Set Sail!

Student Orientation, Advising and Registration
Welcome to the Sailfish family!

I am excited at your arrival at Palm Beach Atlantic University as you launch into the rigor of the Christian university’s academic experience and engage in our life-changing campus community. Your faith and character will grow each day as you live, learn and worship with faculty and fellow students in the classrooms, residence halls, Workshop projects, internships and study abroad semesters. Each opportunity will aid you to discover the lifelong calling that God has given you.

Today’s S.O.A.R is an important start to this journey. You will interact with faculty and staff to finalize registration and manage details for your seamless transition in August. You will also meet new Sailfish who, like you, seek to grow in faith and character over these next four years together.

I am excited you have chosen to spend your college time with us. Please find a PBA faculty or staff member if at any point you have questions about the Sailfish experience.

In His Name,

Kevin Abel
Dean of Students

Key
1. Oceanview Residence Hall/Dixie Garage
2. Baxter Residence Hall
3. Bookstore
4. Green Complex for Sports & Recreation
5. Warren Library
6. Lassiter Student Center
7. Weyenberg Hall
8. Borbe Hall
9. Financial Aid
10. Johnson Residence Hall
11. MacArthur Hall
12. Rinker School of Business & Residence Hall
13. Lakeview Residence Hall
14. Flagler Towers Residence Hall
First Year Experience

In addition to the required FYE-1001 freshman seminar, First Year Experience programs (FYE) offer support services and programming to help students successfully transition from high school to college. FYE advisors, instructors and peer mentors provide academic, spiritual, emotional and social support to incoming freshmen through this critical first year of college. Backed by years of extensive research, these programs are designed to help students overcome the common first-year challenges while building a solid foundation for the next three years at Palm Beach Atlantic.

Transfer Services

The transfer advisor is dedicated to helping all transfer students adapt to a new academic environment by assisting with transcript evaluations, registration for the first semester, workshops and degree planning. Transfer peer mentors assist new transfers, supporting each student by drawing on their own past experiences as transfer students. In addition, transfer students are encouraged to become members of the Transfer Club, which is a vibrant organization that encourages social and academic support allowing new students to have a successful and thriving transition to PBA.

Bridges Scholar Program

The Bridges Scholar program is designed for first-year students who are enrolled in both Pre-Composition English and College Pre-Algebra allowing support and successful transition into a student’s first year of college. Participation includes JumpStart (a program allowing you to move onto campus early), bi-weekly mentoring/advising sessions, social activities, academic support and more.

Success is no accident! At times it is smooth sailing with great progress. Other times, the winds whip up, the waves come crashing and only an expert crew can help one stay the course! The Student Success Center of Palm Beach Atlantic University offers an experienced team that has journeyed this way before. Our aim is to prepare students for success today and tomorrow by offering the following programs:

First Year Experience

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"Our family enjoyed getting a 'preview' before the whole college experience started. We also were thrilled how family-oriented the school is and we are looking forward to our child attending."
Career Development

Our office assists PBA students through all phases of the career development process to:

- Discover their call/vocation
- Select a major
- Receive individual, personalized career counseling
- Connect with career mentors & internships
- Intentional selection of Workship opportunities
- Practice networking, interviewing & job searching
- Transition into full-time employment or graduate school

Additionally, our online employer database, JobLink, is accessible 24/7 and boasts over 2,800 employer partners and hundreds of employment/internship opportunities. Every PBA student has immediate access to JobLink by using the myPBA credentials to log in. JobLink also boasts a resource database that includes how-to guides, search agents, occupational literature, free assessments and resume-building tools.

CareerDevelopment@pba.edu  561-803-2060

Workshop

Workshop is a distinctive community service program that responds to human needs with Christ-like action in the community and the world. Through community service, students can discern their vocation and develop a life-long habit of servant leadership. This year, we are celebrating the landmark achievement of serving over 3 million hours in the local community and throughout the world. The Workshop office provides students with a variety of ways to serve through weekly programs, weekend Workshop projects and local service trips. Workshop leadership positions are available for interested students who desire to be servant leaders on campus and in the community.

www.pba.edu/workshop 561-803-2580 workshop@pba.edu

Policy

All full-time undergraduates are required to complete 45 service hours per school year or 23 hours for each semester. Volunteer service must be completed in a 501(c)3 nonprofit organization, church, academic school or U.S. Government organization. Hours above 45 can carry forward to the next school year; 180 hours is the maximum four-year service requirement for full-time undergraduates. For freshmen and transfers entering in the fall semester, any service hours completed after June 1, 2016 count towards the Workship requirement for the upcoming school year. For freshmen and transfers entering in the spring semester, any service hours completed after October 1, 2016 count towards the Workship requirement. For more information, review the Workshop page on my.pba.edu or please contact us directly.

www.pba.edu/workshop 561-803-2580 workshop@pba.edu

Center for Writing Excellence

Palm Beach Atlantic University’s Center for Writing Excellence (CWE) is designed to serve the PBA community. From freshman Composition I to upperclassman writer, EVERYONE benefits from collaboration during the writing process. A trained CWE coach can help through personal appointments and Quick Question Hotline. See our webpage for details. www.pba.edu/cwe.
Financial Aid & Student Accounts

The offices of Financial Aid and Student Accounts welcome you to Palm Beach Atlantic University. The information that follows will assist you with general billing information (Statement 101), payment options and additional resources as you prepare for the fall semester. If you have any questions, please do not hesitate to contact us.

“The financial aid guy, Andrew, was the kindest and most helpful guy... It reminded me what a servant’s heart looks like.”

PBA: Payment Options

All student accounts must either be paid in full or have a payment plan in place before courses begin. The exact due date will be listed on the student’s statement. Student account statements can be viewed online at http://pba.afford.com. Please keep your statements and a copy of your financial aid documents for future reference. If you have any questions you can contact us at 888 GOTOPBA or 561-803-2000.

Direct Payment

- Students making a lump-sum payment for the full balance by the semester due date should pay PBA directly.
- Credit or debit card payments using Visa, Mastercard, Discover and AMEX are accepted online and over the phone. Please note that a convenience fee applies to these types of payments.
- Electronic payments via ACH are accepted online or over the phone for no additional fee.
- All paper check payments (except for those on a monthly payment plan) should be mailed to the address below. Please note the student ID number with all payments.
- For information on sending a wire transfer, contact Sailfish Services at 561-803-2000. To notify PBA of transfer, fax the following information to 561-803-2948: Student name, dollar amount of transfer, date of transfer.

Additional information

Hours: Monday through Friday, 8 a.m. – 5 p.m.
561-803-2152
Student_Accounts@pba.edu
Fax: 561-803-2948
Mailing Address:
Palm Beach Atlantic University
ATTN: Sailfish Services Center
PO. Box 24708
West Palm Beach, FL 33416-4708

Refunds

A credit on a student’s account due to overpayment or excess financial aid funds will be refunded by direct deposit or a prepaid Visa debit card. Be on the lookout for information about selecting your refund preference to be sent to your PBA inbox.

Monthly Payment Plan by Tuition Management Systems (TMS)

Phone: 800-772-4867
Online: http://pba.afford.com

Florida Prepaid

- PBA accepts credits from Florida Prepaid. The Florida Prepaid account owner needs to inform Florida Prepaid that the student is attending PBA by filling out the Transfer Authorization Form.
- The form can be found on the website: http://www.myfloridaprepaid.com
  1. Restricted – Florida Prepaid pays PBA per credit hour. (RECOMMENDED)
  2. Unrestricted – Florida Prepaid pays PBA the total dollar amount of tuition.

Parent PLUS Direct Loan

Parents of dependent students may be eligible to borrow a Parent PLUS Direct Loan to cover any portion of an outstanding balance. This federal loan has a fixed interest rate and can be deferred until after the student graduates or stops attending.

- For additional information please visit: http://studentaid.ed.gov/types/loans/plus
- To apply, proceed to: www.studentloans.gov

Private Education Loan

Private education loans are available from many different banks and lending institutions. Each one of these lending options will have different incentives that you will have to consider when applying. To learn more about your options, please visit the private loan section of our website: www.pba.edu/student-loans

Post 9/11 GI Bill

- Veterans and dependents who qualify should obtain a Certificate of Eligibility from the VA and present it to our certifying official by contacting the Registrar’s Office (561-803-2080)
- More information can be found at www.gibill.va.gov
Statement 101

PBA uses a general ledger style statement where charges for housing, meal plans, tuition, health insurance and miscellaneous fees will all appear on the same account statement. A student is only billed for one semester at a time. Below is a brief description of some of the most common charges applied to a student’s account.

### Contact Us

Toll Free: 888 GOTO PBA  
Local: 561-803-2000

### Student Accounts

<table>
<thead>
<tr>
<th><a href="mailto:student_accounts@pba.edu">student_accounts@pba.edu</a></th>
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<tbody>
<tr>
<td>• Statement information</td>
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<td>• Payment options</td>
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<td>• Payment plans</td>
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<td>• Florida Prepaid</td>
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### Financial Aid

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<tr>
<th><a href="mailto:fnaid@pba.edu">fnaid@pba.edu</a></th>
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<tr>
<td>• Scholarships / grants</td>
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<td>• Bright Futures</td>
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<td>• Federal Work Study</td>
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<tr>
<td>• Parent PLUS loan</td>
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<td>• Private education loan</td>
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### Health and Wellness

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<th><a href="mailto:health_wellness@pba.edu">health_wellness@pba.edu</a></th>
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<tr>
<td>• Health insurance</td>
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<td>• Immunization forms</td>
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<td>• Medical history form</td>
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<td>• School physical examination</td>
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### Residence Life

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<tr>
<th><a href="mailto:reslife@pba.edu">reslife@pba.edu</a></th>
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<tr>
<td>• Housing information</td>
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<td>• Meal plans</td>
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### Campus Safety

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<th><a href="mailto:campus_safety@pba.edu">campus_safety@pba.edu</a></th>
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<tr>
<td>• Parking</td>
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<td>• Building access</td>
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<td>• Safety and security</td>
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</tbody>
</table>

### Toll Free: 888 GOTO PBA  
Local: 561-803-2000

### Meal Plan

| All on-campus residents are required to have a meal plan. Students may request meal plan adjustments through Residence Life. For more info visit: www.sailfishdining.com |

### General Resource Fee

| Per semester fee that enables infrastructure services that include, but are not limited to: remote access, student information access, access to facilities and activities, student identification cards, help desk support, computer labs and physical and online library utilization. |

### Lab Fee(s)

| Associated with specific course(s) in which a student is enrolled. |

### Health Insurance

| An initial charge for health insurance will be present on a student’s account. All full-time day, pharmacy or international students are required to either enroll in the University health insurance plan or provide proof of comparable coverage. Students who are covered under a comparable health insurance plan may waive the University plan by visiting: www.pba.edu/healthinsurance |

### Dixie Garage Parking

| Students who elect to purchase a designated parking spot will incur an additional fee. |

### Toll Free: 888 GOTO PBA  
Local: 561-803-2000

### Section A. Student Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Last</th>
<th>First</th>
<th>Middle</th>
<th>Student ID #</th>
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<tbody>
<tr>
<td>Current Mailing Address</td>
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<td>City</td>
<td>State</td>
<td>Zip Code</td>
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<tr>
<td>Social Security Number</td>
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<td>&amp; Street, P.O. Box number, etc.</td>
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### Section B. Third party designee

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<th>Name</th>
<th>Last</th>
<th>First</th>
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<th>Social Security Number</th>
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<td>Address</td>
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<td>Email Address</td>
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<td>Daytime Phone Number</td>
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<td>Relation to student</td>
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<td>Please check one or more of the boxes below to grant authorization to different types of information and student account records:</td>
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<tr>
<td>☐ Billing statements, charges, credits, payments, past due amounts, and/or collection activity</td>
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<td>☐ Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information</td>
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<tr>
<td>☐ Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status</td>
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<tr>
<td>☐ University-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity</td>
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<tr>
<td>☐ Access to student records maintained by the Office of Academic Records &amp; Advisement and the Office of Student Financial Planning, including all of the above examples.</td>
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### Section C. Certification

I authorize the above third party, named in Section B, to access the above indicated student record and/or account information. This authorization does not permit the third party to make any changes.

| Student Signature | Date | |

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Palm Beach Atlantic University  
Office of the Registrar  
P.O. Box 24708, West Palm Beach, FL 33416-4708  
888-468-6722 • 561-803-2000 • Fax 561-803-2081  
www.pba.edu

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Palm Beach Atlantic University  
Palm Beach Atlantic University  
rev 1009 290738  
submit your completed form to PBA Central. Please note that your authorization to release information has no expiration date. however, you may revoke your authorization at any time by sending a written request to the same address. This form allows specific third parties to access student record information. Note: For the third party designee you name on the form, this release overrides all FERPA directory suppression information that you have set up in your student record. however, it is university policy not to release certain aspects of student records (e.g., registration, grades, GPA) over the phone or via e-mail.
Disclosure of Information from Education Records to Parents of Students Attending Postsecondary Institutions

What is FERPA?
The Family Educational Rights and Privacy Act (FERPA) is the federal law that protects the privacy of students’ education records.

What are parents’ and students’ rights under FERPA?

At the K-12 school level, FERPA provides parents with:
- the right to inspect and review their children’s education records,
- the right to seek to amend information in the records they believe to be inaccurate, misleading, or an invasion of privacy, and
- the right to consent to the disclosure of personally identifiable information from their children’s education records.

When a student turns 18 years old or enters a postsecondary institution at any age, these rights under FERPA transfer from the student’s parents to the student. Under FERPA, a student to whom the rights have transferred is known as an "eligible student." Although the law does say that the parents’ rights afforded by FERPA transfer to the "eligible student," FERPA clearly provides ways in which an institution can share education records on the student with his or her parent.

When may a school disclose information to parents of dependent students?
Under FERPA, schools may release any and all information to parents, without the consent of the "eligible student," if the student is a dependent for tax purposes under the IRS rules.

Can a school disclose information to parents in a health or safety emergency?
The Department interprets FERPA to permit schools to disclose information from education records to parents if a health or safety emergency involves their son or daughter.

Can parents be informed about students’ violation of alcohol and controlled substance rules?
Another provision in FERPA permits a college or university to let parents of students under the age of 21 know when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

Can a school disclose law enforcement unit records to parents and the public?
Additionally, under FERPA, schools may disclose information from "law enforcement unit records" to anyone – including parents or federal, state, or local law enforcement authorities – without the consent of the eligible student. Many colleges and universities have their own campus security units. Records created and maintained by these units for law enforcement purposes are exempt from the privacy restrictions of FERPA and can be shared with anyone.

Can school officials share their observations of students with parents?
Nothing in FERPA prohibits a school official from sharing with parents information that is based on that official’s personal knowledge or observation and that is not based on information contained in an education record. Therefore, FERPA would not prohibit a teacher or other school official from letting a parent know of their concern about their son or daughter that is based on their personal knowledge or observation.

How does HIPAA apply to students’ education records?
The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a law passed by Congress intended to establish transaction, security, privacy, and other standards to address concerns about the electronic exchange of health information. However, the HIPAA Privacy Rule excludes from its coverage those records that are protected by FERPA at school districts and postsecondary institutions that provide health or medical services to students. This is because Congress specifically addressed how education records should be protected under FERPA. For this reason, records that are protected by FERPA are not subject to the HIPAA Privacy Rule and may be shared with parents under the circumstances described above.

The Department of Education consistently encourages parents’ involvement in their children's education. FERPA is no exception. While the privacy rights of all parents and adult students are very important, there are clear and straightforward ways under FERPA that institutions can disclose information to parents and keep them involved in the lives of their sons and daughters at school.
Dear New Member of the PBA Family,

On behalf of the Chapel Office, I would like to welcome you to Palm Beach Atlantic University. We are honored that you have chosen PBA to continue your journey in education. As in any journey, you need a sense of direction, a compass. We trust that you will find your chapel experience to serve as a compass that helps guide you along your way.

We would like you to know that regardless of where you are in your walk with God, we are sensitive to all our students’ needs and backgrounds. Chapel is designed to meet you where you are and build you up in your faith while at the same time giving you the opportunity to worship with the other members of the PBA Family.

As campus pastor, I am here to serve you. If you need help getting connected to friends or a good church, or if you just need prayer, let us know. We are here for you. We have been getting connected to friends or a good church, or if you just need prayer, let us know. We are here for you. We have been praying for you and look forward to meeting you.

Your friend,

Bernie
Bernie A. Cueto, Th.M., Ph.D.
Campus Pastor

Chapel Requirements

- All full-time day students (graduate and undergraduate), all residence hall students, students living in PBA “off-campus” housing and students under chapel disciplinary sanctions (probation) are required to attend chapel.
- Students must accumulate a minimum of 12 chapel credits per semester of enrollment or a total of 24 during each academic year of enrollment.
  - Students who have not attended 12 chapels by the end of the fall semester will receive a “Y” on their academic record, deferring their grade of pass/fail to the spring semester. Students who leave PBA at the end of the semester will receive a pass or fail grade accordingly. Students who anticipate graduating at the fall semester must attend 12 chapels during that semester. Graduating students who fail chapel will not receive their degree until the chapel deficiency is corrected by completing two hours of church related volunteer service for each chapel missed.
  - Students who enter in the spring semester are required to attend 12 chapels during that semester. Beginning the next fall semester, they will be on the same schedule as the rest of the student body.
  - Students who have not attended 24 chapels for the academic year will receive a grade of “Y” on their academic record and will be placed on probation for their next semester of attendance. Students who are enrolled only for the spring semester and have not attended 12 chapels will be placed on probation. Chapel probation will result in a chapel probation fine of $20 for every chapel credit below the required number of chapel attendances. A student on probation may not hold office or any type of leadership role. In addition, the probation student will be required to complete church-related-service hours. A student on probation must attend 12 chapels during the semester in which the probation is being served. Students who do not meet the probation requirements will be suspended.
  - Completion of the chapel requirement is a prerequisite for continued enrollment at PBA.

Residence Life

Residence Life is committed to providing a residence hall experience that focuses on establishing a Christian community of love, respect, fellowship and biblical accountability. Residence Life seeks to serve and support residential students through holistic development in the living learning community.

Important Dates

May 31
Online Check-In enables a family to complete all requirements and submit all necessary documents in order to schedule the student’s PBA OneCard for activation. Available during the Sailfish Showcase at SOAR.

August 18-19
Move-In: New students can move in to the residence hall before all other students. If online check-in is completed, you can go straight to your residence hall lobby to pick up your key.

December 5-9
Christmas Break Check-Out: Students leave for Christmas break within 24 hours of their last final exam. They are able to keep their belongings in the residence hall for their return in the spring semester. All residence halls close by 5 p.m. on Friday, Dec. 9.

January 9
Check-In: Students may return to the residence halls for the spring semester

About Us

Residence Life has live-in staff within each of the residence halls. Resident directors (RDs) are professional staff members who live in the residence halls and support all student leaders and traditional residential students in the hall. Residence assistants (RAs) are returning students who live in the hall as a member of a team of student leaders for the hall.

Each RA works closely with a floor of students to provide a holistic Christian university living experience. Discipleship assistants (DAs) are returning students who live in the residence hall and aid in fostering spiritual development within the hall through the formation of Bible studies and various other events.

Unique Opportunities

Residence Life provides a unique opportunity to establish life-long relationships through activities, spiritual and educational programs, retreats, Workshop outings, student leadership positions and experiences that are exclusively accessible to residential students.

“We like the family atmosphere and focus on Christ as the center.”
Health and Wellness Center

Welcome! As a ministry to the Palm Beach Atlantic University community, our mission is to promote physical, mental and spiritual health and well-being. Our desire is to provide all health services and programs from a Christ-centered perspective, enabling each member to fulfill academic, personal and spiritual goals. We offer a wide range of health programming to the University community, including educational programs, regular blood drives in cooperation with area community blood centers and annual flu shot outreaches.

Health Center office hours:
Monday through Friday, 8 a.m. to 5 p.m.
561-803-2576 Fax: 561-803-2499

- Medical visits are by appointment except in cases of acute illness or emergency. Medical service availability may vary when classes are not in session.
- Local resources and after-hours care are provided by several full-service urgent care centers located near the PBA campus. Additionally, Good Samaritan Medical Center is just one mile north of campus, and we work closely with several local physicians and radiology and physiotherapy providers.

We are located on Dixie Highway, south of Oceanview Hall, next to the Campus Bookstore.

New Student Requirements:
1) Health Information Form
   Required for all students. Completed by student.

2) Immunization Form
   Required for all full-time day undergraduate students:
   - MMR1 & MMR2 campus: Hep B 1, Hep B 2, Hep B 3, Meningitis
   - International students: MMR1, MMR2, Hep B
   - Completing the Immunization Form will allow you to avoid the Tuberculin Skin Test (TST).

3) Physical Form
   Required for all full-time day undergraduates. Completed by a physician in the last 12 months. Must have office stamp.

4) TB Risk Screening Form
   Required for international students and students born outside of the US. Completed by student. Submit test results if required.

DEADLINE IS AUGUST 1 (fall semester) and DECEMBER 1 (spring semester)!

FEE-BASED Medical Services
- ARNP visits
- Prescription medications on-site (most under $10)
- Routine and travel immunizations
- Allergy shot administration
- Women’s healthcare
- Diagnostic testing: Strep, mono, influenza, glucose tests, EKG
- Laboratory tests (venipuncture, cultures)

Payment for fee-based medical services may be made at the time of service by cash, check, credit card, PBA OneCard or charged to the student’s PBA account.

We are unable to bill individual private insurance plans for health services. Copies of statements are provided so that charges may be submitted for reimbursement from your insurance plan if eligible.

FREE Medical Services
- RN evaluation for minor illnesses and injuries
- Over-the-counter medications in unit dose packs (cold medications, pain/fever medications, etc.)
- Blood pressure checks
- First aid (cold packs, bandages)
- Equipment loans (crutches, wheelchairs)
- Health education and resources

Student Health Insurance Plan
The Health and Wellness Center is excited to offer Palm Beach Atlantic University students major medical health insurance that meets the requirements for health insurance under the Affordable Care Act. This Student Health Insurance Plan is underwritten by Aetna. This PPO plan offers worldwide coverage with access to Aetna providers nationwide.

All full-time undergraduate and pharmacy students are required to provide proof of current and adequate health insurance coverage each academic year prior to the start of classes.

All full-time undergraduate, international and pharmacy students are automatically enrolled in and charged for the student health insurance plan unless proof of coverage is provided online.

STUDENTS WILL NEED TO WAIVE (OPT OUT) OF THE PLAN BY AUGUST 1 in order to receive a credit to their account.

Students with limited out of area coverage or otherwise inadequate coverage are urged to carefully review their insurance options before applying to waive the university’s sponsored student insurance plan.

IF A STUDENT DOES NOT COMPLETE THE WAIVER APPLICATION BY August 1 the student is automatically enrolled in the PBA Student Insurance Plan in order to comply with the University’s insurance requirement and the charge for the premium will not be refunded to the PBA student’s account.

Counseling Center
Located in a beautiful and discreet area on campus, the PBA Counseling Center is staffed with Florida licensed mental health counselors as well as graduate student interns from PBA’s Graduate Counseling Psychology program.

Our students’ success is very important to us. We strive to provide compassionate, professional and ethical Christian counseling services to students in order for them to achieve the maximum benefit of the educational experience.

Services offered include:
- Individual Counseling provided by an assigned counselor. The number of sessions varies as deemed appropriate.
- Referrals to providers outside the University that are consistent with a student’s insurance/financial means. Referrals may include mentoring, medical care, psychiatric care or ongoing counseling.
- Consultation and Training available to faculty, staff, parents and students regarding concerns for a student’s well-being, as well as resources on mental health topics.

Okeechobee Hall Room 125
Phone: 561-803-2563, Fax: 561-803-2664
pba.edu/mental-health-counseling-services

View the Health and Wellness page at https://pba.edu for more information on opting (waiving) out of the PBA student insurance plan.
Campus Information Services

Palm Beach Atlantic University

CIS services the many computer labs on campus available for student use, including:
- The Rinker Labs
- The Warren Library
- And the residence halls on campus

The Campus Information Services Helpdesk is available from Monday to Thursday 8 a.m. to 6 p.m. and Friday from 8 a.m. to 5 p.m. to answer calls and requests by faculty, staff and students. Additionally, any student experiencing an issue with resetting passwords may visit or call the Rinker Computer Lab on the second floor of Rinker Hall, 561-803-2095. For more information please visit our Student FAQ section located at: http://go.pba.edu/CISstudentFAQ

PBA network and email:
- Each student is provided access to the Microsoft Office 365 portal available at https://portal.microsoft.com, which provides: email, storage and web-based Office apps.
- The PBA email is a student’s official method of communication with faculty and staff.
- Each student is provided 1 TB of cloud storage (One Drive) within the Microsoft Office 365 portal.
- Students are limited to 50 GB of email storage. It is important to regularly delete or archive old email.
- If an email account becomes full, the student will not be able to send or receive ANY emails until it is cleaned.
- Wireless peripherals, such as printers and hard drives, may not be connected and used on the PBA wireless networks.

Password:
- PBA network passwords expire every 90 days.
- Each password must be unique. Passwords may not be reused.
- Passwords need to be a minimum of eight characters in length and consist of at least one (1) number, capital letter and special symbol.
- Please use http://pwreset.pba.edu to reset passwords or change security questions.
- Passwords cannot be set or changed from the Microsoft Office 365 portal.
- Passwords are securely synchronized from campus to the Office 365 portal.

eCollege:

eCollege is the online platform used as a companion or portal to certain courses on the PBA campus. A major part of the First Year Experience seminar is to learn how to utilize eCollege to maximize learning. Students registered in a course with eCollege will receive an email from the Office of Online Learning indicating registration and login information. Note:
- The eCollege account and password are different from the myPBA and PBA email account and password.
- It is important to ensure that eCollege passwords are changed immediately upon first login to eCollege.
- eCollege issues are handled by the Office of Online Learning, located on the second floor of the Warren Library. Assistance is also available at 561-803-2283 or 1-800-882-1806.

Campus Safety

A Safe Campus Community is Everyone’s Responsibility!

At Palm Beach Atlantic University, we are committed to campus safety. The Campus Safety office is located right on campus. Our state-certified officers patrol campus 24 hours a day, seven days a week.

Emergency numbers:
- Campus Safety 561-803-2500
- West Palm Beach Police 561-822-1900
- Fire Department 561-712-6555
- PBA Health & Wellness 561-803-2576
- Emergency 911

Parking

Parking availability on our campus and the surrounding area is extremely limited. All vehicles parked in University parking areas must display a valid and current PBA parking decal. Due to limited parking spaces available on campus, only one vehicle per student will be allowed to be registered and decals are only available in clearly posted designated parking zones. Signs are displayed for each parking lot and a map of the zone parking is available at Campus Safety. Each parking zone will be designated by a color-coded parking decal:
- Red – Residents (non-Dixie Garage)
- Gold – Residents (Coastal Towers)
- Green – Residents (Mango/Samaritan Gardens)
- White – Faculty, Staff and Employees
- Navy Blue – Dixie Garage Only
- Light Blue – Commuter Students

Decals should be placed on the outside of the rear vehicle window, on the driver’s side or on the driver’s side rear bumper. Proper placement of the decal will help avoid a citation. Parking decal registration is available at Campus Safety in Borbé Hall, room 131 or online at go.pba.edu/parking.

Contact us at 803-2500 or stop in at our office in Borbé Hall, room 131. Visit go.pba.edu/campus_safety for more information.

Fees for Parking on Campus:
- Dixie Garage parking: $300 per academic year. The purchase of a Dixie garage permit ensures a parking spot throughout the year. Dixie Garage decals are valid ONLY in the Dixie Garage.
- All other parking decals: No charge.
- Coastal Towers parking: $250 uncovered parking, $350 covered parking per academic year. The purchase of a CT permit ensures a reserved parking spot throughout the term of the housing contract.
- Please report lost or stolen parking decals to Campus Safety immediately.

Students, faculty and staff should also be aware of restricted parking areas shared by PBA and neighbor churches and businesses as several shared parking lots have hours and days of restricted use by PBA. Parking is only available in clearly posted designated parking lots. Please be aware of the posted designated parking areas and avoid those spaces that are RESERVED. Get a complete list of designated parking lots from Campus Safety or go.pba.edu/parking.
Welcome to the PBACard – the student access card for everything on campus!

The first PBACard issued to new students is FREE! However, there is a $5 replacement fee for lost or stolen cards. Lost or stolen cards must be reported to the PBACard Office or Campus Safety immediately. There are several local vendors that offer student discounts with a PBACard.

Got Questions?
561-803-2515
pbacard@pba.edu

Sending your student off to college can be a nerve-wracking experience. That’s why at Palm Beach Atlantic we’ll do all we can to help make the transition to university life effortless for you and your student.

The opinions, ideas and concerns of PBA parents are our main priority. You are not only members of our family but also partners in the educational process. This vision is the foundation of the Parents Council, an initiative that strives to provide effective parent-university interaction through events, services and publications.

There are many ways to get involved in PBA life. Support your student with emails, phone calls and in prayer and be aware of the many student support services the University offers. Be sure to provide us with your email so that we can keep you informed on deadlines, news, updates and upcoming events such as our monthly Parents Prayer Meeting. Connect with other PBA parents on the parents Facebook page. We encourage you to attend events such as Welcome Week, Family Weekend and, of course, commencement.

You likely will have questions along the way. Please know we’re here to guide you through any concerns you may have.

Mary Jacobs
Director of Parent Relations
and Special Projects
(561) 803-2025
mary.jacobs@pba.edu
www.pba.edu/parents-families

Sailfish Parents FAQ

How often should I expect my Sailfish to come back home?
- While you miss your student, encourage him to stay on campus as much as possible during the first 2-3 months of college, when making connections matters. Many campus events are scheduled to allow for this “bonding.”
- Let her reach out to you and, when she does, give encouragement and direction to campus resources! Refrain from interrupting her “flow” of new experiences with daily calls and emails.

What good college behavior can I teach my Sailfish over the summer?
- How to set and use an alarm clock
- How to do laundry
- How to manage finances and live on a budget
- Practice decision making skills
- Practice conflict resolution
- How to manage time and deadlines effectively
- How to make healthy food choices
- Cleaning and storage tips for warm weather

How hectic are the first weeks of college?
- There is much to navigate the first weeks of transition (classes, relationships, roommates, scheduling conflicts, professors, homesickness, and a host of insecurities). Your Sailfish wants to be successful. He should be encouraged to persevere when he calls home. Suggest that he reach out to advisors and various office staff about questions or concerns. It is not recommended that you do this for him as it hinders his learning to be a self-advocate.

What is the average course load per semester?
- 12-16 hours is average load for first-time freshmen
- Over 18 hours a term is additional tuition cost and must be approved
- Check the online catalog for suggested term plan in each major: http://catalog.pba.edu
- Add/drop class(es) deadline is during first week.
- Withdraw from class(es) deadline is during week 10.

What is the average tuition cost for first-time freshmen?
- Students with disabilities may request accommodations by contacting 561-803-2063 or student_success@pba.edu.
- The Center for Writing Excellence provides free consultation to students. See page 5.

What would you suggest to commuter students?
- Attend campus events and organizations to make friends and find meaningful groups for your interests.
- Meet with your faculty advisor in first half of the fall semester.

What is FERPA (Family Educational Rights and Privacy Act)?
- As a parent, you need to realize that payment of a student’s tuition does not, by itself, give you the right of access to this student’s records. A signed FERPA form is required in order to discuss student records. See pages 9-10 for details.
- Talk with your Sailfish – allow her to be independent and responsible, and find a balance of sharing information.

What are some identifiers of stress and managing college?
- Interpersonal conflict or anti-social behaviors
- Poor time and task management
- Worrying over many new demands
- Intense mood / emotional changes
- Eating / sleeping habit changes
- Use of alcohol, tobacco, etc. beginning or increasing

What are the academic support options on campus?
- See Page 3 for details.
- Students with disabilities may request accommodations by contacting 561-803-2063 or student_success@pba.edu.
- The Center for Writing Excellence provides free consultation to students. See page 5.

What is FYE (Freshman Year Experience Seminar)?
- See Page 3 for details.

“Some loose ends were tied up. We got to see the dorm rooms and get an idea of what we need to bring. The panel for parents was informative.”
Get help covering college expenses

If you’re a student, we know that focusing on your courses is a top priority — so why worry about how you’re going to pay for your college education? With private student loans from Wells Fargo, we have the products to help cover your college expenses so you can focus on what’s really important.

For more information, call or click today!
1-800-456-1551 • wells Fargo.com/student
Schedule of Events

8:00-9:30  **Registration Opens**  
Greene Complex, Mahoney Gym  
Registration Table  
Meal Ticket Table  
One Card Table  
Help Desk Table  
**Breakfast** – Greene Complex, Rubin Arena

9:00-9:30  **Bridges and Transfer Students, breakout sessions**  
Greene Complex, classrooms

9:30-10:00  **“Welcome to Palm Beach Atlantic University” Opening Session**  
Greene Complex, Rubin Arena

10:00-2:30  **Groups will rotate between**  
**Advising** – See Advising Schedule  
**Parents Panel** – Warren Library Rotunda  
**Financial Aid & Student Accounts** – Lassiter Student Center, Student Forum  
**Sailfish Showcase** – Lassiter Student Center, Weyenberg Center  
**Lunch** – Fraser Dining Hall

2:00-3:00  **ID pick-up**  
Lassiter Student Center, Welcome Desk