

# Resource Centers

## African-American Resource Center

3537 Locust Walk, Suite 200  
Philadelphia, PA 19104-6225  
<http://www.upenn.edu/aarc/>  
[aarc@pobox.upenn.edu](mailto:aarc@pobox.upenn.edu)

Phone: 215-898-0104  
Fax: 215-573-9117

The mission of the African American Resource Center (AARC) is to enhance the quality of life for African American administrators, faculty, staff, and students. AARC contributes to making the University of Pennsylvania a leader in higher education by constructively and proactively helping to create a teaching-learning community of real and harmonious diversity. AARC provides a number of services, including information and referrals, workshops, consultation, support groups, counseling, problem mediation, assistance with maltreatment in the workplace/grievances, and advocacy, among other services.

## Career Services

Suite 20, McNeil Building  
3718 Locust Walk  
Philadelphia, PA 19104-6209  
<http://www.vpul.upenn.edu/careerservices/>

Phone: 215-898-4381

Career Services offers a wide range of resources to assist students and alumni in exploring career options, employment, and graduate school funding opportunities. Some resources offered by Career Services include:

- Career Services Internet Connections: provide Career Services with your e-mail address and they will send weekly career announcements directly to you. Simply send an e-mail message to Sharon Fleshman ([fleshman@exchange.upenn.edu](mailto:fleshman@exchange.upenn.edu)) and ask to be added to the undergraduate nursing e-mail distribution list;
- Career Services' Homepage: contains information such as job listings, resume writing, interviewing and job searching tips, sample resumes, and much more!;
- Individual Advising: available to students for confidential discussion of all career issues, including job search strategies, resume/c.v. writing, and interviewing tips;
- Annual Nursing Career Day: provides students and alumni with the opportunity to explore employment opportunities in the health care field, meet recruiters in person, and get a jump-start on the job search. Nursing Career Day is usually held in December;
- Career Services Library: contains many career and funding resources and summer internship listings;
- Credentials Service: available to hold letters of recommendation; and
- Listing of Nursing Alumni Advisors who are Penn Nursing alumni willing to offer career information and advice to current students.

During the academic year, Career Services' office hours are Monday - Friday, 9:00 a.m. – 5:00 p.m., with extended library hours on Monday, Tuesday, and Wednesday evenings until 6:00 p.m.

## Center for Undergraduate Research and Fellowships

The ARCH  
3601 Locust Walk  
Philadelphia, PA 19104  
<http://www.upenn.edu/curf/>

Phone: 215-746-6488

The Center for Undergraduate Research and Fellowships (CURF) helps Penn undergraduates pursue independent research

through personal research consultations and administration of competitive research grants. CURF informs and supports students interested in conducting research and applying for competitive fellowships. As one of the world's leading research universities, Penn has a broad array of faculty conducting cutting-edge research in all disciplines. CURF helps Penn undergraduates become involved in research by helping them identify resources, narrow searches, and shape initial inquiries so students can find appropriate faculty mentors and research funding.

### **Civic House**

3914 Locust Walk  
Philadelphia, PA 19104

Phone: 215-898-4831

<http://www.vpul.upenn.edu/civichouse/>

Civic House is Penn's hub for student-led community service and social advocacy work. Civic House promotes mutually beneficial collaborations between the Penn and West Philadelphia communities, and beyond. Through education, community connections, and other resources, Civic House prepares students for responsible and effective civic engagement and leadership.

### **Sample Programs:**

- Service & Advocacy Education Series (Community Involvement in Philadelphia; Poverty Reality Tour; West Philadelphia Walking Tour)
- Resources for students interested in working in the public interest
- Volunteer opportunities

### **Counseling and Psychological Services**

133 S. 36<sup>th</sup> Street, 2nd Floor  
Philadelphia, PA 19104

Phone: 215-898-7021

Fax: 215-573-8966

<http://www.vpul.upenn.edu/caps/>

Emergencies: 215-349-5490

Counseling and Psychological Services (CAPS) provides professional, psychological, and psychiatric services to undergraduate, graduate, and professional students who are having personal, social, academic, and career issues. These services are free of charge. The staff at CAPS consists of a multicultural group of psychiatrists, psychologists, and social workers who have expertise and extensive experience working with university students. A range of services are offered, including individual problem-focused therapy, referrals, support and therapy groups, outreach workshops, and consultations. All services are strictly confidential. Brochures and workshop flyers are available at the office and at various locations on campus. Appointments can be made by phone or in person between 9 a.m. and 5 p.m. daily. An on-call counselor is available each day for consultation and emergency walk-ins. After 5 p.m. and until 9 a.m., students with urgent problems or inquiries should phone the operator of the University of Pennsylvania Health Systems at 215-349-5490. The operator will page the CAPS counselor on-call who will return the student's phone call. If the student cannot delay being seen, s/he can go directly to the University of Pennsylvania Medical Center Emergency Department.

### **David B. Weigle Information Commons**

First Floor, Van Pelt-Dietrich Library Center  
3420 Walnut Street

Phone: 215-746-2660

Philadelphia, PA 19104-6206

<http://wic.library.upenn.edu/>

Located on the first floor (west) of the Van Pelt-Dietrich Library Center, Weigle Information Commons supports collaborative learning and group activities using the latest technologies. The Commons' program partners – Communication within the Curriculum, Weingarten Learning Resources Center, and the Writing Center – and Penn Libraries staff assist students with research, writing, public speaking and study strategies. The Commons includes Group Study Rooms, Data Diner Booths, Alcove Meeting Areas, Seminar Room and the Vitale Digital Media Lab, as well as laptops, plasma display screens, video-recording rooms, clickers, media authoring capabilities (video, audio, imaging, web publishing) and an equipment lending program. The Commons provides one-on-one and small-group assistance with research skills, time & project management, writing, communication skills and technology.

### **Department of Recreation**

3701 Walnut Street (Pottruck Center)  
Philadelphia, PA 19104  
<http://www.upenn.edu/recreation/>

Phone: 215-898-6100

The mission of the recreation department is to create value-added experiences for the University community's growth and development by encouraging involvement in the present, which will enrich and challenge the future.

#### **Facilities:**

- David Pottruck Health and Fitness Center
- Sheerr Pool
- Hutchinson Gymnasium
- Ringe Squash Courts
- Bower Field

Example of services offered through the Department of Recreation:

- Intramural Sports
- Instructional Classes: Dance, Pilates, Golf, Yoga, Martial Arts
- Group Exercise Classes
- Indoor Climbing Wall
- Outdoor Adventure: Rock Climbing, Bike Trips
- Sport Clubs

### **Division of Public Safety**

4040 Chestnut Street  
Philadelphia, PA 19104  
<http://www.publicsafety.upenn.edu/>

Non-Emergency Tel: 215-898-7297  
Emergency Tel: 215-573-3333 (511 on-campus)  
Special Services: 215-898-6600

The Division of Public Safety's primary goal and mission is to assist students in developing the tools to navigate a large, urban environment. The Division of Public Safety is comprised of seven units: Office of the Vice President, Penn Police, PennComm, Fire and Emergency Services, Security and Technical Services, Special Services and the Finance and Administration Department. The members of the Division of Public Safety reflect the diverse community that they serve. It is their ultimate goal to ensure the safety and security of each member of our community. These goals are realized through 24-hours-a-day, 7-days-a-week integrated Police, Fire, Security Technology/Guard and Support Unit services.

Headquarters are located at 4040 Chestnut Street. Public Safety operates 24 hours a day to ensure safer living at Penn.

### **Greenfield Intercultural Center**

3708 Chestnut Street  
Philadelphia, PA 19104-6188  
<http://www.vpul.upenn.edu/gic/>  
[gic@dolphin.upenn.edu](mailto:gic@dolphin.upenn.edu)

Phone: 215-898-3357/8  
Fax: 215-573-2597

The mission of the Greenfield Intercultural Center (GIC) is to serve as an intercultural resource on campus. Toward this end, they promote institution-wide dialogues that raise awareness of the rich traditions and diversity within the Penn community while encouraging students to understand the importance of building a strong multicultural community at Penn.

The GIC offers an array of programs and services, including:

- Support for the United Minorities Council, an umbrella organization for 15 student organizations interested in fostering intercultural understanding among Penn students through programs and activities.
- Programs in Awareness and Cultural Education (PACE), which offers a spring class designed to foster communication and cross-cultural sensitivity among students at Penn.

- Alliance and Understanding (A&U), a program for students interested in exploring the history of Black and Jewish communities and the historic partnership between Blacks and Jews in the civil rights era.
- Seeking Common Ground, a program that brings students of color, lesbian, gay, bisexual, and transgender students, as well as allies, together to explore issues of common interest.
- Internship/clerkship opportunities for graduate students interested in studying intercultural issues in higher education.
- Grants to student groups to encourage student programming that highlights Penn's diversity and increases the array of social, cultural, and educational activities for students on campus.

### **Kelly Writers House**

3805 Locust Walk  
Philadelphia, PA 19104  
<http://writing.upenn.edu/~wh/>  
[wh@writing.upenn.edu](mailto:wh@writing.upenn.edu)

Phone: 215-573-WRIT  
Fax: 215-573-9750

Founded in 1995 by a group of students, faculty, staff and alumni, the Kelly Writers House is an actual 13-room house on Penn's campus that serves as a center for writers of all kinds from Penn and the Philadelphia region at large. Each semester the Writers House hosts approximately 150 public programs and projects – poetry readings, film screenings, seminars, web magazines, lectures, dinners, radio broadcasts, workshops, art exhibits, and musical performances – and about 500 people visit the House each week. They work, write, and collaborate in seminar rooms, a publications room, the "hub" office, a cozy living room, a dining room, a kitchen with plenty of space for conversation, and "the Arts Cafe," the wonderfully open south-facing room that was originally the parlor. Writers House also has a strong virtual presence. The House's ongoing interactive webcasts give listeners from across the country the opportunity to talk with writers such as Ian Frazier, Richard Ford, and Cynthia Ozick. And via its dozens of listservs and email discussion groups, Kelly Writers House links writers and readers from across the country and around the world.

### **La Casa Latina: Center for Hispanic Excellence**

Suite 123, ARCH Building  
3601 Locust Walk  
Philadelphia, PA 19104  
[http://www.vpul.upenn.edu/lacasa/](http://www.vpul.upenn.edu/lacasa/lacasa@pobox.upenn.edu)  
[lacasa@pobox.upenn.edu](mailto:lacasa@pobox.upenn.edu)

Phone: 215-746-6044  
Fax: 215-746-6045

La Casa Latina: The University of Pennsylvania Center for Hispanic Excellence, assists the University in the recruitment and matriculation of Latino students and in the development of programs aimed at their retention. La Casa offers assistance in every aspect of student life and provides students with the resources to make their experience successful and fun. As part of the educational mission, La Casa houses a resource library, which includes a collection of books, journals, magazines, videos, films, and scholarship/internship information. La Casa's services also provide students with the opportunity to access information, network with alumni and community leaders, and learn more about the Latino community, the Penn campus, and other information important to the future of Latinos. For more information about La Casa Latina or the services they provide, check out the webpage listed above.

### **Lesbian Gay Bisexual Transgender Center**

3907 Spruce Street  
Philadelphia, PA 19104-6031  
[http://www.vpul.upenn.edu/lgbtc/](http://www.vpul.upenn.edu/lgbtc/center@dolphin.upenn.edu)  
[center@dolphin.upenn.edu](mailto:center@dolphin.upenn.edu)

Phone: 215-898-5044  
Fax: 215-573-5751

The Lesbian Gay Bisexual Transgender Center at Penn, one of the oldest and most active programs of its kind in the country, supports Penn lesbian, gay, bisexual, and transgender students, staff, alumni, and faculty and increases the general Penn community's understanding and acceptance of its sexual and gender minority members. Established in 1982, the Center provides a variety of services throughout the year for and concerning Penn's lesbian, gay, bisexual, and transgender community. This includes outreach and education, major events and public forums, a reading room, advocacy, networking,

communication and dissemination of information, and individual and organizational support.

An Advisory Board, composed of Penn students, faculty, alumni, and staff, advises Center staff and seeks community input regarding Center programs and services. The Advisory Board can be contacted through the Center.

### **Makuu: Black Cultural Resource Center**

3601 Locust Walk – Suite 125-128  
ARCH Building  
[http://www.vpul.upenn.edu/makuu/  
makuu@dolphin.upenn.edu](http://www.vpul.upenn.edu/makuu/makuu@dolphin.upenn.edu)

Phone: 215-573-0823  
Fax: 215-746-0169

Makuu, short for Makao Makuu, means “home” or “headquarters” in Kiswahili, an African language used in some East African countries. Makuu seeks to provide a cultural laboratory for Penn students and their allies to invent, organize, and collaborate with one another. Makuu also provides a space for the university community to learn about the African Diaspora, and engage in diverse interactions.

Makuu houses a wide range of resources for students and organizations, and provides limited financial support for student events and programs. A defining element of Makuu is collaboration. Whether it is between organizations, offices, and/or people, Makuu endeavors to build programs and an environment that emphasizes and supports collaboration and consensus. Makuu invites you to The ARCH to hold meetings, discussions, brainstorming sessions, or just to gather.

### **Office of Affirmative Action and Equal Opportunity Programs**

3600 Chestnut Street  
Sansom Place East, Suite 228  
Philadelphia, PA 19104-6106  
<http://www.upenn.edu/affirm-action/about.html>

Phone: 215-898-6993  
Fax 215-662-7862

To safeguard individual rights and to assure that those who believe they have been treated unfairly or in violation of University policy have opportunity for redress, the University has established several grievance procedures for its members and has staffed several offices to assist members who have complaints or who are concerned about the conduct of others.

This office oversees the implementation of the University’s Affirmative Action program. It also is the liaison among federal, state, and city compliance agencies, providing information on relevant laws and regulations. The office also handles formal reviews of employee grievances.

### **Office of Health Education**

3611 Locust Walk, 3rd Floor  
Philadelphia, PA 19104  
[http://www.vpul.upenn.edu/ohe/  
HealthEd@pobox.upenn.edu](http://www.vpul.upenn.edu/ohe/HealthEd@pobox.upenn.edu)

Phone: 215-573-3525  
Fax: 215-573-7944

The University's Office of Health Education supports Penn's academic mission by offering prevention education and services to keep students healthy. The office serves as a central clearinghouse for alcohol and other drug use and related issues. The office also addresses sexual health, relationship violence, body image and eating concerns, and trains student peer educators for this purpose. Nursing students can join the Peer Health Groups and can also contact the Office of Health Education for condoms and birth control demonstrator kits.

### **Office of International Programs**

3701 Chestnut Street, Suite 1W  
Philadelphia, PA 19104-3199  
<http://www.upenn.edu/oip/>  
[oip@pobox.upenn.edu](mailto:oip@pobox.upenn.edu)

Phone: 215-898-1640

The Office of International Programs (OIP) serves as general coordinator of the University's international contacts and programs, and seeks to promote and assist international activities throughout the University community. The Office coordinates Penn's links with institutions in other countries; administers study abroad programs for undergraduates and graduate fellowships; and oversees services for the benefit of the University's international students, faculty, and professional staff. The office attempts to articulate the international character and global perspective of the University coherently and forcefully both within the University and outside the campus, and in the United States and other parts of the world. Information about nationality clubs and other student organizations is available.

### **Pan-Asian American Community House**

ARCH Building  
3601 Locust Walk  
Philadelphia, PA 19104-6224  
<http://www.vpul.upenn.edu/paach/Home/index.php>

Phone: 215-746-6046

Fax: 215-746-6047

The Pan-Asian American Community House (PAACH) is the University of Pennsylvania's central resource for advising Asian American and Pacific Islander students, student organizations and their activities. As a center with an educational mission, PAACH works with its academic partner, Penn's Asian American Studies Program (ASAM), to provide co-curricular events focusing on Asian American research, culture, history, politics and social issues. As a community center, PAACH develops and implements innovative programs for leadership development and community service in close collaboration with student and community groups. In addition to advocacy for students, PAACH also strives to provide support for Asian American and Pacific Islander alumni/ae, staff, and faculty.

The center is open to all members of the University of Pennsylvania and the surrounding community who have an interest in issues relevant to Asian Americans and Pacific Islanders. Drop by PAACH to browse through the library of ASAM books and videos, learn about leadership initiatives, and chat with staff about upcoming talks and programs.

### **Penn Transit Services**

3219 Walnut Street  
Philadelphia, PA 19104-6201  
[transit@pobox.upenn.edu](mailto:transit@pobox.upenn.edu)  
<http://www.business-services.upenn.edu/transportation/>

Phone: 215-898-RIDE

Fax: 215-573-4033

Penn Transit Services is the University's safe and convenient transportation service. If you're on-campus, Penn Transit can take you West, North, or East of campus between 6 p.m. and 7 a.m. They offer both Penn Bus and Penn Shuttle services from 10 Transit Stops and Pickup Points. If you're in Penn Transit's service area off-campus, Penn Transit can take you back to campus between 6 p.m. and 7 a.m. If you're West of campus, Penn Transit can even take you to another off-campus location. Penn Shuttles provide door-to-door service, while the Penn Bus will pick you up at any stop sign or traffic signal along its route.

Example of Penn Transit Services:

- **Penn Shuttle:** provides "to door" transportation off-campus within Penn Transit's service area every day of the week between 6 p.m. and 7 a.m. There are 4 different Penn Shuttle routes: East, West, North, and Xtra.
- **Penn Bus:** Penn Bus East and Penn Bus West are evening bus services that operate on fixed schedules along established routes. Penn Bus will pick up and drop off passengers at any intersection with a stop sign or traffic signal along its route. However, it cannot deviate from its schedule or route.

- **Penn Accessible Transit:** provides transportation within Penn Transit's service area for persons with disabilities. Penn Transit operates three fully accessible "Handivan" vehicles. These vehicles provide dedicated service from 7 a.m. to 6 p.m. Monday through Friday. Additional service is provided from 6 p.m. to 3 a.m. every day of the week.
- **898-WALK:** As part of a partnership program with Penn Transit Services, escorts between campus locations are provided by uniformed professional security officers from Penn's Division of Public Safety. Escorts are dispatched by radio and will accompany you from one campus location to another, to a Penn Transit Stop/Pickup Point, or to an on-campus SEPTA regional transit stop. Walking Escort operates 24 hours a day, 7 days a week – just call 215-898-WALK.

### **Penn Women's Center**

3643 Locust Walk  
Philadelphia, PA 19104  
<http://www.vpul.upenn.edu/pwc/>  
[pwc@pobox.upenn.edu](mailto:pwc@pobox.upenn.edu)

Phone: 215-898-8611  
Fax: 215-573-8783

The Penn Women's Center is a meeting place for all University women. The goal of the center is to be responsive to the needs of women at the University. Established in 1973 to deal with problems of security and health, the center has now expanded its services to include advising, advocacy, counseling and crisis intervention, educational programming, policy development and implementation, and networking.

### **Student Health Service**

3535 Market Street, First Floor  
Philadelphia, PA 19104  
<http://www.vpul.upenn.edu/shs/>

Phone: 215-662-2850

The Student Health Service (SHS) is dedicated to serving students, offering accessible and affordable care, with services designed to meet student needs. SHS medical staff consists of providers trained in Family Medicine, Internal Medicine, Obstetrics and Gynecology and also nurse practitioners and physician's assistants. Most of their providers have appointments as staff physicians at the Hospital of the University of Pennsylvania (HUP). The SHS team also includes nurses, health educators, and medical assistants, as well as staff consultants from Podiatry and Nutrition.

In addition to the clinical services offered, SHS also coordinates public health programs and activities for University students, administers the University's immunization and insurance requirements, and supports the academic mission of the University through teaching, mentoring and research.

Examples of Services:

- Health Insurance
- Women's Health Center
- Travel Services
- Emergency Care
- Sports Medicine
- and MORE!

### **The Tutoring Center**

220 South 40<sup>th</sup> Street, Suite 260  
Philadelphia, PA 19104  
<http://www.vpul.upenn.edu/tutoring/index.php>  
[tutoring@pobox.upenn.edu](mailto:tutoring@pobox.upenn.edu)

Phone: 215-898-8596  
Fax: 215-898-9301

The Tutoring Center offers tutorial services in many undergraduate lower division courses. The Center offers scheduled 30-minute tutoring sessions to all undergraduates wanting occasional individual or small group tutoring as well as weekly

reviews for Nursing 40 and Nursing 42. Undergraduate students who need additional help can request an individual peer tutor, if available, for weekly tutoring sessions. Students must complete an online request for individual tutoring whereupon a brief interview will be conducted to ensure the best possible match. Highly qualified and trained peer tutors are assigned to assist students who need additional help in understanding course concepts and maximizing their academic performance in a specific course. Peer tutoring services are provided to undergraduate students free of charge for all sessions attended at the Tutoring Center and for individual tutoring for a standard of one hour per week for each week remaining in the semester from the time of request. In support of the Athletic Department, the Tutoring Center also provides resources for the Scholar Athlete Tutoring Program, a project that matches an athlete who has achieved high academic success with another athlete for tutoring.

### **The Writing Center**

3808 Walnut Street  
Philadelphia, PA 19104-6121  
[http://writing.upenn.edu/critical/help\\_wc.html](http://writing.upenn.edu/critical/help_wc.html)  
[critwrit@writing.upenn.edu](mailto:critwrit@writing.upenn.edu)

Phone: 215-573-2729  
Fax: 215-573-8398

The University's Writing Center offers interested students an informal atmosphere in which to improve their writing skills. Experienced, well-trained consultants from a variety of disciplines address every aspect of writing, with sensitivity to disciplinary conventions, and provide tutoring in one-on-one conferences tailored to the student's needs. Consultants help students define a topic and audience, plan a research strategy, critically analyze text, develop a thesis, organize material, and revise their drafts.

### **Weingarten Learning Resources Center**

3702 Spruce Street, Suite 300  
(Stouffer Commons)  
<http://www.vpul.upenn.edu/lrc/>

Phone: 215-573-9235  
Fax: 215-746-6326

The Learning Resources Center provides academic support and accommodations for undergraduate, graduate, and professional students at the University of Pennsylvania. The Center is comprised of two offices: the Office of Learning Resources and the Office of Student Disabilities Services. The professional staff in both offices collaborates with University faculty, staff, and administrators to ensure that students receive comprehensive services that enhance their learning experiences and intellectual development at Penn. All services are free and confidential.

### ***Office of Learning Resources***

<http://www.vpul.upenn.edu/lrc/lr/index.html>

The Office of Learning Resources provides individual and group instruction in academic reading, writing, study strategies, and time management. This academic support is provided through a varied menu of services and programs. Individual instruction is the backbone of the program, and students can make appointments for one-on-one consultations with a Learning Instructor to address concerns and build upon already strong study strategies.

Walk-in hours are available during the academic year, Monday through Friday from Noon to 3 p.m. Appointments are one half hour and are provided on a first-come, first-served basis. Print information is also available in the form of self-help pamphlets, handouts, and calendar tools for independent use. The Office of Learning Resources also offers interactive workshops to provide group learning opportunities throughout the academic year. Several workshop series have been designed for specific groups of students. In addition, individual workshops can be requested for particular courses, college houses, student organizations, or other University groups. For a complete listing of the workshop schedule, please contact the office or consult the online calendar.

### ***Office of Student Disabilities Services***

<http://www.vpul.upenn.edu/lrc/sds/index.html>

The University of Pennsylvania is committed to providing equal educational opportunities for all students, including students with disabilities. The Office of Student Disabilities Services (SDS) serves students from all of Penn's

undergraduate, graduate, and professional schools. It provides comprehensive, professional services and programs for students with disabilities to ensure equal academic opportunities and participation in University-sponsored programs.

Some of the services and programs provided by the office include: coordinating the self-identification process and determining reasonable academic accommodations, arranging accessible campus housing, transportation, and parking for students, referring students to other appropriate University services and programs, and monitoring campus accessibility, among others.