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 worcester.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

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@worcester.edu. Additional commuter information can be found at worcester.edu/commuter-services.
Getting Involved

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

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.

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

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@worcester.edu.

If you have any suggestions for programs or issues that concern you as a commuter student, please contact CAB at CAB@worcester.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

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

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

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 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

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@worcester.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 worcester.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

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 to learn more.

Employment Opportunities

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

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 issues 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
### 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

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/wsu for more information on meal plan options.

To sign up for a meal plan, visit dineoncampus.com/wsu 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

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