

Lehigh University

**Graduate Student
Resource Book
2022-23**



Graduate Student Senate GSS Executive Board

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THE PRINCIPLES OF OUR EQUITABLE COMMUNITY



Lehigh University is first and foremost an educational institution, committed to **developing the future leaders of our changing global society**. Every member of our community has a personal responsibility to acknowledge and practice the following basic principles:

We **affirm the inherent dignity** in all of us, and we maintain an inclusive and equitable community.

We **recognize and celebrate** the richness contributed to our lives by our diverse community.

We **promote mutual understanding** among the members of our community.

We **confront and reject discrimination in all its forms**, including that based on age, color, disability, gender identity, genetic information, marital status, national or ethnic origin, political beliefs, race, religion, sex, sexual orientation, socio-economics, veteran status, or any differences that have been excuses for misunderstanding, dissension, or hatred.

We **affirm academic freedom** within our community and uphold our commitment to the highest standards of **respect, civility, courtesy, and sensitivity** toward every individual.

We **recognize each person's right to think and speak** as dictated by personal belief and to **respectfully** disagree with or counter another's point of view.

We **promote open expression of our individuality and our differences** within the bounds of **University policies**.

We **acknowledge each person's obligation to the community** of which we have chosen to be a part.

We take **pride** in building and maintaining a culture that is founded on these **principles of unity and respect**.



LEHIGH UNIVERSITY

Important Offices to Know About

Graduate Life Office (GLO)



The Packer House—Graduate Student Center

217 W. Packer Avenue

gradlife@lehigh.edu 610-758-4722 or 610-758-2726

Staff:

Oliver Yao, Ph.D., Deputy Provost for Graduate Education

Kathleen Hutnik, Ph.D., Associate Deputy Provost for Graduate Student Education

Jess Joseph, Assistant Director of Graduate Life

Yvonne Lee, Director of Graduate Writing Support

Kathy Orrok, Coordinator for Graduate Student Life

Ashley Pen, Graduate Assistant

The Graduate Student Life Office is here to help you make this period of your life a connected, enriching, and gratifying experience. We encourage you to take advantage of our numerous programs and services, which can include everything from broad social and networking opportunities to details as small as photocopying and faxing. We also offer professional development workshops and numerous resources to help you settle into your new life here at Lehigh. The Graduate Student Life office can also serve as your liaison to other administrative offices on campus, and we are eager to assist you in any way we can. Stop in and say hello!

(Office of the) Bursar

Alumni Memorial Building, Lower Level

inbrs@lehigh.edu 610-758-3200

The mission of the Bursar's Office is to obtain and process data necessary to provide accurate bills and information to students, parents, University departments, and outside companies, in order to efficiently collect and deposit the financial resources required to operate the University. These functions are accomplished while servicing the special needs of our customers within the framework of University policies and legal guidelines.

(Office of) Community Service

29 Trembly Drive, University Center, B0001

inserve@lehigh.edu 610-758-6674

The Lehigh University Community Service Office was established in the fall of 1996 to provide a coordinated effort for students, faculty and staff to engage in service to the greater Lehigh Valley area. Currently the office has contact with over 100 local agencies that are always looking for volunteers. In addition to our contact with these agencies, we run major programs such as SERVE Trips, the service break programs; Volunteer Experience, the new student pre-orientation program and America Reads and Counts, a tutoring program for local elementary and middle school children.

Counseling & Psychological Services

Johnson Hall, 4th Floor—36 University Drive

incso@lehigh.edu 610-758-3880

The Counseling Service (UCPS) is dedicated to the belief that a person's college years are optimally a time of challenge, inquiry, experimentation, productivity, and change. Our services are primarily designed to help students thrive in meaningful ways—to grow in self-understanding in order to make more satisfying and better use of their personal and interpersonal resources. Individual counseling, group therapy, faculty/staff and parent consultation, and numerous outreach activities are some of the primary means by which we attempt to accomplish our mission to serve this community. We are also devoted to helping students manage the occasional crises that arise at this time of life.

Center for Career and Professional Development

Maginnes Hall, 5th Floor

Ali Erk, Associate Director of Graduate Student Career Development

Alse98@lehigh.edu 610-758-3710

Career Services at Lehigh University provides resources to support the career development of Lehigh students at all stages of their education. Our Web site is filled with great resources for students, employers, alumni and faculty. Take some time to explore the services that we offer as you make your career decisions.

The Dean of Students Office

31 Williams Hall, Suite 380

indost@lehigh.edu 610-758-4156

The Dean of Students Office at Lehigh University is dedicated to providing a student-centered, co-curricular environment that enhances the academic mission of the University, and embodies the belief that learning is not confined solely within traditional classroom boundaries. As a part of the Lehigh experience, through the programs, services, and interactions provided by the Dean of Students office, students are encouraged to be better citizens, dynamic leaders, and individuals who are guided by integrity. We are committed to challenging Lehigh students to broaden their worldview in a campus culture that respects individual differences.

The Dialogue Center

661 Taylor Street

<http://dialogue.lehigh.edu> 610-758-3877

The Center for Dialogue, Ethics and Spirituality serves the educational mission of Lehigh University by providing space and resources designed to enhance the “ethical and spiritual development” of those who live and work at Lehigh—students, faculty and staff. Recognizing that people of good will disagree with one another on topics involving ethical analysis, spirituality and religious interpretation, the Center seeks to promote the values of open and free inquiry, engaged dialogue, and respect for persons regardless of race, ethnicity, religion, gender identity or sexual orientation. In support of Lehigh University’s stated commitment to “harmonious cultural diversity” and the expressed hope that “all

members of the Lehigh community might develop as effective and enlightened citizens,” the Center is open to the entire campus to serve both academic and co-curricular needs. The Center is directed by the Office of the University Chaplain.

Diversity and Inclusion

<http://www1.lehigh.edu/diversity>

International Center for Academic and Professional English (ICAPE)

Maginnes Hall, Room 246

invpia@lehigh.edu 610-758-4977

The ESL Program works to foster the internationalization of Lehigh University’s student body through programs that increase diversity; assess the English language proficiency of all incoming international students to help ensure that they are successful in their programs and meet or exceed Lehigh University’s standards of academic excellence; help international students navigate and adapt to life at Lehigh University and to the rigors of the American university system; promote learner autonomy and language skills development through guided instruction that incorporates best practices of pedagogy and assessment; facilitate international students’ proactive engagement with American culture and society; and maintain ESL program consistency and excellence through an ongoing commitment to professional development of faculty and staff.

Equal Opportunity Compliance Coordinator

Alumni Memorial Building, Room 302

Karen Salvemini eocc@lehigh.edu 610-758-3535

(Office of) Financial Aid

27 Memorial Drive West, Alumni Memorial Bldg

financialaid@lehigh.edu 610-758-3181

We believe that a Lehigh University education is an attainable goal, no matter your family's financial circumstances. We have a deep and long-standing commitment to need-based financial aid and continually seek new ways to provide access to a Lehigh education for all admitted students.

Fitness Center

Taylor Gym – 610-758-4431

http://www.lehighsports.com/sports/2013/6/3/GEN_0603130312.aspx

(Center for) Gender Equity

University Center, C207—29 Trembley Drive

inwnc@lehigh.edu 610-758-6484

The mission of the Center for Gender Equity is to foster a campus climate in which all can work to achieve their personal and professional academic, research, and service goals in an equitable, supportive, and intellectually-challenging environment. We work to serve as a campus and community resource on issues of sex and gender; recognize the accomplishments of women on the Lehigh campus; raise awareness and provide academic and educational programming resources to faculty, staff, and students regarding concerns that disproportionately impact women; create opportunities for students' voices to be heard on campus and at regional and national conferences on issues of sex and gender; support staff in participating in regional, national, and international conferences to teach others about Lehigh's activities toward ending sex- and gender-based oppression; provide a comprehensive University-wide sexual violence prevention program and coordinate services for survivors of sexual violence; support the fluidity and multiplicity in each woman's life; and participate in institutional planning to create a nurturing and welcoming environment.

Gender Violence Education and Support

University Center, C201A

Director : Brooke E. DeSipio, Ph.D. , bed4@lehigh.edu 610-758-5808

Office: ingves@lehigh.edu Ph: 610-758-1303 Fax: 610-758-6164

The Office of Gender Violence Education and Support works to change campus climate and culture around sexual assault, rape, intimate partner abuse, and stalking from a healthy relationship approach through both education and support. The office provides year-round programs in the form of campus-wide events, interactive workshops, awareness campaigns, speakers and Break the Silence, the gender violence prevention peer education group. Advocates,

pecially trained staff, and faculty members are available 24/7/365 to assist survivors of gender violence.

Global Union

Coxe Hall, Room 215—32 Sayre Drive

Director : Bill Hunter, wdh3@lehigh.edu 610-758-4505

The GU is a coalition of more than 40 student clubs and organizations that promote global awareness and cultural understanding within the Lehigh community and the Lehigh Valley. There are more than 1,000 members from over 40 countries, including one-half of the membership from the United States. The GU does not replace individual clubs: rather, it allows them a forum to work together. In their willingness to be global in outlook, GU members share a common mission and vision, as well as a space in which to pursue common goals. Annual events include International Week and series of speaker programs. All events at the GU are free and open to the entire Lehigh University community and residents of the region.

Health & Wellness Center

Johnson Hall, 36 University Drive

inluhc@lehigh.edu 610-758-3870

The Lehigh University Health and Wellness Center provides acute and on-going care to over 4500 undergraduate and 1800 graduate students. Health and Wellness Center services include, but are not limited to:

- Medical visits by appointment
- Routine Gynecological examinations
- Contraceptive counseling/Emergency contraception
- Allergy injections
- Minor surgeries
- Immunizations
- Laboratory services
- Many medications – Free of charge
- Self Treatment Room
- Wellness resource and relaxation rooms
- Treatment for psychological issues in conjunction with the University Counseling Center
- Prescriptions for many medications, but not for ADD medication, Accutane, and some psychiatric medicine.

The Hillel Society/Jewish Student Center

233 W Packer Ave

inhil@lehigh.edu 610-758-4896

The Lehigh University Hillel Society is a student -run organization. The Jewish Student Center provides a Jewish home on campus for students to gather to relax, socialize, share a meal, observes Shabbat, and even offers a quiet place to study. Through the Hillel Society, students have the opportunity to develop new friendships all within a Jewish context. The mission of the Hillel Society is to actively encourage and strengthen the continuity of Jewish values through a combination of religious, Zionist, and cultural programs for Lehigh's Jewish students.

Housing Services

Rathbone Hall—63 University Drive

inrsd@lehigh.edu 610-758-3500

Housing Services is committed to providing students with a quality living environment that fosters academic success, personal growth, and community development. We are committed to providing safe, secure, well-maintained and attractive facilities for our students and guests; promoting student individuality and personal responsibility; providing responsive service to all customers and continuously assessing their level of satisfaction providing ethical; and efficient management of resources.

(Office of) International Students and Scholars

Coxe Hall—32 Sayre Drive

intnl@lehigh.edu 610-758-4859

The Office of International Students and Scholars strives to provide support services for international students and scholars to ensure maximum opportunities for them to achieve their goals. In addition, we act as a resource to the faculty, staff and administration on issues related to international students and scholars, cross-cultural communication and diversity. Furthermore, we work to support the University's efforts to internationalize the campus, and create an environment where the Lehigh community is exposed to a multitude of cultures,

traditions and viewpoints by presenting internationally-focused academic, cultural and social programming.

Library & Technology Services

EWFM Library, 8A East Packer Avenue

intnl@lehigh.edu 610-758-4859

Library and Technology Services (LTS) is a merged organization providing computing, library, telecommunications, and media services. LTS services are provided by teams of computing and library professionals who work together to meet the needs of students, faculty, and staff. LTS facilities include the E.W. Fairchild-Martindale Library and Computing Center, Linderman Library, computing and media labs, the Library Materials Center, and Library & Technology Services technology classrooms.

(Office of) Multicultural Affairs

University Center, RM 203—29 Trembley Drive

inmca@lehigh.edu 610-758-5973

The Office of Multicultural Affairs at Lehigh (OMA) believes multiculturalism is as much a foundational element of United States history as it is a necessity for collective progress in an increasingly global society. The OMA is a great place to begin your individual exploration of various cultures, ideas and identities. We offer a range of programs, guest lectures and events to get you started down the path of self-discovery. If you've already started these processes, OMA programs and services can offer ways to increase your knowledge, enhance your skills and deepen your appreciation for diversity. We are here to help you celebrate your unique contributions to this wonderfully complex society, while recognizing equal value in the contributions of others. Perhaps most importantly, we challenge you to think critically and become leaders in resolving the world's toughest issues related to diversity.

Muslim Student Association

216 Summit Street

inhil@lehigh.edu 610-758-4896

Muslim Student Association-LU Chapter is working closely with the Chaplain's Office, Bill Hunter, advisor of the MSA, and university administration to ease the practicing of religion among the Muslim population at Lehigh. In addition to a Masjid for daily prayers, Friday services and weekly/biweekly Halaqas, the MSA-LU Chapter provides a library (within the Mosque) consisting of religious text for consultation and reading. The MSA strives to spread knowledge of Islam among Muslims and non-Muslims and develop a greater understanding of the Islamic religion and culture among students by organizing lectures, gatherings, *iftars* (breaking of the fast) and has also recently held an Islamic Awareness Day.

The Newman Center

Bishop Edward P. Cullen Hall at Holy Ghost Church—417 Carlton Ave

innew@lehigh.edu 610-758-4148

The Newman Council is comprised of members of the Lehigh University Catholic Community who have made a commitment to further the presence of the Catholic Church on campus. The purpose of the Newman Council is to advise the Catholic Chaplain on the areas regarding Catholic life on campus, especially in planning and implementing Catholic religious, social, and intellectual functions. The Newman Council is also the steering committee for the Catholic Student Union, which provides activities, support and fellowship for Catholic student-members.

The Ombuds Office

inombuds@lehigh.edu or rjt1@lehigh.edu

The Ombuds Office of Lehigh University is open to all members of the Lehigh community, can help resolve problems or complaints within the university and achieve equitable settlements. Its services are independent of the university administration and are confidential. It can provide information on university policies and practices, help examine alternatives, and find the proper authorities to resolve the conflicts. As an unbiased “third party,” the office can frequently find solutions that have eluded the interested parties.

Parking Services

622 Brodhead Avenue

inpark@lehigh.edu 610-758-7275

Parking Services is in charge of distributing parking permits, as well as handles all issues having to do with parking regulations and violations.

Police Department

321 East Packer Avenue

inlpd@lehigh.edu 610-758-4200

Lehigh University Police Department is accredited by the PA Chiefs of Police Association and the PA Law Enforcement Accreditation Commission. Lehigh's police officers are fully trained and certified by the Commonwealth of Pennsylvania. The university police may exercise full police powers on campus. The primary function of the department is to protect the welfare and safety of our students, faculty and visitors. The preservation of law and order, the protection of property, the apprehension and prosecution of offenders and the enforcement of policies are also important duties.

Pride Center for Sexual Orientation and Gender Diversity

University Center, B202—29 Trembley Drive

rainbowroom@lehigh.edu 610-758-4126 Fax: 610-758-6164

The mission of the Pride Center for Sexual Orientation and Gender Diversity is to promote the academic and personal growth of all lesbian, gay, bisexual, transgender, queer, questioning, intersex, asexual, and ally (LGBTQIA) students; achieve equity for LGBTQIA students with respect to access and inclusion; and contribute to the creation of a more socially just institution and community.

The Pride Center is here to create a safe and supportive academic environment for all Lehigh students through educational opportunities and support and advocacy for LGBTQIA students. The office strives to improve Lehigh's campus climate through collaborations with the Women's Center, the Office of Multicultural Affairs and other programs, outreach to students, staff, and faculty, and the inclusion and integration of LGBTQIA issues campus-wide. Our goal is to promote and sustain the academic and personal growth of our students by creating a welcoming environment void of homophobia, biphobia, transphobia, heterosexism, and gender bias.

The Rainbow Room, located in the University Center on the 2nd floor, Room B202, is a gathering place for all students to talk, read, meet others, learn, use computers, and relax.

This space is designated as a safe space for open dialogue with those who support diversity in sexual orientation and gender.

(Office of the) Registrar

Alumni Memorial Building, Lower Level

registrar@lehigh.edu 610-758-3200

The Registrar coordinates and assists in the entire registration process. If you have any questions about your schedule, they are here to help you with them.

Support Services for Students with Disabilities

31 Williams Hall, Suite 301

indss@lehigh.edu 610-758-4152

Lehigh University is committed to ensuring “reasonable accommodations” to students who are substantially limited by a diagnosed disability. Lehigh students with physical and/or learning disabilities have met the same competitive requirements for admission as all other Lehigh students. Once admitted, students may request support services in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992. The ultimate goal is to ensure that students with disabilities have an opportunity to grow independently to their fullest potential at a competitive university.

Graduate Writers’ Studio

217 W Packer Ave

Yvonne Lee yrl219@lehigh.edu

The Graduate Writers' Studio invites all graduate-level writers-in-progress to participate in individualized writing consultation sessions and collaborative learning activities. The Graduate Writers' Studio promises the graduate student writers of Lehigh University access to thoughtful programming and activities that will promote their growth as academic writers. Such programming will include consultant training, individual consultations, an annual Three Minute Thesis Competition (3MT), and the facilitation of writing retreats, writing groups, and writing workshops for graduate students and faculty members.

Clubs & Organizations

Graduate Student Senate

The Graduate Student Senate (GSS) works to serve as the representing body of the Graduate Student community in all matters pertinent to the graduate programs and Graduate Student life at Lehigh University. Furthermore, the GSS encourages communication among Graduate Students, as well as provides Graduate Students with a forum to discuss issues pertinent to the graduate programs and Graduate Student life at Lehigh University. For more information, visit <https://grad.lehigh.edu/student-life/graduate-student-senate>

Club Name	Contact Information
BOGS (Biology Org of Grads)	http://www.lehigh.edu/~inbogs/ https://www.facebook.com/groups/379399875522738/
ChEGA (Chemical Engineering Graduate Association)	https://www.facebook.com/groups/23215814033/
Chemistry Graduate Student Club	atz219@lehigh.edu
CSSA (Chinese Students&Scholars)	http://www.lehigh.edu/~inca/
EERI (LU) Earthquake Engineering Research Institute	https://www.facebook.com/LehighEERI
Fritz Engineering	http://fers-lehigh.blogspot.com/
Fulbright Association	https://www.facebook.com/LehighFulbright?fref=ts
Graduate Student Senate	https://gradlife.web.lehigh.edu/gss
GSIMS (Grad Mathematics)	www.lehigh.edu/~ingsims/
GSOC	Graduate Student Outing Club shf317@lehigh.edu
India Club	http://www.lehigh.edu/~incl/
INFORMS	http://coral.ie.lehigh.edu/~informs/ Institute for Operations Research and the Management Sciences.
Iranian Students Assoc. (LUISA)	www.lehigh.edu/~inluisa/ https://www.facebook.com/groups/luisa.fb/
Physics Grad Student Assoc.	https://physics.cas2.lehigh.edu/physics-graduate-student-association
PRISM (LGBTQIA)	www.lehigh.edu/~inrainbo/documents/brochures/PrismPamphlet.pdf
School Psychology Club	https://www.facebook.com/groups/302815929859122/
(LUSEI) Structural Engineering Institute	http://www.lvasce.org/committees/sei/

LUGANS	Association of Nigerian Students uno218@lehigh.edu
Turkish Students Club	http://www.lehightsc.com/
LUUC (LU UNICEF CLUB)	https://www.facebook.com/lehighunicef?fref=ts
LUWISE (Women in Science and Engineering)	https://advance.cc.lehigh.edu/lu-wise-women-science-engineering

Information on current clubs and information to start a new club can be found at:
https://gradlife.web.lehigh.edu/gss/current_clubs

Important Stuff You Want to Remember (or Notes)

Revised 12/22