Student Involvement and Commuter Services, can be contacted at **508.929.8672** or **spotrikus@worchester.edu**. Additional commuter information can be found at *worchester.edu/commuter-services*.

# Getting Involved

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**The Office of Student Involvement and Leadership Development (OSILD) is your most valuable resource for getting involved in campus activities.** At the beginning of each semester, the office sponsors the Club Kickoff. This event is held in the Student Center during the second week of classes and consists of information tables for all of the student organizations. Each club has information about their meeting times, upcoming events, and how to join. Make sure to attend and learn more about clubs and how to get involved on campus!

## **Wednesday, September 13th**

11am-2pm, Lancer Landing Patio  
(Rain Location: 3rd Floor, Student Center)

## **Wednesday, January 24th**

11am-1pm, Sheehan Hall Multipurpose Room & Lobby

Commuter students are able to join any of the Major Organizations and Special Interest Clubs that exist at Worcester State. If there's not one that you're interested in, stop by the OSILD to learn how to start your own!

# What's Happening at WSU

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There are a number of ways to discover what events are occurring at WSU. Since the Student Center is the main area of activity on campus, you can find much of the event publicity centralized in this location.

## **Commuter Newsletter**

The weekly commuter newsletter is emailed out each Friday to only commuter students and lists specific campus events that commuters may be interested in attending. Make sure to check your email regularly so you know what events are coming up!

## **OSILD Weekly & What's Happening @WooU**

These email digests are sent out weekly to all WSU students and list all of the upcoming events being sponsored by both student organizations and the Office of Student Involvement.

### **Lancer News**

This publication lists weekly student activities in a newspaper format and is located on the tables and on bulletin boards throughout the Student Center.

### **Commuter Newsletter**

This newsletter is published and available in the Living Room and other locations around campus. The publication includes information on upcoming events, leadership opportunities, and campus updates.

### **Activities Calendar**

For a comprehensive list of all campus events, including Athletic events and those sponsored by other offices, visit the Event Calendar at [worcester.edu/calendar](http://worcester.edu/calendar).

### **OSILD Website**

You can view all of the above publications and find more information regarding the office, clubs, and events on our website,



**Make sure to check out the OSILD on Instagram, Twitter, and Facebook! Follow us for an inside look at events, giveaways, and other special information throughout the year!**

**Instagram/Twitter @WSU\_OSILD  
Facebook /WSU.OSILD**

# **Commuter Advisory Board**

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The Commuter Advisory Board (CAB) is a major organization that provides programs for commuter students and addresses commuter related concerns and issues. Programs include:

**Pool & Ping Pong Tournaments**  
**Commuter Appreciation Week**  
**Monthly Commuter Breakfasts**  
**Paintball Trip**  
**Snowtubing Trip**  
**And other new events every year!**

CAB is always looking for new members! Meetings are open to everyone and, this fall, are Fridays at 3:30pm in the Foster Room on the second floor of the Student Center.

If you would like to get involved and cannot attend the meetings, please feel free to contact Sarah Potrikus, Coordinator of Student Involvement and Commuter Services, at [spotrikus@worchester.edu](mailto:spotrikus@worchester.edu).

If you have any suggestions for programs or issues that concern you as a commuter student, please contact CAB at [CAB@worchester.edu](mailto:CAB@worchester.edu). Their office is located on the 2nd floor of the Student Center in the Living Room.

**YOU CAN ALSO CHECK OUT CAB ON  
INSTAGRAM AND TWITTER: @CAB\_WSU**



# The Living Room

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**The Living Room** is located on the second floor of the Student Center, and is the main lounge location for many commuter students. There are 5 televisions equipped with hookups for computers and video game systems, as well as plenty of seating and outlets to charge your phone and computer.

The Living Room also features a variety of games for students to use. There are pool and ping pong tables, as well as boardgames and a foosball table. Staff in the Living Room will provide you with pool cues, ping pong paddles, and board games as long as you show your OneCard and have a driver's license or state ID that can be held while you use the equipment.

A kitchenette is also available for students who may need to use a microwave or refrigerator.

## Places to Study

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There are numerous lounges and areas on campus to study or relax between classes. Feel free to utilize these spaces between class or whenever you need to meet up with friends.

**The Learning Resource Center (LRC)** is a great place to study. There are computer labs located in the building for student use.

**Lancer Landing**, on the first floor of the Student Center, is open during Student Center operating hours. This is a nice quiet space to study or eat your lunch and has a 90" TV available for use.

**Sullivan Commons** is located in the Sullivan Building. This is a quiet study space and lounge. There is a computer and printer for student use.

# Parking & Transportation

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As a commuter student, it is recommended that when traveling to campus for classes and other obligations you plan additional time to find a parking space. WSU does not anticipate a shortage of on-campus spaces for commuters for this coming year, but you should still anticipate 10-15 minutes spent finding your parking space and traveling to your campus destination.

You will be mailed your parking decal at the beginning of the semester. If you do not receive your decal prior to the start of classes, please contact the Parking Clerk. Parking decals for a second vehicle can be requested at no additional charge.

**Commuters are able to park in designated campus Lots (D, F, G, H, K, L, O) as well as levels 3 thru 6 of the Parking Garage.** An updated campus parking map can be found on the University webpage. Overflow parking is available in the May Street Lot (Q). Do not park in lots designated for faculty, staff, reserved, handicapped, or fire lanes. Commuters are allowed to park in staff parking areas after 5pm. You must remove your vehicle from campus before 1am and are prohibited from parking on campus before 5am unless you have a valid overnight pass.

University Police do ticket illegally parked cars and cars that do not have a parking decal. Unpaid tickets go to the Massachusetts Registry of Motor Vehicles. There is an appeal process for each ticket. Please refer to [worcester.edu/parking](http://worcester.edu/parking) for more information on updated parking rules and regulations.

## **Overnight Parking**

If you will be staying on campus overnight, you are required to obtain an overnight permit. This can be picked up with an ISO in Dowden, Sheehan, or Wasylean Hall. You must park in designated overnight areas and remove your vehicle by 8am.

## **Carpooling**

Carpooling is a great idea for students who may not have everyday access to their own car or are looking to share travel expenses with someone who lives nearby. Below, you will find some tips for establishing a successful carpool:

- Create a schedule that details when it is each person's responsibility to drive, as well as a plan if someone becomes ill and cannot drive to campus.
- Decide on a designated pick-up point and a time, and be sure to trade contact information.
- Talk about what will happen when someone is running late; a 3-5 minute grace period is usually recommended.

Remember to keep safety first when organizing and participating in a carpool. If you are carpooling with someone you haven't met, make sure to meet first in a public place and discuss driving safety. It is also recommended that you exchange emergency contact information before traveling together.

## **The WRTA**

The Worcester Regional Transit Authority (WRTA) is a regional transit system that services the City of Worcester and the surrounding area. The WRTA offers reliable, comfortable, and safe transportation for traveling to school, work, shopping, appointments, and leisure activities. There are two bus stops located on Chandler Street, right outside of campus. WSU is serviced by Routes 3 & 6. More information about bus routes can be found at *therta.com*.

Union Station is located at 2 Washington Square, Worcester. From here you can access numerous of bus and train routes, including transportation that heads into Boston.

If you will be using the WRTA bus frequently, you may want to consider purchasing a UPASS. This \$100 pass allows you unlimited rides on the WRTA each semester and can be purchased from University Police in Wasylean Hall.

# Living Off-Campus

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The Commuter Services Office frequently receives information on available off-campus listings from local landlords. If you are interested in learning about available rental properties, email Sarah Potrikus at [spotrikus@worchester.edu](mailto:spotrikus@worchester.edu) for the most updated list. The accommodations have not been inspected by and/or approved by Worcester State University.

Information provided by the landlord has not been verified. These lists are updated as needed and can be found on our website at [worchester.edu/Commuter-Services](http://worchester.edu/Commuter-Services).

## Tips on Renting

- Look at any and all apartments that you may be interested in renting. Bring a list of questions to ask when looking at apartments.
- Figure out your living expenses before entering a rental agreement. It is recommended that your living expenses are no more than 30% of your take-home monthly income.
- Ask about any extra fees - application fees, security deposit, etc.
- Before you sign an agreement, make sure you understand the terms and conditions of renting the space. Do not hesitate to ask the landlord questions.
- Make sure to keep a signed copy of your lease.
- Write it down! Save all paperwork and any communication you have with your landlord, including any payments made.
- Do a detailed inspection! Do this when you first move in and when you move out. Write down any scratches, marks, or damages. Take pictures of everything. This is to protect you in the long run. Make sure your landlord gets a copy of everything you recorded.



## **Finding the Right Roommate**

Before moving off campus with a roommate, make sure that you are looking with the right people. Best friends are not always the best roommates. Your group should sit down and discuss your potential living situation before you even begin looking.

Discuss the basics first. How many bedrooms do you need? Where would you like to live? How much is each roommate able/willing to spend on rent? Would you like to rent a furnished apartment or are you able to purchase/provide furniture as needed?

It is important that prospective roommates have a frank and open discussion of what they feel is important in a living situation and make plans to insure that certain problems are avoided. Once you find your apartment, take the time to create a written roommate agreement.

## **Safety When Living Off-Campus**

- Lock your doors and windows at all times, even when you are home.
- Do not automatically open the door when someone knocks. Ask who it is. If you are hesitant about the response, do not open the door and keep it locked.
- Never let strangers into your home without proper ID. This includes maintenance and service repair people.
- Make sure your smoke detectors are working, and check the batteries monthly.
- Make sure the parking lots are well-lit.
- Leave an outside light on at night.
- Keep your valuables out of sight at all times.
- Make sure all entrances and stairwells are well-lit.

## **Moving On-Campus**

If at any point in time you decide that you would like to move on campus, please contact the Residence Life Office at 508.929.8074. They will have the most updated information on room availability.

# **Inclement Weather**

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As a commuter student, you are highly encouraged to sign up for the Worcester State emergency notification system through Rave Guardian. This system provides critical information regarding campus emergencies and closings to members of the campus community. You are able to register your cell/home information within this system so that you can receive important information regarding campus emergencies and weather cancellations/delays in a timely fashion.

The WSU website will be updated with cancellation and delay information in the case of bad weather. You can also refer to WSRS 96.1FM, 94.9FM, WXLO 104.5FM, WBZ Channel 4, Channel 5, Channel 7, and Fox Boston for University closing updates.

Please visit [worcester.edu/Inclement-Weather-Policy](http://worcester.edu/Inclement-Weather-Policy) to learn more.

# **Employment Opportunities**

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The University employs many students in a variety of part-time positions. The wages reflect the level of responsibility that is required and therefore range depending on the position.

When you apply for financial aid, it is determined whether you qualify for Federal Work Study (FWS). If you have qualified, you would have received notification and paperwork via mail in mid-August. Included in this packet of information is a Work Study Job Listing, which you can use to find employment.

If you do not qualify for FWS, there are still jobs available. Many offices hire students to work throughout the year, including the Bookstore, Dining Services, Athletics, and the Office of Student Involvement and Leadership Development. If you are interested in working off-campus, please contact Career Services for job listings.

# OneCard Information

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The OneCard is your official ID card for WSU. This convenient and flexible multi-purpose card may be used for debit transactions to purchase food, books, copies, printing, and other campus services. This card does not expire. The OneCard Office does not issue new cards each year, so make sure to keep it in a secure spot. If your card is lost, damaged, or stolen, you can replace it for a \$25 fee. If your card is stolen, make sure to report it to University Police.

## **Common Funds**

Common Funds are a general debit account accessed through the OneCard ID. Once funds are deposited into the Common Funds account, cardholders can use their OneCard to make purchases at locations equipped with OneCard readers on campus. These funds will carry over from semester to semester.

Dining Dollars and Printing Funds are separate from your Common Funds. Your updated OneCard statement can be found online at the WSU Community Page, on the OneCard tab. You can add funds to your OneCard online through this system or by using one of the OneCard machines located on campus.

## **Off-Campus Merchants that Accept OneCard**

Your OneCard Common Funds can be used at the following off-campus locations:

Bushel n' Peck	643 Chandler Street
CVS	400 Park Avenue
Applebee's	632 Park Avenue
Papa Gino's	645 Chandler Street
Atlas Pizza	1282 Pleasant Street

\*Merchants are subject to change, so please check the OneCard website for an updated list at [worcester.edu/OneCard](http://worcester.edu/OneCard)

## **What's Nearby**

### *Gas Stations*

Chandler Value	382 Chandler Street
Mobil	635 Chandler Street
Hess	321 Park Avenue

### *Food*

KFC	418 Park Avenue
Arby's	622 Park Avenue
Subway	649 Chandler Street
Domino's	413 Park Avenue
McDonalds	595 Mill Street
NU Cafe	335 Chandler Street
Boston Donuts	338 Park Avenue
Dunkin Donuts	211 Chandler Street
Nancy Chang's	372 Chandler Street
Blue Jeans Pizza	270 Park Avenue
Wings Over Worcester	1 Kelley Square

### *Stores*

Rite Aid	393 Chandler Street
Walgreens	320 Park Avenue
CVS	386 Chandler Street
Big Y Foods	100 Mayfield Street
Price Chopper	221 Park Avenue
Target	529 Lincoln Street



# Dining Services

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## **Meal Plan Information**

If you are a full-time commuter student, **you are required to purchase a \$150 Dining Dollars meal plan each semester** (for a total of \$300 per academic year) until your senior year. If you do not spend all \$150 in the fall semester, the remainder of your balance **will** roll over into the spring semester. You must spend all of your Dining Dollars by the end of the spring semester, or the remainder will be forfeited to Chartwells.

You have the option of adding additional Dining Dollars to your OneCard, as well as purchasing an additional meal plan. Along with a variety of Dining Dollar meal plans, Chartwells offers Block Meal plans. Dining Dollars are accepted like cash at all on-campus dining locations. These funds are put onto your OneCard and works on the same principle as a debit card. The Block Meal plan allows you to purchase a number of meals throughout the semester. This allows you to carry over meals from week-to-week without having to worry about how much money you have left on your card. Visit the Chartwells website at [dineoncampus.com/wsui](http://dineoncampus.com/wsui) for more information on meal plan options.

To sign up for a meal plan, visit [dineoncampus.com/wsui](http://dineoncampus.com/wsui) or visit the Chartwells Office on the 3rd floor of the Student Center. Your purchased Dining Dollars or Block Meal Plan will be added to your OneCard. If, during the semester, your Dining Dollars run out, you can use the OneCard machine in either the Sullivan Building or the Student Center to add additional funds. You are able to make changes to your chosen meal plan during the first two weeks of classes.

## **Dining Locations**

As a commuter student, you have access to all 7 on-campus dining locations, which are as follows: Lancer Food Court, Woo Scoops, the C-Store, the LRC Cafe, the Woo Cafe, Lancer Loft, and the

POD in Sheehan Hall. All locations are pay-per-item, with the exception of the Sheehan Hall POD, which is an all-you-can-eat dining facility.

There are also microwaves and a refrigerator available for students who may choose to bring their own meals to campus. The Living Room, on the second floor of the Student Center, features a small kitchenette with a microwave and refrigerator. There is also a microwave available in the food court area for student use.

# WSU Partial Phone Directory

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**WSU Main Line..... 508.929.8000**

**University Police..... 508.929.8044 or 508.929.8911**

Academic Success Center .....	508.929.8139
Admissions Office.....	508.929.8040
Alumni Office .....	508.929.8141
Athletics .....	508.929.8034
Bookstore .....	508.929.8591
Bursar’s Office .....	508.929.8051
Campus Ministry.....	508.929.8017
Career Services .....	508.929.8941
Center for Civic Engagement.....	508.929.8635
Chartwells Dining Services.....	508.752.1118
Commuter Services .....	508.929.8672
Counseling Office .....	508.929.8072
Disability Services Office .....	508.929.8733
Diversity, Inclusion, & Equal Opportunity Office .....	508.929.8117
Financial Aid Office .....	508.929.8056
Health & Wellness .....	508.929.8243
Health Services .....	508.929.8875
Information Technology Services/Help Desk .....	508.929.8856
International Student Services/Exchange Program.....	508.929.8835
Library.....	508.929.8027
Multicultural Affairs/AID Program .....	508.929.8049
Office of Student Involvement & Leadership.....	508.929.8073
OneCard Office .....	508.929.8888
Parking Services.....	508.929.8887
Registrar’s Office .....	508.929.8035
Residence Life .....	508.929.8074
Student Affairs .....	508.929.8077
Student Center Information Desk .....	508.929.8731
University Police.....	508.929.8911
Veteran’s Services .....	508.929.8884

