



Jefferson

Philadelphia University +
Thomas Jefferson University

Student Handbook

A Brief History of the University

Jefferson Online is part of Jefferson (Philadelphia University + Thomas Jefferson University). Jefferson is a comprehensive university with preeminence in transdisciplinary, experiential professional education, research, and discovery, delivering exceptional value for 21st-century students with excellence in architecture, business, design, fashion, engineering, health, medicine, science and textiles—infused with the liberal arts.

By blending the liberal arts and sciences, professional studies, interdisciplinary learning, and collaborations in and out of the classroom, students learn to thrive in diverse and challenging environments. Our students are encouraged to form supportive relationships with each other as well as faculty, staff, and alumni in an academically rigorous setting that is focused on intellectual and personal growth. Jefferson is an experiential learning community where integrity, creativity, curiosity, ethics, responsibility, and the free exchange of ideas are valued.

MISSION

Jefferson Online is a student-centered institution that prepares graduates for successful careers in an evolving global marketplace.

We improve lives by providing students with exceptional value in 21st-century professional education.

ACCREDITATION

Thomas Jefferson University, the combination of Philadelphia University and Thomas Jefferson University, is fully accredited by the Middle States Commission on Higher Education, reachable at 267-284-5000 or 3624 Market Street, Philadelphia, Pennsylvania 19104. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

HISTORY

Unifying two renowned legacies of innovation, education, research and professional excellence, Jefferson (Philadelphia University+Thomas Jefferson University) has a combined three centuries of history. Driven by a newly united past, Jefferson will forge

ahead into the future with a singular vision dedicated to delivering a high-value education for undergraduate and graduate students. Read below for the history of the two universities that came together to create Jefferson.

PHILADELPHIA UNIVERSITY

- In 1884 Philadelphia University was founded as the Philadelphia Textile School to educate America's textile workers and managers.
- In 1941, the School was granted the right to award baccalaureate degrees and changed its name to the Philadelphia Textile Institute (PTI).
- By 1949, PTI began conducting classes in the East Falls section of Philadelphia.
- In 1961, PTI changed its name to Philadelphia College of Textiles & Science.
- To better reflect the institution's breadth and depth, the College applied for and was granted university status by the Commonwealth of Pennsylvania in 1999.
- The Board of Trustees voted to change the School's name to Philadelphia University on July 13, 1999.
- In 2008, Philadelphia University adopted a bold, innovative Strategic Plan and directed our efforts on advancing our mission and vision: to be the model for professional university education. The University reorganized its offerings into three colleges and three schools.

In 2012, the University launched its PhilaU Online offering, which formalized and expanded its reach in online education.

JEFFERSON

- In 1824, Jefferson Medical College was founded by Dr. George McClellan.
- In 1891, the Jefferson College of Nursing was created as the Jefferson Hospital Training College for Nurses.
- By 1949, Jefferson Medical College included advanced degrees in anatomy, bacteriology, immunology, etc. in its curriculum.
- In 1969, Thomas Jefferson University (TJU) was established.
- In 2014 the Sidney Kimmel Foundation bestowed a \$110 million gift to Jefferson Medical College, now known as Sidney Kimmel Medical College.

Mission Statement

Thomas Jefferson University is a student-centered institution that prepares graduates for successful careers in an evolving global marketplace. By blending the liberal arts and sciences, professional studies, interdisciplinary learning, and collaborations in and out of the classroom, students learn to thrive in diverse and challenging environments. Our students are encouraged to form supportive relationships with each other as well as faculty, staff, and alumni in an academically rigorous setting that is focused on intellectual and personal growth. Thomas Jefferson University is an experiential learning community where integrity, creativity, curiosity, ethics, responsibility, and the free exchange of ideas are valued.

A Commitment to Diversity

Every university is judged by the quality of its vision, and by its commitment to make that vision a reality. Over one hundred years ago, Thomas Jefferson University was founded by Theodore Search with the vision of an institution dedicated to pre-professional education for young people in order to help America advance economically.

But vision is not unchanging. It is built upon a foundation of knowledge and experience. It encourages people not to accept things as they are, but to change them to become what they ought to be. For Thomas Jefferson University, this means interpreting Theodore Search's vision for the future of the University, and for today's students. The University's vision includes advancement of research and scholarship, of personal learning and growth, and of professional preparation in business, design, fashion and the sciences.

In Theodore Search's world, education was available to a limited group. Today's world demands participation of all people in the education process; it is a world of diversity and cultural integration.

Thomas Jefferson University is fully committed to making diversity an integral part of its mission. Creating a truly pluralistic community requires continuous effort. To make it happen, each member of the community must strive to work and learn together in an atmosphere of understanding and acceptance.

Today's Thomas Jefferson University community is founded upon a multicultural opportunity. It is committed to cultural diversity, and the principles of openness, positive self-identity and fair play. The University community respects the uniqueness and worth of each member, based on mutual sensitivity, responsiveness and civility. Our vision sees enlightened students, faculty, administrators, staff, alumni and trustees living together in harmony, in ways that set an example of a just and humane society.

Human diversity is not sameness. Factors such as disability, religion, gender, sexual orientation and ethnic background. This diversity enriches the educational experience of every individual.

But differences are often perceived as a basis for discrimination. Racism and sexism are two common expressions of such attitudes. Such views, based solely upon the cultural experiences of one social group, deny the humanity of other social groups.

We, therefore, reject stereotyping, prejudice, harassment and discrimination for any reason. We will not condone words or actions intended to make any human being an object of scorn, ridicule or second-class treatment. We are committed to helping each member of the Thomas Jefferson University community live harmoniously, peacefully, compassionately and justly with persons of different cultures, backgrounds and lifestyles. Further, we are committed to taking steps to support these convictions with the appropriate social structures and systems.

Thomas Jefferson University is ideally positioned to make its vision a reality. Since its founding, it has been an intimate college, where a sense of community has always been an inherent part of campus life for people of many cultures. Thomas Jefferson University must welcome into its community more students, faculty and staff from an increasing variety of racial, ethnic, religious and social groups. All of us will benefit from such an effort. As Benjamin Franklin said, "When we are good to others we are best to ourselves."

Let us commit to work unremittingly to make our humanitarian vision a reality.

Advising Services

When should you contact your Academic Advisor, and what can they do for you?

- Periodically you should send your Advisor your proposed academic schedule to be sure you are on the right track.
- *Whenever* you have a question, concern, or need assistance, do not hesitate to contact your Advisor. The advising team consists of Brittany Hardesty, Holly Smith and Max Kostrach. They can be reached at: hardestyb@philau.edu; smithh@philau.edu; kostrachm@philau.edu respectively.

Common services include:

- Verify records for accuracy.
- Assist with changing or declaring a major.
- Help with course planning.
- Confirm that electives chosen meet requirements.
- Referral to other departments.
- Assist in understanding the University policy.
- Prepare final “degree audit” prior to graduation.

What do you do with your “Transfer Evaluation/Degree Plan”?

- This is one of your most important documents.
- Make copies of your evaluation/checklist and store the original in a safe place.
- Use the photocopies as planning tools.
- Use a pencil when planning.
- Keep your original copy up to date by marking off all *completed* courses each Module.
- Students are responsible for keeping a record of the classes they have taken. It is your responsibility to make sure you are fulfilling all the requirements for your degree.

What is a free elective?

- Electives are part of every degree program. Sometimes the choices may be limited. It is important to check in with your Advisor before registering for an elective.

What is a pre-requisite?

A “pre-requisite” is a course you need to take prior to taking another, more advanced, course. An example would be taking MGTX105 as the prerequisite to MGTX201; MGTX105 is a prerequisite of MGTX201.

B.S. ACCELERATED DEGREE PROGRAM

Jefferson Online offers an accelerated degree program for working professionals. The courses are offered in eight-week terms and focus on general education requirements, professional competencies, a choice of eight majors, and a limited choice of electives. Candidates for admission to this program must have a high school diploma or equivalent. Candidates must demonstrate competency in writing, mathematics, information systems, humanities, history, science and social science. Students can accumulate credits through existing university coursework, pre-approved transfer coursework, or CLEP examinations. Candidates are required to complete an application and related materials, an admissions interview and a personal statement. Transcript evaluations are an integral part of this process.

As of January 2016, we have nine undergraduate majors and one graduate program: iMBA. Full details on these majors can be found [here](#). You can also find descriptions of specific courses in our [catalog](#).

Taking Classes Away from Thomas Jefferson University

Once enrolled in the accelerated degree program, students are only permitted to transfer free electives and the competency classes. Prior to registering for any class to be taken outside of Thomas Jefferson University, students must have their course selection approved by their academic advisor and must additionally complete the required Permission to Take Courses at Another Institution form, four to six weeks prior to the start of classes at the transfer institution. Failure to do this can result in the student not receiving transfer credit, even if the class was completed with a passing grade. Courses that have been approved for transfer must be completed with grades of C- or above in order for the credits to apply to the student's program at Thomas Jefferson University. Upon completion of the transfer class, it is the student's responsibility to ensure that the transfer institution forwards an official copy of the transcript verifying successful completion of the approved classes.

Academic Integrity

In order to articulate fully its commitment to academic honesty and to protect members of its community (faculty, students and staff) from the results of dishonest conduct, Thomas Jefferson University has adopted policies to address cases of academic dishonesty. These policies are intended not only to emphasize the imperative of academic integrity, but also to protect the rights of all members of the University community. The complete text of the Academic Integrity Policy is published in the University's [Student Handbook](#).

Types of Academic Dishonesty

The following incidences provide examples of the most common types of academic dishonesty, but other instances may occur outside of the definitions defined here.

Cheating

Cheating is the inappropriate and unacknowledged use of materials, information, designs, ideas or study aids in any academic exercise. The use of books, notes, calculators and conversations with others is restricted or forbidden in certain circumstances. Cheating also includes stealing, buying, or otherwise obtaining a test; buying or selling a paper, painting, sculpture, model, project or design for use in the fulfillment of an academic requirement; or falsifying a grade or attempting to change a grade on a test, official academic record, or a change-of-grade form. Students may not request others (including commercial term-paper companies) to conduct research or prepare any work for them.

Students are also not permitted to submit identical work or portions of that work for credit or honors more than once without prior approval of the faculty member.

Fabrication

Fabrication is the falsification or invention of any information or citation in an academic work. "Invented" information (that is, information which is made up by the student) may not be used in any laboratory experiment or other academic exercise. The student must always acknowledge any source from which cited information was obtained. A writer should not, for example, reproduce a quotation from a book review and indicate that the quotation was obtained from the book itself.

Plagiarism

Plagiarism is the representation of the words or ideas of another as one's own in any academic exercise. To avoid plagiarism, every idea or argument that is not one's own must be cited. Only information considered to be "common knowledge" does not need to be cited (when unclear about the definition of "common knowledge" in a particular discipline, students should consult with the faculty member teaching the course). Paraphrased material taken from print, electronic sources, or other media should also be cited. Along with this citation, the author should acknowledge a paraphrase properly, by using words such as: "to paraphrase Smith's comment...", or "drawing on Smith's ideas about..."

Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly cited according to correct citation conventions. Students must familiarize themselves with the correct citation conventions required in each course. Any questions about what constitutes plagiarism should be discussed with the faculty member. Faculty members may suggest a style guide.

Facilitating Academic Dishonesty

Students who knowingly or negligently allow their work to be used by other students or who otherwise aid others in academic dishonesty are violating academic integrity.

It is a violation of academic integrity to deny others access to scholarly resources, or to deliberately impede the progress of another student. Examples of offenses of this type include giving other students false or misleading information; making library material unavailable to others by stealing or defacing books or journals or by deliberately misplacing or destroying reserve materials; or altering computer files that belong to another.

Allowing Others To Complete Course Work on Your Behalf

When you become a PhilaOnline student and log into our Blackboard course site, you are verifying that you are the student enrolled and you will be completing all coursework. If you are found to be in violation of this policy, you may be dismissed from the university.

Academic Policies and Procedures

Access to and Release of Student Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Thomas Jefferson University will neither deny nor effectively prevent current or former students of the University the right to inspect and review their education records. Students will be granted access to their records within a reasonable period of time after filing a request.

Students have the right to request the amendment of their education records to ensure that the records are not inaccurate, misleading or otherwise in violation of their privacy or other rights.

In addition, the University will not release or provide access to education records, except "directory" information, without the written consent of the student to any individual, agency or organization (except as provided by the Act). Thomas Jefferson University designates the following items as "directory" information: student name, addresses, telephone numbers, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent previous school attended and photograph. The University may disclose any of those items without prior written consent, unless notified in writing on the form available from the registrar no later than the fifth day of the fall term, spring term or summer session. Such notice shall be effective only until the end of the academic year.

Confidentiality of information is highly respected at Thomas Jefferson University. If students wish any of their education record available to anyone, a consent form is available in the Office of the Registrar. If there is no consent form, information will not be disclosed except to the appropriate person(s) in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of the Act and the U.S. Department of Education regulations on the Act.

Students should refer to the Student Handbook published and distributed annually by the University to obtain further information about student records, policies and procedures and the FERPA.

Address or Name Changes

It is the student's responsibility to see that a valid permanent address and current name is on file in the Office of the Registrar. Any change of name or permanent or local address must be reported to the Office of the Registrar when it occurs (registrar@philau.edu). A forwarding address should also be given to the U.S. Postal Service. Additionally, students are encouraged to report their change of name or address directly to their advisor.

Adding and Dropping Courses

Adding a Course

Students may add a course until midnight on the first Friday of the accelerated term through the Web Advisor system.

Dropping a Course

Students who wish to drop a class may do so through the [WebAdvisor](#) system. Students who drop a class within the first two weeks will not have any record of that class on their academic transcript. Students who drop a class in weeks three through five will have a "W" placed on their transcripts. After week five, students may not drop a class, unless extenuating circumstances exist and an appeal letter is written. Appeal letters should be sent to the academic advisor, who will escalate it to the appropriate department.

**Important: Students are considered in attendance until the course is either dropped online through WebAdvisor or formal notice of withdrawal is received by the Registrar's Office.

Tuition refunds for withdrawal are calculated as follows:

- 100% prior to the first week
- 80% prior to the second week
- 60% prior to the third week
- 40% prior to the fourth week

Withdrawal

Withdrawal from the University

The decision to withdraw from the University is a serious one and is a separate action from withdrawal from a course. Students wishing to withdraw from the University must notify their advisor in writing. Failure to notify us will negatively impact the student's ability to return to the University.

Withdrawal from a course

Students may withdraw from a course or take a leave of absence through the fifth week of a term. Students are asked to complete the **Notification of Course Withdrawal** form that may be obtained from their advisor. Students who follow this procedure when withdrawing from a course will be awarded a "W" grade which will not affect GPA calculations. Students who *do not* follow this procedure will be awarded a grade of "F" and their GPA calculations will be affected.

Participation in Class

If a student does not meaningfully participate in class in the first seven days of the term, the student may be withdrawn from the class by the university. Meaningful participation includes discussion board posts, other assignments and contact with the instructor.

Appeal of Adverse Decisions

Students have the right to question or appeal any decisions that are made regarding them by any official or committee of the University. The first step of the appeal process is to discuss the decision with the individual or committee responsible for that decision. If a satisfactory resolution of the problem cannot be reached at that level, students should ask what additional avenues of appeal are available.

A specific procedure has been established for students who wish to express concern over academic matters. Students should meet the following persons in this order:

1. **Instructor.** Arrange for a discussion with the instructor in whose course the concern arises. If the concern should be explained in detail and concrete remedies suggested, the instructor should provide a specific response.

2. **Academic Advisor.** If not satisfied with the instructor's response to the concern, students should submit a letter to the Academic Advisor, who will discuss with the Director of Student Services. Again, the concern should be explained in detail, and the substance of the meeting with the instructor should be reported. The Director of Student Services will consult with the instructor in question and provide a concrete response within a week.

3. If not satisfied with the response, students may arrange an appointment with the Director of Online Programs to explain the concern and report on the discussions with the instructor and advisor. After consulting with either or both of these persons, the Director of Online Programs should provide a concrete response within a week.

Grading System

The University uses a plus/minus grading system. The passing grades for the University are "CR/NC", "A", "B", "C" and "D". A grade of "F" signifies that the course has been failed. Grade descriptions are listed below:

A = Excellent

Awarded to students who demonstrate an excellent understanding of the subject matter, and who have achieved outstanding results in fulfilling the course objectives.

B = Above Average

Awarded to students who demonstrate above-average understanding of the subject matter, and who show consistent achievement beyond the usual requirements of the course.

C = Average

Awarded to students who perform at the satisfactory level, and demonstrate acceptable levels of understanding of the subject matter commensurate for continued study in the next successive course.

(Note: To graduate, a student must have a cumulative grade point average of 2.00 or better.)

D = Below Average

Awarded to students as evidence of less than average understanding of the subject matter and of weak performance. It indicates insufficient preparation for students to enroll in any course reliant upon an acceptable level of understanding of the particular subject matter. A grade of "D" (1.00) represents a minimum grade necessary to receive credit for the course. The University does not award a grade of D-.

CR/NC = Credit/No Credit

To obtain credit, students must earn a "C-" or better in a course. The grade point average will not be affected whether credit is received for the course or not, except in certain cases where the option is used to repeat a course.

F = Failure

Awarded to students showing a poor understanding of the basic elements of the course.

I = Incomplete

The "I" grade is used to indicate that a student has missed some portion of the required work because of illness or other emergencies beyond their control. It indicates that the student will most probably complete the missing requirements within the prescribed time limit and, when they do, will probably receive a grade of "D" or better for the course. If there is no way that the student could possibly pass the course, then it is inappropriate to assign an "I" grade. Both the student and faculty member assigning the grade must sign the "Agreement for the Completion of Work Outstanding." Copies of this form are available in the online public folder, the School of Continuing & Professional Studies and the Office of Academic Affairs.

Students must remain in good academic standing, with a GPA ≥ 2.00 . Students will be placed on academic probation whenever their records indicate that normal progress toward a degree is in jeopardy.

Students who earn an "F" or "NC" grade are required to repeat the same course during the next term in which it is offered, if the course is the only course that will satisfy the requirement (e.g., CSSEM499, a course expressly required in the major), or they wish to have the failing grade replaced on the transcript.

Graduating students who earn a cumulative Thomas Jefferson University grade point average of 3.60-3.69 will be graduated "cum laude". Students who earn a cumulative GPA of 3.70 - 3.79 will be "magna cum laude." Students who earn a cumulative Thomas Jefferson University grade point average of greater than or equal to 3.80 will be graduated "summa cum laude".

Graduation Application Procedures

Students nearing graduation must review graduation requirements with an academic advisor at least two terms before they plan to graduate, and they must complete the online application for graduation. Deadlines are April 15 for a candidate for August or December graduation, and October 15 for a candidate for May graduation.

Students finishing their degree requirements in January or March are considered candidates for May graduation; students finishing their degree requirements in June or August are considered candidates for August graduation; and students finishing their degree requirements in October and December are considered candidates for December graduation. The University conducts one commencement ceremony, in May, each year. All students completing degree requirements must complete the online application for graduation. **Students can choose whether or not to participate in the commencement ceremony, but all students must officially apply for graduation.**

Residency Requirements

To be eligible for graduation with a Bachelor of Science degree from Thomas Jefferson University Online, a student must earn a **minimum** number of 33 credits in residence (excluding Fundamentals courses). The following credits must be completed at Thomas Jefferson University: CSSEM499, 9 semester credit hours in the General Education Core, 9 semester hours in the Continuing Professional Studies Core and 12 semester credit hours in the major core.

Registration Process and Financial Options

Online Registration

Online registration for courses in Thomas Jefferson University's accelerated program through Web Advisor is available to Thomas Jefferson University students who have been accepted into this program. **All students must register for classes via Web Advisor.**

Financial Aid

Online students are eligible to apply for Federal Financial Aid. Application materials are available online through www.FAFSA.ed.gov.

In general, online students must enroll in at least 6 credits every period of enrollment. Prior to official acceptance students may enroll into at least 6 credits. In the event transcripts or writing sample is below the standard for Thomas Jefferson University Online admission, a student can be denied acceptance. If denied acceptance student will be financially responsible for the full cost of the courses that were participated in. Jefferson Online reserves the right to withdraw any student who does not meet academic and/or admissions standards.

Students need to consult a Tuition Planner to complete Tuition Payment Plan. Students need to understand that they may utilize a variety of resources to cover the cost of attendance and agree to work with a Tuition Planner to confirm a plan to pay those costs prior to classes starting. **Students must submit all required admissions and financial documentation in order to receive financial aid.**

Financial Options:

Online: (Online classes follow this refund policy regardless of log-in status)

Before classes start	100%
First week of class	80%
Second week of class	60%
Third week of class	40%
Beginning of fourth week of class	0%

Tuition is due by the first day of each semester. Checks should be made payable to Thomas Jefferson University, P.O. Box 95000-4210, Philadelphia, PA 19195-0001, with the student's identification number clearly indicated on the face of the check. If the University receives a total of three non-sufficient funds (NSF) checks, all future payments must be made by cash, certified check or money

order. Students may also use WebAdvisor to pay their account balances online by accessing the QuikPAY link under the Billing Information section. Electronic checks and credit card payments are accepted.

There is no fee to pay by electronic check. Credit card payments will be assessed a 2.75% service fee. Thomas Jefferson University accepts American Express, Discover, MasterCard, and VISA for tuition payment. Thomas Jefferson University has partnered with peerTransfer to offer an innovative and streamlined way to make international tuition payments, visit <https://payment.flywire.com/pay/payment> for details. Evening and graduate students who wish to pay their tuition in monthly installments over the course of the semester must formally notify the University's Student Accounts Office. Our office will enroll you in a payment plan with Tuition Management Systems (TMS). There is a nominal enrollment fee for this interest-free payment option. Notification will be required each semester and new enrollment with TMS will be required. Students whose employers offer tuition remission will need to submit this information to the Student Accounts Office by the first day of the semester. In the event of non-payment by the employer, the student will be responsible for all charges. Notification will be required each semester. Students whose employers offer tuition reimbursement will be responsible for paying the tuition by the first day of classes each semester and submitting the proof of payment to their employer for direct reimbursement.

The University's Student Accounts Office may be contacted by email at studentaccounts@PhilaU.edu or by phone at 215.951.5988 regarding any questions on the student account.

Information Literacy

Thomas Jefferson University is committed to graduating students who are effective and creative problem solvers, critical thinkers and creators of new knowledge, team players, and lifelong learners. Thomas Jefferson University students learn to be "wise information consumers," and are empowered to act as both competent employees and informed citizens of the modern global village.

To help achieve this goal, Thomas Jefferson University has developed four institution-wide Information Literacy Outcomes for its students:

1. Students will be able to identify and articulate their information needs.
2. Students will develop a knowledge base regarding the major formats, delivery mechanisms, and organizational structure of information resources.
3. Using this knowledge base, students will be able to identify and apply the resources and tools that are most appropriate for specific information problems.
4. Students will demonstrate the ability to critically and ethically apply information.

The University's Information Literacy Initiative, administered through the Paul J. Gutman Library, is a collaborative, campus-wide effort involving classroom faculty, librarians, the University Writing Program, technology and computing support, and University administrators. Coordinated by the Information Literacy Task Force of the Undergraduate Education Committee, the initiative explores ways to incorporate Information Literacy components into individual courses and assignments, how to assess student achievement of targeted Information Literacy outcomes, and how to support students and faculty throughout the process.

Additional information on the University's Information Literacy Policy is available on the University Gutman Library website [here](#).

Gutman Library

The 54,000-square-foot Paul J. Gutman Library blends a traditional book and journal collection with a growing digital-library environment - it is the University's *Gateway to Information*. Using the World Wide Web as the primary vehicle to deliver information resources to the University community, the automated catalog, important databases such as LexisNexis Academic Universe, ProQuest, and Ebsco and links to Internet resources are made available as Web-based search systems. These systems can be accessed by members of the campus community from any computer on campus or from any remote location.

The University library combines a state-of-the-art building with a comfortable, inviting work environment. Students can find privacy at individual study carrels, share one of the nine study rooms, or just relax in the student lounge areas. More than 400 seats are available for student study. With the wireless laptop program, students may borrow laptop computers to use at any study seat or lounge in the building. They may also choose from many wired desktop computers throughout the building.

The Paul J. Gutman Library is more than an information collection. Librarians work together with faculty to educate students about the digital-library environment. Promotional events and library instruction programs, aimed at creating an information-literate student body, are offered throughout the academic calendar year.

The main book collection contains more than 100,000 volumes with special emphasis in the areas of art and architecture, design, textiles, the sciences and business. A contemporary reading collection of best sellers and popular materials is also available. Supplementing the book collection are more than 7,000 journals, trade publications and newspapers in print, electronic, and microform formats.

Networked electronic databases and electronic book and journal collections offer students convenient access to this literature, as well as a growing body of electronic full-text publications online.

Publications also can be acquired through the library's membership in Interlibrary Loan, linking more than 14,000 libraries around the world.

Additional University Services

Academic Services

TUTOR.COM--All Thomas Jefferson University students will have a [Tutor.com](http://www.tutor.com) account created for them the first week of classes. Tutor.com is a 24/7/365 tutoring service that specializes in Writing and Math tutoring. Students can access Tutor.com via their Blackboard courses.

Disability Services

Any student with a documented disability, including a physical impairment, learning disability or psychological disability, is eligible for services and reasonable accommodations. Accommodations include, but are not limited to, untimed tests, distraction-free testing environment, note takers, textbooks on tape, reduced course load, assistive technology and adaptation to physical facilities. For more information, contact the office at 215-951-6830.

Career Services Center

The Career Services Center is located on the Main Campus and serves all Thomas Jefferson University students. The Career Services Center offers students pursuing undergraduate, graduate or continuing studies, as well as graduates, many opportunities to develop the skills for a meaningful career. Career Services provides individual advising by qualified counselors; a comprehensive range of computerized career assessments, employer database and job listings, employer networking receptions, seminars and special events; and on-campus recruiting. For more information, contact the Career Services Center at 215-951-2930 or <http://www.eastfalls.jefferson.edu/careerservices/>

Dining Services

Online students are able to use the campus facilities if they have applied for and received their photo Student Identification card. Hours at the facilities are subject to change during the summer.

Ravenhill Dining Hall Common

Thread Grill and Deli

Common Thread Inner Food Court

Ted's Barista

Ted's Convenience Store

Tuttleman Café

Fitness Center

Located within the Gallagher Athletic & Recreation Center is the Fitness Center, open to all University students. The Fitness Center features a wide array of state-of-the-art fitness equipment, including: treadmills, cross-trainers, stationary bicycles, selectorized resistance machines, dual cable cross-over machines, free weights and more.

Student Identification Cards

Photo IDs are taken in the Kanbar Campus Center during posted hours. Appointments can be made for special cases. Extended hours are scheduled at the beginning of the traditional fall and spring semesters to accommodate online or evening students and faculty/staff. Students requesting to obtain a Photo ID must present proper identification that includes one of the following: current registration/class schedule or a paid receipt for a current session. For additional information regarding Photo IDs, please call 215-951-5346.