UNIVERSITY POLICE EMERGENCY NUMBERS

CCSU CAMPUS EMERGENCY
EMERGENCY ONLY: EXT. 911

CCSU POLICE – ROUTINE: (860) 832-2375
UNIVERSITY HEALTH SERVICE: (860) 832-1925

Office of Student Affairs
Dr. Laura Tordenti, Vice President for Student Affairs
Dr. Jane M. Higgins, Associate Vice President for Student Affairs
Mr. Ramon Hernandez, Assistant Dean

Davidson Hall, Room 103
New Britain, Connecticut 06050
(860) 832-1601

Non-Discrimination Policy
Central Connecticut State University is committed to a policy of non-discrimination, equal opportunity and affirmative for all persons regardless of race, color, religion, sex, age, national origin, marital or veteran status, sexual orientation or disability. This policy is applicable to all employment practices, admission of students, programs and services to students, faculty and staff and the community.

The Student Handbook is published under the auspices of the Student Affairs Office. It supplements the Undergraduate catalog and should not be considered a complete listing of University policies. Its contents are subject to change without notice.

Project Coordinator: Ramon Hernandez, Assistant Dean
Designer: Diann Thomson, Marketing & Communications

Central Connecticut State University is one of four universities of the Connecticut State University System.
THE STUDENT HANDBOOK
The 2008-2009 Central Connecticut State University Student Handbook has been compiled with the intention of providing you with an “everything you will ever want to know about CCSU” resource.

Information regarding academic, social and personal aspects of life at CCSU is included. These pages will serve as a guideline, but it will be up to you to take advantage of CCSU and the experiences that are of special interest or value to you. Many of the answers that you are looking for will be found here.

Since you are at CCSU to learn, finding some of the answers to questions not addressed will be a stimulating experience and a challenge that you can meet using this resource.

The Student Handbook complements the University catalog, and it contains information about all aspects of undergraduate campus life.

We at CCSU wish you the best of luck during your years at this University, and we hope that the time you spend here will benefit you in every aspect of your life.

RIGHTS RESERVED STATEMENT
The Student Handbook of Central Connecticut State University represents a compilation of the latest available information. It is published to serve as a guide to programs, services and regulations of the University.

FINDING YOUR CLASSES
Classroom buildings are designated on your schedule with a letter code preceding the room number. Buildings are coded as follows. Please refer to the campus map for location of buildings.

<table>
<thead>
<tr>
<th>Code</th>
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<td>Elihu Burritt Library</td>
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<tr>
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<td>Emma Hart Willard Hall</td>
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<td>FA</td>
<td>James J. Maloney Hall</td>
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<td>FD</td>
<td>Frank J. DiLoreto Hall</td>
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<tr>
<td>HB</td>
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<td>RV</td>
<td>Robert C. Vance Academic Center</td>
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<td>MW</td>
<td>Marcus White Hall</td>
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Central Connecticut State University reserves the right to change its regulations, fees and announcements without notice whenever such action becomes necessary.
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WELCOME
A Message From the President

Dear Students,

As President of Central Connecticut State University, it is my pleasure to welcome you as members of the community. At Central we strive to be a community-oriented and student-centered campus, and it is our wish to provide a welcoming environment that is conducive to a healthy social life, learning, and teaching.

I believe that the integration of curricular and co-curricular learning is essential to the success of future generations; therefore, the University is committed to providing services and activities that will enhance your ability to engage fully in your educational experience. We have fashioned our mission statement toward teaching, learning, and citizenship. We believe that Central’s students graduate equipped with the skills and abilities that will allow them to function in this age of changing technology and values. We encourage educational experiences that will enable you to value and continue lifelong learning.

Good luck, and I look forward to meeting you.

Sincerely,

Jack Miller
HISTORY OF THE UNIVERSITY

Central Connecticut State University (CCSU) is a regional, comprehensive public university dedicated to learning in the liberal arts and sciences and to education for the professions. Comprising five schools-Arts and Sciences, Business, Education and Professional Studies, and Engineering and Technology-CCSU offers undergraduate and graduate programs through the Master’s and sixth-year levels and a doctoral program (Ed.D.) in Educational Leadership. Committed to offering Connecticut citizens access to our excellent academic programs, the University is also a responsive and creative intellectual resource for the people and institutions of our state’s Capitol Region. Over 85 percent of our graduates remain in Connecticut, contributing to the intellectual, cultural, and economic health of our state.

Founded in 1849 as the New Britain Normal School—a teacher-training facility—CCSU is Connecticut’s oldest publicly supported institution of higher education. It became the Teachers College of Connecticut in 1933, and after a period of extensive institutional growth and external expansion it became Central Connecticut State College in 1959. In recognition of the institution’s continual development in mission and aspiration, the present name and educational charter were conferred in 1983. Honoring our “visionary innovations in undergraduate education,” the Association of American Colleges & Universities selected CCSU as one of only 16 “Leadership Institutions” in the nation—and the only one in Connecticut. The Princeton Review has honored CCSU as both one of the Best Northeastern Colleges and as a Best Value College.

The largest of four comprehensive universities within the Connecticut State University System, CCSU enrolls approximately 8,000 full-time and 3,900 part-time students. The University has a full-time faculty of 400 members, over 75 percent of whom possess the doctorate, and 450 part-time instructors bring an array of distinctive educational and professional experiences.

After a major campus renovation program, investing in state-of-the-art technologies and creating a welcoming and beautiful campus, CCSU stands as one of the finest educational institutions in Connecticut. An expanding network of global study-abroad opportunities and overseas inter-institutional arrangements has made CCSU the state’s leading public international university.

UNIVERSITY MISSION STATEMENT

MISSION

Central Connecticut State University is a community of learners dedicated to teaching and to scholarship. We encourage the development and application of knowledge and ideas through research and outreach activities. We prepare students to be thoughtful, responsible and successful citizens.
FULFILLING THE MISSION
Central Connecticut State University is, above all else, about teaching students at the baccalaureate, master and doctoral levels consistent with our historical mission. Our research endeavors improve us as teachers and expose our students to methods of inquiry. The public service expected of all members of our community benefits our society-local and global-and builds our sense of citizenship.

We value the development of knowledge and its application in an environment of intellectual integrity and open discourse. We expect that members of the university will engage in activities ranging from basic research and the creation of original works, to helping individuals and organizations achieve success in purely practical endeavors. All these activities enrich our community of learners. As a public university, we receive support from the state of Connecticut. We have three designated Centers of Excellence and many nationally accredited programs. We take very seriously our commitment to provide access to higher education for all citizens in this state who can benefit from our offerings. Our high expectations for ourselves contribute to the fine quality and continuous improvement of our undergraduate and graduate programs. We believe that quality and access are compatible and simultaneously achievable; our objective is to provide the support needed for our students to reach their full potential.

We also believe that higher education should promote the personal and social growth of our students, as well as their intellectual achievement and professional competence. We provide various opportunities for students to engage in activities or to join organizations and clubs where they develop leadership and other social skills. We foster a welcoming environment in which all members of our diverse community receive encouragement, feel safe, and acquire self-confidence.

VISION
Central Connecticut State University aspires to:
• be the premier public comprehensive university in Connecticut, with teaching as its primary focus, enhanced by the dynamic scholarship of its faculty;
• be higher regarding by its many constituents;
• be a significant resource contributing the cultural and economic development of Connecticut;
• be global in its perspective and outreach; and
• be widely respected as a university dedicated to innovative, activity-based, life-long, and learner-centered higher education.
UNIVERSITY CALENDAR 2008-09

Fall Semester 2008

August 25  Academic semester begins
September 1  Labor Day Holiday - No Classes
September 2  Classes begin; Last day for full-time students to withdraw with 100% refund
September 2 - 9  Add/Drop Period
September 9  Last day to change from part-time to full-time status; Last day for part-time students to drop with 100% refund
September 10 - 23  Full-time students may drop courses but cannot drop below full-time status (need Dean’s approval)
September 15  Final day for graduate students to apply for December 2008 graduation (Graduate Studies)
September 16  Last day for full-time students to withdraw with 60% refund; Last day to drop first eight-week courses; Withdrawal from first eight-week courses without approval. “W” will be entered.
September 17 - 30  Last day to change from full-time to part-time status
September 22  Last day to change from full-time to part-time status
September 23  Last day to declare Pass/Fail or Audit options; Last day for part-time students to drop with 50% refund
Sept. 24 - Oct. 28  Withdrawal from full semester courses without approval. “W” will be entered.
September 30  Last day for full-time students to withdraw with 40% refund; Last day to withdraw from first eight-week courses without approval. “W” will be entered: Midterm for first eight-week courses
October 1  Last day for graduate students to apply for comprehensive exams for December 2008 graduation (Graduate Studies)
October 28  Midterm; Last day to withdraw from full-semester courses without approval. “W” will be entered; First eight-week courses end
October 29  Second eight-week courses begin
November 17  Last day to drop second eight-week courses; Final submission of thesis & dissertations to Graduate Studies for inclusion in December 2008 commencement booklet
November 24  Last day for full-time students to withdraw from the University
November 26  Midterm for second eight-week courses; Last day to withdraw from second eight-week courses without approval. “W” will be entered.
November 26-30  Thanksgiving Recess - No Classes
December 1  Classes resume 8 a.m.; Final day for undergraduates to apply for December 2008 graduation (Registrar’s Office)
December 11  Day classes End
December 12  Reading Day (No Day or Evening Classes)
December 13-19  Final Exams
December 13  Winter Commencement (Tentative Date)
December 20  Semester Ends

Winter Session 2009

December 29  Winter Session classes begin
December 31  No Classes
January 1  New Year’s Day - No classes
January 15  Winter Session classes end

Spring Semester 2009

January 19  Martin Luther King Holiday
January 20  Academic semester begins
January 26  Classes begin; Last day for full-time students to withdraw with 100% refund

Jan. 26 - Feb. 2  Add/Drop Period
February 2  Last day to change from part-time to full-time status; Last day for part-time students to drop with 100% refund
February 3 - 17  Full-time students may drop courses but cannot drop below full-time status (need Dean’s approval)
February 9  Last day for full-time students to withdraw with 60% refund; Last day to drop first eight-week courses
February 13-16  Presidents’ Holiday Break - No Classes
February 17  Last day to change from full-time to part-time status; Last day to declare Pass/Fail and Audit options; Last day for part-time students to drop with 50% refund
February 18  Last day for graduate students to apply for comprehensive exams for May 2009 graduation
Feb. 18 - March 20  Withdrawal from full semester courses without Approval. “W” will be entered.
February 23  Last day for full-time students to withdraw with 40% refund; Midterm for first eight-week courses; Last day to withdraw from first eight-week courses without approval. “W” will be entered;
March 2  Final day for graduate students to apply for May 2009 graduation (Graduate Studies)
March 20  Midterm; Last day to withdraw from full-semester courses without approval. “W” will be entered; First eight-week courses end
March 23-28  Spring Recess - No Classes
March 30  Classes resume 8 a.m.; Second eight-week courses begin
April 1  Final day for graduate students to apply for Summer Session 2009 graduation (Graduate Studies)
April 10-11  Good Friday (A Day of Reflection) - No Classes
April 13  Last day to drop second eight-week courses
April 15  Final submission of thesis & dissertation to Graduate Studies for inclusion in May 2009 commencement booklet
April 27  Last day for full-time students to withdraw from the University; Midterm for second eight-week courses; Last day to withdraw from second eight-week courses without approval. “W” will be entered; Final day for undergraduates to apply for May 2010 graduation (Registrar’s Office)
May 1  Day classes End
May 13  Reading Days (No Day or Evening Classes)
May 18-23  Final Exams
May 23  Spring Commencement (Tentative Date); Semester Ends

Summer Session 2009

May 26  First five-week session begins; Eight-week session begins
June 25  First five-week session ends
June 29  Second five-week session begins
July 3  No classes
July 16  Eight-week session ends
July 30  Second five-week session ends
August 3  Three-week post session begins
August 20  Three-week post session ends

Prepared by the Office of the Provost and Vice President for Academic Affairs.
The dates are subject to change. For most current listing: www.ccsu.edu/calendar.
# ACADEMIC DEPARTMENTS

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**BUILDING CODES:**

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EW  Emma Hart Willard Hall  
FA  James J. Maloney Hall  
FD  Frank J. DiLoreto Hall  
HB  Henry Barnard Hall  
NC  Nicholas Copernicus Hall  
VAC  Robert C. Vance Academic Center
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<td>Athletics</td>
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<td>832-1989</td>
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<td>Central Recorder (Newspaper)</td>
<td>832-3744</td>
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<td>Counseling &amp; Wellness Center</td>
<td>832-1945</td>
<td>Marcus White 204</td>
</tr>
<tr>
<td>Catering</td>
<td>832-3797</td>
<td>Memorial Hall</td>
</tr>
<tr>
<td>Menu Hotline</td>
<td>832-FOOD (3663)</td>
<td>Memorial Hall</td>
</tr>
<tr>
<td>Early Alert</td>
<td>832-1603</td>
<td>Davidson Hall 103</td>
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<tr>
<td>Educational Leadership</td>
<td>832-2130</td>
<td>Barnard Hall 260</td>
</tr>
<tr>
<td>Education &amp; Professional Studies, School of</td>
<td></td>
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<tr>
<td>Main Number</td>
<td>832-2100</td>
<td>Barnard Hall 248</td>
</tr>
<tr>
<td>Dean: Dr. Mitchell Sakofs</td>
<td>832-2101</td>
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</tr>
<tr>
<td>EMERGENCY - CCSU Police</td>
<td>911</td>
<td>Manafort Drive</td>
</tr>
<tr>
<td>(From campus phones only)</td>
<td></td>
<td>Copernicus Hall 22407</td>
</tr>
<tr>
<td>Engineering &amp; Technology School of, Main</td>
<td>832-1800</td>
<td></td>
</tr>
<tr>
<td>Dean: Dr. Zdzislaw Kremens</td>
<td>832-1819</td>
<td></td>
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<tr>
<td>Enrollment Center &amp; Continuing Education</td>
<td>832-2256</td>
<td>Willard Hall Lobby</td>
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<tr>
<td>Event Management</td>
<td>832-2468</td>
<td>Welte Hall Lobby 101</td>
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<tr>
<td>Financial Aid Office</td>
<td>832-2200</td>
<td>Memorial Hall 103</td>
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<tr>
<td>George R. Muirhead Center for</td>
<td></td>
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<tr>
<td>International Education</td>
<td>832-2040</td>
<td>Barnard Hall 138</td>
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<tr>
<td>Graduate Admissions</td>
<td>832-2350</td>
<td>Barnard Hall 115</td>
</tr>
<tr>
<td>Health Service</td>
<td>832-1925</td>
<td>Marcus White Annex</td>
</tr>
<tr>
<td>Medical Appointments</td>
<td>832-1926</td>
<td></td>
</tr>
<tr>
<td>Information Center (Student Information)</td>
<td>832-1970</td>
<td>Student Center</td>
</tr>
<tr>
<td>Information Technology Services</td>
<td>832-1700</td>
<td>Barnard Hall 034</td>
</tr>
</tbody>
</table>
Institutional Advancement (Vice President) 832-1765 Davidson Hall 106
Learning Center 832-1900 Copernicus 241
Library 832-2055 Elihu Burritt Library
Lost & Found:
   Police Department 832-2375 Manafort Drive
   Student Affairs Office 832-1601 Davidson Hall 103
   Student Center Information Desk 832-1970 Student Center
Mailroom/Post Office (Students) 832-1937 Student Center
Mail Services (Campus) 832-2528 East Hall
Marketing & Communications
   (University Relations) 832-1790 Maria Sanford 104
Media Center 832-2025 Willard Hall 013
Office of Diversity & Equity 832-1653 Davidson Hall 102
Observatory & Planetarium 832-3399 Copernicus 211
Police Department 832-2375 Manafort Drive
Police Emergency
   (from campus phones only) 911
Pre-Collegiate and Access Services 832-1902 Copernicus 205
Recruitment & Admissions (undergraduate) 832-CCSU (2278) Davidson Hall 115
Registrar 832-2235 Davidson Hall 115
Snow Phone 832-3333 Main Switchboard
Student Disability Services 832-1957 Copernicus Hall 241
Student Activities/Leadership Development 832-1990 Student Center 201
Student Affairs (Vice President) 832-1601 Davidson Hall 103
Student Center Information Desk 832-1970 Student Center 115
Student Government Association 832-3740 Student Center 211
Student Conduct Office 832-1667 Barrows Hall 109
University Relations (See Marketing & Communications)
Veterans Affairs 832-AVET (2838) Barrows Hall 103
WFCS (Radio Station) 832-1883 Student Center
Women’s Center 832-1655 Student Center 215

CCSU MAIN NUMBER 832-3200 or dial “0” Campus Operator

Please note: If you are calling from an on-campus phone, please dial the last five digits of the phone number for the campus extension.
KEYS TO ACADEMIC SUCCESS
MEET YOUR ADVISOR
Maintain contact with your advisor to:
• Review your education program and career goals
• Identify department chairperson and other key academic officials
• Discuss your adjustment to campus life and share any concerns or challenges
• Review your academic progress
• Discuss and identify any possible campus resource needs
• Explore enrichment activities, internships, and research experiences
• Discuss graduate or professional school opportunities

KNOW YOUR DEAN
Arrange to meet your Dean, know the location of his/her office and key assistant or associate deans. If you encounter difficulties, the Dean’s office should be one of the first to which your questions can be directed.

WHEN YOU HAVE A PROBLEM
• Do not hesitate to ask for help, act in a timely manner, no question is unimportant
• Remember every student may need some kind of assistance during their college years
• It is your responsibility to provide “you” with assistance
• Inform a faculty member, advisor, administrator or staff person of your concerns and provide them with all relevant information

IF YOU HAVE A PROBLEM WITH YOUR CLASSES
• Speak with your instructor as soon as you have a concern
• Schedule an appointment to meet with your instructor during office hours
• Inform your advisor of any difficulties so they may be able to assist in the resolution of your challenges
• Inform your department chairperson who may also be of assistance as well
• Utilize study groups and tutorial assistance as needed

USE ACADEMIC AND SUPPORT CENTERS
• If you encounter academic difficulties in your courses, do not wait, inform your instructor or advisor and seek appropriate levels of assistance to help resolve your academic challenge.
• Utilize campus resources such as: University Counseling and Wellness Services, The Learning Center, Writing Center and the Student Affairs Office.

READ ALL CENTRAL CONNECTICUT STATE UNIVERSITY PUBLICATIONS CAREFULLY
You are responsible for reading and adhering to all academic and institutional policies including, but not limited to, all of those presented in the Central Connecticut State University Undergraduate Catalog and the Student Handbook (print and online version). These resources contain information about the history of Central Connecticut State University; the various educational programs of study; the official University calendar; academic requirements; faculty, advisors, and administrative officers; campus resources; and all other University policies, regulations and procedures.
PLAN AND MANAGE YOUR TIME EFFICIENTLY
Plan all of your activities; use a day timer or other resource to help you keep track of important tasks, course assignments, examination dates, registration periods, and deadline dates as well as your campus activities.

BECOME INVOLVED IN CAMPUS LIFE
One of the most exciting things about attending college is campus life. Take time to explore the diversity of learning and cultural opportunities that are available to you through campus activities; lectures, art exhibits, theatrical productions, musical performances, athletic events, and other cultural activities. We encourage participation in events and other special programs sponsored by the University. Stay connected to the Student Affairs Office as well as the Student Government Office. Take advantage of the opportunities to meet and interact with individuals from diverse cultures and backgrounds.

STAY IN TOUCH WITH YOUR FAMILY
Keep your family informed about your progress; they want to know that you are doing well. Family support increases your chances for success as well as helps you to make the transition to campus life.

LIMIT YOUR OUTSIDE EMPLOYMENT AND ACTIVITIES
Take time to adjust to campus life. Remember your primary responsibility is to your academic pursuits. Plan your activities accordingly. Do not allow excessive outside activities and employment to compromise your ability to excel academically.

SUPPORT SERVICES
For various reasons, students may have difficulty in a course or may have concerns that distract them from being successful. The first step in seeking assistance is to contact one of the individuals below:

**School of Arts & Sciences**
Dr. Susan Pease, Dean
DiLoreto Hall 112
832-2605; Pease@ccsu.edu

**School of Business**
Dr. Siamack Shojai, Dean
Vance Academic Center 210
832-3276; shojaisia@ccsu.edu

**School of Education & Professional Studies**
Dr. Mitchell Sakofs, Dean
Barnard Hall 248
832-2103; sakofs@ccsu.edu

**School of Engineering & Technology**
Dr. Zdzislaw Kremens, Dean
Copernicus Hall 22407
832-1819; KremensZ@ccsu.edu

**Health Service**
Dr. Myra Rosenstein, Director
Marcus White Annex
832-1629; rosenstein@ccsu.edu

**Counseling & Wellness**
Mr. Timothy Corbitt, Director
Marcus White 204
832-1629; corbittt@ccsu.edu

**Registrar’s Office**
Ms. Susan Petrosino
Davidson Hall 117
832-1786; petrosinos@ccsu.edu

**Student Affairs Office**
Dr. Laura Tordenti, Interim Vice President
Davidson Hall 103
832-1601; Tordentilau@ccsu.edu

**Student Disability Services**
Ms. Natalie Stimpson-Byers, Coordinator
Copernicus Hall 241
832-1957; byers@ccsu.edu

**Advising Center**
Dr. Jane Higgins, Assistant V.P.
Willard Hall 100
832-1615; higginsj@ccsu.edu

**Write to us at:**
Student Affairs Office
Davidson Hall, Room 103
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06050-4010
FAX us at: (860) 832-1610
Office Hours are Monday through Friday, 8:00am to 5:00pm
You may leave a ‘Voice Mail’ for us at anytime
ON-LINE OPPORTUNITIES

1. How do I access the CCSU homepage?
   • Visit our automated kiosks throughout campus to access www.ccsu.edu and CentralPipeline
   • You will need your BlueNetID (username) and password to access your information on CentralPipeline.
   The kiosks are located in the areas listed below:
   • Library Entrance, 2nd floor
   • Diloreto Hall, 2nd floor
   • Barnard Hall, 2nd floor
   • Kaiser Hall, Main Entrance
   • Davidson Hall, Main Hallway
   • Davidson Hall, outside Registrar’s office
   • SE Memorial, Hall 2nd floor
   • Maria Sanford Hall, 1st floor
   • Copernicus Hall, south side of building in hall between inner/outer skirt
   • Student Center, near info desk
   • Vance Academic Center, 1st floor
   • Vance Academic Center in the School of Business, 2nd floor

2. How do I obtain a CCSU account User Name and Password so that I can use CentralPipeline?
   • If you know your eight-digit student ID number, a computer account can be requested at our account management Web site at: http://accounts.ccsu.edu

3. Where can I get my eight-digit student ID number?
   • Look at the red digits on your Blue Chip Card. If you do not have a Blue Chip Card, stop by the Card Office in the back of the bookstore in the Student Center.

4. How do I learn about CentralPipeline?
   • To get things started, go to www.ccsu.edu and select CentralPipeline.
   • In order to use CentralPipeline, you must have a BlueNetID (username), and password. Once you have created your BlueNetID (username) and logged on, click on the tabs at the top to see information about your courses, campus events, check class registration and grades, and see University-wide announcements and important news.

5. How do I register for classes using CentralPipeline?
   • From the Student tab in CentralPipeline, click on Registration, Add/Drop Classes link in the WebCentral Banner Web for Students box.

6. How do I retrieve my grades and unofficial transcript using CentralPipeline?
   • For grades – go to the Student tab in CentralPipeline and click on the Final Grades link in the WebCentral Banner Web for Students box. Choose the correct term and click Submit.
   • For a copy of your unofficial transcript – go to the Student tab in CentralPipeline and click on Student Records Menu link in the WebCentral Banner Web for Students box. Click on the Academic Transcript link.
7. **How does student email work at CCSU?**
   - You are given two email choices. The first choice is create a CCSU mailbox. With this option, you must read your CCSU email at http://www.mail.ccsu.edu. Your email address is BlueNetID@ccsu.edu. The second choice is to have all email forwarded to an off-campus email address (such as Yahoo, Hotmail, etc.). If you choose this option, email sent to BlueNetID@ccsu.edu will automatically be forwarded to your off-campus email address and is read via whatever means you use to read off-campus email. You must choose one option or the other, not both.

8. **Why is it important to keep my email address up-to-date with the university and how do I do it?**
   - The university depends on email as a way to communicate with students. Periodically, important email will be sent to students regarding tuition due dates, registration dates, etc. If your email address is not up-to-date or you do not read your CCSU email, you could miss out on important information that will not be sent in paper form.
   - To keep your email address up-to-date, you need to take a look at your current email preferences and modify them as needed. Go to the accounts management program at http://accounts.ccsu.edu. Enter your security information and then choose Email Preferences. These preferences can be changed at any time and as many times as you'd like.

9. **Where can I go to use a computer on campus?**
   - The Marcus White Computer lab is the largest public-use computer lab on campus. This lab has approximately 250 computers (a combination of PC and Mac) laser printers and scanners. All computers are connected to the Internet and offer a variety of popular software applications. The lab is open 90 hours per week, including weekends, for your convenience.
   - There are over 25 computers located in the library with direct access to the Internet.

10. **Are walk-up email and web surfing stations available on campus?**
    - There are 20 computer stations, with direct access to the Internet, located in the Student Center.
    - There are many wireless access points located all over campus. The wireless network gives student's access to the Internet from almost anywhere on campus, using a portable/laptop computer (installed with a wireless network card).

**STUDY STUFF**

11. **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 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.

12. **What is a Reading Day?**
    - A reading day is a day to prepare for exams, and to
    - Make up missed assignments;
    - This day is not a University holiday.
13. Where do I buy textbooks and school supplies?
   • Visit the Bookstore which is located in the Student Center to buy your textbooks. The bookstore
carries most of the school supplies that you will need. You will also find software, computer
supplies, and a selection of cards, gifts, clothing, candy, soft drinks, etc.

14. Where can I resell my books?
   • The Bookstore will buy back your books at the end of the semester. Of course, the best time
to sell your books is right after finals.

15. What is in it for me if I sell my books back?
   • Instant cash is yours if your books are in demand.

16. How much $$ will I get?
   • The buyback pricing is based on two criteria: you can get paid 50% of the selling price if the
professor has told the bookstore that the book will be used again the following term and if we
still require more to meet demand. If this is not the case, you will receive the latest national pricing.

17. 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
   Advising Center, is located in Willard Hall Room 100 will lead you to your appropriate
advisor and department.

18. 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.

19. I am not doing well in my classes. Where can I go for help?
   • Your classroom instructors are you first source of assistance. Seek their help first.
   • The Learning Center, located in Copernicus Hall, 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.

20. Does CCSU offer career services?
   • The Career Services Office (www.ccsu.edu/career) is located in Willard 100 and provides a
comprehensive program of career services to all students and alumni. Counselors will assist
students with choosing a major and other career-related decisions.
   • The Office maintains listings of full and part-time jobs that can be accessed through the
Career Services/Co-op website (www.ccsu.edu/career) and the Voice Job Line (860) 832-1647.
Career Fair listings and internship postings can be viewed at the website.

21. What are course abroad programs? How can I register?
   • Course abroad programs are conducted 3 times during the scholastic year: winter session,
spring break and summer session. These course credit programs are conducted by CCSU
professors and vary from ten days to one month. Locations and subject matter are determined
by the professor conducting the program.
   • Registration for courses is done through the Center for International Education Barnard Hall,
123 www.ccsu.edu/cie
22. **What are study abroad programs? How do I apply?**

- Study abroad exchange programs are semester or year-long programs at universities in Europe, Central America, Great Britain, Africa, Asia and the Caribbean. Students receive residency credit at CCSU for the courses taken internationally.
- Applications for the programs are submitted to the Center for International Education, located in Barnard Hall, 123 www.ccsu.edu/cie.

**SPECIAL NEEDS STUDENTS**

23. **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.
- All information for students with disabilities is available online at www.ccsu.edu/specialstudentservices.

**FACILITIES**

24. **Where can I send and receive a fax?**

- The Student Center Information Desk has a fax machine for public use.

25. **What fax number should I use?**

- (860) 832-1971

26. **How much does it cost to send and receive a fax within USA per page?**

- Send = $1.75 for the first page, $1.00 per each additional page.
- Receive = $.50 for the first page, $.25 per each additional page.

27. **How much does it cost to send and receive an International fax per page?**

- Send = $2.00 for the first page, $1.00 per each additional page.
- Receive = $.50 for the first page, $.25 per each additional page.

28. **Where can I make copies?**

- Copying machines are located in the locations below. The cost per page is $.10.
  - Student Center 1st and 2nd floor;
  - Library 2,3,4 floors, stack 7;
  - Copernicus Hall by vending machines;
  - DiLoreto Hall front lobby;
  - Vance Academic Center basement;
  - Marcus White Computer Lab

29. **Where do I sign up for a locker in the Student Center?**

- At the Student Center Info Desk. It is $5.00 per semester.

30. **Are free lockers available?**

- Yes. Day lockers are provided in the Student Center near the Bookstore.

31. **When can I use my Blue Chip Card?**

- For all above services, including vending machines, box office services and game room services.

31. **What purpose does the Blue Chip ID serve?**

- The Blue Chip Card is the official University ID/Debit card, which has numerous capabilities that benefit students, faculty, and staff.
  - The card serves as the meal-plan card, a library card, and as a debit card.
  - Funds deposited to your card can purchase food, health services, books and other campus essentials.
32. Did you lose or damage your Blue Chip ID?
- Report a lost or stolen card immediately to the Card Office by calling (860) 832-2140.
- The Blue Chip Card Office is located in the Student Center 106.
- Standard Semester card office hours will be as listed below:
  - Monday – Wednesday 9 a.m. – 5 p.m.; Thursday 9 a.m. – 7 p.m.; Friday 9 a.m. – 4 p.m.
  - After hours call CCSU Campus Police (860) 832-2375.
- When you report your lost Blue Chip ID Card, request a Hold on your card therefore, that no one can access your card.

33. Can I buy a new Blue Chip ID?
- Your first lost, stolen or damaged card is $15...additional cards are $25.
- If you have had a name change, new SS#, or a change in your status (full to part time or staff) you will be issued a new card free of charge.

34. Where can I relax and study?
- Lounges are located throughout the Student Center for relaxation and study needs.
- They include quiet, bright, couches and study tables in all combinations to fit your needs.
- There is a mini-lounge in the upper lobby of Willard Hall.
- The Library is another quiet place to study.

35. Where can I send and receive mail?
- In the Student Center mailbox area near the game room and bookstore.
- Mailboxes are available 7 a.m. - 11 p.m. Monday-Friday; 9 a.m. - 11 p.m. Saturday and Sunday.
- Check at the Info Desk for possible changes in hours.
- Mail is not delivered on holidays and weekends.
- You may purchase stamps in the vending machine near the Bookstore.
- Send mail, ship packages worldwide, and receive packages in the mailbox area.

36. What are the student mail addressing requirements?
- To ensure proper delivery of mail, please include the following on all correspondence:
- YOUR NAME (followed by a “Mail Stop” code, i.e. MS1234)
  [a different MAIL STOP code is assigned to each student. This one is used as an example]
- CENTRAL CONNECTICUT STATE UNIVERSITY
  1615 STANLEY STREET
  (use of a “Post Office Box number, “ i.e. P.O.Box 2005)
  [P.O. Box numbers will differ depending on the location of your individual mailbox section.
  Please use the one assigned to your address. This one is an example]
  NEW BRITAIN, CT 06050-(followed by your box number)
  Please follow this format exactly as shown. This will make the difference in quick delivery of your mail.
  For addressing info, please see the Mail Services attendant at the Student Center.

37. What amusement and entertainment is on campus?
- The Breakers Game Room offers eight tournament billiard tables, foosball, electronic amusements, board games, XBOX 360 Game Machines (NEW) and sports television.
- CENtix (860) 832-1989, the campus box office in the Student Center sells tickets for most campus events including CAN activities, Theatre Department productions, and athletic and some off-campus sponsored events.
- Check out AMP at http://today.ccsu.edu, or subscribe to the email calendar for event updates.
- Also, on Pipeline, check out the “What’s Happening” link and the “My Stuff” tab for campus and local entertainment and events information.
38. Are you interested in health and fitness?
   • Kaiser Hall has a pool, weight room, and the Kaiser Annex (“Bubble”). Hours are posted by
     the Kaiser Annex or online under “intramurals” at the CCSU Athletics web page.

$$ WHERE IS THE M O N E Y? $$

39. Where can I get change on campus?
   At the following locations:
   • Breakers (change machine)
   • Bookstore (cashier)
   • Achieve Credit Union (teller)
   • Dining Services (Memorial Hall and Student Center retail locations)
   • Library Main Desk (or at Jazzman’s Café)

40. Is there an ATM on campus?
   • Yes, at the Student Center north entrance near the Bookstore available 24/7
   • and DiLoreto parking lot.

41. I have questions about my financial aid. How can I contact the office?
   The Financial Aid Office is located in Memorial Hall Room 103. You may contact the Office in
   several ways:
   • Phone: (860) 832-2200
   • Fax: (860) 832-1105
   • Email: finaid@ccsu.edu
   • Webpage: www.ccsu.edu/finaid
   • Office Hours: Monday through Friday – 8 a.m. to 5 p.m.
   • Mail: 1615 Stanley Street, P.O. Box 4010, New Britain, CT 06050

42. Where do I go if I have questions concerning my billing statement?
   The Bursar’s Office is located in Memorial Hall Room 104 and billing information is available
   through CentralPipeline as follows:
   • Instructions for accessing QuikPAY to view your billing information:
   • Log onto Central Pipeline (http://pipeline.ccsu.edu) using your BlueNet ID and password,
     then click on Student tab;
   • Ebill/ePayments (under Payment Services on left);
   • View Account;
   • Current Statement (from drop down list on the right);
   • Make Payment (payment online NOT required).
   • The Payment Options and Central Payment Plan forms can be found on the third page .pdf
     copy of the Current Statement (click on “PDF” icon).
   • You will also have the option of setting up one or more authorized payers within QuikPAY
     who will also receive email notification of the bill.
   • More billing information is available at www.bursar.ccsu.edu.
   The Bursar’s Office can be contacted as follows:
   Email: Billing-bursar@ccsu.edu
   • Phone: 860.832.2010
   • Fax: 860.832.2173
   • Office Hours: Monday through Thursday – 8 a.m. to 5 p.m., and Friday – 8 a.m. to 4:30 p.m.
   • Mail: 1615 Stanley Street, P.O. Box 4010, New Britain, CT 06050

43. I need a job, where can I find one?
   • Many offices and departments on campus hire student employees for a variety of positions.
     Visit the Career Services Office located in Willard 100 or the Career Services website at
     www.ccsu.edu/career to view part-time jobs on and off campus.
• Students who have been awarded work-study should also visit Career Services for information where they should apply for employment.
• The Career Services Office sponsors an “On Campus Employment Fair” each fall semester.
• You can also find employment in many departments and services in the Student Center.
• The Student Center S.T.A.R. program hires as many as 50 students per semester in the Box Office, Information Desk, Technical Services, Web/Graphics Design, Student Publications, Office Support, the Game Room and other areas.
• Student Activities Center, Card Office, Bookstore, and the Mail Room are also areas where students can work on a part-time and semester-to-semester basis.

Medical and Personal Resources

44. What services do you offer?
The University Health Service offers medical for acute illness and injury. We treat acute problems such as bronchitis, ear infections, strep throat, flu, mono, urinary infections, sexually transmitted infections, headaches, allergy symptoms, skin rashes, colds, pinkeye, minor burns, depression, and anxiety, to name a few. We also provide referrals for a host of medical concerns to area specialists and hospitals.

45. When is the Health Service Office open?
• Monday – Thursday 8:30 a.m.–4 p.m.; Friday 9:30 a.m. – 4 p.m.
• Hours vary during summer sessions and University vacation periods.

46. Who will I see if I come to University Health Service?
Advanced Practice Clinicians Nurse Practitioner and our campus physician who is the medical director will assess and treat many common acute health conditions affecting the college health population. In Connecticut, Advanced Practice Clinicians can prescribe medications. Our Registered Nurse provides updates on immunizations and tuberculin skin testing. Some health problems will be referred to the emergency department or health care specialist.

47. Do I need an appointment?
YES! You need to call 860-832-1926 to schedule an appointment.

48. What about confidentiality?
• Medical records or information will not be released to anyone-administrative faculty, professors, family members, spouses, or prospective employers without your consent.

49. What will an appointment cost?
• Service is covered through fees paid by students.
• If additional services are needed (i.e. pregnancy tests, immunization updates, some lab fees and in-house medications), you will have to pay additional fees.
• Health Service accepts Blue Chip, cash or checks.

50. Does the university have an insurance policy that I can purchase?
Yes. The University has a contract to offer a policy to all full time students. Part time students can purchase the policy directly with the company as long as you are carrying 6 credits per semester. The policy is with The Chickering Group, which is a subsidiary of AETNA Company. It provides the Student Health Insurance Plan. It is a hard waiver policy, which means you are billed for it and can choose to waive out of it only if you can provide the details of your policy through your account on the Central Pipeline. Waivers can only be processed online, not by Bursars Office staff. The waiver deadline for each semester is the first day of classes.
• We, in the Health Service, do not have anything to do with this plan. Visit www.Chickering.com to learn more about the Student Health Insurance Plan and the benefit information.
51. How much will it cost me to see a clinician?

The University Health Service fee is automatically included in the comprehensive general fee collected with your tuition at the beginning of the semester. There is no charge to see a clinician. However, prescriptions filled in outside pharmacies, visits to the emergency department or other health providers, hospitalization, injections, and laboratory tests are the student’s responsibility and the student’s health insurance policy is responsible.

52. 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:

See University Health Services website for more information: www.ccsu.edu/healthservice/.

53. What do I do if I have an emergency?

In case of emergency, please call 911 or Campus Police at 860-832-2375.

54. Can I get involved with the University Health Service?

We offer opportunities for you to become involved in our office. We are hoping to begin a Student Health Advisory Council in the upcoming year with representatives from campus life areas and build partnership with our office to address the concerns of students.

55. Are my visits to the University Health Service confidential?

No one has access to your records without written permission from you. The only exception would be by law. If parents or faculty call, information cannot be shared with the student’s written consent. All visits made to the Health Service are kept strictly confidential.

56. Are immunizations required?

Yes. See the Health Service website: www.ccsu.edu/healthservice/.

57. REMEMBER: Health Records are due by

a. Fall Semester - July 15
b. Spring Semester – December 15

58. 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.

COMMUTER STUDENTS

59. Can commuter students sign up for a mailbox?

Yes, at the Student Center Information Desk. It costs $5.00 for each semester.

60. Where can I get information about the off-campus shuttle bus?

• Visit www.ccsu.edu for a Shuttle Schedule or;
• Contact Sgt. Chris Cervoni, Police Department at (860) 832-2353.
• Departure times are subject to revision due to traffic and/or weather conditions.

61. 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, home coming, and family day, lectures and art exhibits as well as other programs sponsored by the University.
• For additional information on commuter and residential student interaction, contact the...
Director of Residence Life, Barrows Hall (860) 832-1660, or stop by the Student Center Department office with any questions about services and activities for commuting students

PUBLIC SAFETY

62. How can I get an escort?
• University Police are available anytime to provide an escort to anywhere on campus (860) 832-2375
• Call 911 for emergencies.
• The blue lights around campus indicate a phone for direct assistance to University Police.

63. Where do I report abuse/or crimes?
• Contact the University Police Department, Emergency 911.
• The Women’s Center, in Student Center 215 (860) 832-1655.

64. Where can I get a parking sticker?
• The Card Office in the Student Center provides parking stickers, so does the University Police Department, 190 Manafort Drive.

65. Where can I park?
Student parking is available in:
• Kaiser Lot
• Burritt Lot
• Manafort Lot after 5 p.m.
• Welte Lot
• F. Don James Lot
• Department of Transportation Commuter Lot
• Library Lot
• Vance Hall Reserve Lot
• Copernicus Parking Garage
• Student Center Parking Garage
• Welte Parking Garage
Guests must sign in at the University Police Department for a temporary parking pass.

66. What should I do if I get a parking ticket from University Police?
• All tickets must be paid within (10) days of receipt of a fine or the amount due will double automatically.
• Fines must be paid in person or by mail to the Bursar's Office in Memorial Hall 104.

FOOD

67. What is the dining schedule for Memorial Hall?

**North Dining**
- Breakfast: 7:30 a.m. – 11:00 a.m.  Monday - Friday
- Lunch: 10:30 a.m. – 1:30 p.m.  Monday - Friday
- Dinner: 4:15 p.m. – 6:45 p.m.  Monday - Thursday

**South Dining**
- Lunch: 11:30 a.m. – 2:00 p.m.  Monday – Friday
- Late-Lunch: 2:00 p.m. – 4:00 p.m.  Monday - Friday
- Dinner: 5:00 p.m. – 7:30 p.m.  Monday – Thursday
  - 4:30 p.m. – 6:30 p.m.  Friday
- Brunch: 10:30 a.m. – 1:30 p.m.  Saturday and Sunday
- Dinner: 4:30 p.m. – 6:30 p.m.  Saturday and Sunday

*(Schedule subject to change)*
68. Where can I get a sandwich entrée, or quick cup of coffee between classes?
   • The Devil’s Den in the Student Center has all of these and more!
   • Hours are: Monday-Thursday 8 a.m. – 7:30 p.m.; Friday 8 a.m. – 3 p.m.

69. Where can I buy a snack?
   • Vending machines are located in all residence halls and most academic buildings.

MISCELLANEOUS

70. Where are courtesy phones and pay phones located?
   •Courtesy phones are located throughout each building on campus. The last five digits of an on-campus phone number may be dialed directly.
   • Pay phones are located at the north entrance on the outside of the Student Center for your use 24/7.
   • Courtesy phones in the Student Center are set for local calling. Dial 9 to get an outside line.

71. Can I get the phone number or room number for a resident hall student from the Information Desk?
   • No, the Student Center is not authorized to give out this information.

72. Are classes cancelled or delayed due to the weather?
   • Please call the CCSU snow phone at (860) 832-3333 or visit www.ccsu.edu/cancellation

73. Where can I register to vote?
   • Courtesy phones are located throughout each building on campus. The last five digits of an on-campus phone number may be dialed directly.
   • Pay phones are located at the north entrance on the outside of the Student Center for your use 24/7.
   • Courtesy phones in the Student Center are set for local calling. Dial 9 to get an outside line.

74. Who would I contact to start a new club?
   • Visit the Student Activities/Leadership Development office in the Student Center, or call (860) 832-1990.

75. Where can I go for spiritual guidance?
   • Campus Ministry welcomes all faiths and spiritualities. Located in Marcus White Hall 220, (860) 832-1935.

76. Where should I go if I lost something?
   • Go to the University Police at Manafort Drive (860) 832-2375 or
   • The Student Affairs Office located in Davidson Hall 103, (860) 832-1601 or
   • The Info Desk at the Student Center

77. What happens if I violate University policy?
   • Refer to the Rights and Responsibilities of Students tab in the Student Handbook.

If you have questions about any of the services or policies provided, please call the responsible office for clarification.

OR

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 voicemail for us at any other time.

EMAIL us at StuAffrs-Calendar@ccsu.edu VISIT us in Davidson Hall, Room 103
WRITE to us at:
   Student Affairs Office, Davidson Hall, Room 103
   Central Connecticut State University
   1615 Stanley Street, New Britain, CT 06050-4010
   FAX us at (860) 832-1610
ACADEMIC CENTER FOR STUDENT ATHLETES

Dr. Jane Higgins, Assistant Vice President; Willard Hall 100, (860) 832-1615

If you have not declared an undergraduate major, please contact The Advising Center to schedule an appointment with an advisor. The Advising Center also advises students in transition.

The Advising Center assists students in developing and implementing academic and career plans by offering the following services:

• A Gateway to the University: We assist new Undecided students and Undecided Arts & Sciences transfer students with the registration and orientation process.

• Advising of Undeclared Majors: All students who have not declared a major should come to The Advising Center for academic advising. The Advising Center coordinates the advising of all undeclared students. The Advising Center also assists students declaring (or changing) majors by providing information and guidance through this important decision-making process.

• Self-Assessment: We assist students wishing to examine their values, interests and skills using vocational assessments (e.g., Campbell Interest and Skills Survey, Meyers (Myers)-Briggs Type Indicator) and computer-assisted career guidance programs (e.g., SIGI Plus and Focus).

• Career Counseling: This service is available to all students and graduates, either individually or through workshops. Understanding the relationship between majors and careers, gathering career information and developing a plan are important aspects of the help available. We facilitate career exploration through computerized searches and printed materials of our Career Resource Library.

• Career Exploration: A collaborative project of the offices of The Advising Center and Career Services has made it possible for students to access an array of computer-based, career-related information. Visit the offices in Willard 100 whether you are looking for an assessment of your abilities and interests, the latest listing of employers visiting campus to recruit seniors, an opportunity to explore a career through experiential learning or to find out about workshops. We can assist students by referring them to Career Services for these services.

• Referral: The Advising Center works closely with all academic and administrative departments of the University in a referral network designed to enhance the student’s university experience.

ALUMNI ASSOCIATION AND ACTIVITIES

Cynthia B. Cayer, Director of Development and Alumni Affairs; Vance Academic Center, Room 009, 860-832-1740

You can continue your campus involvement after graduation by participating in the activities of the CCSU Alumni Association. You will automatically be a member upon your graduation, joining over 50,000 other proud alumni. You will be able to participate in travel programs, special insurance offers, area and class reunions. Homecoming activities, and other social and educational programs. You will also receive a free subscription to the Central Focus alumni publication.

The Association also works with CCSU groups to bring to campus programs of interest to students, including alumni career speakers. Homecoming events, sporting events, and welcoming programs for new students.
The Blue Chip Card Office is responsible for producing ID cards for the students, faculty and staff at CCSU. This office also manages the Blue Chip debit card system that enables a cardholder to purchase services or merchandise both on- and off-campus. These services include vending machines, laundry, copiers, food services on campus, bookstore, laser printing at the Marcus White Computer Lab, and various vendors off-campus. The Blue Chip Card can be used to pay parking and library fines.

Along with the debit card feature, the ID card may also be used for banking services provided by Achieve Financial Credit Union. As a member, it allows one to use the card as an ATM card as well as for point-of-sale transactions. An on-campus Achieve Financial office is located in the Student Center, Room 106, (860) 832-0139.

Lastly, the Blue Chip card is used for access to certain residence halls front doors (James, Gallaudet, Sheridan and Barrows) and the West and South Garages. Entrance to the halls and garage is gained by holding the Blue Chip card near the card reader (a square panel) by the front door or gate. Students may park in West Garage at all times and South Garage after 5pm.

The Blue Chip card is a sophisticated device. Please do not bend it, punch holes in it, scratch the magnetic stripe on the back or use it as an all-purpose tool.

All students are required to have a Blue Chip ID card. The Blue Chip card must be presented in order to use the library or computer lab services. The ID card is good for the student’s entire time at the University. Check out our web site at www.cardoffice.ccsu.edu for current Card Office information.

The Bookstore is responsible for carrying all required textbook materials. Please remember to purchase textbooks prior to the middle of each term, since textbooks will be returned to publishers after midterms in order to prepare for the next term. The Bookstore accepts all forms of payment and is normally open Monday–Thursday from 9 a.m.–7 p.m. and Friday from 9 a.m.–4 p.m., with extended hours during the first week of classes. Please feel free to call or email the Bookstore with questions.

The Bookstore also sells the following items: newspapers, magazines, reference materials, study aids, N.Y. Times bestsellers, soda, candy, snacks, software, computer supplies, school supplies, greeting cards, posters, dorm merchandise, health and beauty aids, film developing and gift merchandise. Achieve Credit Union, the CCSU Spirit Shop, and the Blue Chip Card Office are also located in the Bookstore.

The Bursar’s Office is the administrative office responsible for student billing and revenue collection. Full-time, registered students are billed for tuition and fees, as well as room and board, in June for the fall term and in November for the spring term. Other full-time incoming and continuing students will be billed once course registration has been performed.

The Bursar’s Office is also responsible for applying charges and credits for payments to a student’s bill that may accrue during the term. Billing credit is applied to the student’s bill each term for awarded financial aid, documented scholarships, and outside sponsorship. The funds received from financial aid
sources pays each affected student’s term charges. Excess financial aid (money in excess of all student charges) is then distributed by check directly to the student, or to the parent in the case of parent loans. It may also be deposited by pre-arranged direct deposit to the student’s bank account. Students are encouraged to open an account with the on-campus Achieve Credit Union. Those that have an established account may request that excess financial aid be distributed electronically to their Achieve savings account. Once an account is established, the participant may arrange with Achieve to have his or her Blue Chip student ID card set up for use as an ATM card using on- or off-campus ATM machines to withdraw such funds.

The Bursar offers a program that allows full-time students on financial aid to have up to $600 of qualifying excess financial aid deposited into their Blue Chip debit card account so that books can be purchased from the CCSU Barnes & Noble Bookstore beginning ten days prior to the start of classes. The required form is available online or in the Bursars Office, or the request can be made electronically from the student’s CentralPipeline account. Blue Chip funds cannot be withdrawn in the form of cash.

eBilling
CCSU now offers the convenience of online billing and payment. No paper bills are sent.

When bills are ready for viewing, students receive email notifications in their CCSU email box, or at an off-campus email address to which they have set forwarding. A link in the email takes students to CentralPipeline. Students may also access the eBill by logging directly into CentralPipeline using their BlueNet ID and password. Once logged in, students can view tuition bills, make credit card or e-check payments, and set-up third-party payers who can make payments on their behalf.

All Students have the ability to:

• View and pay their bills 24/7 from any computer with Internet access
• Authorize another party, such as a parent or employer, to pay their bills and to view billing information
• Pay housing and admissions deposits online
• View up to 16 prior eBills online
• Make electronic payments from checking or savings accounts (U.S. banks only) or with a credit card (MasterCard, Visa or Discover)
• Receive tuition bills faster with email notification

CPP-Central Payment Plan
All enrolled full-time students may take advantage of the Central Payment Plan (CPP). The CPP enables the participant to pay CCSU’s term charges in up to four installments.

Terms and Conditions

1. Enrollment in the CPP:
• Each term, complete and sign enrollment form on the third page of the Electronic University Billing Statement.
• Send initial payment, as indicated on the enrollment form, plus $35 Enrollment Fee along with CPP Enrollment Form (student’s form located on the third page of the .pdf version of the eBill "Current Statement", click on “printable statement” next to the icon, generic form available on Bursars web page) to the CCSU Bursar’s Office, Memorial 104, P O Box 4010, New Britain, CT 06050-4010.
• It is important, especially for students who have been notified of on-campus housing assignments, to return the CPP Enrollment Form and proper payment prior to the due date of the University’s bill to avoid housing cancellation, University late fee of $50, and courses being dropped.
• No new CPP enrollments will be accepted after September 30 for the Fall term and February 28 for the Spring term.

2. Budget Amount/Payments.
• The total budgeted amount is payable in up to four (4) installments due July 15, August 15,
September 15, and October 15 for the Fall term and December 15, January 15, February 15, and March 15 for the Spring term.

• All payments made through the CPP will be credited to the student’s university bill.
• Refunds to student participants for any reason will be handled through normal university refund procedures.

3. Enrollment Fee.
• The enrollment fee for this service is $35/term.
• A new Enrollment Form must be completed for EACH TERM.
• The enrollment fee is non-refundable.
• There are NO interest charges.

4. Failure to Pay and Uncollectible Check Charge.
• A $30.00 late fee will be assessed for each installment payment that is not received by the due date.
• The University will assess a $50.00 service charge for any check payment returned for insufficient funds or which is not collectible for any other reason. Fees assessed to the CPP account will be added to the student’s university bill.

UNPAID OBLIGATIONS
The Bursar will take appropriate administrative action, which may include, but not be limited to, any or all of the following measures against individuals who have an unpaid financial obligation to the University:

Holds preventing further registration

Cancellation of classes and/or on campus housing

Prevention of re-admission until unpaid financial obligation is paid in full

• No guarantee of re-registration
• Course available basis only
• $100 non-refundable re-registration fee

Denial of future course registration;

Revocation of student status and Referral of the unpaid financial obligation and related collection costs to the University’s contracted collection agency. In such case, the Office of the Bursar attempts to notify the student, and failing to receive full payment within ten (10) days of the date of such notice, the account will be referred.

CANCELLATION OF CLASSES OR FINAL EXAMINATIONS DUE TO INCLEMENT WEATHER

Call snow phone: (860) 832-3333 www.ccsu.edu/cancellation

At the discretion of the University, classes may be cancelled or delayed because of inclement weather conditions. The most accurate cancellation and delay information for Central Connecticut State University will be made available on the snow phone: (860) 832-3333 and on the web at www.ccsu.edu/cancellation. These services will be updated twice daily: 6 a.m. for the day schedule and 2 p.m. for the evening schedule.

If the University is forced to close or to delay opening during the final examination period because of storm conditions, this information will also be made available on the snow phone and the web. These services will also carry information from the Registrar’s Office once the affected exams are rescheduled.
The University Career Services Office provides a comprehensive program of career services to all students and alumni. Graduating students are provided assistance with making the transition to employment through workshops on resume writing, interviewing techniques, job search strategies and information on employment. Recruiters from major area corporations, government agencies and school systems visit the campus as a part of the on-campus recruiting program. Job seekers can take advantage of Career Services resume referral service. In addition, the office maintains listings of full- and part-time jobs that can also be accessed through the Career Services website (www.ccsu.edu/career) and the Voice Job Line (860) 832-1647. Career fairs offer opportunities to meet with employers regarding all types of employment opportunities, Co-ops, and internships. The following career fairs take place during the academic year: September - “On Campus Employment Fair,” October - “Accounting Career Fair,” November - “Fall Career Fair” and April - “Spring Career Fair” & “Education Career Fair.”

Experiential education is a major focus for both undergraduate and graduate students. Career Services coordinates the University’s sizeable Cooperative Education Program. Through this program, students work at six-month, paid positions that are related to their major fields of study and provide them with real world experience.

Career Services also helps students to access paid and unpaid internship opportunities, through which students develop professional skills and test out their career goals.

Career counseling is available for students who are choosing a major or making career decisions. Extensive Career Resource information can be obtained online.

**PART-TIME AND CAMPUS EMPLOYMENT OPPORTUNITIES**

Part-time jobs, both on and off campus, as well as seasonal employment opportunities, are posted on the Career Services web site and in Willard 100. Students may register in Career Services to receive assistance in finding employment. During the first week of classes each fall, an “On Campus Employment Fair” is held to facilitate connecting students with part-time positions available on campus.

Many departments on campus hire student employees. Some of the larger employers are the Student Center, Campus Dining, the Bookstore, the Library, the Police Department, and Athletics. Contact Linda Vinci in Career Services, Willard Hall, Room 100, at (860)832-1631, vincil@ccsu.edu, or check with individual departments.

**CENTER FOR AFRICANA STUDIES**

*Charles Mate-Kole, Director; Marcus White Hall, Room 008, (860) 832-2816*

The Center for Africana Studies at Central Connecticut State University develops and encourages the study and teaching about Africa, African-Americans, and people of African descent throughout the Diaspora. The Center promotes and advances a better understanding of the African and African-American experience among Africans in the Diaspora; promotes research, consultation, and community service among the CCSU faculty, students, and scholars in the community and throughout the world about Africa and people of African descent; provides undergraduate and graduate instruction about Africa, African-Americans, and people of African descent around the world; educates the neighboring communities and engages them in understanding the African experience; and develops international support systems for students and scholars of Africana Studies. The Center for Africana Studies sees student participation in its activities as crucial to achieve its goals. In addition, it sees its extracurricular activities as critical both to student and faculty development and in ensuring that the community is well informed about Africa and Africans in the Diaspora. Activities include mentoring programs for students on campus and in the local schools; lecture series, and research collaboration with scholars from other institutions.
The Center for Caribbean/Latin American Studies, located in Burritt Library, seeks to fulfill three of the University’s primary goals. CCSU aims to be of service to the communities of Central Connecticut, in particular, and the state in general; the University seeks a meaningful international presence in a variety of geographical areas; and CCSU is committed to nourishing efforts that foster a respect for the state’s many ethnic communities.

To help achieve these goals the Center has faculty and student liaison agreements with a variety of institutions of higher learning: The Pontifical Catholic University of Puerto Rico; the University of the West Indies in Jamaica, Barbados and Trinidad; the eight branches of Interamerican University in Puerto Rico; the College of the Bahamas; and the Pontifical Catholic University, Madre y Maestra, in the Dominican Republic. The Center for Caribbean/Latin American Studies sponsors a variety of community events and also supports an active research facility.

The George R. Muirhead Center for International Education at Central Connecticut State University is the State of Connecticut’s Center for Excellence in International Education. In fulfilling its mission, the Center provides a wide array of immigration and support services for international students, as well as coordinates a variety of overseas programs designed to provide CCSU students with the opportunity to engage the world as their classroom. The Center also coordinates extra- and co-curricular lectures, workshops and cultural events that complement the university’s international courses and majors, as well as enhance campus diversity.

International Student Services
International students have long been an established population at CCSU. All international students must contact the International Student and Scholar Services Coordinator in the George R. Muirhead Center for International Education as soon as they arrive on CCSU’s campus. The Center provides a wide range of orientation and advising services for international students, including orientation to campus and the community; personal and cross-cultural counseling; handling of all immigration matters, including transfers, Form I-20 extensions, work permissions, and practical training, and acting as a liaison with other campus offices and the Department of Homeland Security. Additional information available at http://www.ccsu.edu/cie.

Intensive English Language Program
The Intensive English Language Program (IELP) offers dynamic English language instruction to international students, faculty, foreign professionals and other non-native English speakers. The Intensive English Language Program includes highly participatory instruction in reading, writing, listening, speaking, grammar, and pronunciation. Students are placed in the appropriate level based primarily on the results of a placement exam administered the first day of the course. The IELP also administers an institutional TOEFL test five times per year.

Registration for these courses is done directly through the IELP office. Please contact the office at 832-3376 or by email to ielp@ccsu.edu for an application, course schedule or other information.

Education Abroad
Central Connecticut State University, designated a Center for Excellence in International Education, offers a wide array of opportunities for CCSU students — both graduate and undergraduate — to pursue studies abroad during the academic semesters, Winter Session, Spring Break and Summer Session. The traditional Study Abroad program provides an opportunity for students to study full-time, for a semester or academic year at a partner institution in Europe, the Caribbean, South or
Central America or Africa. Through the Course Abroad program, students study abroad with a CCSU professor for a period ranging from two to five weeks to investigate one or more disciplines intensively. The George R. Muirhead Center for International Education (CIE) is the administrative unit responsible for all overseas academic programs. The Center sponsors information sessions on a regular basis throughout the academic year to provide students the opportunity to learn more about CCSU’s international education programs, application procedures, and eligibility. Additional information is available at http://www.ccsu.edu/cie.

CHILD CARE
Kathy Hucks, Program Director, The Early Learning Center at CCSU, 1285 East Street, New Britain, (860) 827-7018 hucks_kae@ccsu.edu

The Early Learning Program accepts registrations for children aged 3–5 years old. This is an open registration for the faculty, staff, and students of CCSU. If you would like more information regarding programming, please call or email Kathy Hucks.

COMMUTER STUDENT SERVICES
Student Center, Room 116, (860) 832-1960

Several offices of the Student Affairs division strive to provide services and programs to assist commuting students to have full participation in campus life at CCSU. The department of Student Activities/Leadership Development assists students interested in getting involved in student leadership positions and activities. Commuter students have representation in various organizations, including the Student Government Association and the Student Union Board of Governors. SUBOG provides funding for programs for commuting students, such as the Commuter Coffees, which are held periodically throughout the year. At the beginning of each semester, the Student Center hosts a social to give commuting students an opportunity to meet other commuters and learn about services on campus.

Other services available to commuter students include auto emergency equipment, stored at the Student Center Information Desk; meal plan options; use of recreational facilities; and access to all academic and personal support services. Please stop by the Student Center Department office or call (860) 832-1960 with any questions about services for commuting students.

COMPUTER LAB - STUDENT LAB
ACADEMIC/INSTRUCTION COMPUTER SERVICES
Lisa R. Washko, Coordinator, (860) 832-1721, Marcus White Annex

The Marcus White Computer Lab is the main computer on campus for students to do computer work outside of the classroom. This lab has approximately 250 computers (a combination of PC and Macintosh computers), many laser printers, and a number of scanners available for student use. All of the computers offer a wide variety of popular software applications, as well as direct access to the Internet.

Users have access to any of the hardware and software available on a first-come, first-served basis. Student ID cards and an active Blue Net ID (username and password) allow a student to access all campus computer resources, including all of the software available on the computers in the lab.

This lab should only be used for class work or any other academically related work. (Refer to the Computer Use Policy)
Lab Hours
Hours when classes are in session (spring and fall semesters):

<table>
<thead>
<tr>
<th>Monday-Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tr>
<td>8:30 a.m.-midnight</td>
<td>8:30 a.m.-6 p.m.</td>
<td>9 a.m.-6 p.m.</td>
<td>1 p.m.-10 p.m.</td>
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</table>

During the two five-week summer sessions:

<table>
<thead>
<tr>
<th>Monday-Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
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<tbody>
<tr>
<td>8:30 a.m.-10 p.m.</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>9 a.m.-4 p.m.</td>
<td>Closed</td>
</tr>
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</table>

During the month of August and breaks:

<table>
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<tr>
<th>Monday-Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

COUNSELING AND WELLNESS CENTER
Tim Corbitt, Director Marcus White, Room 204 (860) 832-1945

The Counseling & Wellness Center offers a range of personal counseling services and wellness programs to the university community. All services are provided at no cost to full-time and part-time students.

Counseling
Students may make an appointment to see a professional counselor by calling the number above or coming to the office. All counseling contacts with students are completely confidential. Students are encouraged to seek assistance as soon as they become aware that a personal, psychological or behavioral concern is interfering with their overall well-being and ability to manage their academic responsibilities. The initial appointment is generally devoted to assisting the student in assessing the nature and severity of their dilemma. In most cases, problems can be resolved through brief individual, group and/or family counseling sessions. This often can occur in 3 to 5 sessions. If a student requires additional professional services available in the community, the counselor will assist in locating the most appropriate service and in helping the student access their insurance coverage for those services.

Wellness Education
Counseling & Wellness Center faculty are available to offer educational programs throughout the University community for students, faculty and staff. These programs are designed to give participants increased information and skills to help them maintain their emotional and behavioral health. Topics may include such things as healthy eating, coping with grief and loss, alcohol, tobacco and other drug use and abuse, stress management, time management and healthy relationships.

The Center maintains a small resource library with books, videos, brochures and fact sheets related to these various issues. Much of this information and links to other resources can be found on our website.

Natural Helper Program
Each year a group of about 40 students are selected by their peers to receive intensive training in providing assistance to their peers and in developing campus-wide wellness activities.

Alcoholics Anonymous
Support for students, faculty and staff who are in recovery from alcoholism or other addiction is available through a weekly Alcoholics Anonymous meeting held at the Newman House, 145 Paul Manafort Drive, on Wednesdays at 8 p.m. Schedules for other area self help group meetings can be obtained from the office.

Internships and Practicums
Students may arrange to develop counseling and prevention internships on an individual basis as space permits. Consultation and guest lecturing is also available to faculty.
EARLY ALERT PROGRAM
Ramon Hernandez, Assistant Dean for Student Affairs; Davidson Hall, Room 125-01 (860) 832-2372

The Operation Early Alert early intervention program exists to intervene with students who have poor grades or attendance. Poor academic performance or attendance can often be a symptom of a deeper problem for a student. If we can meet with and help the student before the first exam of the semester, there is a better chance of facilitating academic success. Faculty, administrators, staff, and students are encouraged to refer students having difficulty in class to ensure a successful completion of course studies.

ENROLLMENT CENTER AND OFFICE OF CONTINUING EDUCATION
Peggy Schuberth, Director; Willard Hall Room 111 (860) 832-2256

Students who choose to undertake or to complete an undergraduate or graduate degree on a part-time basis register for courses at the Enrollment Center, Office of Continuing Education, Willard Hall Lobby. The Office of Continuing Education publishes a registration bulletin for Fall and Spring semesters.

All CCSU students receive a special registration bulletin listing Winter Session and Summer Session courses. Registration for Summer and Winter Session courses takes place at the Enrollment Center, Office of Continuing Education. Summer and Winter Session courses allow you to accelerate your program, make up work, or take advantage of special offerings.

The Enrollment Center, Willard Hall Lobby, is a centralized service center for all students (full- and part-time) where students may obtain all forms needed to initiate administrative and academic actions. The Center’s extended hours of operation are Monday through Thursday, 8 a.m. to 6 p.m.; Friday, 8 a.m. to 4 p.m.; and Saturday morning, 8 a.m. to noon (during the academic year).

Part-time students ordinarily pay at time of registration for a particular semester. Payment is due upon registration — by credit card if using the Web registration and payment system, or by check or credit card if the information is accompanying the registration — either in person or by mail to the Continuing Education Office in Willard Hall.

FINANCIAL AID OFFICE
Richard Bishop, Director; Memorial Hall, Room 103 (860) 832-2200 www.ccsu.edu/finaid

All students interested in receiving financial aid at CCSU must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov. The FAFSA may be completed as early as January 1 for the forthcoming academic year. To assure that the completed and signed FAFSA will download to the Financial Aid Office, include CCSU’s Federal School Code 001378. The student (and parent) should apply for their own FAFSA personal identification number (PIN) at www.pin.ed.gov to electronically sign the FAFSA. Retain this PIN because it will enable reentry to www.fafsa.ed.gov to both make corrections and do renewal FAFSA applications for subsequent academic years.

The Financial Aid Office has two FAFSA priority processing dates – March 1st for all incoming freshmen and transfer students, April 15th for all continuing CCSU students. These dates are not the final dates for filing the FAFSA application. The priority dates are used for early financial aid award packaging.

After a careful review of the FAFSA application, the Financial Aid Office will make financial aid awards to eligible students to assist them with educational expenses. Financial aid at CCSU includes federally funded grants, such as the PELL and SEOG, as well as subsidized and unsubsidized Federal Direct Stafford loans, Perkins loans and the Federal Work Study Program. In addition, the State of Connecticut and CCSU provide CAPS and CSUG grants.

CCSU financial aid information regarding student eligibility and financial aid programs is available at www.ccsu.edu/finaid or at the Financial Aid Office.
The University Health Service (UHS) provides medical services by appointment for the maintenance of health and the evaluation and treatment of illnesses and injuries to all students.

Many services are provided at no cost to patients. These include, but are not limited to, the following:

- Evaluation and treatment of illnesses and injuries, including referrals to appropriate specialty consultants as needed
- Certain laboratory tests for blood sugar or urine evaluations
- Evaluation of sexually transmitted diseases
- A health education resource center for information on medical issues and concerns

Treatments requiring a nominal fee include:

- Additional laboratory and diagnostic evaluations
- Pregnancy testing and referral
- Immunizations required for school, employment or travel
- Low-cost prescriptions — in-house pharmacy for medications ordered by the physician

HEALTH FORM INFORMATION

All full-time students are required to submit a completed “Confidential Health Report” (the medical form) that includes a medical history, immunization data and a physical examination by one’s personal physician prior to registration at the University. All matriculated part-time students are required by the University to have up-to-date immunization records for Measles (Rubeola) and German Measles (rubella) consistent with State of Connecticut Department of Public Health guidelines. Failure to submit the required medical information may result in the withholding of registration schedules and/or housing assignments.

FOR INTERNATIONAL STUDENTS

Because international students do not have a primary physician while attending the University, we often times serve as their sole health providers managing their medical care during their stay. For that reason, we require that all international students whether part time or full time, submit a completed medical form. In that way, we can better manage their medical care while they are attending the University and ensure the health and safety of the campus at large.

FOR RESIDENCE HALL STUDENTS

All residence hall students are required to be vaccinated against meningococcal disease with the vaccine prior to residing on campus. In the United States, we require a specific type of meningitis vaccine for protection of this disease (with all subtypes A, C, Y, W 135 in the vaccine) that is not offered in most countries outside the United States. Many international students have to be vaccinated in an American medical facility or in our office to receive the required protection.

You do not need to have elected the insurance plan offered through the University to be seen as a patient in the University Health Service.

The University Health Service is located in the Marcus White Annex

Hours: Monday– Thursday 8:30 a.m. – 4:00 p.m. (hours subject to change). Friday 9:30 am – 4:00 pm.

It is staffed by a full-time physician, a nurse practitioner and a nurse.

Medical Excuse Policy

The UHS will forward a medical excuse to individual professors only in 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.
Health Insurance
The Health Insurance Plan offered through the University is not managed in our Health Service, nor do we third party bill. All questions regarding the plan should be addressed to the insurance company contracted to provide a plan. The Chickering Group, an Aetna Company, at www.chickering.com.

Health insurance coverage (accident and sickness) is mandatory for all full-time students. Students may purchase the sickness insurance plan through the university or elect alternative coverage through an outside carrier. The insurance plan provides accident insurance coverage for all full-time students and the accident premium is folded into the general fee on the tuition bill. This accident insurance coverage is activated if this insurance plan is the student's primary health insurance policy. It becomes an excess or secondary policy carrier for those students who have elected a different insurance carrier for their primary insurance health plan. A combined sickness/accident policy is available for part-time students as well as their dependents through the Office of Continuing Education.

HOUSING-DEPARTMENT OF RESIDENCE LIFE
Jean Alicandro, Director of Residence Life; Barrows Hall, Room 120, (860) 832-1660
Please refer to the On-Campus Living Guide tab for additional information.

LEARNING CENTER
Meg Leake, Director; Copernicus, Room 241, (860) 832-1900 www.ccsu.edu/learnctr

The Learning Center (TLC) provides a full range of academic support services for students seeking additional help with their coursework. TLC offers individual study skills tutorials, mathematics tutoring, Praxis I exam preparation for students applying for teacher certification, the English and Mathematics Placement Exams, and study skills courses, and study skills courses.

Students who wish to establish a strong grade point average are encouraged to visit The Learning Center early in their college experience for assistance with exam preparation, collegiate learning strategies, and time management.

The Learning Center also provides graduate assistantships and undergraduate work-study positions for students with strong academic skills who are seeking opportunities to work with other students in a stimulating and supportive environment.

LIBRARY
Jeanne Sohn, Director; Elihu Burrritt Library (860) 832-2097

The academic focal point of every University community is its library. CCSU’s library, Elihu Burrritt, provides students with information and materials needed to complete assigned class and research work. The library has a collection of over 650,000 bound volumes and an extensive online, microform, and periodical collection (subscriptions total nearly 3,000 print titles).

The main resource within the library is the reference department, designed to assist students in obtaining any needed information. Additional special departments include:
- Curriculum Laboratory — textbooks and materials for student teachers and education majors
- Serials Department — current and bound periodicals, micro cards, microfilm, and microfiche (printing services available)
- Reserve Rooms — special materials put on hold for student by faculty
- Special Collections and Rare Books Department
- Interlibrary Loan — will help students obtain materials from virtually every major library in the United States
• Online Searching — can search Web-based databases for information not available in traditional print resources

• A growing media collection, including videos, music CDs and LPs

Students must have a current student ID to check out all library materials, and students are responsible for every item they check out. Books are checked out for four weeks and can be renewed in person for another four weeks. A fine of 10 cents per calendar day is assessed for overdue material. Failure to answer overdue notices may lead to possible disciplinary action.

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<th>Monday-Thursday</th>
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<td>8 a.m.-11 p.m.</td>
<td>8 a.m.-5 p.m.</td>
<td>9 a.m.-4 p.m.</td>
<td>1 p.m.-10 p.m.</td>
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During vacations: Monday to Friday, 8 a.m.-5 p.m. For information on hours, call 832-2055.

**MATHEMATICS TUTORING CENTER**

*Meg Leake, Director: Learning Center, Copernicus Hall, Room 241 (860) 832-1900*

Established by the Department of Mathematical Sciences, the Center provides drop-in peer tutoring assistance to any full- or part-time CCSU student. Although the service is primarily intended to aid students enrolled in MATH 099, MATH 101 and other low-level courses, students enrolled in other courses are welcome. Students using this service are expected to ask questions which can be answered in fifteen minutes or less. The tutors are also available to try to clarify specific course concepts and guide students needing remediation to other sources such as prerequisite texts or other courses. Students are invited to do their math homework or hold math study groups in the lab.

Hours vary by semester and are posted by the end of the first week of classes.

If you are a strong math or statistics student, there are opportunities for student employment as a peer tutor. Please contact Elizabeth Spear, Coordinator of Academic Assistance, at 832-1908 for an interview.

**MEDIA SERVICES**

*Scott Erardi, Director; Willard Hall, Room 013 (860) 832-2025*

The Media Center coordinates all instructional media services on campus. Located in Willard Hall, the Center offers facilities for consulting and developing instructional materials during scheduled times. The Center also manages the university television channel and campus video production services. Faculty and students, with the approval of a faculty member, may request media equipment for class use.

**MEDIATION SERVICES**

*Ramon Hernandez, Assistant Dean, Student Affairs; Davidson Hall, Room 103, (860) 832-1603*

Campus Mediation recognizes that conflicts are a part of everyone’s life. Its purpose is to help students responsibly and constructively solve their own conflicts. Sometimes people are unable to resolve their own conflicts by themselves, and they need someone to help.

Mediation is a voluntary, confidential and structured process of resolving disputes and conflicts with the help of a neutral third party. A mediator helps disputing parties to generate and evaluate options for reaching a mutually acceptable agreement. Often students in conflict do not have an opportunity to talk over their grievances in a neutral setting and work together to find their own solutions. As a result, anger and frustration grow. Mediation is a workable alternative.

Campus Mediation Services is conducted on an as-needed basis. If you have any questions regarding Campus Mediation, please do not hesitate to call: Ramon Hernandez at (860) 832-1602; or visit Davidson Hall, Room 103.
MINISTRY
John Campbell, Catholic Campus Ministry; Newman House of CCSU, 860-832-3795, 145 Paul J. Manafort Drive or The Office of Campus Ministry, Marcus White, Room 220, 860-832-1935.

All CCSU students, faculty, and staff are invited to visit the Newman Chapel located on the first floor of the Newman House for prayer or use of the first floor or basement library for quiet study. The Newman Club provides the opportunity for Catholic students to come together as a faith community to pray, study, relax, and grow stronger in the Catholic faith. The Newman Club is located in the Newman House of CCSU.

Catholic Mass is held on Sundays at 7 p.m. and Thursdays at 12:05 p.m. During Lent, Mass is held on Mondays, Thursdays and Fridays at 12:05 p.m. Masses take place in the Philbrick/Camp Meeting Room in the Student Center.

Those seeking information and instruction for the reception of the Sacraments, including the Sacraments of Reconciliation and Confirmation, as well as RCIA (Rite of Initiation for Adults to the Catholic Faith), should call John Campbell at (860) 832-3795.

If a group wishes to use the Newman House, please call (860) 832-3795 to schedule.

Rabbi Henry Okolica, Jewish Campus Ministry, (860) 832-1935; campus contact is Sharon Braverman (860) 832-3205.

The Hillel Student Organization sponsors a wide range of social and cultural activities, including parties, meetings, speakers, programs on Eastern European Jewry and Israel, and services. For more information, contact Sharon Braverman.

Imam Qasim Sharief, Islamic Campus Ministry, (860) 832-1936; campus contact is Ali Antar (860) 832-2932.
The Imam leads weekly services on Fridays, when space is available, and can be reached through the Campus Ministry office for individual questions and concerns. Please call for more information.

Reverend Janet Stoddard, Protestant Campus Ministry, Marcus White, Room 220, (860) 832-1935.
The United Protestant Campus Ministry (U.P.C.M.) serving CCSU is to be the body of Christ in the greater University community. U.P.C.M. offers hospitality to all people regardless of faith tradition, and it nurtures lifelong spiritual growth, understanding, cooperation, and service in the spirit of Christ. U.P.C.M. provides programs of worship, outreach, leadership, fellowship, and service.

MINORITY STUDENT RESOURCES
Ramon Hernandez, Assistant Dean of Student Affairs; Davidson Hall, Room 103 (860) 832-1601

If you are a minority student, there are several important resources on campus, including active student organizations. Black Student Union (formerly O.A.A.A.S.), LASO (Latin-American Student Organization), and the NAACP student chapter have a strong history and active role of campus advocacy. Officers of these organizations can be contacted through the Student Activities Office, located in the Student Center.

In addition to the student organizations, there is a network of faculty and staff who are committed to supporting minority students on campus, including the staff of the Student Advising Center, who can provide career counseling and academic and personal support. For more information, contact Ramon Hernandez, Assistant Dean of Student Affairs, (860)832-1601.

OFFICE OF DIVERSITY AND EQUITY
Dr. Moises Salinas, Chief Diversity Officer, Davidson Hall, Room 102 (860) 832-1653

Central Connecticut State University is committed to advancing social justice and equity by exercising affirmative action to remove all discriminatory barriers to equal employment opportunity and to achieve the full and fair participation of females, African-Americans, Hispanics, and any other protected group
members found to be underutilized in the workforce or adversely affected by policies or practices.

Equal opportunity is employment of individuals without consideration of race, color, religious creed, sexual orientation, age, sex, national origin, ancestry, disability, or prior conviction of a crime. Equal employment opportunity is the purpose and the goal of affirmative action.

All students, faculty, staff, services, programs, and academic events within the University are governed by the policies, laws, and grievance procedures concerning discrimination and sexual harassment.

The Office of Diversity and Equity provides students with information and referrals regarding discrimination, including sexual harassment.

OMBUDSPERSON
Dr. Antonio Garcia-Lozada, Davidson Hall, Room 214, 860-832-2216

The principal role of a University Ombudsperson is to provide confidential, impartial complaint-handling services for students, staff, faculty and administrators. This office will assist individuals within the CCSU community with complaints involving interpersonal misunderstandings or disputes as well as those with complaints about academic or administrative issues and attempt to help individuals resolve their concerns fairly and, if possible, informally.

The Ombudsperson operates independently as a supplement to existing administrative or formal grievance procedures, and has no formal decision-making authority. The Ombudsperson does not act as an advocate for either side in a dispute. The Ombudsperson’s function is located outside the ordinary line management structure, but has access to anyone in the organization including the President. In fact, to achieve maximum independence, the Ombudsperson reports administratively to the President.

PLANETARIAIUM
Dr. Kristine Larsen, Professor of Physics & Earth Sciences; Copernicus Hall, Room 211 (860) 832-3399

The Copernican Planetarium and Observatory (Copernicus Hall) includes a full-function, optical planetarium that seats 100 people and is used for classes and programs for the community. The planetarium production office offers opportunities for students to create the various audio and visual effects used in our planetarium shows as well as opportunities for presenting their work to our public audiences. The observatory, located on the roof of Copernicus Hall, is used for astronomical instruction for Physics/Earth Sciences classes. It also supports student astronomical research using a modern 16-inch Cassegrain reflector and a variety of other telescopes and astronomical instruments.

POLICE SERVICES
Jason B. Powell, Chief of Police and Director of Public Safety; University Police Department, Manafort Drive; Routine service (860) 832-2375, Emergency 911

The University Police Department (UPD) is the equivalent of our own municipal police agency with the statutory authority to fulfill all police functions. The UPD is the first internationally accredited (C.A.L.E.A.) university police agency in Connecticut. Its role is to support the mission of the University by helping to maintain a high quality of life on campus. Operating “24/7” throughout the year, the UPD patrols the University, investigates any criminal incidents, and enforces traffic rules and regulations. Other services of the UPD include:

• Response to medical emergencies. Officers are certified Medical Response Technicians;
• Education of students and staff about crime prevention measures;
• Coordination of emergency services with other municipal and State emergency responders;
• Providing escorts at night (using other students or police officers);
• Training of women in Rape Aggression Defense (R.A.D.);
• Utilization of a network of fire and personal safety systems, including strategically placed emergency telephones, computerized fire detection, and alarm systems; access control systems; and a number of
closed circuit security cameras (CCTV) across campus.

CCSU is committed to providing as safe a work and learning environment as possible. To learn more about the UPD, check out the Web site at http://www.ccsu.edu/Police where you may also obtain a copy of campus crime statistics and other relevant information gathered in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092 (f)).

PRE-COLLEGIATE AND ACCESS SERVICES
Awilda Reasco, Director; Copernicus Hall, Room 205, (860) 832-1902 www.ccsu.edu/pas/
Pre-Collegiate and Access Services (PAS) houses the Educational Opportunity Program (EOP) and the Connecticut Collegiate Awareness and Preparation program (ConnCAP).

The Educational Opportunity Program, currently in its fortieth year is a University-funded program that promotes the academic achievement and success of first generation, low-income, college-bound students. Each year, EOP assists 50 students in their transition to college via an intensive five-week summer program, through graduation from CCSU and beyond.

The Connecticut Collegiate Awareness and Preparation program is a state-funded program. Like EOP, they promote the academic achievement and success of first generation and/or low-income middle and high school students aspiring to attend institutions of higher education. These programs offer continued academic support and cultural enrichment during the year at middle and high schools in New Britain.

REGISTRAR
Susan Petrosino, Registrar; Davidson Hall, Room 117, (860) 832-1785 www.ccsu.edu/registrar
The Office of Registrar is another of your main resources for information about academic policy and assistance with your academic progress. The Registrar’s staff assesses your academic record and determines your eligibility for graduation and certification.

Please note, applications for graduation and for teacher certification must be submitted by November 1 for May or August graduation and by May 1 for December graduation.

Course registration, grade reporting, and maintenance of academic records are also handled by the Registrar’s staff. Transcripts of your academic record will be issued upon written request for $5.00 per copy. For additional information about the Registrar’s Office, please visit www.ccsu.edu/registrar.

STUDENT CENTER
Otis Mamed, Student Center Department, Interim Director; (860) 832-1960 http://stdctr.ccsu.edu
The Student Center is the meeting place of the campus community and provides services that support student life. The 80,000-square feet of space provide our University community with quality meeting and programming space. The Student Center is also the home of Student Activities/Leadership Development, housing the offices of the Black Student Union, the Mosaic Center, PRIDE, Central Activities Network (CAN), Latin American Students Organization (LASO), WFCS Radio, the Recorder, and Student Government Association. It also serves as home for the offices of the Women’s Center, Achieve Financial Credit Union, CCSU Bookstore, and the Blue-Chip Card Office.

Recent additions and renovations make it easier for the campus community to access our services. The Student Center offers a new larger food court, an expanded bookstore, and a full-service bank with card office services. There is a student mailbox area where all residents and many commuter students have their own mailboxes.
The Information Desk (860) 832-1970, located in the main lobby of the Student Center, provides a variety of services, including a schedule of campus events, lost and found, and general campus information. Emergency equipment and periodicals are available for loan with a valid CCSU student I.D. Check out the new concierge service on our website at http://stdctr.ccsu.edu/concierge. Web-site doesn’t work?

Central Reservations Office (CRO) (860) 832-1964 at CCSU is the one-stop-shop location to coordinate your next meeting, conference or event. You are invited to call or stop by the CRO, located in the Student Center, Room 115, to discuss your next event with one of our event coordinators. In addition to coordinating your needs in the Student Center and Memorial Hall, CRO can facilitate the use of other specialized venues on campus through our network of facility managers.

CENtix (860) 832-1989, the campus box office, is located at the Information Desk and sells tickets for most campus events, including CAN activities, Theatre Department productions, and athletic and some off campus-sponsored events. It also offers a fax service.

An automated teller machine, (ATM) located at the Student Center North Entrance near the Bookstore, is available 24 hours a day.

The Breakers Game Room offers eight tournament billiard tables, air hockey, foosball, electronic amusements, board games, and sports television. Party packages are available.

House phones are found in several locations in the Student Center. You can make free local calls or call any campus office. Pay phones are located at the north and southeast entrances on the exterior of the building for long distance calls.

Free lockers are provided near the Bookstore. Private locker rentals are also available by semester through the Information desk.

Lounges are located throughout the Student Center for relaxation and study needs. They include quiet, bright, TV, couches and study tables in all combinations to fit your needs.

Walkup email and web surfing stations are available in 20 locations in the Student Center, as well as access points to the campus network via wireless cards and ethernet cards in the lounges.

The Student Center is committed to student development and provides opportunities for student participation in its operations through employment. Our S.T.A.R. employees manage and operate the Student Center facility and various service areas, such as Breakers, Information Desk, CENtix Box Office, technical event support, the Design and Web Office, and TW@C. That's why our most important asset is our student staff! For student employment information, go to http://stdctr.ccsu.edu/ EmploymentInfo/.

Please note, all service area hours are subject to change. Updated information on all services is available at http://stdctr.ccsu.edu

### Student Center Regular Hours of Operations – Building Hours and Services

<table>
<thead>
<tr>
<th>Location</th>
<th>Mon-Wed</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>Student Center Building</td>
<td>7 a.m.–11 p.m.</td>
<td>7 a.m.-11 p.m.</td>
<td>9 a.m.–11 p.m.</td>
<td>9 a.m.-11 p.m.</td>
<td>12-11 p.m.</td>
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<td>Breakers</td>
<td>9 a.m.- 10:45 p.m.</td>
<td>9 a.m.-10:45 p.m.</td>
<td>9 a.m.-10:45 p.m.</td>
<td>9 a.m.-10:45 p.m.</td>
<td>12-10:45 p.m.</td>
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<tr>
<td>CENtix Box Office</td>
<td>9 a.m.- 10:30 p.m.</td>
<td>(special hours upon request)</td>
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<td>12-10:30 p.m.</td>
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<tr>
<td>Email/Web Stations</td>
<td>7:15 a.m.-10:45 p.m.</td>
<td>7:15 a.m.-12:45 a.m.</td>
<td>7:15 a.m.-10:45 p.m.</td>
<td>12:15 p.m.-10:45 p.m.</td>
<td>9:15 a.m. - 10:45 p.m.</td>
</tr>
<tr>
<td>Information Desk</td>
<td>7 a.m.–11 p.m.</td>
<td>7 a.m.-11 p.m.</td>
<td>7 a.m.-11 p.m.</td>
<td>9 a.m.-11 p.m.</td>
<td>12-11 p.m.</td>
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<tr>
<td>Central Reservations Office</td>
<td><a href="http://today.ccsu.edu">http://today.ccsu.edu</a> ALWAYS OPEN</td>
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<td><a href="http://today.ccsu.edu">http://today.ccsu.edu</a> ALWAYS OPEN</td>
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<tr>
<td>TV and General Lounges</td>
<td>7:15 a.m.-10:45 p.m.</td>
<td>7:15 a.m.-12:45 a.m.</td>
<td>7:15 a.m.-10:45 p.m.</td>
<td>12:15 p.m.-10:45 p.m.</td>
<td>9:15 a.m. - 10:45 p.m.</td>
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*For break hours, please refer to the Student Center website http://stdctr.ccsu.edu*
STUDENT CONDUCT
Christopher Dukes, Director of Student Conduct; Barrows Hall, Room 109, 832-1667
The Director of Student Conduct administers the conduct system for all students, and is available to all
students, faculty, and staff who may have questions or concerns regarding the University judicial system.
The Office of Student Conduct is responsible for developing ways to effectively respond to incidents
or issues which threaten to disrupt the learning environment. In addition, this office assists with the
coordination of conduct referrals to counseling or alcohol and other drug education programs. The
goals of the Office of Student Conduct include:
• Resolve discipline cases in a developmentally sound manner consistent with University policy and
applicable state and federal laws.
• Encourage the teaching and development of life-skills such as healthy decision-making, civility, and
accountability.
• Maintain integrity in regards to the health, safety, and security of all members within the CCSU
community.
In the event a student fails to complete sanctions from a prior disciplinary resolution by the required
deadline or has failed to meet to resolve reported disciplinary violations, the Office of Student
Conduct may place restrictions on the student’s ability to register for courses, reside on campus, etc.,
until the matter has been fully resolved.*
*See “Rights & Responsibilities” section.

STUDENT DISABILITY SERVICES
Natalie Stimpson-Byers, Coordinator; Copernicus Hall, Room 241 (The Learning Center) (860)
832-1957 Fax: (860) 832-1924 Email: Byers@ccsu.edu www.ccsu.edu/specialstudentservices
Student Disability Services (SDS), located within The Learning Center, provides students, faculty and
staff with assistance and information on issues of access and fostering opportunities for students to
participate in a barrier-free learning environment at the University. SDS principal duty is to provide
services and supports that promote educational equity for students with disabilities. Assistance
includes arranging reasonable accommodations and auxiliary aids that are necessary for students with
disabilities to pursue their academic studies, both in and out of the classroom.
Students with a verifiable disability, visible or hidden, qualify for services. Students should disclose their
disability to SDS as soon as they are notified of acceptance to the University to ensure timely services.
All students must provide current documentation of a disability that limits one or more major life activ-
ities. Disability categories include, but are not limited to, the following: mobility/orthopedic disabilities;
specific learning disabilities; attention deficit disorders; vision and hearing disabilities; acquired
head injuries; psychiatric/psychological disabilities; epilepsy; and, chronic health-related disabilities.
Course accommodations may include arranging for sign language interpreters, CART, readers, note
takers, extended time for exams, on-campus housing, and classroom relocation if inaccessibility exists.
In addition, students can learn to develop strategies to negotiate campus life independently, to learn
advocacy skills, to understand legal rights and protections, to develop compensatory skills, and, to
become knowledgeable about adaptive technology and other on and off resources. www.ccsu.edu/spe-
cialstudentservices
STUDENT PARKING  
University Police Department, 170 Manafort Drive, (860) 832-2375  www.ccsu.edu/Police

Every student (graduate, undergraduate, full-time, and part-time) is required to have a current CCSU parking decal, available from the University Police Department and Card Office. Before a parking decal can be obtained, a student must first have a CCSU student ID (Blue Chip Card). These are free and may be obtained at the Card Office in the Student Center. Students should also pick up a copy of the parking regulations that include a campus map and an explanation of parking areas and policies on the Central campus.

Any student who parks in a faculty/staff parking lot may be ticketed (fine of $25 or more) and is subjected to being towed at the owner’s expense (towing charges are controlled by tow companies and are typically over $75). These parking lots are clearly marked by signs as you enter the lots. Always look for the signs before entering; do not go on the word of someone else (student or faculty) that it is okay to park in the lot.

If you feel you were ticketed unjustly, parking tickets may be appealed, within 10 days of issuance, to the University Parking Appeals Committee (appeal forms are available at the University Police Department). All fines must be paid in full before an appeal will be considered. Fines will double if not paid within 10 days of the date that the ticket was issued. Students will be notified of their hearing date with the appeals committee in writing and may appear in person before the committee. Refunds for successful appeals shall be processed within six to eight weeks of the date the appeal was granted. For more information on the appeals process, call the University Police Motor-pool at (860) 832-2384.

From November 15 to April 15, students should avoid overnight parking in surface lots and on the tops of parking garages. Due to the potential for snow conditions and emergencies, all persons parking in open lots overnight during this period do so at their own risk. A parking ban may be imposed and those vehicles in surface lots and on top of garages will be subject to parking fines and towing at the owner’s expense.

A more complete text of parking regulations may be found at the CCSU Police Department Web page http://www.ccsu.edu/Police.

VETERANS AFFAIRS
Peggy Porter, Coordinator of Veterans Affairs; Willard Hall, Room 100, 832-AVET (2838)  
http://www.ccsu.edu/admaffairs/VETS2.htm

Eligible veterans may receive Veterans Affairs educational benefits depending upon the number of days on active duty and, in some cases, whether monthly contributions were made to an educational assistance program. Veterans with a service-connected disability may be eligible for educational assistance, as well as children, wives, and widows of veterans whose death or permanent and total disability is service-connected. An educational entitlement program is also available for eligible members of the Selected Reserve and the Connecticut National Guard. Any veteran, who served honorably on active duty in the United States Armed Forces during certain time periods and is domiciled in the State of Connecticut at the time of acceptance to CCSU, as well as members of the Connecticut Army and Air National Guard, may be eligible for tuition waiver. For information about eligibility and application procedures or if you have any questions please contact the Office of Veterans Affairs.

VOTER REGISTRATION
Regardless of which town in Connecticut is the place of residence, voter registration can be done on campus. Students can register to vote in the Student Center, and students with special needs may register as voters at the Office for Student Disability Services located in Copernicus Hall Room 241. All students are urged to take advantage of this convenient service and exercise their rights and duties as citizens by becoming registered voters. This service is offered from September 1, to October 31 to allow administrative time to meet mailing timelines and deadlines.
WOMEN'S CENTER (RUTHE BOYEA WOMEN'S CENTER)

Jacqueline Cobbina-Boivin, Director; Student Center, Room 215 (860) 832-1655

The Ruthe Boyea Women’s Center (named after its first director) is a multi-purpose program and service center for students, staff, and faculty women. Men are also welcome to use our resources. Support services for re-entry women, peer-education, sexual assault crisis intervention, RSVP (Relationship and Sexual Violence Prevention, a campus-wide committee chaired by the director), educational programs, advocacy, internships, volunteerism and work-study opportunities are offered by the Women’s Center. Research materials and community service files are available for use by all persons on campus. The Center provides study space and opportunities for conversations and support on women’s issues. Hours and information on programs and services are posted outside the Center.

WRITING CENTER

Jane Hikel and Eunice Teague, Coordinators; Willard Hall, Room 305 (860) 832-2765

Almost every course you take at CCSU will involve some form of writing. Essays, exams, and research papers will be a key part of your educational experience. If you are a good writer who wants to get better, or a struggling writer looking for coaching, stop in!

The Writing Center offers free, one-to-one tutoring in every level of writing. Writing workshops are held throughout the semester, focusing on essay exams, research papers, compositions, and other topics. The Writing Center is open Monday through Friday during the fall and spring semesters. For current hours check our website at www.english.ccsu.edu/writing.
ATHLETICS

C.J. Jones, Jr., Director; Kaiser Hall, Room 112-01, (860) 832-3035
www.ccsubluedevils.collegesports.com

You can enjoy participating in or being a spectator of 18 intercollegiate sports, including these sports for men: Baseball, Basketball, Cross Country Football, Golf, Indoor Track, Outdoor Track and Soccer and these sports for women: Basketball, Cross Country, Golf, Indoor Track, Lacrosse, Outdoor Track, Soccer, Softball, Swimming/Diving, and Volleyball. Kaiser Gymnasium and Arute Field host some “Blue Devil” athletic events, but other events take place at Balf Savin Field, the softball field, soccer fields, or off-campus a short distance away at Stanley Quarter Park, Willowbrook Park or Stanley Golf Course. Admission to all athletic events is free to full-time students with a current student ID card but for football and basketball you will still need a student ticket, which may be picked up at the ticket window on the day of event. Tryouts, practice, and competition are open to all full-time students who meet all NCAA, conference, and University eligibility standards.

Please call (860) 832-BLUE or visit www.ccsubluedevils.collegesports.com for the athletic events schedule information and updates.

ACADEMIC CENTER FOR STUDENT ATHLETES

Kevin Oliva, Director; E.B. Library, Room 001012; Oliva@ccsu.edu
(860) 832-1920 or (860) 832-1921

The Academic Center for Student Athletes (ACSA) serves as a comprehensive program providing academic support for CCSU’s intercollegiate student-athletes. The Center’s staff assists student-athletes during team study halls and one-on-one meetings by introducing them to time management tools, learning strategies, life skills and campus resources. The Center, located in the library, is equipped with computers and provides a comfortable environment for studying. The ACSA is open Monday–Thursday from 8 a.m. to 9:00p.m., Friday from 8 a.m. to 3 p.m., and Sunday 5–9:00p.m.

ATHLETICS (TITLE IX)

Melanie Abel, Athletics Fiscal Officer, Title IX Coordinator; Kaiser Hall, (860) 832-3042

The Title IX Coordinator is responsible for working with the Athletics Department to ensure Title IX compliance. Title IX is a federal civil rights statute that prohibits gender discrimination in education programs, including athletic programs that receive or benefit from Federal funding. The major athletic categories that are analyzed for compliance are sports offerings, scholarships, and other program areas, including equipment and supplies, coaching, availability, competitive facilities, and tutoring.

STUDENT ACTIVITIES/LEADERSHIP DEVELOPMENT

Scott Hazan, Director, Student Center 2nd Floor; www.stdctr.ccsu.edu/sald/

Mission Statement
A University education should afford students the opportunity to develop understanding as to one’s place in a diverse world and give the individual tools for creating a meaningful life.
The Department of Student Activities/Leadership Development has a responsibility to enhance the university experience by offering a living laboratory for citizenship that links classroom learning to real life practice for both individuals and campus community groups.

Our mission is to increase the skills of our students and help them to distinguish the meaning and purpose in their actions by maintaining a high degree of integrity and ethical standards. Students create their belongingness by recognizing the history of the organizations they support and establishing their legacy at Central Connecticut State University.

**Principles and Standards**

- Promoting a diverse community and respect for different perspectives
- Providing the means by which students can affiliate with one another to build a sense of community
- Modeling and instilling ethical behavior and practices that will make students respectable, productive and responsible individuals
- Assisting students in developing their own identities as individuals through affiliation, power, and achievement experiences
- Encouraging the formation of collaborative partnerships between students and organizations, as well as between students and faculty/staff:
  - Leadership Opportunities
  - Leadership Lunch Series
  - Emerging Leaders
  - C.O.L.A. - Central Orientation Leader/Advisor
  - Employment
  - Practicum
  - Club and Organization Leadership Workshop
  - Recognition Programs

**Recreation and Intramurals**

Kenneth DeStefanis, Asst. Director, Recreation/Intramural; Kaiser Hall Room 104; (860) 832-3068
destefanis@ccsu.edu

All students have use of many recreation facilities, including open hours for the pool, Nautilus weight room, and the Kaiser Annex (“Bubble”). Hours are posted by the Kaiser Annex or online under “intramurals” at the CCSU Athletics web page. Notices for all recreational activities are also found at these locations. Intramural Sports are also available. Teams may be male, female, or coed while sports offered may include volleyball, basketball, badminton, ultimate Frisbee, softball, and more. For more information, contact the Recreation/Intramural director.

**Student Union Board of Governors**

http://stdctr.ccsu.edu/governanceprogramming/subog/

S.U.B.O.G is an advisory board for the Department of the Student Center and the Department of Student Activities/Leadership Development. The mission of the board is to advise SA/LD and the Student Center on their policies, programs, services, and initiatives and how these could be designed to best serve the campus.

- Central Activities Network - http://stdctr.ccsu.edu/CAN/
- C.A.N plans, produces, and promotes programs that enhance the campus community
- Central Mainstage - live performances
- Central Perk - programs for the mind, body and soul
- Cinema Central - film series
- Club Central - comedy, open mic and game nights
- Community Central - community service
- Network Central - promotion

C.A.N’s office is located on the second floor of the Student Center.
Mosaic Center
MOSAIC is dedicated to building bridges of awareness at CCSU. It is a committee of the Student Union Board of Governors. Membership is open to all students interested in increasing knowledge and awareness of our commonalities and differences. Stop by the Student Center Room 205 to find out more about the MOSAIC Center.

Student Government Association - http://clubs.ccsu.edu/SGA/
All full-time undergraduate students at CCSU make up the membership of the S.G.A. The representatives (S.G.A executive officers and senators) are democratically elected by the full-time undergraduates of CCSU to form the Senate. The Senate is responsible for acting as the voice for student concerns and needs. The Senate is responsible for allocating a portion of the Student Activities Fee to student clubs & organizations, activities, services and issues it feels benefit the CCSU students.

You can gain invaluable experience by becoming involved in governance. Student representatives, appointed to committees by the Student Government Association, have a full and important voice in policy formulation and implementation on University-wide basis. The following committees are some of those of which students are integral members:

- Academic Standards Committee
- University Athletic Board
- Committee on Concerns of Women
- Curriculum Committee
- Distinguished Service Award Committee
- Excellence in Teaching Award Committee
- Library Committee
- Parking and Traffic Appeals Committee
- President's Advisory Committee for Students with Disabilities
- Safety and Environmental Health Committee
- School of Business Student Advisory Board
- Student Affairs Committee
- University Planning and Budget Committee

If you are interested in getting more involved, or in having your voice heard, please inquire at the Student Government Association Office, Student Center.

Media Board - http://clubs.ccsu.edu/mediabd/
The Media Board provides a forum for student media leaders, faculty, and the general student community to share information, exchange ideas, and discuss issues relevant to the management of student-run college media organizations.

Student Clubs & Organizations - http://clubs.ccsu.edu/
- Academic/Special Interest
- Cultural and International
- Fraternities and Sororities
- Media
- Religious
- Governmental Organizations
- Performance
- Honors and Professional
- Sports and Recreation

Student Club and Organization Policies
In an effort to ensure the place of student organizations on campus, the University has adopted the following policy regarding the recognition of such groups, along with a statement of privileges and responsibilities. (You should consult the following sections of this handbook for additional policies relating to student organiza-
Organizations may be established with the University for any legal purpose compatible with the missions of academic institutions of higher learning. Affiliation with an extramural organization shall not, in itself, disqualify the University branch or chapter from University privileges.

A group becomes an organization when formally recognized by the University. Formal recognition of an organization means, and as herein described, that a recognized organization may be permitted the use of campus facilities, may have access to student funds, may use the University name and in general is accorded those privileges granted to other organizations within the campus community. All groups that meet the following requirements shall be considered for recognition:

1. Submission of a clear statement of purpose, criteria for membership, rules of procedure, a list of officers, and the name of a faculty advisor (full-time faculty) who has expressly indicated his/her willingness to serve. Changes in the foregoing must be submitted within one week of the date of effectiveness to the Vice President for Student Affairs; such changes will then be presented to the Student Affairs Committee for its approval or other appropriate action.

2. Where there is affiliation with an extramural organization, that organization’s constitution and bylaws shall be filed with the Vice President for Student Affairs; such constitution and bylaws will be reviewed by the Student Affairs Committee as part of the recognition process. All amendments in the extramural organization’s constitution shall be submitted to the Student Affairs Committee through the Vice President for Student Affairs within one month of the date of effectiveness.

3. All sources of outside funds shall be disclosed to the Student Affairs Committee through the Vice President for Student Affairs.

Recognition of an organization implies neither approval nor disapproval by the University of the stated aims, objectives, policies, and practices of the organization. No organization may use the University name without the express authorization of the University except to identify institutional affiliation.

Any organization which engages in illegal activities, or violates University policies or regulations, on or off campus, may have sanctions imposed against it, including withdrawal of University recognition in accord with 2.0 above.

Off-campus social events sponsored by registered student organizations (not advised by Residence Life) are to be initiated through the Department of Student Activities/Leadership Development (SA/LD).

Membership in a University organization shall be open to those who are willing to subscribe to the stated aims and meet the stated requirements of the organization. (Refer to Policy on Participation in Co-curricular Activities.)

Recognized organizations within the campus community may be assigned use of campus buildings, grounds and/or equipment for regular business meetings, social and educational programs, and for programs open to the public.

The organization requesting use of buildings, grounds, and/or equipment must inform the University of the general purpose of any meeting.

The University delegates the assignment function to an administrative official.

Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the buildings, grounds, and/or equipment assigned to regulate time and use, and to ensure proper maintenance.

Preference may be given to programs designed for audiences consisting primarily of members of the University community.

Allocation of the use of buildings, grounds, and/or equipment may be made based on priority of requests and the demonstrated needs of the organization.
6.6 Cost incurred by the University for use of its buildings, grounds, and/or equipment may be charged to the using organization.
6.7 Physical abuse of assigned buildings, grounds, and/or equipment may result in limitations of future use of campus buildings, grounds, and/or equipment by offending organizations; the organizations may be charged for such damages.

7.0 The authority to allocate University funds derived from student fees for use by organizations is delegated to the Student Senate and Media Board.
7.1 An interpretation from the State of Connecticut Attorney General’s Office of Section 4-52 of the General Statutes reads, “... the Student Senate is charged with the responsibility to disburse funds only for the benefit of the students of Central Connecticut State University and, further, that the University administration is charged with the supervisory responsibilities, which include the determination that any programs receiving support from such funds are in fact for the benefit of students.”
7.2 Organization budgets are approved by the Student Senate/Media Board, subject to the approval of the President of the University.
7.3 Financial accountability is required for all allocated funds, including statement of income and expenses on a regular basis.
7.4 A record indicating the financial condition of the organization, with supporting documents as necessary, will be submitted on proscribed forms to the Vice President for Student Affairs at the end of each academic semester.
7.5 All recognized student organizations must work with Department of Student Activities/Leadership Development when contracting services. Students may not make verbal or written offers to contract services.

8.0 Recognized organizations must demonstrate each year that they are viable in order to maintain their status as an active organization, otherwise they will be placed in an inactive status or be declared defunct as defined below:
8.1 Active organizations
8.1.1 Submit annual report, as specified, by May 5.
8.1.2 President received specific training.
8.1.3 Treasurer received specific training.
8.1.4 List first meeting of fall semester.
8.1.5 Submit financial plan for upcoming year.
8.1.6 Content, frequency, etc. of report(s), and pertinent dates will be determined by the Vice President for Students Affairs with advice from the Student Affairs Committee.

8.2 Inactive organizations
8.2.1 Fail to meet requirements in the section above.
8.2.2 Will be listed as inactive in the Student Handbook, etc.
8.2.3 Will not be eligible for Student Senate, other University funding, or use of accounts.
8.2.4 Will not be eligible to utilize University facilities.
8.2.5 Will not receive other benefits normally accorded active recognized organizations.
8.2.6 Active status may be reinstated with approval of the Vice President for Student Affairs upon completion of requirements as stated in the preceding section.

8.3 Defunct organizations
8.3.1 Fail to meet active organization requirements for two consecutive years.
8.3.2 Action to declare a group defunct will be taken in the following fall semester by the Student Affairs Committee.
8.3.3 If a group is reactivated after this time it must follow the same procedure for obtaining recognition as a new organization.
ADMINISTRATIVE STATEMENT OF ACTION IN CASE OF CAMPUS DISRUPTION

The President of the University, as the Chief Executive Officer, will not allow any groups of students to take over buildings, disrupt, forcibly interfere with the workings of this University, or infringe upon the rights of others. While a sincere respect for the opinions of each person associated with this University will be maintained, and while normal procedures will be followed, if there be no alternative in protecting the rights and safety of the faculty and students and the property of the University; appropriate outside law enforcement agencies and the full authority of the judiciary will be utilized. Order must be maintained on campus to assure that the goals expressed in the preamble on the “Statement of Rights, Freedoms, and Responsibilities of Students” can be achieved.

The University will view the involvement of any faculty member or student in a campus disruption as a violation of the accepted standards of University behavior and handle each case individually according to the policies and procedures then in operation. At present, students will be subject to the policies and procedures described in the Central Connecticut State University’s “Statement of Rights, Freedoms, and Responsibilities of Students” and faculty members will be subject to the policies and procedures established by the Board of Trustees for the Connecticut State Universities.

The Board of Trustees “Policy Resolution on Campus Freedom and Order” appears below:

Be it Resolved: That the Board of Trustees—

1. Affirms and supports for the University the concepts of freedom of thought, inquiry, speech, and lawful assembly;

2. Affirms the rights of individuals and groups in the Universities to assemble, to dissent, to picket, and to demonstrate on the University campuses within the limits of administrative guidelines or regulations; and

3. Affirms the right of all individuals and groups at all times to pursue their normal activities within the Universities and to be protected from physical injury or property damage.

Be it further Resolved: That the Board of Trustees for State Universities hereby declares that the following are forms of conduct contrary to the purposes and well being of the State Universities and are prohibited. Such conduct provides grounds for disciplinary proceedings leading to probation, suspension, or expulsion, and to resort to enforcement agencies when necessary.

1. Interfering with the freedom of any person to express his or her views, including invited speakers;

2. Disrupting the orderly conduct of instruction, research, administration, disciplinary proceedings, or other University activities;

3. Interfering, in any manner whatsoever, with the access to or exit from any University campus or the buildings, classrooms, libraries, meeting rooms, offices, or other premises which are duly open to members of the campus community or to other persons;
4. Occupying or utilizing without authorization any building or facility or portion thereof;

5. Damaging or destroying property or removing or using such property without authorization;

6. Possession of firearms or any other dangerous weapons on University premises except by authorized personnel;

7. Physically restraining or detaining any person or removing such person from any place where he or she is authorized or otherwise free to remain; and

8. Failing to comply with directions of University officials acting in performance of their duties.

**ALCOHOLIC BEVERAGES — POLICIES AND REGULATIONS**

These regulations and policies are enacted pursuant to Board of Trustee resolution regarding consumption of alcoholic beverages on the Connecticut State University campuses as adopted November 3, 1972 and revised May 1980 and June 1986.

**General** — The possession, consumption, and sale of alcoholic beverages on property under the control of Central Connecticut State University shall be in accord of the Connecticut General Statutes as well as any regulation promulgated by the State Liquor Commission or by Central Connecticut State University.

**CCSU Residence Halls** — Consumption or possession of alcoholic beverages within residence hall rooms is not permissible. The use of “social fund money” for the purchase of alcoholic beverages is prohibited.

**Memorial Hall** — The possession, sale, distribution and/or use of alcoholic beverages without an institutional permit in dining and other areas of this facility are prohibited.

**Alcoholic Beverage Order Approval** — An Alcoholic Beverage Order Approval signed by the President of the University (or designee) is required for any social event if alcohol is to be consumed. The approval request form and complete policy guidelines can be obtained from the Student Center Operations & Events Services and must be requested by a faculty member, administrator or staff member.

**Campus Grounds** — Consumption of alcoholic beverages on the grounds of the campus is prohibited.

**The Possession and Consumption of Alcoholic Beverages at any Intercollegiate and /or Intramural Athletic Activity** — The possession, sale, distribution and use of alcoholic beverages at indoor and outdoor athletic contests are prohibited except when approved for use at Arute Field Skybox and/or the Hitchcock Young Pavilion.

**Alcohol Awareness** — A program to create an awareness of alcohol use and abuse engendering responsible alcohol use and informing students of the University Alcohol Policy shall be included in First-year Orientation.

**BYOB** — “Bring Your Own Bottle” functions are prohibited anywhere on or off the campus.

**Alcohol Permits** — Alcoholic permits sanctioned by Connecticut General Statute(s) are not allowed.

**Use of Student Activity Funds** — Purchase of alcoholic beverages from Student Activity Fund sources is prohibited.
Religious Services — The use of wines in traditional religious services held on campus is permitted.

Those found in violation of the policies and regulations will be subject to administrative disciplinary action and/or criminal prosecution.

Supplemental Information
- The legal use of alcohol is permitted only in designated sites on campus.
- Alcohol is not permitted in residence hall rooms or in offices.
- The illegal (underage) use of alcohol is not permitted in any building or on the grounds of the campus.
- The possession, use, or distribution of illegal drugs (controlled substances) on the campus is strictly prohibited.
- Students who violate these policies may be subject to campus, civil, and possibly federal laws and disciplinary actions. Copies of state and federal penalties for possession and distribution of controlled substances are available from the Office of the Vice President for Student Affairs.
- The University has made a strong commitment to a campus environment that supports the development of a healthy lifestyle. The abuse of alcohol and other drugs are inappropriate behaviors and inconsistent with the goals of this University.
- The use of alcohol and other drugs leads to many health risks. It is important to be aware of these risks. The University Health Service has prepared free information on health risks associated with alcohol and drug use.
- The University extends a hand of support to our students through an informal and formal network of student services: the Student Assistance Program; Campus Ministry; Health Service; and the Counseling and Wellness Center.
- A final note to our students: The University is concerned about your health and welfare because you represent Connecticut’s current and future work force and leadership. We want you to be successful in the classroom and out in the work force. We want you to have a healthy and productive life. Part of our contribution to that life is to build a campus environment that supports and promotes good health. Our policies and services are founded on this principle.

COMMITMENT TO CIVILITY
As a Central Connecticut State University student:

It is in my own best interest to help create a world, a community, and a campus of compassion, equality, and justice for all people.

It is my responsibility to help build a community that fosters mutual respect and a safe environment for all human beings regardless of race, gender, religion, age, sexual orientation, disability, and socioeconomic status.

It is my moral obligation to behave in ways that contribute to a civil campus environment, and I resolve to support this behavior in others.

I therefore commit myself to actively work towards these goals in my daily life. This is my commitment to Central Connecticut State University.
COMPUTER USE POLICY
Connecticut State University System Policy Statement on Student Use of University Computer Systems and Networks November 8, 1995

1. University computer systems and networks are provided for student use as a part of the University academic program. Students are encouraged to become proficient in the use of computers as a means of enhancing their educational experience. However, widespread student use also necessitates certain rules of computer conduct. Computer misconduct can result in restrictions on or revocation of computer access privileges.

2. University computer systems and networks constitute an expensive and valuable resource. The capacity of this resource to fulfill all the legitimate academic and administrative needs of students, faculty and staff are limited.

3. Student users have a responsibility to use University computer resources in an efficient, ethical and lawful manner.

4. The University has a right and a duty to protect its valuable computer resources and to restrict student access to uses that are strictly related to the students’ academic programs as well as reasonably limited in time. The University reserves the right to define what are unauthorized student uses.

5. The Chief Computer Administrator or designee(s) at each University in the CSU System and at the System Office may monitor student user accounts, files and/or login sessions for appropriate management purposes. Such purposes include but are not limited to performing archival and recovery procedures, evaluating system performance and ensuring system integrity and security.

6. Upon identifying a violation of this policy which constitutes an immediate, clear danger to the University computer systems or networks the Chief Computer Administrator or designee(s) at each University and in the System Office may immediately limit or suspend a student’s access to University computer resources with immediate notification of charges and actions to the appropriate Chief Student Affairs Administrator or designee(s). This emergency suspension of computer use will then follow the student judicial procedures for “Interim Suspension” as provided in the CSU Student Rights and Responsibilities and Judicial Procedures document.

7. Violations of University computer policy that do not constitute an immediate, clear danger to the University computer systems or computer networks will be referred to the regular student disciplinary process.

8. Student computer offenses, which are included as number 25 in the Appendix of Punishable Offenses in the CSU Student Rights and Responsibilities and Judicial Procedures document are as follows:
   a. Unauthorized use of University computers and/or peripheral systems and networks;
   b. Unauthorized access to University computer programs or files;
   c. Unauthorized alteration or duplication of University computer programs or files;
   d. Any deliberate action to disrupt the operation of University computer systems which serve other members of the University community, including all networks to which University computers are connected;
   e. Use of University computer systems and networks for committing crimes, violating civil laws or violating University rules.

9. Unauthorized uses for students include but are not limited to the following:
   a. Computer games that are not assigned course work;
b. Development or transmitting of chain letters;
c. Entering or transmitting of commercial advertisements or solicitations;
d. Entering or transmitting of political campaign material relating to elections to be held outside the University;
e. Entering or transmitting of obscene material;
f. Sexual harassment or other forms of harassment aimed at others or otherwise threatening others;
g. Sharing one’s own computer account with others or using another person’s accounts;
h. Violation of copyright laws or using or copying software in ways that violate the terms of the license;
i. Entering or transmitting computer viruses or any form of intentionally destructive programs;
j. Intentional disruption of network services;
k. Connecting any device to the network without permission;
l. Copying, modifying, replacing or deleting any other user’s account or any software used for system management;
m. Harming University computer equipment;
n. Uses which violate rules developed at each University which are necessitated by facilities limitations or other circumstances unique to each University.

**DISABILITY DISCRIMINATION POLICY**

Central Connecticut State University is committed to the goal of providing equal educational opportunity and full participation for persons with disabilities. To that end, this statement of policy is written to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program of activity of the University.

**Grievance Procedure for Students with Disabilities**

For students with documented disabilities, the University is required to provide reasonable, appropriate and effective accommodations as long as they do not change the essential academic requirements of a course or major. The Americans with Disabilities Act requires that accommodations be developed in a give-and-take-process between the institution and students with disabilities.

Students who believe they have not received the appropriate services or accommodations are encouraged to follow the procedures below:

- Meet with an Office of Special Student Services staff member to discuss the concerns.
- Upon written notification, the Office of Special Student Services staff will initiate and complete a review process as expeditiously as possible.
- The Office of Special Student Services staff will request that a University staff member provide the approval accommodation until the concerns are resolved.
- If the student’s concern is about the Office of Special Student Services or the Director of Special Student Services, contact the Coordinator of Special Student Services, Davidson Hall Room 103, or call (860) 832-1603. Grievances involving the office of Special Student Services or its Director should be filed within ten working days of the event or action-giving rise to the concern.
- If you are unsatisfied with the Office of Special Student Services decision, file a formal grievance with the ADA/504 Compliance Officer located in Davidson Hall, Room 102, or by calling: (860)832-1653.
EMERGENCY MEDICAL TREATMENT/ WITHDRAWAL PROCEDURES

The following procedures will be in effect for students who exhibit behavior which is considered dangerous and/or life threatening.

I. CCSU Police will be contacted. After consultation with appropriate CCSU staff, i.e., Residence Life, CCSU Police will determine if the student should be removed by medical transport to an appropriate treatment facility.

II. If a student’s behavior results in removal by emergency transport, the student will not be allowed to return to the University until the following conditions are met.

   a.) The student must be evaluated by University Health Service for medical issues or by the Counseling and Wellness Center for psychological/substance abuse issues on the next business day in order to remain in residence and/or return to classes. The student must provide verification of such evaluation to Residence Life or Student Affairs.

   b.) If a resident student is transported to a hospital emergency room by University action, the student must present appropriate discharge papers to the University Police indicating they are not an imminent danger to themselves or others for temporary readmission to the residence halls.

   c.) In case of a second transportation to a hospital emergency room within a 36-hour period, the student will not be readmitted to the residence hall until an evaluation and recommendation are made by the University Health Service or the Counseling and Wellness Center to the Vice President for Student Affairs or designee.

III. The Director of Health Service/Director of the Counseling and Wellness Center or designee will then review the documentation and make appropriate recommendations to the Vice President for Student Affairs or designee. Such recommendations may include, but may not be limited to, the following:

   a.) Further medical/psychiatric assessment, or care which includes continuing contact with the University Health Service/Counseling and Wellness Center or other appropriate agency.

   b.) Based upon student’s current medical/psychiatric condition, the individual not be allowed to continue as a student.

   c.) Other conditions as deemed necessary.

PARENTAL NOTIFICATION POLICY

CCSU is concerned that each member of the campus community can live, study, and work in a safe, healthy, and supportive environment. It is our belief that a campus should be a place where college students, who are adults, can make adult choices with the responsibility for the consequences of those choices. Part of that experience for some students is to test limits of self and community. Oftentimes, making mistakes can be a valuable learning experience as long as by doing so there are no undue risks taken or inappropriate consequences inflicted upon others.

We recognize and affirm that parents and other significant adults in an important partner in the success of each student. Parents have prepared students for success in college as they provide the love, support, and encouragement that students need to succeed as well-adjusted and motivated members of society. Naturally, parents have an interest in being fully informed about their son or daughter’s experience at college.
To that end, the University wishes to develop a network of supports among students and their parents. To do so, in our judgment, requires that the University provide some information to parents while allowing room for students to grow and become more self-reliant. It is also important to understand that federal and state law limits the circumstances when a University is permitted to release information contained in student records.

CCSU has concluded that an appropriate balance can be achieved where the University will contact parents on a limited basis for violations by a student of the University’s conduct code. We will not contact parents for minor conduct violations, including most first time alcohol violations, although we will encourage students to inform their parents in these circumstances. The University will notify parents where it is appropriate to do so at its discretion and within the bounds of legal limitations, which have been changed to allow universities to notify parents in a broader range of circumstances. Normally, this will occur when a student is involved in serious misconduct that results in a probationary status or student’s use of alcohol or other drugs involves the need for medication intervention, even if it is the student’s first violation. It is our belief that notification in this fashion will allow University staff the opportunity to teach while providing students the room to grow. When we meet with students who have violated our policy, it is our practice to also advise them of services on campus that can be of assistance to them if they feel they may need more information and/or professional assistance to change their behavior. This will also allow a connection to be made with the family support structure to avoid further decisions that will likely result in a significant separation from University life.

PET POLICY
With the exception of animals used to aid persons with disabilities, animals used in University laboratories and fish in residence hall rooms, non-human animals are prohibited in campus buildings.

POSTERS AND ADVERTISING POLICY
Campus events, student organization or University sponsored, will be listed online at http://today.ccsu.edu
This service is online and AMP is posted across campus in garages, kiosks, entrance foyers, and stairwells. Any event scheduled through the Student Center Reservations Office (860) 832-1964 or Event Management (860) 832-2468 can be listed on http://today.ccsu.edu the official University web event calendar. Advertising can also be arranged with The Recorder (student newspaper) and WFCS (student radio). The following rules apply for posting notices:
• The maximum size for posters placed on campus is 22 inches by 28 inches.
• No posters or flyers are allowed on windows or doors in any building.
• Posters must be placed on tiled areas or approved bulletin boards only; all others will be removed.
• Posters on tiled areas should be secured by tape only, and by thumbtacks on bulletin boards. Those that fall will be discarded.
• Posters must be removed the day after the advertised event date.
• Club or Department name must appear on the poster.

Posters to be displayed in various areas must be approved as follows: for Memorial Hall and Student Center bulletin boards (14 by 22 inches maximum), by the Student Center Information Desk; for Elihu Burritt Library, by the main office; for Welte Hall, by the office of the Music Department Chair; for Kaiser Hall, by the office of the Assistant Director of Athletics; for Davidson Hall, by the Office of the Vice President for Institutional Advancement (Room 102); and for the Residence Halls, by the Office of the Director of Residence Life (Barrows Hall). No outside organization shall place posters on campus without permission from the Chief Administrative Officer. No unauthorized or unsolicited handbills, posters, notices, or other similar
devices of a temporary nature are to be displayed on the exterior of any campus building, parked cars, trees, telephone poles, grounds, etc. on University property. Kiosk postings are encouraged.

RACISM AND ACTS OF INTOLERANCE POLICY
The Board of Trustees for the Connecticut State University on November 3, 1989, endorsed the following policy regarding racism and acts of intolerance:

- Institutions within the Connecticut State University have a duty to foster tolerance;
- The promotion of racial, religious, and ethnic pluralism within the University is the responsibility of all individuals within the University community;
- Every person within the University community should be treated with dignity and assured security and equality;
- Individuals may not exercise personal freedoms in ways that invade or violate the rights of others;
- Acts of violence and harassment reflecting bias or intolerance of race, religion, gender, sexual orientation, disability, and ethnic or cultural origins are unacceptable; and
- The University shall take appropriate corrective action if such acts of violence or harassment occur.

A complaint against a student alleging a violation of this policy should be filed with Multicultural Affairs, Davidson 102; the Office of the Vice President for Student Affairs, Davidson 103; or the University Police Department, Manafort Drive. Any complaint filed against a student must be filed within 90 days of the alleged violation.

A complaint against a University employee alleging a violation of this policy should be filed in either Multicultural Affairs, Davidson 102, or the University Police Department, Manafort Drive. Any complaint filed against a University employee must be filed within 60 days of the alleged violation.

SOLICITATION POLICY
The University does not permit solicitation or sales of any nature on campus and is not responsible for any such representation. Solicitation by individuals, groups, non-campus organizations, including sales and the taking of orders for sales, except as related to the educational mission of the University or non-profit organizations authorized to solicit under Connecticut statutes in agencies of the state, is prohibited.

The University, its various departments, and recognized campus organizations are solely permitted to sponsor programs that may include solicitation and sales on the campus. The University shall stipulate conditions under which such solicitation/sales can take place. Students may request permission for solicitation/sales on campus from the Director of Student Activities & Leadership Development. All other requests for solicitation/sales on campus are to be directed to the Office of Institutional Advancement.

STUDENT CODE OF CONDUCT AND STATEMENT OF JUDICIAL PROCEDURES
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Preamble
Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well being of society. In line with this purpose, the University has the duty to protect the freedoms of inquiry and expression and furthermore has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

The Connecticut State University System has certain self-defined institutional values. Principal among these values is respect for the dignity, rights, and individuality of each member of the university community. The opportunity to live, study, and work in an institution, which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of the university community must at all times govern their social and academic interactions with tolerance and mutual respect so that the men and women who pass through the university's doors are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the University’s commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on the university campus. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation, disability, gender, age, or ethnic background are antithetical to the University’s fundamental principles and values. It is the University’s responsibility to secure the students’ right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of the CSU System. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

Introduction
This Student Code of Conduct and Statement of Judicial Procedures is intended to present a clear statement of student rights and responsibilities and to set forth the judicial procedures established by the Connecticut State University System (“CSU”) to protect those rights and address the abdication of those responsibilities. The Code describes the types of acts that are not acceptable in an academic community, as well as the general processes by which the commission of those acts will be addressed.

Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all University regulations governing student conduct and responsibilities. Students do not relinquish their rights or shed their responsibilities as citizens by becoming members of the Connecticut State University community.

Part I: Definitions
The following list of defined terms utilized throughout this Code is provided in an effort to facilitate a more thorough understanding of the Code. This list is not intended to be a complete list of all the terms referenced in the Code that might require interpretation or clarification. The Vice President for Student Affairs or his or her designee shall make the final determination of the definition of any term
found in the Code. For purposes of interpretation and application of this Code only, the following
terms shall have the following meanings:

1. “Appellate body” means any person or persons authorized by the Vice President for Student Affairs
or his or her designee to consider an appeal from a determination by a hearing body that a student
has violated the Code or from the sanctions imposed by the hearing body.


3. “Hearing body” means any person or persons authorized by the Vice President for Student Affairs to
determine whether a student has violated the Code and to impose sanctions as warranted, including
a hearing officer, hearing board, or hearing panel. Each university may determine the type(s) of
hearing body to be utilized on its campus.

4. “Instructor” means any faculty member, teaching assistant, or any other person authorized by the
University to provide educational services, including, but not limited to, teaching, research and
academic advising.

5. “Judicial officer” means a University official who is authorized to determine the appropriate
resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies
as appropriate. Subject to the provisions of this Code, a judicial officer is vested with the authority
to, among other duties: investigate a complaint of an alleged violation of the Code; decline to pursue
a complaint; refer identified disputants to mediation or other appropriate avenues of resolution;
establish charges against a student; enter into an administrative agreement developed with an
accused student in accordance with Section IV.C. of this Code; and present the case against the
accused student as the complainant before the hearing body.

6. “Member of the University community” means any person who is a student, a University official, or
any other person who works for the University, either directly or indirectly (e.g., for a private
enterprise doing business on the University’s campus).

7. “Policy” means the written regulations, standards and student conduct expectations adopted by the
University and found in, but not limited to, the Student Handbook, the Residence Life Handbook,
the housing contract, the graduate and undergraduate catalogs, and other publicized University notices.

8. “Prohibited conduct” means the conduct prohibited by this Code, as more particularly described in
Part III of this Code.

9. “Student” means any person admitted, registered, enrolled or attending any University course or
University-conducted program, whether full-time or part-time, and whether pursuing undergraduate,
graduate or professional studies. Persons who are not officially enrolled for a particular term but
who have a continuing relationship with the University are considered “students” for purposes of
application of this Code.

10. “Student organization” means an association or group of persons that have complied with the formal
requirements for University recognition.

11. “Support person” means any person, including a parent or an attorney, who accompanies an
accused student, a complainant, or a victim to a hearing for the limited purpose of providing
individual consultation. A support person may not directly address the hearing body, question
witnesses, or otherwise actively participate in the hearing process.
12. “University” means the CSU System University where the alleged violation of the Code occurred.

13. “University affiliates” means individuals and/or entities with whom or with which the University has a contractual relationship.

14. “University calendar days” means the weekdays (Mondays through Fridays) when the University is open.

15. “University official” means any person employed by the University to perform assigned administrative, instructional, or professional responsibilities.

16. “University premises” means all land, buildings, facilities, and other property in the possession of, or owned, used, and/or controlled by, the University, either solely or in conjunction with another entity.

17. “Shall” and “will” are used in the imperative sense.

18. “May” is used in the permissive sense.

Part II: Application, Distribution and Administration of the Student Code of Conduct and Statement of Judicial Procedures


This Code applies to students and to student organizations. Throughout this document the term “student” shall generally apply to the student as an individual and to a student organization as a single entity. The officers or leaders of a particular student organization usually will be expected to represent the organization during the judicial process. Nothing in this Code shall preclude holding certain members of a student organization accountable for their individual acts committed in the context of or in association with the organization’s alleged violation of this Code.

B. Distribution of the Student Code of Conduct and Statement of Judicial Procedures: The Code shall be made available online and in a printed publication. The Office of Student Affairs will distribute and make available to students, faculty and staff, both online and in a printed publication, any revisions to the Code.

C. Administration of the Code: The Vice President for Student Affairs shall be the person designated by the University President to be responsible for the administration of the Code.

Part III: Prohibited Conduct

A student who is found responsible for engaging in conduct that violates this Code on any Connecticut State University campus or on property controlled by the University or by any University affiliate shall be subject to the sanctions described in this Code. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action. Off-campus misconduct may be subject to the jurisdiction of the University and addressed through its judicial procedures if one of the following conditions is met: (i) a student engages in prohibited conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized student organization; or (ii) a student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the accused student poses a threat to the life, health or safety of any member of the University community.
or to the property of the University. The decision to extend the University’s jurisdiction to off-campus misconduct shall be made by the Vice President of Student Affairs on a case-by-case basis.

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code. Although the list is extensive, it should not be regarded as all-inclusive.

1. Acts of dishonesty, including but not limited to the following:
   a. Academic misconduct, including all forms of cheating and plagiarism. Academic misconduct includes but is not limited to, providing or receiving assistance from another, in a manner not authorized by the instructor, in the creation of work to be submitted for academic evaluation (including papers, projects and examinations). Plagiarism is defined as presenting, as one’s own, the ideas or words of another person, for academic evaluation, without proper acknowledgment. Plagiarism includes, but is not limited to: (i) copying sentences, phrases, paragraphs, tables, figures, or data directly or in slightly modified form from a book, article, or other academic source without using quotation marks or giving proper acknowledgment to the original author or source; (ii) copying information from Internet Web sites and submitting it as one’s own work; (iii) buying papers for the purpose of turning them in as one’s own work; and (iv) selling or lending papers to another person for submission by that other person, for academic evaluation, as his or her own work.
   b. Misuse of University documents, including, but not limited to, forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other University identification document, course registration document, schedule card, transcript, or any other University-issued document or record.
   c. Knowingly furnishing false information to any University official.

2. Disruption or obstruction of teaching, research or other academic or administrative activities.

3. Actual or threatened physical assault or abuse, threatening, intimidation, coercion, and any other conduct which threatens or endangers the health or safety of any person or endangers one’s own health or safety.

4. Sexual assault, sexual misconduct, which is defined as any unwanted or unwelcome physical contact of a sexual nature, or sexual harassment, which is defined as any unsolicited, unwelcome, and unwanted sexual advance, or other conduct of a sexual nature which has the effect of interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment. Sexual assault or misconduct may include a sexual act directed against another person where that person is not capable of giving consent.

5. Hazing, which is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization.

6. Stalking, which is defined as repeatedly contacting another person when:
   a. The contacting person knows or should know that the contact is unwanted by the other person; and
   b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life. As used in this definition, the term “contacting” includes, but is not limited to, communicating with or remaining in the physical presence of the other person.
7. Harassment, which is defined as conduct which is abusive or which interferes with a person’s pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

8. Violations of privacy, including, but not limited to, voyeurism and the use of electronic or other devices to make an audio or video record of any person without his or her prior knowledge, and without his or her consent, when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

9. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, the University, or any member of the University community.

10. Intentional interference with entry into or exit from University premises or with the free movement of any person.

11. Failure to comply with the directions of University officials acting in the performance of their duties.

12. Use, possession, purchase, sale or distribution of alcoholic beverages except as expressly permitted by law and University regulations.

13. Use, possession, purchase, sale, distribution or manufacturing of controlled substances and/or drugs, or drug paraphernalia, except as expressly permitted by law.

14. Use, possession or distribution of firearms, ammunition for firearms, other deadly weapons and dangerous instruments as defined in Section 53a-3 of the Connecticut General Statutes, fire works, explosives, incendiary devices, dangerous chemicals or biological agents, except as expressly permitted by law and University regulations.

15. Forcible and/or unauthorized entry into and/or unauthorized presence in University premises.

16. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.

17. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.

18. Gambling, as defined in Section 53-278a of the Connecticut General Statutes, on University premises.

19. Unauthorized use of University property or the property of members of the University community or of University affiliates.

20. Conduct that violates published University policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.

21. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.

22. Unauthorized use of University computers and/or peripheral systems and networks, unauthorized
access to University computer programs or files, unauthorized alteration, transfer or duplication of University computer programs or files, deliberate disruption of the operation of University computer systems and networks, unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software, and violation of the Connecticut State University System Policy Statement on Student Use of University Computer Systems and Networks and/or any applicable University computer use policy.

23. Abuse of the University judicial system, including but not limited to:
   a. Falsification, distortion, or intentional misrepresentation of information to a judicial officer or before a hearing body;
   b. Institution of a judicial proceeding knowingly without cause;
   c. Attempting to discourage an individual's proper participation in, or use of, the judicial system;
   d. Attempting to influence the impartiality of a member of a judicial officer or hearing body prior to, and/or during the course of, the judicial proceeding;
   e. Harassment (verbal or physical) and/or intimidation of a judicial officer or member of a hearing body prior to, and/or during the course of, the judicial proceeding;
   f. Failure to comply with the sanction(s) imposed under the student code;
   g. Influencing or attempting to influence another person to commit an abuse of the judicial system.

Part IV: Judicial Procedures

Violations of the Student Code of Conduct will be addressed by the University in accordance with the procedures set forth in this Part IV of the Code. Residence hall violations for which the sanctions of expulsion, suspension or residence hall separation may not be imposed will be addressed in accordance with the procedures set forth in Residence Life and not pursuant to the procedures set forth in this Code. Allegations of academic misconduct will be addressed in accordance with section F of this Part IV of the Code.

A. Filing of a Complaint:
Any member of the University community may file a complaint against a student or a student organization alleging a violation of the Code. A complaint must be made in writing and submitted to the University's Office of Student Affairs. A complaint should be submitted as soon as possible after the occurrence of the alleged violation, but not later than ninety (90) calendar days following the occurrence of the alleged violation, except that in cases of alleged misuse of University documents or making false statements as defined in this Code, and under other appropriate circumstances, a complaint may be made at any time. Any exception to the submission deadline must be authorized by the Vice President for Student Affairs or his or her designee.

Section 1.01
B. Disciplinary Proceedings Against a Student Charged with a Violation of Law and a Violation of the Code
University disciplinary proceedings may be instituted against an accused student who has been charged with violation of a law in connection with conduct that also violates the provisions of this Code. Disciplinary proceedings under this Code may be carried out prior to, simultaneously with, or following the institution of civil or criminal court proceedings against the accused student.

C. Pre-Hearing Investigation:
Once a complaint has been filed, the judicial officer will determine whether probable cause exists to believe there has been a violation of the Code. The judicial officer may also present the case for the University at any subsequent hearing, but if he or she does, he or she shall not serve as a member of a hearing body or as a hearing advisor.

If probable cause is determined to exist, the judicial officer will determine if the complaint can be resolved by administrative agreement between the judicial officer and the accused student. If the com-
plaint can be so resolved, such disposition shall be final and there shall be no subsequent proceedings in connection with the complaint and the accused student shall have no right of appeal. If the complaint cannot be so resolved, the student will be informed of the hearing process and of the rights of an accused student, and a hearing will be scheduled.

D. Hearing Procedures:
1. Notice of Hearing: Normally, a hearing will be conducted within ten (10) University calendar days of the accused being notified of the charges. Notice may be provided to the accused by in-hand delivery, by registered mail and/or by certified mail, return receipt requested, or by overnight delivery, with signature of recipient required. Notice shall be sent or delivered to the accused student at his or her campus address, if any, or at his or her home address on file with the University, whichever is appropriate. Should the accused refuse to accept in-hand delivery, a written statement of the attempted delivery of the notice signed by the person attempting to make such delivery shall constitute notice. Should the accused student refuse to sign for registered or certified mail, the postal document indicating such refusal shall constitute notice. The notice must advise the accused student of each section of the Code alleged to have been violated and, with respect to each such section, a statement of the acts or omissions which are alleged to constitute a violation of the Code, including the approximate time when and the place where such acts or omissions allegedly occurred.

The accused student shall be afforded a reasonable period of time to prepare for the hearing, which period of time shall not be less than five (5) University calendar days. The accused student, the complaining party and/or any alleged victim may request a delay of the hearing due to extenuating circumstances. Any decision to postpone the hearing shall be made by the judicial officer or the hearing body, or by the designee of the Vice President for Student Affairs.

2. Hearing: An accused student has the right to be heard by a hearing body duly appointed by the University’s Vice President for Student Affairs or his or her designee. A student accused of misconduct which may not be sanctioned by expulsion or suspension from the University and/or by residence hall separation will receive a hearing before a hearing officer, unless the offense charged is one that has been designated by the University as appropriate for hearing before a hearing board or panel. In matters pertaining to academic misconduct, any hearing body so convened may include faculty and/or representatives from Academic Affairs.

The accused student, the complaining party, and any alleged victim shall have the right to be present at all stages of the hearing process except during the private deliberations of the hearing body and the presentation of sanctions. In hearings involving more than one accused student, the hearing body may determine that, in the interest of fairness, separate hearings should be convened.

3. Record of Hearing: When expulsion or suspension from the University or residence hall separation is a possibility, the University shall make a tape recording of the hearing. The tape recording shall be the property of the University. No other tape recordings shall be made by any person during the hearing. Upon request, the accused student may review the tape recording in a designated University office in order to prepare for an appeal of the decision rendered by the hearing body. The University shall keep the tapes until such time as any appeal of the decision rendered has been concluded.

4. Opportunity to Present a Defense and Evidence and to Question Witnesses: The accused student shall be notified of the information to be presented against him or her, and to know the identity of witnesses who have been called to speak at the hearing, when such information is known by the University prior to the hearing. The accused student shall have the full opportunity to present a defense and evidence, including the testimony of witnesses, in his or her behalf. The complainant and the accused student may question the statements of any person who testifies in a manner deemed appropriate by the hearing body. The complainant and the accused student may make concluding statements regarding the charges made and the information presented during the hearing. The hearing
body may question the accused student and the complainant, any witness presented by the accused student or the complainant, and any other witnesses the hearing body may choose to call to testify.

5. **Evidence and Personal Data Concerning the Accused Student in University Files to Be Made Available to the Student upon Request Prior to the Hearing:** The University shall, upon written request, make available to the accused student, prior to the hearing, the evidence expected to be introduced at the hearing. Any personal data concerning the accused student in the University’s disciplinary or other files is subject to the provisions of applicable federal and state law, including but not limited to, Section 4-194 of the Connecticut General Statutes.

6. **Accused Shall Receive Hearing before Impartial Hearing Body:** The accused student has the right to receive a hearing before a duly constituted impartial hearing body. In matters pertaining to academic misconduct, such impartial hearing body may include faculty and/or representatives from Academic Affairs. Any disputes surrounding the impartiality of the hearing body or any member of a hearing body will be referred to the Vice President for Student Affairs or his or her designee, who will hear the matter and make a determination.

7. **Accused Can Choose Whether or Not to Testify in His or Her Own Defense:** The accused student who is present at the hearing shall be advised by the hearing body that he or she is not required to testify, to answer questions, or to make any statement regarding the complaint or the allegations set forth in that complaint. Refusal to do so shall not be considered by the hearing body to constitute evidence of responsibility.

8. **Non-Appearance of Accused Student at Disciplinary Hearing:** If an accused student does not appear at a disciplinary hearing, the hearing body shall enter a plea of “not responsible” on behalf of such student and the hearing shall proceed in the normal manner of hearing evidence, weighing facts, and rendering judgment. The failure of an accused student to appear at the disciplinary hearing shall not be considered by the hearing body to constitute evidence of responsibility.

9. **Admission of Persons to Hearing:** Hearings shall be closed, but the hearing body may, in its discretion, admit any person into the hearing room. The hearing body shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.

10. **Accused Has the Right to Have a Support Person or Legal Counsel Present at the Hearing:** The accused student has the right to consult with a support person of his or her choice in the preparation of his or her defense. The accused student also has the right to have a support person sit with him or her at the hearing and to consult privately with that person, but the support person will not be permitted to speak or advocate during the hearing unless the accused student is disabled to the point of being unable to present his or her defense or unless the case against the student is presented by an attorney. The support person may be legal counsel. With respect to hearings in which the offense alleged involves sexual misconduct or sexual assault, both the accused and the accuser are entitled to have a support person present during a disciplinary hearing.

11. **Presentation of Evidence:** Only evidence introduced at the hearing itself may be considered by the hearing body.

12. **Evidence of Prior Convictions or Disciplinary Actions:** Evidence of prior criminal convictions or University disciplinary actions may be presented to the hearing body only after a determination of responsibility has been made and only for consideration in connection with determining the sanction. Any part of the written decision that refers to such shall not be public unless the accused student waives the right to privacy in that respect.
13. **Written Notice of Decision**: The accused student shall receive written notice of the decision of the hearing body that shall set forth the decision rendered, including a finding of “responsible” or “not responsible,” and the sanctions imposed, if any. The decision of the hearing body, as well as the sanctions imposed, if any, generally will not be released to third parties without the prior written consent of the accused student. However, certain information may be released if and to the extent authorized by state or federal law.

14. **Right to Appeal**: The decision of the hearing body may be appealed by the accused student to the Vice President for Student Affairs or his or her designee. A request for appellate review must be made in writing to the Vice President for Student Affairs or his or her designee, within three (3) University calendar days of the student’s receipt of the written notice of decision. For good cause shown, the Vice President for Student Affairs may extend the three-University calendar day limitation on filing appeals. A student may request only one appellate review of each decision rendered by the hearing body.

15. **Grounds for Appeal**: The accused student has the right to appeal the decision of the hearing body on the grounds that: (1) the procedures set forth in this Code were not followed and, as a result, the decision was substantially affected; (2) the evidence presented was not substantial enough to justify the decision rendered by the hearing body; and/or (3) the sanctions imposed were not commensurate with the gravity of the offense for which the accused student was found responsible. The appeal shall be confined to the record except that in cases of alleged procedural irregularities not shown in the record evidence may be taken by the Vice President for Student Affairs or a designee of such Vice President not involved in the initial hearing. The existence of newly discovered evidence is not grounds for appeal. If new evidence is discovered which may be sufficient to alter the decision of the hearing body, the accused student may request that the original hearing body conduct a re-hearing.

16. **Appeal Procedures**: In order to prepare for the appeal, the accused student may review the audio-tape of the original hearing in a designated University office but will not be permitted to remove the tape from that office. The appeal will not be heard by anyone involved in the initial hearing.

If an appeal is upheld on the grounds that the procedures set forth in this Code were not followed and, as a result, the decision was substantially affected, the matter shall be referred to the original hearing body for a reconsideration of its determination or to a newly constituted hearing body for a new hearing, as appropriate.

If an appeal is upheld on the grounds that the sanctions imposed were not commensurate with the gravity of the offense for which the accused student was found responsible, the appellate body may, upon review of the case, reduce or sustain, but may not increase, the sanctions originally imposed by the hearing body.

17. **Status of Student Pending Appeal**: All sanctions imposed by the hearing body shall be and continue in effect pending the outcome of an appeal. Any request to delay the commencement of sanctions pending an appeal must be made by the accused student, in writing, to the Vice President for Student Affairs or his or her designee.

E. **Interim Suspension and/or Residence Hall Separation**:  
1. **Basis for Imposition of Interim Suspension or Residence Hall Separation**: An interim suspension or residence hall separation may be imposed upon a student prior to a hearing on the student’s alleged violation of the Code when, in the opinion of the suspending authority: (i) a student’s continued presence constitutes a continuing danger to persons or property or an on-going threat to the academic process; or (ii) the interim suspension or residence hall separation is necessary to ensure the student’s own physical or emotional safety and well-being. An interim suspension or residence hall separation is
not a sanction and will continue in effect only until such time as a hearing on the alleged violation has been completed.

2. **Suspending Authority:** The Vice President for Student Affairs or his or her designee shall have authority to impose an interim suspension or residence hall separation.

3. **Procedure:** The accused student shall be notified, either orally or in writing, of the pending imposition of an interim suspension or residence hall separation. Whenever possible, prior to the imposition of the interim suspension or separation, the affected student will be afforded an opportunity to meet with the Vice President for Student Affairs, or his or her designee. Otherwise, the meeting will be held on the first University calendar day that the student is available. At that meeting, the student will be advised of the misconduct charges made against him or her and the information upon which the determination that he or she poses a continuing threat or danger to him or herself, other persons or property, or the academic process was based. If the student denies the charges, he or she will be advised of the nature of the evidence supporting the charges and of the identity of the witnesses against him or her. At that meeting, the accused student will be given the opportunity to challenge the reliability of the information concerning the student's conduct, present his or her version of the events giving rise to the charges, and challenge the determination that his or her continued presence poses a continuing threat or danger to him or herself, other persons or property, or the academic process. If an interim suspension or residence hall separation is thereafter imposed, for the duration of that suspension or separation the affected student shall be denied access to the University's campus, including, but not limited to, the residence halls, and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs or his or her designee may determine to be appropriate. Any student placed on an interim suspension or residence hall separation will be given an opportunity to appear at a formal hearing on the misconduct charges lodged against him or her in accordance with Part IV, D of this Code, within ten (10) University calendar days of being placed on such suspension or separation, or as soon as practical after the accused student is prepared to participate in such a hearing.

**F. Academic Misconduct:**
If an instance of academic misconduct is reported by a member of the University community other than the relevant instructor, the Vice President for Student Affairs, or his or her designee, will inform the Academic Vice President or his or her designee. The Academic Vice President or his or her designee will inform the relevant instructor. Following the conclusion of any hearing held in accordance with the provisions of this Code, the hearing body will inform both the Academic Vice President and the Vice President for Student Affairs or their designee of its findings. The Academic Vice President, in collaboration with the Vice President for Student Affairs or his or her designee, will inform the Dean of the School in which the incident was originally reported that the hearing has been concluded and what sanctions, if any, were imposed. The hearing body may not, and will have no authority to, change any grade following the conclusion of any hearing held in accordance with the provisions of this Code.

**V. Disciplinary Sanctions**
Disciplinary sanctions that may be imposed by the University include, but are not limited to, any of the following or any combination of the following: expulsion, suspension, disciplinary probation, disciplinary warning, residence hall separation, residence hall probation, and residence hall warning. In cases in which sanctions are imposed for offenses involving damage to, destruction of, or misappropriation of property, agreement by the accused student to make restitution may constitute grounds for mitigation of any sanction imposed.

**A. Sanctions Which May Be Imposed for Violations of the Code:**
The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Code, and will be entered into student’s disciplinary records. Notation of disciplinary sanctions are on file only in the appropriate office in the Division of Student Affairs and are not released without the written consent of the student except to appropriate University enforcement personnel, University police, staff, and administrators or as required by law.

1. **Expulsion**: Expulsion is permanent disciplinary separation from all universities within the Connecticut State University System and the denial of all student privileges. Expulsion shall be effective on the date that notice of expulsion is provided to the accused student, or later, if so stated in the notice. A student separated from all universities of the CSU System by expulsion may under the terms of the expulsion be excluded from all University premises when in the judgment of the expelling authority the student’s presence would constitute a danger to persons or property or a threat to the academic process.

2. **Suspension**: Suspension is temporary disciplinary separation from all universities within the system and the denial of all student privileges. Suspension shall be effective on the date that notice of the suspension is provided to the accused student, or later, if so stated in the notice, and shall prescribe the date and conditions upon which the student may petition for readmission to the University. A student separated from all universities within the CSU system by suspension may under the terms of the suspension be excluded from all University premises when in the judgment of the suspending authority the student’s continued presence would constitute a danger to persons or property or a threat to the academic process. Notwithstanding the foregoing, the suspending University authority of the suspended student’s home university or his or her designee may authorize a suspended student who has been excluded from all University premises to enter the premises of the student’s home university for designated purposes.

3. **Disciplinary Probation**: Disciplinary probation is a designated period of time during which a student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges with University community. Disciplinary probation may involve the imposition of certain restrictions and/or conditions upon the accused student including, but are not limited to, financial restitution, community service, fines, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, or ineligibility to participate in University activities or events. Periodic contact with a designated member of the University community or non-college professional may be required. If the accused student fully complies with the terms and conditions imposed in connection with the disciplinary probation, full student privileges will be restored to the student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A student accused of violation of probation will be given due notice of the alleged violation and the procedures set forth in this Code shall be followed.

4. **Disciplinary Warning**: A disciplinary warning is a written notice to a student advising him that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.

5. **Restitution**: Compensation for loss of or damage to University property. This may take the form of appropriate service and/or monetary or material replacement.

6. **Residence Hall Separation**: Residence hall separation is the removal of a student from the University residence hall in which he or she resides. Such separation shall include a restriction of access to all or designated University residence halls.
7. **Residence Hall Probation:** Residence hall probation is a designated period during which a student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within the residence hall in which the student resides. Residence hall probation may include restrictions and/or conditions on the exercise of residence hall activities and privileges. Periodic contact with a designated member of the residence hall staff or professional may be required. If the accused student fully complies with the terms and conditions imposed in connection with the residence hall probation, full residence hall privileges will be restored to the student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A student accused of violation of probation will be given due notice and the procedures set forth in this Code shall be followed.

8. **Residence Hall Warning:** Residence hall warning is a written notice to a student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.

B. **Sanctions Which May Be Imposed Upon Student Organizations:**

1. Those sanctions listed in Part V, A., 2 through 4.

2. **Loss of Recognition:** Loss of all University privileges for a designated period of time. Loss of recognition for more than two (2) consecutive semesters requires an organization to reapply for University recognition. Conditions for future recognition may be imposed by the hearing body.

**Part VI. Judicial Records**

A student’s judicial record shall be maintained separately from any other academic or official file maintained by the University. Generally, information contained in the judicial record will not be released without the prior written consent of the student. However, certain information may be released to individuals within or outside of the University who have a legitimate legal or educational interest in obtaining it. (Please refer to the Family Educational Rights and Privacy Act of 1974 (“FERPA”), as amended.)

All final judicial dispositions shall be forwarded to the judicial officer who will maintain a judicial record on each student or student organization found to have violated the Code. A student’s judicial record, including related documents, will be retained by the University.

**Part VII. Interpretation**

Questions regarding the interpretation of this Code shall be referred to the Vice President for Student Affairs or his or her designee for final determination. The interpretation accorded by the Vice President for Student Affairs or his or her designee shall be binding.

**STUDENT PRIVACY**

**Student Directory Information**

The University designates the following “Directory Information” as public: name, address, telephone number, major field of study, participation in officially recognized student activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received.

Such information may be disclosed by the institution at its discretion. Currently enrolled students may withhold disclosure of this directory information (exclusive of name) in accordance with the Family Educational Rights and Privacy Act of 1974 and Board of Trustees Resolution SCR 75-7. To withhold disclosure, written notification must be received in the Office of the Registrar prior to the beginning of the respective academic semesters.
The University assumes that failure of any student to request specifically the withholding of directory information indicates individual approval for disclosure. Questions regarding the Family Educational Rights and Privacy Act may be addressed to the Office of the Vice President for Student Affairs.

**Student Photos (Permission for Photos of Students)**

Several offices of the University, principally those of Institutional Advancement, provide information to news organizations about CCSU’s students’ accomplishments and activities while they are at the University and at the time of graduation. Additionally, CCSU supplies photographs and other visual images of students and corollary text in response to requests from news organizations. As a regular practice, photographs of students, faculty, staff, and visitors to campus are used in publications produced by the University for recruitment and general information. Any student who does not wish to appear in any photos used for these purposes must notify the Office of Marketing & Communications (832-1790) immediately upon matriculation. It is, however, not possible to practice these restraints with respect to the use of photography (where groups of students appear) of scenes, events, or classes in session.

**Student Records and Directory Information Policy**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, or head of the academic department [or appropriate official] written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
STUDENT SOFTWARE OWNERSHIP AND SOFTWARE DEVELOPMENT POLICY

It shall be the policy of the state system of higher education that the end product of any work done by a student from any of the state's public colleges or universities to convert, modify, or update state-owned software shall be owned by the state. The software created by a student shall be owned by the state when the following conditions are met: the state, at the inception of the project, informs the student in writing of the state's intention to use the software; the student creates the software as a part of a course-related activity; the student uses state resources to create the software; and the student shall be paid for creating the software or shall be required to sign an agreement in advance, ensuring that the software is owned by the state. The student shall own any software he or she develops, unless it is covered under the policy statements noted above or is produced under the provisions of a grant or an agreement with an outside funding agent.

UNWELCOME OR UNSOLICITED SEXUAL BEHAVIOR POLICY

Sexual assault is a form of physical behavior which includes all forms of sexual violence, such as sexual penetration, intercourse, oral sex, and penetration with an object as well as other sexual conduct: touching or fondling the sexual body parts, by force or by threat of force. If a sexual act is performed on a person who is highly intoxicated or passed out and cannot agree to the sexual act, that is also considered sexual assault in the eyes of the law. Sex against a person's will is sexual assault.

Various offices within the University present sexual assault education programs throughout the academic year, beginning with New Student Orientation. For more information in regard to programming, call the Ruthe Boyea Women's Center, located on the second floor of the Student Center, at 832-1655. The Director for Student Judicial Programs, the University Police, and the Ruthe Boyea Women's Center all publish information concerning various aspects of sexual assault. One such brochure is titled “What Happens Now? A Guide for Victims of Sexual Assault.” Included in this material is exactly what to do and who to call if you or someone you know is a victim of sexual assault. Also included are specifics such as important phone numbers, judicial and police procedure, counseling and medical resources, as well as information regarding changing the victim's living and/or academic setting. Another publication of the Women's Center and the Office of Student Affairs, “Taking Care: A handbook of protection against sexual assault,” is available in the Ruthe Boyea Women's Center. In addition, other materials and videos may be borrowed.

RSVP (Relationship and Sexual Violence Prevention) is a committee chaired by the director of the Women's Center and consisting of representatives from student affairs, campus police, residence life, health services, counseling and wellness, athletics and human relations collaborating on the prevention of relationship and sexual violence.

For more information on any aspect of sexual assault call the Women's Center, 832-1655.
Central Connecticut State University welcomes you to our Residential Life program. As a member of the “Blue Devil family,” you will find that living within the residence halls provides a home away from home atmosphere. Students find that living on campus is the best way to maintain their academics and utilize campus resources.

We hope that you will find being a part of the on-campus living experience will provide you with fond memories that will last a lifetime!

Jean Alicandro  Fred Bonvicini  Sandra Matthews
Director  Associate Director  Assistant Director

GENERAL INFORMATION
Community Living
Creating a community that enhances your college experience is a high priority at Central. The Department of Residence Life strives to make your living environment more than a place to sleep. We are committed to providing you with opportunities that will allow you to learn about yourself and others, interact with diverse students, and develop a sense of community. We feel that we share a partnership with other members of the University by providing you with the necessary tools and resources to succeed. Your college experience is one that you should remember for a lifetime. It is our hope that you find living on campus to be filled with opportunities for you to grow personally and professionally.

You should realize that you play an important part in the community of your building. Getting along with your roommate should be at the top of your list of priorities, but so should learning how to live with other members residing on your floor. You are not only sharing a bedroom but also a bathroom, common areas and television. The members of a community will determine its existence and their willingness to be responsible individuals to shape its success.

You have the responsibility to live up to these rules and regulations and to work with others in your community to create an atmosphere that promotes studying and social interaction. You can achieve this upon your arrival to campus once you move into your room and meet your roommate and the residence life staff. We encourage you to ask questions and seek out the residence life staff when you have problems or concerns.

RESIDENCE LIFE STAFF
Residence Hall Directors/Area Coordinators
A professional housing staff member is responsible for the overall operation of the residence hall s/he supervises in each residential area. The mission of the professional housing staff is to give you the personal assistance, counseling and advice that you need.

An important function of the professional staff member is to maintain close contact with all segments of the student population and develop means of assessing student needs and interests.

The professional staff is trained in areas of management, programming, interpersonal relations and
counseling. Additionally, they are responsible for supervising and training resident assistants (RAs) and desk staff personnel, providing leadership development opportunities, responding to disciplinary actions, and serving as advisors for student organizations. The professional staff reserves the right to meet with you at any time deemed necessary during your stay at Central Connecticut State University.

Resident Assistant Staff
Each residential area is fully staffed by a team of student paraprofessionals. These individuals are better known as Resident Assistants (RAs). RAs are carefully selected and trained to help residents create a community environment conducive to individuals and social growth. Each RA strives to empower students to identify needs and determine goals, maintain visibility, provide opportunities for student involvement in the residential community, and assist individual students in realizing and implementing a mature approach to personal conduct. We encourage you to call upon your RA as a resource in gathering information and answering questions about the university.

RESIDENCE HALL RULES
Violation of residence hall policies and procedures may lead to disciplinary action that will be referred to either the Department of Residence Life or to the Office of Student Conduct. All students are responsible for reading and understanding the University's Student Code of Conduct section of the Student Handbook.

- **Alcoholic Beverages/Drugs**: Possession and/or consumption of alcoholic beverages, having alcoholic containers (i.e., empty cans, bottles, decorative containers, etc.) in a room and being in a room with alcoholic beverages and/or drugs or their containers is prohibited in the residence halls.
- **Cars**: Resident students may have cars on campus, if registered with the University Police Department. Parking is permitted only in lots designated for student use, not reserved spots or faculty/staff lots. During snow parking bans, cars must be moved to lower levels of parking garages to avoid being towed.
- **Cooking**: Because of fire safety and health regulations, all cooking and food preparation is limited to kitchen areas.
- **Curfews**: There are no curfew hours for resident students. The residence halls are locked 24 hours a day. Students are issued a key that will open one exterior door. Students who do return after hours are expected to refrain from making excessive noise so as not to disturb others sleeping or studying.
- **Fire Safety**: Students are expected to exercise all precautions to prevent fires in the residence halls. No cooking is permitted in student rooms. The University has authorized a company to market microwave/refrigerator units in designated residence halls. These will be the only microwaves permitted in student rooms. Rooms should be cleaned and free of clutter in order to minimize fire hazards. Drapes must be made of fire-retardant material.
- **Sprinklers, heat and smoke detectors**: have been installed in every residence hall room, and fire drills are held periodically. All students must vacate the building immediately when the fire alarm sounds. Failure to vacate may result in separation from the residence hall. Students found tampering with fire safety equipment, heat or smoke detectors, or the fire alarm system will be subjected to disciplinary action. Criminal charges may also result.
- **Health Forms**: See the University Health Service section of the Survival Guide to see all health requirements for students. All resident hall students are also required to obtain a menomune vaccination before they move into the residence halls.
- **Keys**: Students should have room keys with them at all times, and thus avoid being locked out. Students must not lend keys to others. Lost keys result in a lock change, with the cost assessed to the responsible resident. Lock changes in James Hall are billed at $195.00 for a six-person suite, and $210.00 for an eight-person suite. Lock changes in all other halls are billed at $85.20. Students must turn in all keys to the Residence Life staff at the end of each semester, or upon withdrawing from housing.
- **Quiet Hours**: begin at 10 p.m. Sunday–Thursday, and 11 p.m. Friday–Saturday. At all times, consideration is essential. Students should be active in enforcing this policy, and involve the
Residence Life staff when necessary. Extended quiet hours will be implemented during finals week.

- **Painting of Student Rooms**: Students may not paint their rooms.
- **Posting**: The Department of Residence Life must authorize the posting of any material in the residence halls. The Department of Residence Life must stamp all flyers before they are posted.
- **Smoking**: The State of Connecticut prohibits smoking in any residence hall or residence hall rooms. Students may not smoke within twenty feet of any on campus building. Students will need to seek a smoking location outside of these facilities.
- **Soliciting**: In order to protect the security of our residents, the University will stipulate conditions for any such solicitation/sales. Solicitation or sales by any group without University permission is prohibited. Solicitation offenses should be reported to the Residence Life staff and to the CCSU Police.
- **Students Sent to the Hospital**: Students who are sent to the hospital because of substance abuse or psychological concerns must first meet with the Counseling and Wellness Center, then obtain approval from the Student Affairs Office in order to return to residence life. The University is not responsible for any costs for ambulance services or treatment.
- **Theft of Personal Belongings**: Students should lock their rooms upon leaving, not keep valuables in conspicuous places, and report suspicious circumstances to a staff member immediately, whether it involves them or not. If a personal item is stolen, the student should report the theft to the residence hall director and complete a report with the University Police. The University does not carry insurance for personal thefts.

**Restricted Items (What not to Bring)**

There are certain guidelines that you must follow. For health and safety reasons the following are prohibited in the halls:

- **Air conditioners**
- **Amplifiers**
- **B-B guns**
- **Candles (with or without wicks)**
- **Cardboard drawer units**
- **Ceiling fans**
- **Coffee pots or coffee makers**
- **Drum sets**
- **Electric appliances**
- **Electric blankets**
- **Electric guitars**
- **Extension cords**
- **Fire arms**
- **Fireworks**
- **Fishnets and other ceiling decorations**
- **Flammable liquids**
- **Gasoline**
- **Gasoline-powered equipment**
- **Halogen (pole) lamps**
- **Halogen desk lamps with tubular bulbs**
- **Heating elements (immersion type)**
- **Heating units**
- **Hot plates**
- **Hot pots**
- **Incense**
- **Kerosene**
- **Knives (other than kitchen knives)**
- **Lamps (kerosene, oil types)**
- **Lofts**
- **Microwave ovens**
- **Multi-outlet adapters**
- **Musical instruments that amplify**
- **Paint**
- **Paint thinner**
- **Paneling**
- **Pets (except fish)**
- **Table model ranges**
- **Full-size sofas/couches**
- **Space heaters**
- **Sun lamps**
- **Toasters**
- **Vaporizers**
- **Waterbeds**
- **Wicker wastepaper baskets**
- **Wicker furniture**

The following items are allowed in the residence halls under the following conditions:

- **Aquariums** (for fish only): tank not to exceed 20 gallons
- **Bicycles** — must not block egress (door or window of room)
- **Blenders** — to be used in kitchens only
- **Couches/sofas/chairs** — must have no rips, and not exceed 65 inches in length
Fitness weights — not to exceed 10 pounds each (no dumbbells or free weights)
Foreman grills — to be used in kitchens only
Furniture — Due to space restrictions only one extra piece per room
* Residents in James Hall can have no extra furniture
Hair dryers — hand-held only, must be U.L. approved
Humidifiers — cool mist only
Indoor/outdoor decorative lights — must be UL approved
Iron — must have auto shut-off. To be used on desktop boards.
Ironing Boards – Only desktop boards allowed.
Microwave/refrigerator combination units — only as provided by contractor secured by the University
Plug strip — must have built-in circuit breaker
Radios — Due to the power allotment for each room, only one per room
Refrigerators — Due to Power allotment, the unit must be U.L. approved and draw a maximum two amps and only one per room.
Stereo — Due to the power allotment for each room, only one per room
Television — Due to the power allotment for each room, only one per room
Vacuums — hand helds only (no uprights or canisters)
Wastebaskets — must not exceed 50% of wall
* Please note that the above items may be changed in order to ensure the security and safety of the students in the Residence Halls.

The Department of Residence Life will conduct monthly health and safety inspections. Possession of prohibited items or the misuse of restricted items will result in the item(s) being confiscated by the residence hall staff until the resident is able to properly remove the item(s) from the premises. Additionally, students are subject to disciplinary action.

• Damage and Room Condition Form
Upon check-in you will receive a room condition form that details the inventory and condition of your room. This form serves as a record of the contents and condition of your room. It is important that students verify this form accurately and thoroughly to avoid a damage bill prior to your occupancy of the room.
• If anything is broken or damaged during the semester, please alert the Residence Hall Director/Area Coordinator immediately.

Bills for damages and thefts in common areas, where individual responsibility cannot be established, will be sent to the appropriate residence hall council. It will be the responsibility of the residence hall to determine who will pay the bill. The minimum billing of an individual student is $3.00, when billed by the Department of Residence Life.
• Students may purchase personal property insurance from a private company. The Department of Residence Life will mail information to students during the summer. The University is not responsible for damage to personal property.

**ROOMMATE BILL OF RIGHTS**
Your enjoyment of your residential life experience will depend on the mutual respect and understanding that you demonstrate as roommates. It is important that each student realizes s/he has basic rights while residing on campus. Basic rights include the following:

1. The right to read and study without interference.
2. The right to uninterrupted sleep.
3. The right to an equal share of space in the room.
4. The right to a safe, healthy and clean environment.
5. The right to privacy.
6. The right to expect that each person will respect the other's belongings.
In order to establish positive roommate relationships, each roommate must:
1. Be treated with respect.
2. Listen to one another and take comments seriously.
3. Be responsible for mistakes.
4. Express personal feelings in a manner that does not violate the dignity of others.
5. Be able to say “no” without feeling guilty.
6. Express preferences without risking ridicule and derision.

If conflicts arise between you and your roommate, follow these guidelines:
• Keep the problem between you and your roommate.
• Talk with your roommate about the situation.
• Discuss solutions that you both can live with and write them down.
• Discuss the situation with your RA.

RESIDENCE HALL HOURS/ACCESS/SECURITY
Access to the residence halls is restricted to residents, their guests, University personnel and authorized visitors. Each resident is issued a student ID, and birth date pin code that will provide access into the building. The residence halls are locked 24 hours a day.

In order to provide privacy and security to our resident students, it is the policy not to release room numbers or personal telephone numbers.

Visitors must enter through the hall’s designated front entrance. All visitors to residence halls must sign in from 7:00 p.m. until the end of the visiting hours, those hours end at midnight Sunday – Wednesday and 1:00 a.m. Thursday –Saturday. A resident of the building must sign in all visitors upon their arrival. Upon arrival, the host must provide his/her signature to assure the responsibility for the guest(s). Guest(s) must provide identification (i.e., University ID or driver’s license) before they will be permitted to enter the building.

Residents and visitors will be expected to carry their IDs at all times. Residents are also urged to report immediately any suspicious activity or safety concern to the residence hall staff or Campus Police (ext. 2-2375). The following are considered a serious breach of building security and are subject to University sanctions:
• Propping open exterior doors
• Tampering with any of the building protection systems (i.e., fire alarm pull handles, smoke detectors, smoke suppression systems, fire extinguishers, etc.)
• Entering/exiting through an unauthorized door
• Unauthorized entry by a non-resident (failing to be escorted as per visitation policy, gaining entry into the building during non-visitation hours, etc.) (Jean Alicandro)

Overnight Visitation Pass
Students are allowed to have an overnight guest stay in their rooms. The guest is permitted to stay up to three nights per week. This has to be a mutual agreement between the roommate(s) and students are to respect the decision of the roommate(s). In accordance with the “Roommate Bill of Rights,” students have the right to not allow roommate(s) or the guest to infringe on his/her rights.

Students seeking to host a guest must obtain an “Overnight Visitation Pass” from their Residence Hall Director/Area Coordinator.

The overnight guest pass is a privilege and should be used as such. If a violation occurs concerning this policy, you may lose your overnight guest privilege and disciplinary action may be taken. You are responsible for
all actions of your guest and may be subject to judicial action if they violate University policies.

It is the sole responsibility of the roommate having a guest that he/she is sure that the guest has checked in correctly with the sign-in staff of the residence hall.

**Housing During the Breaks**
During all holidays and breaks between semesters, residents may sign up at the Department of Residence Life for housing on a space available basis. There will be an additional charge during the semester breaks. Residents may be required to move from their room/ residence hall during these times depending on which residence hall will remain open.

**ROOM SELECTION / HOUSING DEPOSITS FOR CURRENT RESIDENTIAL STUDENTS**
The housing deposit for Spring semester is due November 1 and the Fall semester deposit is due March 1. Information for room selection is provided in March for Fall Semester housing and in October for the Spring Semester. Students may sign up to stay in the same room, change their room, or transfer to another building. The non-refundable housing deposit must be paid in order for a student to be considered for housing.

**Room/Roommate Changes**
Students are encouraged to try to work with their roommate or to seek help from the residence life staff. Campus Mediation is also available to you. Contact Hernandez@ccsu.edu or (860) 832-1603, Davidson Hall, Room 103 if a roommate situation is not resolved or is detrimental to your educational experience. The Residence Hall Director may move or reassign one or both residents if the conflict cannot be resolved amicably and if space allows. All keys and the Room Condition Form must be submitted to the RA or Residence Hall Director at the time of checking out of the hall.

**Leaving the Residence Hall**
**Checking Out**
Anytime a student intends to move out of the residence hall, the student must notify the Department of Residence Life of their intentions and:
1. Remove all belongings from the room, clean the room, and have the residence hall staff check the room for damages.
2. The student must turn in room key and sign a hall check out form with the residence life staff.
3. Fill out and sign a “withdrawal from housing form” with the Residence Hall Director.
4. The Department of Residence Life will notify the student in writing of the final housing bill.

NOTE: Any student who is leaving the university should also check with the Bursar, Registrar and Financial Aid Office for proper withdrawal from school paperwork.

**Housing Refund Policy**
Students who withdraw from University:

- Upon withdrawal from the University up to and including the first day of classes, 100% of the balance paid less the housing deposit will be refunded.
- 60% of the balance will be refunded during the first two weeks of classes;
- 40% of the balance will be refunded during the third and fourth weeks of classes;
- No refund after the fourth week.
- 60% and 40% refund assumes that applicable charges were paid in full and if not, student may actually owe to CCSU.

Students who remain enrolled but withdraw from University Housing:
Upon withdrawal from a residence hall up to and including the first day of university-wide classes as defined by the published university calendar, 100% of the balance paid less the housing deposit and the housing cancellation fee, if applicable, will be refunded.

No refunds will be made after the beginning of classes.

When students withdraw from the residence hall but remain in school, there will be no refund. No refunds will be given to students removed from on-campus housing due to discipline sanctions for violation of policies. The $250.00 housing deposit is non-refundable.

Meal Plan- refundable on a daily pro-rated basis. Any student wishing to withdraw from meal plan (upon withdrawal from the residence hall) must indicate this on the residence hall withdrawal form.

Adjustments for triples will not be provided, in cases where triples can be dissolved. Refunds, when applicable, will be $150.

**Housing Cancellation Fee**
Students who cancel their room reservation and do not withdraw from the University will be subject to a cancellation charge during the following periods:

- 15-28 days prior to and including 1st day of University-wide classes: 10% of housing balance.
- 1-14 days prior to and including 1st day of University-wide classes: 20% of housing balance.

Students who withdraw from the University during the cancellation charge periods and who do not re-enter for the current semester (full-time or part-time) will be refunded 100% of the paid room balance and will not be subject to the room cancellation charge.

When canceling a room reservation on the first day of class or thereafter, for students who remain in school, no adjustments or refund of the room balance charge will occur.

Notice of room cancellation must be made in writing. This form can be faxed to the Residence Life office at (860) 832-1659.

**Students who are:**
Student Teaching, Participating in Co-Op, Participating in Exchange Program
Residents that are participating with student teaching, co-op, and foreign exchange program and will not need housing for all or portions of the following semester must notify the Department of Residence Life so that adjustments can be made to their bill. Additionally, if residents wish to return to the residence hall for the following semester, they must complete a new housing application indicating their intentions before leaving the residence hall. Please note that the Department of Residence Life will try to honor the request for students seeking a specific room, however, depending on space availability, certain requests may not be honored.

**MISCELLANEOUS**

**Computers**
Students will find data jacks located in their assigned room. Students are encouraged to bring personal computers; however, please note that residents will also find a computer lab located in the residence halls. Software programs such as Microsoft Word, Excel, Publisher, Access and PowerPoint are available via the use of the computer labs.

To see all policies involving student computers on campus and computer labs see Computer Use Policy section of the Student Handbook.
Residence Hall Activities

If residence halls were just a place where students slept, we would call them “dormitories.” Today, residence halls are much more comprehensive, seeking to help students in their development and in reaching their potential through a wide range of activities and programs. Each residence hall council elects officers that are responsible for planning residence hall activities and services. Each hall also has representation on the Inter Residence Council (IRC). The success of the Department of Residence Life is based on the involvement of students through their halls, and the variety of IRC committees that help shape residential policies and services. Students are encouraged to become involved in our community. For more information about IRC see the IRC webpage at http://clubs.ccsu.edu/irc.

Safety

In accordance with the State of Connecticut Campus Safety Act (PA 90-259), Central Connecticut State University will provide a copy of the Uniform Campus Crime Report which can be picked up at by calling their office at (860) 832-2375 or by email:

University Police Department, Central Connecticut State University
1615 Stanley Street, New Britain, CT 06050-4010

More information is provided in the University Police section of the Handbook. (Jason Powell)

Social Fee

Each student pays $44 annually ($22/semester) to assist the residence hall council and IRC with activities and programs to enhance your college experience. Programs such as special trips to Six Flags, concerts, as well as resources such as cleaning supplies, kitchen utensils and board games are made available through your payment of social fees.

**RESIDENCE HALLS AT CENTRAL**

**Barrows Hall:** Standard double room
- Home to 226 female students, 6 Resident Assistants, 1 live-in Residence Hall Director
- Quad style living – Three rooms share on common bathroom
- Average room – 15’ x 12’ x 6”
- Each room has standard size twin beds, bureaus, desks, and chairs
- Kitchen on each floor, TV Lounge, study lounge, computer lab, and laundry facilities

**Beecher Hall:** Standard double room
- 129 co-ed students, 5 Resident Assistants, 1 live-in Residence Hall Director
- Traditional style living – One common bathroom per floor
- Average room – 12’10” x 13’6”
- Each room has extra long twin beds, bureaus, desks, and chairs
- Kitchen, television lounge, recreation room, fitness room, laundry facilities in basement, and a computer lab on the first floor

**Carroll Hall:** Standard double room
- 204 co-ed students, 6 Resident Assistants, 1 live-in Residence Hall Director
- Traditional style living – One common bathroom per floor
- Average room – 13’6” x 10’6”
- Each room has extra long twin beds, bureaus, desks, and chairs
- Kitchen, laundry facilities, recreation room, a study lounge, and computer lab on the first floor

**Gallaudet Hall:** Standard double room
- 266 co-ed students, 7 Resident Assistants, 1 live-in Residence Hall Director
- Quad style living – Two to three rooms sharing one bathroom
- Air conditioned
• Each room has standard size twin beds, bureaus, desks, and chairs
• Kitchens and lounges on each floor, a computer lab, laundry room, and a multi-purpose activity room

James Hall: Standard double room
• 415 co-ed students, 15 Residents Assistants, 1 live-in Residence Hall Director
• Suite style living – Offers 3-4 bedrooms, a shared bath, and a fully furnished living room.
• Average bedroom – 12’ x 14’ – Air conditioned
• Each room has extra long twin beds, bureaus, desks, and chairs
• Kitchen and lounge on each floor, 2 computer labs, laundry facilities, a TV lounge, and recreation room

Sam May Hall: Standard double room
• 156 co-ed students, 5 Resident Assistants, 1 live-in Area Coordinator
• Traditional style living – One common bathroom per floor
• Average room – 11’0 x 11’8”
• Each room has extra long twin beds, bureaus, desks, and chairs
• Computer Lab, laundry facilities, TV lounge, and recreation room

Seth North Hall: Standard double room
• 120 co-ed students, 5 Resident Assistants, 1 live-in Area Coordinator
• Traditional style living – One common bathroom per floor
• Average room – 13’11” x 10’11”
• Each room has standard twin beds, bureaus, desks and chairs
• Computer lab, laundry facilities, kitchen, TV lounge, and recreation room

Sheridan Hall: Standard double room
• 224 co-ed students, 6 Resident Assistants, 1 live –in Residence Hall Director
• Quad style living – Three rooms share on common bathroom
• Average room – 12’ x 12’6”
• Each room has standard twin beds, bureaus, desks and chairs
• Kitchen and lounge on every floor, recreation room, computer room, and laundry facilities on the first floor

Vance Hall: Standard double room
• 400 co-ed students, 13 Resident Assistants, 1 live-in Residence Hall Director
• Quad style living – one bathroom shared by 4-6 rooms
• Average room – 10’6” x 14’
• Each room has standard twin beds, bureaus, desks, and chairs
• Kitchen and lounge on every floor, recreation room, computer room, and laundry facility located on the ground floor

Students that live in the residence halls must choose from one of these meal plan options.
The BlueChip Card now offers you a 20% discount on purchases made at the Devil’s Den Food Court and Jazzman’s Café in the Elihu Burritt Library.

1) All Access Dining + 10 Guest Meals/term $1,699
2) All Access Dining + 10 Guest Meals/term + $100 Blue Chip $1,799
3) All Access Dining + 10 Guest Meals/term + $200 Blue Chip $1,899
4) All Access Dining + 10 Guest Meals/term + $250 Blue Chip $1,949
ALMA MATER
Let us praise her glorious name,
Alma Mater, blue and white.
Gather round the sacred flame,
of Alma Mater’s nurt’ring light.

Though we wander from her side,
In our hearts she’ll e’er abide.
Let her sons and daughters sing
Of Alma Mater triumphing.

Text by Professor Emeritus David Gerstein
Department of English

Tune “Madrid” arranged by
Professor Emeritus B. Glenn Chandler
Department of Music
<table>
<thead>
<tr>
<th>Number</th>
<th>Building Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Lawrence J. Davidson Hall</td>
</tr>
<tr>
<td>2.</td>
<td>Power House (Facilities Management)</td>
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<tr>
<td>3.</td>
<td>Marcus White Hall</td>
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<tr>
<td>3A.</td>
<td>Marcus White Annex</td>
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<td>4.</td>
<td>Clarence Carroll Hall</td>
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<td>5.</td>
<td>Henry Barnard Hall</td>
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<td>6.</td>
<td>Herbert D. Welte Hall</td>
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<td>7.</td>
<td>Harrison J. Kaiser Hall</td>
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<td>8.</td>
<td>Catherine Beecher Residence Hall</td>
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<td>9.</td>
<td>Samuel J. May Residence Hall</td>
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<td>10.</td>
<td>Seth North Residence Hall</td>
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<td>11.</td>
<td>Emma Hart Willard Hall</td>
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<td>12.</td>
<td>Maria Sanford Hall</td>
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<td>13.</td>
<td>Student Center</td>
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<td>14.</td>
<td>Robert E. Sheridan Residence Hall</td>
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<td>15.</td>
<td>Frank J. DiLoreto Hall</td>
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<td>16.</td>
<td>Thomas H. Gallaudet Residence Hall</td>
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<td>17.</td>
<td>Memorial Hall</td>
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<td>18.</td>
<td>Mildred Barrows Residence Hall</td>
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<td>19.</td>
<td>Robert Vance Residence Hall</td>
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<td>20.</td>
<td>Arute Stadium/Press Box</td>
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<tr>
<td>21.</td>
<td>Elihu Burritt Library</td>
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<td>22.</td>
<td>Nicolas Copernicus Hall</td>
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<td>23.</td>
<td>James J. Maloney Hall</td>
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<td>24.</td>
<td>East Hall (Facilities Management)</td>
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<td>25.</td>
<td>North Pump House (Facilities Management)</td>
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<tr>
<td>26.</td>
<td>Charter Oak State College</td>
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<tr>
<td>27.</td>
<td>Public Safety Building (Police Department)</td>
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<tr>
<td>28.</td>
<td>Public Safety Building (future site)</td>
</tr>
<tr>
<td>29.</td>
<td>Admissions Center (future site)</td>
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<tr>
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<tbody>
<tr>
<td>32.</td>
<td>Athletic Field (future site)</td>
</tr>
<tr>
<td>33.</td>
<td>Grounds Building (Facilities Management)</td>
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<tr>
<td>34.</td>
<td>Kaiser Hall Annex</td>
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<tr>
<td>35.</td>
<td>F. Don James Residence Hall</td>
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<tr>
<td>36.</td>
<td>Robert C. Vance Academic Center</td>
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<tr>
<td>37.</td>
<td>Arute Field</td>
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<tr>
<td>38.</td>
<td>Balf-Savin Field/Bottalico</td>
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<tr>
<td>39.</td>
<td>Energy Center (Facilities Management)</td>
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<tr>
<td>40.</td>
<td>South Pump House (Facilities Management)</td>
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<tr>
<td>41.</td>
<td>East Pump House (Facilities Management)</td>
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<td>42.</td>
<td>Hitchcock-Young Pavilion</td>
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<tr>
<td>43.</td>
<td>Softball Field/Pressbox</td>
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<tr>
<td>44.</td>
<td>Early Learning Center</td>
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<td>45.</td>
<td>Essex House Residence Hall (future site)</td>
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<td>46.</td>
<td>ATM Kiosk</td>
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<tr>
<td>47.</td>
<td>Soccer Field</td>
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<tr>
<td>48.</td>
<td>Academic Building (future site)</td>
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<tr>
<td>49.</td>
<td>NH Newman House</td>
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</tbody>
</table>

**PARKING KEY**

- A Kaiser Hall Lot
- B Student Center Lot
- BB Library Lot
- C Pikiell Lot
- CG Copernicus Garage
- CO Charter Oak State College Reserved Lot
- D Manafort Drive Lot
- E Welte Hall Lot
- F Barrows/James Hall Lot
- G Willard/DiLoreto Lot
- H Marcus White Service Drive
- I DOT Commuter Lot
- J Balf-Savin Field Lot
- K James Hall Circle
- L Willard Hall Reserved Lot
- M Maintenance Grounds Lot
- N Davidson Hall Reserved Lot
- O May Hall Lot
- P Power House Lot
- R Kaiser Annex Lot
- S Vance Residence Hall Reserved Lot
- SG Student Center Garage
- T Memorial Hall Lot
- U Copernicus Hall Lot
- V East Hall Upper Lot
- VG Vance Garage
- W East Hall Lower Lot
- WG Welte Garage
- X Receiving (Gas Pump) Lot
- Y Barbour Road Lot (future site)
- Z Fine Arts Center Lot