AMBITION. THE ABILITY TO COLLABORATE. ETHICS. INTELLECTUAL CURiosity. INTEGRITY. SOCIAL RESPONSIBILITY. NETWORKING. LEADING PEOPLE. LEADING ORGANIZATIONS. AN OPEN MIND. A CREATIVE SPIRIT. THE DESIRE TO STAY CURRENT. AWARENESS. AMBITION. THE ABILITY TO COLLABORATE. ETHICS. INTELLECTUAL CURiosity. INTEGRITY. SOCIAL RESPONSIBILITY. NETWORKING. LEADING PEOPLE. LEADING ORGANIZATIONS. AN OPEN MIND. A CREATIVE SPIRIT. THE DESIRE TO STAY CURRENT. AWARENESS. AMBITION. THE ABILITY TO COLLABORATE. ETHICS. INTELLECTUAL CURiosity. INTEGRITY. SOCIAL RESPONSIBILITY. NETWORKING. LEADING PEOPLE. LEADING ORGANIZATIONS. AN OPEN MIND. A CREATIVE SPIRIT. THE DESIRE TO STAY CURRENT. AWARENESS. AMBITION. THE ABILITY TO COLLABORATE. ETHICS. INTELLECTUAL CURiosity. INTEGRITY. SOCIAL RESPONSIBILITY. NETWORKING. LEADING PEOPLE. LEADING ORGANIZATIONS. AN OPEN MIND. A CREATIVE SPIRIT. THE DESIRE TO STAY CURRENT. AWARENESS. AMBITION. THE ABILITY TO COLLABORATE. ETHICS. INTELLECTUAL CURiosity. INTEGRITY. SOCIAL RESPONSIBILITY. NETWORKING. LEADING PEOPLE. LEADING ORGANIZATIONS. AN OPEN MIND. A CREATIVE SPIRIT. THE DESIRE TO STAY CURRENT. AWARENESS. AMBITION. THE ABILITY TO COLLABORATE. ETHICS. INTELLECTUAL CURiosity. INTEGRITY. SOCIAL RESPONSIBILITY. NETWORKING. LEADING PEOPLE. LEADING ORGANIZATIONS. AN OPEN MIND. A CREATIVE SPIRIT. THE DESIRE TO STAY CURRENT. AWARENESS. AMBITION. THE ABILITY TO COLLABORATE. ETHICS. INTELLECTUAL CURiosity. INTEGRITY. SOCIAL RESPONSIBILITY. NETWORKING. LEADING PEOPLE. LEADING ORGANIZATIONS. AN OPEN MIND. A CREATIVE SPIRIT.
Welcome from the Graduate Programs in Human Resource Development!

Meet our Full-Time Faculty and Staff

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
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<td>Student Advisor: I-P Students</td>
<td>(through Fall, 2015)</td>
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<td></td>
<td>Student Advisor: I-P Students</td>
<td>(starting Spring, 2016)</td>
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</tr>
<tr>
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<td><a href="mailto:katina.sawyer@villanova.edu">katina.sawyer@villanova.edu</a></td>
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<td><a href="mailto:christopher.castille@villanova.edu">christopher.castille@villanova.edu</a></td>
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<td>Faculty Development &amp; Student Support</td>
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Quick Guide to Campus

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<td>Dean of School of Law</td>
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Programs
Master of Science
The Master of Science Degree requires the completion of 33 credits. Based on your experience, the internship requirement can be waived, lowering the degree requirements to 30 credits. Also, the required Introduction to Human Resources course can be waived based on experience and an elective course may be taken in its place to accumulate the required number of credits for graduation. Other required courses include Financial Management for Profit, HR Metrics and Statistical Research, Workforce Planning, Organizational Training, Organizational Change Management, and Employment Law. For the remainder of credits, students may choose from a wide variety of 3 credit courses and 1 credit weekend seminars.

BA - BIS / MS - HRD
This program is a planned educational track for undergraduate students that will enter the Graduate HRD program during their senior year of undergraduate studies. To be eligible for this track, students must have the following:
- Junior status at time of application to the program
- A cumulative GPA of at least 3.0
- Completed all CORE classes
- Have at least 90 earned credit hours
- A GPA in the major of at least 3.2

This track allows students to enroll in three HRD courses in their senior year that will be counted towards their MS credits and undergraduate requirements. Students have a choice of four required courses (HR Metrics, Organizational Training, Introduction to HR, and Organizational Change Management) and one elective course (Organizational Psychology).

BA - Psychology / MS - HRD
Candidates for this educational track have slightly different requirements:
- Junior status at time of application to the program
- A cumulative GPA of at least 3.0
- A Psychology major GPA of at least 3.2
- Completed or be enrolled in at least 6 Psychology courses which must include:
  - PSY 4000 - Intro to Statistics
  - PSY 4050 - Research Methods in Psych
  - PSY 2700 - Industrial/Org. Psychology or PSY 2800 - Human Factors
  - PSY 4200 – Physiological Psychology or PSY 4500 – Cognitive Psychology
These students will also be able to enroll in three graduate HRD classes, which will be counted as credit toward both their BA and MS degrees. Only three courses will be treated in this manner. The choices for HRD classes are HR Metrics, Organizational Psychology, Organizational Training, Introduction to HR, and Organizational Change Management. If a student takes more than the required three HRD courses during their senior year, please note that those credits will not count towards the MS in HRD and will be noted as additional courses on the undergraduate transcript.

Pre-Master’s Certificate
The Pre-Master’s Certificate is for baccalaureate degree recipients who wish to continue their education and keep up-to-date on current HR issues. It is also helpful for HR professionals that need course work for certification (PHR, SPHR). To successfully complete this certificate, a student must complete four three-credit courses and three one-credit courses. Three of the four three-credit courses are required.

Post-Master’s Certificate
A Post-Master’s Certificate provides an opportunity for master’s degree recipients to continue their education and keep up-to-date on current HR issues. To successfully complete this certificate, students must complete a variety of one and three-credit courses totaling 15 credits.

Distance Learning
The Distance Learning program was designed for those students who live far from the Villanova campus and cannot attend classes on campus. Candidates for this program should have a Bachelor’s Degree from an accredited university, a minimum undergraduate GPA of 3.0, and at least three years of relevant work experience. Students in this program will have different course requirements than on campus students. Required courses are as follows: Introduction to Human Resources, Organizational Change Management, HR Metrics and Statistical Research, Benefits, Organizational Training, Compensation, Employment Law, Human Resource Technology Solutions, Financial Management for Profit, Workforce Planning.

Students in the Distance Learning Program may not enroll in more than two courses per semester and must maintain a GPA of at least 3.0. Distance Learning students must also complete a comprehensive exam requirement by passing the PHR, SPHR, GPHR, Assurance of Learning Assessment, SHRM-CP, or SHRM-SCP.

Get Involved
There are many ways for students in the M.S. in Human Resources to get involved at Villanova and connect with other HR Professionals.

VU SHRM
The central purpose of the Villanova SHRM Student Chapter is to offer personal development opportunities outside the classroom for graduate students in the Human Resource Development Program. Events sponsored by the Chapter provide real-world knowledge and experience for burgeoning HR professionals. Operating under the direction of the advisors, the strategic leadership of the Executive Board, and the sponsorship of the Greater Valley Forge Human Resources Association (GVFHRA), the Villanova SHRM Chapter maintains a tradition of excellence and a reputation of quality.

The chapter is thrilled to be honored with the Outstanding Student Chapter Award for the 2015 - 2016 academic year, the highest award given by SHRM. Join the VU Chapter of SHRM today and look forward to another year of enlightening, engaging, and rewarding activities!

HRD Annual Networking Reception
The HRD ANR is an event that is sponsored by the Graduate Programs in Human Resource Development and VU SHRM. The ANR reception provides an opportunity for current students, alumni, faculty and local HR professional the chance to build their network, enhance their knowledge of innovative and practical HR strategies, and receive professional certification credit. All proceeds from the ANR benefit a scholarship fund for HRD graduate students. The HRD ANR is generally held in the Spring each year. Check the Graduate Programs website for more information.

HRD Corner Blog
The HRD Corner Blog serves as an online community for Villanova Graduate Programs in Human Resource Development students, alumni, faculty and friends. The blog features spotlights on students, faculty and HR professionals from around the world, updates on the program, and HR humor and news. This online community reflects what is going on in the program and the world of HR! Join the conversation at: http://villanovahrdcorner.squarespace.com/
Campus Services

Dining Services
All dining facilities accept meal plans, points, cash, Visa, Mastercard, and Wildcard debit. For full details on locations and hours of operation, please visit www.diningservices.villanova.edu.

Fitness Facilities
All Villanova University students may utilize any of the following university athletic facilities.

- Davis Center: The newest fitness center on campus. Features free weights, life cycles, & treadmills.
- Jake Nevin Field House: Basketball/volleyball court, locker rooms & administrative offices.
- The Pavilion: Four multi-purpose courts, 200 meter track, pole vault pit, batting cages, & locker rooms.
- St. Mary’s Hall Gymnasium/Pool: Hardwood intramural basketball/volleyball court, recreational swimming pools & locker rooms.
- Swim Complex: Ten-lane, 25 meters by 25 yard pool with 1 meter and 3 meter diving platforms and locker rooms.
- Tennis Complex: Outdoor tennis courts are located behind Kennedy Hall on the main campus, adjacent to Stanford Hall on the south campus & adjacent to Burns Hall on the west campus.
- Villanova Stadium: 5,900 ft² training center with weight training, cardio machines & free weights.

University Bookstore
The University Bookstore is a convenient, on campus one-stop-shop for all of your textbook and apparel needs! Located in Kennedy Hall. Additional information can be found on the bookstore webpage at: http://www.bkstr.com/villanovastore/home. *Please be aware that when the University is closed, the University Shop is also closed.

Off-Campus Housing
For those requiring housing for one or more semesters visit the Office of Residence Life’s dedicated off-campus resource page at: http://www1.villanova.edu/villanova/studentlife/reslife/offcampus.html. Here you will find a guide to living off-campus, an extended list of properties as well as information about finding a student roommate.

Registration Policies

Class Registration
Prior to each semester, a student must meet with his/her advisor to discuss class registration. For your first semester, your advisor and HRD staff will process your registration with the Registrar. This requires a meeting with your advisor. For all subsequent semesters, students register online and will need a PIN that can be obtained from an advisor. Registration for classes occurs through MyNova (www.mynova.villanova.edu). (Note: PINs change each semester). You can review semester course offerings by looking through the Master Schedule of Classes.

Add / Drop Classes
To drop or add classes, login to MyNova. Go to the “Student” tab, “My Schedule and Registration,” and “Login to Registration”. If prompted, use the same pin that you received from your advisor. Classes can be dropped or added by the dates specified in the Academic Calendar posted on the HRD website. Generally, the add/drop period ends seven days after the start of classes. If you choose to add or drop a course via a paper form, the drop/add form must be completed by the student and signed by an advisor before submission to the Registrar’s Office. When courses are dropped after a class has begun, students will not receive a full refund. The refund schedule is available on the Villanova website. Please refer to the correct academic calendar, based on program.

Holds
To view holds, login to MyNova, go to the “Student” tab and click “Check Your Registration Status.” There are three different types of holds: registration hold, grades hold, and transcript hold. These holds are usually due to an unpaid balance on your account.

Transferring Credits
A student may transfer up to six graduate credits. The student must submit a transcript, course descriptions, and syllabus, as requested to the program director at the time of application. Transfer credits will only be accepted if the student receives a “B” or better and the transferred grades will not count toward a student’s cumulative GPA at Villanova. The courses must be evaluated by the faculty committee to have substantially similar learning objectives and grading criteria as the one replaced.

Grading Policies
Graduate students are required to maintain a grade-point average of at least 3.0, and cannot be approved for graduation unless this average has been maintained.
Internships
The Internship requirement is fundamental to a graduate student in gaining practical, on-the-job experience under the guidance of an experienced HR professional. The goal is for the student to learn from someone with proven skills and competencies in one or more of the HR functional areas.

Requirements
Before a student accepts an internship, the student’s advisor must approve of the job activities, expectations and must also review the requirements of the internship with the student. Once approved, the HRD office will process a student’s registration for the HRD 8010 Internship in HR course. Internships require a minimum of 120 working hours and can be spread over more than one semester. Internships are always paid. The hours worked per week can vary depending on the student’s availability or the employer’s needs.

Student Log
This form is to be filled out by the student every week to track hours and activities. These logs will be given to your supervisor at the time of your performance appraisal so they can complete your evaluation.

Employer Evaluation of Student Intern
This form will be completed by the employer and reviewed with the employee/student before it is submitted to the student’s advisor.

Waiving the Internship
If a student has sufficient work experience, they may submit their resume to their advisor and request to have the internship waived. All internship forms can be found at:
http://www1.villanova.edu/villanova/artsci/hrd/current/internships/policies
Note: There is not an internship requirement for the Distance Learning program due to the work experience requirement for admission into that program.

Tuition Assistance
Bursar’s Office
Tuition and other fees are managed through the Bursar’s Office and are due by the first day of class in the respective semester. You will be charged tuition each semester for the courses in which you are registered. Please note that you must access your “Bill” online at: www.villanova.edu/finance/bursar/paymentmethods/. You will not receive an invoice in the mail or via email. The Bursar’s Office is located in Kennedy Hall, first floor. For more information, visit www.bursar.villanova.edu or call (610) 519-4258.

Office Of Financial Assistance
All graduate students seeking financial assistance for the academic year must file the Free Application for Federal Student Aid (FAFSA), School Code: 003388, as well as the Villanova University Graduate Institutional Financial Aid Application. We recommend that graduate students applying for federal financial assistance submit their FAFSA and Villanova University Graduate Institutional Financial Aid Application at least two months prior to the first day of classes to ensure the timely disbursement of Federal Direct Loans towards the payment of tuition and fee charges. Financial Assistance for Graduate Students is reviewed and awarded throughout the academic year. Specific requirements and process details are available through the Office of Financial Assistance webpage.

Financing Options
Tuition Reimbursement - Be sure to check with your employer to see if you are eligible for tuition reimbursement.
Tuition Management Systems - A payment plan can be arranged through Tuition Management Systems (TMS). This plan enables a student to pay all or part of your annual charges in 10 monthly payments for a $60 annual fee. Payments can be made by check, direct withdrawal, or credit card.
Direct Loan - Maximum Direct Loan eligibility for a matriculated graduate student is $8,500 subsidized and $12,000 unsubsidized loan. The amount of the loan is awarded to you based on a number of factors such as enrollment status, other financial and cost of attendance.

FINANCIAL AID CONTACT INFORMATION
For financial aid related questions or for additional information, please contact:  Meghan Petsko
Assistant Director of Financial Assistance, Graduate Programs
(610) 519-4010 meghan.petsko@villanova.edu
The financial assistance office is located in Kennedy Hall. Additional information is available on the website, www.villanova.edu/enroll/finaid/.
Villanova Student Services
The University Career Center
Located in Garey Hall, the University Career Center partners with employers, alumni and the academic community to support the career development of students and alumni. UCC administers on-campus career fairs, resume and interview workshops, career and industry panels, and presentations to classes and student organizations. Students may also schedule individual career advising appointments. In addition, career services provides access to various online tools including GoNOVAJobs, a web-based system to help manage your career development process. For more information about the UCC, or to schedule an appointment, call (610) 519-4060 or visit www.careers.villanova.edu. Hours of operation are: Monday through Friday, 9:00 am to 5:00 pm.

Library Resources
Falvey Memorial Library, the chief source of academic information for the University community, offers collections, educational and consulting services, as well as technology, programming and a physical study facility. Librarians assist students with critical and evaluative use of information through personal consultation and formal instruction. For hours of operation and additional information, please visit www.library.villanova.edu/.

Villanova University Writing Center
The Villanova Writing Center provides a comfortable atmosphere for your one-to-one session with a qualified tutor. Bring your paper or assignment, and an open mind and the center will help you improve your writing. The Writing Center is located on the second floor of Falvey Library. To make an appointment at the Villanova Writing Center, call (610) 519-4604 or stop by 210 Falvey.

University Counseling Center
The University Counseling Center provides psychological services to undergraduate, graduate, and law students, and to full-time faculty and staff. Contacts with the Counseling Center are voluntary, completely confidential and are not part of an individual’s university transcript or record. Counseling is provided by skilled and caring doctoral level psychologist who are licensed or working under supervision of a licensed psychologist. The Counseling Center is open weekdays from 9am to 5pm. To make an appointment stop by the Health Services Building, room 206, or call (610) 519-4050.

Final Exam Requirement
All candidates in the M.S. in Human Resource Development Program must complete and pass one of the following examinations in order to fulfill all degree requirements.

The Assurance of Learning Assessment
The standardized Assurance of Learning Assessment was developed by the Human Resource Certification Institute (HRCI) and the Society for Human Resource Management (SHRM). Those students who present evidence of having passed the Assurance of Learning Assessment will be considered to have passed the Comprehensive Examination required for the MS degree. You may request materials or register for the Assurance of Learning Assessment online. If you have received notice that you have passed the Assurance of Learning Assessment, make sure the HRD Office has a copy of this notice. You may fax it to (610) 519 - 5826.

Registration for the Assurance of Learning Assessment takes place on the ALA-dedicated section of the SHRM website. To register with Villanova for the Assurance of Learning Assessment, fill out the form titled “Application for Comprehensive/Language/PHR Examination/Assurance of Learning Assessment” on the HRD website under the “Master of Science” page. Then, fax a copy of this form to the HRD Department. To prepare for the Assurance of Learning Assessment, students can purchase the Student Assurance of Learning Assessment Guide from the SHRM website.

PHR / SPHR / GPHR Examination
The standardized PHR / SPHR / GPHR Examination was developed by the Human Resource Certification Institute (HRCI). Those students who present evidence of having passed the PHR, SPHR, or GPHR examination will be considered to have passed the Comprehensive Examination required for the MS degree. You may request materials or register for the PHR / SPHR / GPHR examination online. If you have received notice that you have passed the PHR / SPHR / GPHR make sure the HRD Office has a copy of this notice. You may fax it to (610) 519 - 5826. Registration for the PHR / SPHR / GPHR takes place on the HRCI website.

SHRM-CP and SHRM-SCP
The standardized competency examinations, SHRM-CP and SHRM-SCP are developed by the Society for Human Resource Management (SHRM). Those students who present evidence of having passed the SHRM-CP or SHRM-SCP examination will be considered to have passed the Comprehensive Examination required for the MS degree. You may request materials or register for the SHRM-CP and SHRM-SCP online. If you have received notice that you have passed the examination, send a copy of the notice to gradhrdoffice@villanova.edu or fax to (610) 519 - 5826.
University Information

Wildcard Office
The Wildcard is your Villanova Photo ID card that provides access to buildings such as the Library. Visit the Wildcard Office on the first floor of Dougherty Hall. Hours of operation are: Monday through Friday: 8:00 a.m. to 5:00 p.m. (extended hours at the beginning of each semester).

Parking and Public Safety
Student parking is available in the Main Lot. Parking Permit fees from August to August for an Evening Student are $50.
In order to register your vehicle, please follow the below steps:
1. Login to myNOVA using your assigned student ID and PIN number.
2. Click on the NOVASIS link.
3. Click “Personal Information” & follow the “Register for Parking” link
4. Complete and submit the registration form.
5. Visit Public Safety in Farrell Hall to pick up your parking pass.
Hours of operation are: Monday through Friday: 8:00 am to 6:00 pm. For more information, visit the Parking Office’s website or call 610-519-6990.

Emergency Closings/Class Cancellations
Nova Alert: Villanova University has added text messaging to our emergency communications process. Nova Alert quickly contacts you during a major crisis or emergency to deliver any important information relevant to the situation. To sign up, please follow this link: alert.villanova.edu.
In the event of a weather-related emergency, class cancellation will be announced on local radio stations (KYW 1060 AM) using the call number, 524 (Delaware County) for evening classes. Students can also call the University Snow and Emergency Line at (610) 519-4505 or visit www.vpaa.villanova.edu for detailed information.

*In the event a faculty member cannot meet the class on a given evening, the faculty will notify students via Villanova email.

MyNOVA
MyNOVA, is the University’s online student information system. The myNOVA portal is customized to bring you the targeted information you need based on your university profile. Through myNOVA, you can access your grades and personal address, the Wildcat newswire as well as information relating to class registration, the library, and online classroom resources. In addition, myNOVA provides a gateway to other online systems, such as NOVASIS and Blackboard. To access to myNOVA, go to mynova.villanova.edu and enter your username and password. View UNIT’s myNova FAQ guide for support.

Stay Connected

Villanova Email Account
Once you have submitted your intent to enroll, the University Information Technologies Department (UNIT) creates an email account for you. Information regarding your account will be sent shortly after you are registered for classes. If you do not receive this information prior to the start of classes, please call the Helpdesk at (610) 5197777 or email support@villanova.edu. If you forget your password, you can reset it yourself at http://passwordreset.villanova.edu.
All messages from the University and the HRD office will be sent to Villanova email accounts. It is imperative that all students utilize and review their personal Villanova email accounts often.

Accessing The Wireless Campus Network
In order to access the wireless campus network on your personal computer, it must meet certain requirements. For detailed information on configuring your PC or MAC, please visit www.villanova.edu/unit/support/wireless.

Computer Help And Support
- UNIT Helpdesk: (610) 519-7777. Hours of Operation: Monday through Friday, 8:00 am to 5:00 pm.
- TechZONE (610) 519-7777. Hours of Operation: Monday through Thursday, 9:00 am to 7:00 pm, Fridays 9:00 am to 5:00 pm.
- Students may also use the UNIT self-service help desk (SSHD). Instructions are available through their website: www.villanova.edu/unit/support

Student Print Program
All registered students receive an annual print allowance ($60 for full-time students and $20 for part-time students) accessible with their Wildcard. iPRINT, located in Bartley Hall, is on hand for student black and white academic related work. For hours of operation and instructions, visit their website: https://iprint.villanova.edu/