

# Frequently Asked Questions

## *Whom do I contact for absences?*

- You are responsible for regular classroom attendance. The following attendance policies are in effect:
  - The University Health Service will forward a medical excuse to the Office of Student Affairs in only those cases in which a student was seen in our office and the medical recovery or contagiousness of the patient/student warrants an absence from classes.
  - For those students who are out of class for **more than five days** and **have not been seen as a patient in the UHS** for the evaluation of the illness, please direct the notification of your absence from your physician to the Office of Student Affairs. The verification of your absence will be relayed to the appropriate professors.

## *Where do I get advice for course selection and program planning?*

- Academic advisors are the main source of support and information about your academic plans and programs.
- If you are an undeclared major and are not sure whom you should see for advising, the CACE Center (Center for Advising and Career Exploration), is located in Willard Hall Room 100 and will lead you to your appropriate advisor and department.

## *When should I see an Advisor?*

- You should always meet with an advisor **before each semester's registration**. However, you are encouraged to meet often to discuss courses, academic work, career plans, internships, and other matters.

## *I am not doing well in my classes. Where can I go for help?*

- Your classroom instructors are your first source of assistance. **Seek their help first.**
- The Learning Center, located in Copernicus Hall Room 241, offers math and statistics tutoring and assistance with learning strategies for improving study skills.
- Enroll in **ID 102: The Master Student**; a collegiate study skills course.
- Academic advisors are a source of support and information about your academic plans and programs.
- Make connections with your classmates. Form a study group or work with a classmate who understands the material.

## *I am a student with disabilities. Where can I go to find out the procedures for receiving accommodations?*

- Visit the Student Disability Services Office, Copernicus Hall Room 241, ask for; Natalie Stimpson-Byers, Coordinator of Student Disability Services (860) 832-1957 or Email: [Byers@ccsu.edu](mailto:Byers@ccsu.edu).
- All information for students with disabilities is available online at: [www.ccsu.edu/learnctr](http://www.ccsu.edu/learnctr).

## *Do you write "excuses" for missed classes or employment?*

- The University Health Service does **NOT** write medical excuses. We will document illness in very limited instances, such as:
  - Locally hospitalized students
  - Students who are sent home by the Health and Wellness Center (i.e. communicable disease)
  - Students who are told by our clinicians to go on bed rest or to limit physical activity.
- Documentation is not given without the student's written consent. See the University Health Services website for more information: [www.ccsu.edu/healthservice/](http://www.ccsu.edu/healthservice/).

## *I have personal problems, drinking, feeling hopeless, and depressed. Where can I get help?*

- Visit the Counseling and Wellness Center in Marcus White 204, or call (860) 832-1945 for an appointment. A counselor is there to assist you with a variety of issues and concerns that you might experience.
- The Counseling and Wellness Center offers a wide range of individual services and prevention programs to the University community.
- All services are provided at no cost to full-time and part-time students.

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### *I am a commuter student, how can I get involved in activities on campus?*

- We encourage you to join a club and attend scheduled activities such as: convocation, homecoming, family day, lectures and art exhibits, as well as other programs sponsored by the University.
- For additional information on commuter and residential student activities, contact the Director of Residence Life, Barrows Hall (860) 832-1660, or stop by the Student Center and visit the Student Activities/Leadership Development office, (860) 832-1990, with any questions about services and activities for students.

### *Are classes cancelled or delayed due to the weather?*

- In case of inclement weather, please call the CCSU snow phone at (860) 832-3333 or visit [www.ccsu.edu/cancellation](http://www.ccsu.edu/cancellation) to learn details about delays/cancellations. Should you miss a class due to inclement weather and there are no cancellations/delays reported for the university, it is **your responsibility** to communicate the absence with your professor and make up any missed work.

### *Where can I go for spiritual guidance?*

- Campus Ministry welcomes all faiths and spiritualities.
- Located at the Newman House, (860) 832-3795.

**If you have any additional questions or concerns to address, please feel free to contact the Student Affairs Office and we will gladly help you.**

**CALL us at (860) 832-1601.**

Our office hours are Monday thru Friday 8:00 a.m. - 5:00 p.m.  
You may leave a voicemail for us at any other time.

**EMAIL us at [StuAffrs-Calendar@ccsu.edu](mailto:StuAffrs-Calendar@ccsu.edu)**

**VISIT us in Davidson Hall, Room 103**

**FAX us at (860) 832-1610**

**WRITE to us at:**

**Student Affairs Office, Davidson Hall, Room 103  
Central Connecticut State University  
1615 Stanley Street, New Britain, CT 06050-4010**