

General Information

SOUTHERN CONNECTICUT STATE UNIVERSITY

Southern Connecticut State University, a comprehensive, metropolitan, public university, was founded in 1893 as the New Haven Normal School. Today, Southern is a fully accredited institution of higher education authorized by the Connecticut General Assembly to offer courses and programs leading to bachelor's and master's degrees in the arts and sciences and in various professional fields. Southern also offers a sixth year diploma in several specialized areas and a doctorate in education degree (Ed.D.).

Located in New Haven, Southern functions first as a regional institution involved in the economic and social development of the southern part of the state, offering quality academic offerings, public service efforts, continuing education programs, research and grant projects, and cooperative community projects. The institution serves the entire state by providing educational activities and programs for all citizens of Connecticut.

THE CONNECTICUT STATE UNIVERSITY SYSTEM

Southern is a campus of the Connecticut State University (CSU) system and governed by CSU's Board of Trustees. Other campuses of CSU are Central Connecticut State University at New Britain, Eastern Connecticut State University at Willimantic, and Western Connecticut State University at Danbury.

GENERAL REGULATIONS

Southern Connecticut State University provides an equal opportunity for higher education for all qualified students. The university affirms the basic right of all members of the university community to free inquiry, responsible discussion, and the uninterrupted pursuit of all activities normally associated with the operation of Southern Connecticut State University.

Detailed university regulations are printed in a number of university publications that supplement this catalog, e.g., the "Student Handbook," Southern News (the student newspaper), the "Schedule of Classes," and bulletins distributed by administrative offices. Students who ignore these public announcements or who fail to act in accordance with them are liable to appropriate penalties, such as extra fees, fines, disciplinary probation, suspension, or expulsion from the university.

The Student Bill of Rights and the Student Code of Conduct are printed in the "Student Handbook" (available in the Office of Student Affairs) to help students understand their rights and responsibilities as members of the university community. The Student Code of Conduct does not replace or relieve the requirements of civil or criminal laws.

All students are expected to maintain acceptable standards of conduct while on the university campus, on property controlled by the university or university affiliates, and in connection with off-campus university activities.

The Connecticut State University System has certain self-defining institutional values. Principal among these is respect for the dignity, rights, and individuality of each member

of our university community. All members of our university community are expected to govern their social and academic interactions with tolerance and mutual respect.

All members of the university community must carry on their person an official university identification card, and must present it on request by a university official or Campus Police officer. Those who cannot produce university identification cards on request may be asked to substantiate their reason for being on campus. Any person not a member of the university student body, faculty, or staff who participates in behavior contributing to the disruption or obstruction of the activities and operation of the university may be subject to exclusion from the campus and/or to civil arrest. All university regulations apply to part-time as well as full-time students, faculty, and staff. All others also are expected to abide by all university regulations. Please refer to the Student Code of Conduct in the Southern Connecticut State University "Student Handbook" for further information.

PURPOSE AND NATURE OF GRADUATE STUDY

The purpose of graduate studies is to provide for advanced and specialized learning under the direction of scholars and practitioners in full command of their disciplines. Concentrated, in-depth, graduate study not only provides the trained manpower for society's special needs but contributes to the essential knowledge base for addressing and solving society's problems. Graduate study is also a commitment to intellectual freedom, to personal integrity, and to respect for the freedom and integrity of others.

The university strives to maintain a high standard of excellence in its programs and seeks to instill in its students a desire for continuing self education and self development. Each school of the university has developed its graduate programs in accordance with the highest national standards of their respective fields.

Graduate programs are designed to develop the depth of education, the sensibilities, the skills, and the creative independence that prepare graduates to practice and contribute to their profession. This is accomplished by requiring students to demonstrate an understanding of specified subject matter areas, apply the theory and methodology of their fields, use appropriate bibliographic techniques, and be aware of the role of research and methods by which research is conducted.

UNIVERSITY MISSION STATEMENT

Southern Connecticut State University provides exemplary graduate and undergraduate education in the liberal arts and professional disciplines. As an intentionally diverse and comprehensive university, Southern is committed to academic excellence, access, social justice, and service for the public good.

Fulfilling the Mission:

"Pursuing Excellence, Fostering Leadership, Empowering Communities"

As a student-centered institution, Southern regards student success as its highest priority. We seek to instill in all of our students the value of the liberal arts and sciences as a foundation for professional development and life-long learning. Our students receive exemplary professional training and are inspired by the research, scholarship, and creative activity of our teacher-scholars.

Through tradition and innovation, Southern strives to empower every undergraduate and graduate student with the knowledge, skills, and perspectives essential for active participation and impassioned, ethical leadership in our rapidly changing global society. Within the Connecticut State University System, Southern leads the way in graduate education and produces the largest number of graduates in Health/Life Sciences, Education, and Social/Public Services.

MISSION STATEMENT FOR THE SCHOOL OF GRADUATE STUDIES

Southern Connecticut State University graduate programs empower students with the knowledge, values, and skills to be continuous learners and practitioners who can, in turn, provide visionary leadership in addressing current and future challenges in their diverse fields of study. The School of Graduate Studies provides students with access and the opportunity to pursue their personal aspirations and to achieve their professional goals.

VISION STATEMENT FOR THE SCHOOL OF GRADUATE STUDIES

The vision for the School of Graduate Studies at Southern Connecticut State University is to advance an agenda of excellence in the quest to be a nationally and internationally acknowledged leader in graduate education in the areas of teaching, research and public service.

ADMINISTRATION

The Dean of the School of Graduate Studies has primary responsibility for administering the policies and procedures relating to graduate study at the university. Graduate School policy is made by the Graduate Faculty, acting through its representative body, the Graduate Council. Although the Graduate Dean and the Graduate Council exercise general responsibility for the development and recommendation of policies, procedures, requirements and standards of graduate study, the operation of individual programs and the advisement of students are the primary responsibilities of the respective academic and professional departments and schools.

The School of Graduate Studies is a member of the Council of Graduate Schools, the Northeastern Association of Graduate Schools, and the National Association of Graduate Admissions Professionals.

ACCREDITATION

Southern Connecticut State University is a fully accredited institution, having met the standards of the Connecticut Board of Governors for Higher Education and the Connecticut State Board of Education. Southern Connecticut State University is accredited by the New England Association of Schools and Colleges, Inc. through its Commission on Institutions of Higher Education.

Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730-1433, (781) 271-0022, E-Mail: cihe@neasc.org.

The University is also accredited by the American Library Association; the American Counseling Association's Council on the Accreditation of Counseling and Related Educational Programs (CACREP); the American Chemical Society; the Commission

on Collegiate Nursing Education; the Commission on Accreditation for Marriage and Family Therapy Education; the Council on Academic Accreditation of the American Speech-Language-Hearing Association (ASHA); the Council on Social Work Education; the Council on Education for Public Health; the National Council for Accreditation of Teacher Education (NCATE); the Commission on Accreditation of Allied Health Professionals; and the National Association of School Psychology.

NON-DISCRIMINATION POLICY

Southern Connecticut State University does not discriminate on the basis of race, color, national origin, age, sex, religious creed, disability, or sexual orientation in admission to, access to, treatment in, or employment in its programs and activities.

Inquiries regarding the university's compliance with state and federal laws regarding discrimination may be directed to the Office of Diversity and Equity Programs, (203) 392-5899 at Southern Connecticut State University; the Commission on Human Rights and Opportunities, 21 Grand Street, Hartford, CT 06106; or the Office of Civil Rights, United States Department of Education, Region I, John W. McCormack Post Office and Courthouse, Room 222, Post Office Square, Boston, MA 02109.

RESEARCH PROTECTION PROGRAM (RPP)

The university requires moral and ethical behavior, and integrity, in all research performed by its faculty, students and staff. The RPP is accountable for assuring conformity with both federal and university research protection policies and procedures. The following RPP divisions promote and maintain appropriate management and oversight of SCSU research activities according to federal codes and institutional requirements.

- The Office of Research Integrity (ORI) advances and monitors the responsible conduct of research for all SCSU research projects. The office acts on substantive allegations of research misconduct and serves as the Office of The Research Integrity Officer (RIO).
- The Institutional Review Board (IRB) safeguards the rights and welfare of human participants in research. Investigators engaging in human participant research must submit a project proposal which will be examined for requisite compliance and assigned a disposition. Recruitment of human participants for research cannot proceed without IRB approval or exemption.
- The Institutional Animal Care and Use Committee (IACUC) is responsible for tending to the care and welfare of vertebrate animals used in research. Investigators engaging in vertebrate animal research must submit a project proposal which will be examined for requisite compliance and assigned a disposition. Animal research may not be initiated without IACUC approval.
- The Educational Resources Division provides information on a wide variety of research protection and responsible research conduct information. Text books, pertinent articles, federal codes and guidance, The Nuremberg Code, The Belmont Report, The Helsinki Declaration, conference and workshop proceedings, audio and video CDs, newsletters, and PowerPoint presentations are among some of the resources available.

Visit www.GradStudies.SouthernCT.edu (click on research) for more information and access to interactive IRB and IACUC proposal forms.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a

school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

The University may disclose, without consent, “directory” information. Southern Connecticut State University identifies directory information in its 2007–2008 University Catalog to include: student’s name, address, telephone number, dates of attendance, class standing, academic major and degree (s) earned. Additional information that is also considered directory information includes participation in officially recognized activities and sports, the weight and height of members of an athletic team and any awards received.

SCSU eligible students have the right to inspect and review their education records maintained by the school. The University is not required to provide copies of records unless, for reasons such as great distance, it is impossible for eligible students to review the records. The University may charge a fee for copies.

Eligible students have the right to request that a school correct a record that they believe to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, the University must have written permission from the eligible student in order to release any information from a student’s education record. However, FERPA allows the University to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- University officials with legitimate educational interest;
 - University officials include but are not limited to people employed by the University in Administrative, Supervisory, academic, research, or support staff positions; people or companies, such as attorneys, auditors, collection agencies or the National Student Clearinghouse, with whom the University has contracted; members of the System Office of Connecticut State Universities; university volunteers; students serving on an official committee or assisting another university official in performing tasks.
 - A university official has a legitimate education interest if the official needs to review an education record in order to fulfill professional responsibilities.
- Other institutions to which a student is transferring;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

GRADUATE FACULTY

The university’s most distinctive feature is its faculty. Prepared in recognized universities in the United States and throughout the world, each faculty member is selected on the basis of scholarly competence in a specialized field. In those academic areas where the doctorate is generally considered a meaningful requisite to competent performance, faculty members are expected to attain this highest degree to be retained or promoted in their position. Textbooks, professional journal articles, and other scholarly publications written by Southern faculty members are found in colleges and libraries throughout the United States and around the world. Through participation in scholastic societies and educational organizations as officers and presenters at conferences, these scholar-teachers have brought distinction to the university and inspiration to their students.

THE CAMPUS

Southern's 168-acre campus consists of a variety of buildings and recreational and learning centers including the following:

- **Buley Library** — Hilton C. Buley Library is the center of learning activity on campus. The library currently holds more than 400,000 monograph volumes, over 60,000 bound periodical volumes, 12,500 non-print media items, 1,000 electronic books and 100,000 volume equivalents in micro-format. Current periodical subscriptions include 2,060 individual journal titles; in addition the library provides access to over 43,000 full text electronic journals, 130 web-based indexes and databases and over 1,000 e-book titles. The Buley Library building also houses the academic computing labs; the School of Communication, Information, and Library Science; and the Department of Information and Library Science.
 - **Connecticut Hall** — Connecticut Hall, the campus' modern, main contract food service facility, is equipped to prepare quality meals daily.
 - **Davis Hall** — Dorothy Davis Hall is a comprehensive facility which houses the School of Education, including the Departments of Elementary Education, Special Education, and Counseling and School Psychology. It also houses the Departments of Communication Disorders and Marriage and Family Therapy in the School of Health and Human Services. Combined diagnostic and treatment areas composed of 12 therapy rooms for individual and small-group sessions, each with closed-circuit television, a two-way auditory communication system, and one-way vision mirrors for observation are located in Davis Hall. There are two specially-designed classrooms for large group therapy sessions and for working with the hearing impaired. The audiology and speech science suites are equipped with three soundproof rooms for testing and research. The upper levels include classrooms, two lecture halls, conference rooms, seminar rooms, and a complete language laboratory facility.
 - **Dow Field** — This multipurpose athletic facility is the first full-size, artificially surfaced field in Connecticut, accommodating football, soccer, field hockey, and track as well as physical education classes, recreational activities, and intramurals. The lighted outdoor complex seats 6,000 and has a synthetic playing surface and track.
 - **Earl Hall** — Ralph Earl Hall provides outstanding instructional facilities for the fine arts. Studios are specially equipped for drawing, painting, ceramics, sculpture, photography, graphic arts, metal working, crafts, and design. A music center consists of a large choral room with a stereophonic sound system, a band and instrumental music unit with practice rooms, a music library, and a music listening laboratory.
 - **Engleman Hall** — Finis E. Engleman Hall, houses the departments of English, Psychology, Mathematics, Political Science, Sociology, History, Women's Studies and Foreign Languages and has laboratory facilities for foreign languages and psychology, as well as general multipurpose classrooms. In addition, Engleman Hall houses the majority of the university's administrative offices and thus is often called the Administration Building.
 - **Granoff Student Health Center** — The Granoff Student Health Center on the West Campus is a modern, one-story facility, located in the residence complex off Wintergreen Avenue. The building is divided by two long corridors, off which are various labs and treatment rooms. It contains diagnostic, treatment, and psychiatric areas, as well as staff and administrative offices. The University Police Office is also located in the Granoff Center.
 - **Jennings Hall** — Manson Van B. Jennings Hall houses the departments of Biology, Chemistry, Nursing and Physics. Providing more than 92,000 square feet of usable space, Jennings Hall has 66 laboratories, a large amphitheater, a library, and classrooms. The university's Academic Computer Center also is in Jennings Hall.
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- **Lyman Center for the Performing Arts** — John Lyman Center features a 3/4 thrust stage as the focal point for its 1,568-seat theater. Semicircular in design, Lyman Center provides the setting for both university and public entertainment, as well as for meetings, conferences, and cultural activities. Robert Kendall Drama Lab serves as the center for the Theatre Department's instructional program and offers an excellent space for experimental plays and other events.
 - **Moore Fieldhouse and Pelz Gymnasium** — These two major sites offer facilities for preparing students specializing in health, physical education, and recreation. Both buildings also provide the setting for comprehensive programs in intercollegiate and intramural athletics. James Moore Fieldhouse features a large gymnasium surrounded by a 220-yard track. Areas are set aside for basketball and gymnastics, and a third multipurpose area is used for activities such as badminton, tennis, track and field, volleyball, and indoor baseball and golf practice. Adjoining the fieldhouse is an eight-lane swimming pool, which also can be used for water polo. Other major facilities in the fieldhouse are a physiological development laboratory and a wrestling room. Irma Pelz Gym houses a general purpose gymnasium, a specially equipped gymnasium for gymnastics, and a six-lane swimming pool. Classrooms for instruction in health, physical education, and recreation are located in both facilities.
 - **Morrill Hall** — Arthur Morrill Hall houses general classrooms and laboratories. The Departments of Geography, Environmental and Science Education, and Computer Science as well as laboratories and two lecture halls occupy the first floor. The second floor provides offices, special laboratories and classrooms for geology, meteorology, oceanography, astronomy and environmental and earth science. In addition, the building houses a planetarium and an astrodome observatory.
 - **Orlando Public Health Building** — The Rocco Orlando Public Health Building houses the Public Health department faculty offices.
 - **Michael J. Adanti Student Center** — The Michael J. Adanti Student Center is a 125,000 square foot, modern multi-purpose facility that stands at its new location on the corner of Crescent and Fitch streets. The student center provides educational, cultural, social, and recreational programs that complement education outside the classroom. The new center houses a state of the art fitness center, fireplace lounge, ballroom, copy center, hair salon, Barnes and Noble college bookstore, coffee house and three dining establishments. The center has multiple lounges, meeting rooms, a gameroom, a 200-seat movie theatre, campus police office, computer labs, as well as club and organization office space. In addition, the Adanti Student Center offers a resource/information center as well as access to e-mail terminals, wireless services, and a computer loan program to commuter students. For more information please call (203) 392-5500.
 - **Wintergreen Building** — The Wintergreen Building houses student enrollment services, including the Registrar, Bursar, Financial Aid, Extended Learning, and Academic Advisement. It also houses many of the university's administrative offices.

STUDENT SERVICES/SPECIAL FACILITIES

- **Academic Computer Center** — The Academic Computer Center supports all computing related to Southern course work. Offices are located in Buley Library, with the primary computer labs operating in both Buley and Jennings Hall. The equipment consists of up-to-date PCs and Macintosh computers loaded with current versions of popular software. In Jennings Hall, Room 130, there are 101 networked Dell PCs running Windows 2003, three Hewlett Packard LaserJet printers, four Hewlett Packard ScanJet scanners, and one Hewlett Packard Color Laserjet printer. The hours of operation during the fall and spring semesters are Monday through Saturday from 8:10 a.m. until 10:05 p.m. and on Sunday from 12:10 p.m. until 8:45 p.m.
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Buley Library, Room 309, houses 43 networked Macintosh iMac computers, running MacOS-10, two Dell PC, two Hewlett Packard LaserJet printers, and two Hewlett Packard ScanJet Scanners. Buley Library, Room 314, has 19 networked PowerMac G5's running MacOS-10, 27 networked Dell PCs running Windows 2003, two Hewlett Packard LaserJet printers, two Hewlett Packard ScanJet scanners, one Hewlett Packard Color LaserJet printer, and one UNIX workstation. Hours of operation for both Buley 309 and Buley 314 are Monday through Thursday, 8:00 a.m. to 11:00 p.m.; Friday, 8:00 a.m. to 4:30 p.m.; Saturday, 9:00 a.m. to 5:00 p.m.; and Sunday, 1:00 p.m. to 9:00 p.m. Support staff is available in each facility during operating hours. All currently registered students are permitted to use these facilities. Director: Joseph M. Brignola, Buley Library, room 301. Telephone: (203) 392-6444.

- **Center for Adaptive Technology** — The Center for Adaptive Technology (CAT) helps students with disabilities gain access to the same technology other students use to achieve their educational goals. The CAT assesses students' technology needs and trains them to use adaptive hardware and software. Students may then use this technology at the CAT or in other locations on campus. The CAT also arranges for accommodations when access is needed for courses requiring the use of technology in the classroom. The CAT, located in Engleman Hall, room B-17, is open Monday through Friday. CAT Coordinator: Bogdan Zamfir. Telephone: (203) 392-5799.

- **Day Care Services** — Students may apply for a partial subsidy for child day care costs during the fall and spring academic semesters if their 3-to-5 year old child is enrolled at A Step Ahead Preschool, located at 357 Pine Rock Avenue in Hamden, which is within walking distance of the campus. For information regarding services, rates, and registration forms, call (203) 389-5609; for an application for a partial day care subsidy, call the Southern Women's Center, (203) 392-6946. Day care services are also available at the Early Learning Center, Gateway Community & Technical College, Long Wharf Drive in New Haven. Southern students pay the same discounted rate as GCTC students. For information, call (203) 285-2131. For children under 3 years of age, call the Connecticut Care Infoline at 1-800-203-1234.

- **Center for Career Services** — The Center for Career Services offers comprehensive career resources for all students and alumni. Innovative programs are offered that enable students to explore, define, prepare for, and realize their career objectives. Job opportunities are available to students for full-time and part-time positions during their college tenure. All on-campus student employment is coordinated through the Center for Career Services. National and regional employers representing all fields actively recruit students through the center's On/Off Campus Interview Program.

Career development programs include career counseling, individual consultation regarding career options, resume writing, cover letters, and job search strategies with professional staff; workshops on all career related topics; and a speakers bureau with speakers from various businesses and organizations discussing their career fields, occupations, industries, and career opportunities. The Discover Program is a web based assessment tool that can help students find out more about careers that suit their interests and skills. Career fairs are held in the fall and spring and attract more than 200 employers from all fields seeking students and graduates for full-time, part-time, and internship positions.

The Career Resource Computer Lab offers comprehensive technical resources to all students for resume creation, career exploration, company information, and job search via the Internet. An extensive collection of printed and multimedia resources on career related topics are available in the library in the Career Services Office. For additional information, visit the Career Services Web site at www.careers.SouthernCT.edu. Director: Marguerite Fadden, Schwartz Hall, Room 102. Telephone: (203) 392-6536.

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- **Center for Communication Disorders** — The center, located in the lower level of Davis Hall, provides extensive facilities for clinical experience in audiology and speech-language pathology. It contains sound-treated rooms and electro-acoustic equipment for the testing of hearing, fitting of hearing aids, auditory training, and experimental phonetics; a variety of speech and voice instrumentation; and specially equipped rooms for providing services to people with communication disorders. A major aspect of the clinic is its work with children, infancy through adolescence, and adults who have communication problems. The center is staffed by faculty and clinical supervisors from the Department of Communication Disorders. All are certified by the American Speech-Language-Hearing Association and licensed by the Conn. State Dept. of Health in speech-language pathology or audiology. Faculty and clinical supervisors are responsible for the supervision of evaluation and treatment services that are provided by graduate students in the department. Director: Kevin McNamara, Davis Hall, Room 012B. Telephone: (203) 392-5955.
 - **Counseling Services** — This center is available to provide personal counseling for students enrolled at the university. Professionally trained counselors are experienced in working with a wide variety of student concerns through individual and group counseling, programs, workshops, and referral to additional services on and off campus. All activities of the center are conducted in accordance with professional ethics, and all communications made to a counselor are confidential except as limited by law. Director: David J. Denino, Engleman Hall B-219. Telephone: (203) 392-5475.
 - **Disability Resource Center** — Southern is committed to the full inclusion and equal educational opportunity for all persons with disabilities. The Disability Resource Center (DRC) provides services and support that promote educational equity for students with disabilities. Assistance includes arranging accommodations and auxiliary aids necessary for students with disabilities to pursue their academic careers, both in and outside of the classroom.

The DRC serves all students with documented disabilities that substantially impact them in educational settings. Students with documented disabilities, visible or hidden, qualify for services. Categories of disability include, but are not limited to the following: mobility/orthopedic disabilities; learning disabilities; attention deficit disorders; vision and hearing impairments; acquired head injuries; psychological disabilities; autism spectrum disorders and chronic health-related disabilities.

DRC services include: arrangement of course and testing accommodations; accessibility information; arrangement of sign language interpreters, readers and/or note-takers; help with recruitment of personal assistants; development of compensatory skills, such as time management, organization and study skills; access to assistive technology, distance learning and alternate formats; self-advocacy and self determination information and training; and short term loan of equipment.

Students interested in obtaining more information should contact the DRC by stopping by the office located in Engleman Hall–Room C105 or calling (203) 392-6828, 392-6131 TTY, 392-6829 FAX or visit our Web site at: www.SouthernCT.edu/departments/drc.

Coordinator: Suzanne Tucker, Engleman Hall, room C105. Telephone: (203) 392-6828 (Voice), (203) 392-6131(TTY).

- **Granoff Student Health Center** — The Granoff Student Health Center is located in Granoff Hall on Wintergreen Avenue in a building that it shares with university Police. A physician, nurse practitioners, and nurses are available Monday through Friday according to schedules available at the Health Services Office. The Health Services telephone number is (203) 392-6300. In the event of an emergency, anyone unable to reach Health Services at this number should call University Police at (203) 392-5375. Changes in staffing and hours may occur without notice.
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Full-time graduate students must have properly completed health forms (questionnaire and physical examination) on file at Granoff Student Health Services to be eligible for campus health services. The Southern immunization form must be signed by a health-care provider confirming the student's record of immunizations and then submitted to the University Health Services Office before a student registers for class. Verification of immunizations may also be available from the high school attended or from the Board of Education. The university also urges all non-matriculating students to provide proof of immunization against measles (rubeola) and German measles (rubella) before registering for courses.

All matriculated graduate students (full and part-time) must show proof of adequate immunization* against measles (rubeola) and German measles (rubella). Such proof must be signed by a healthcare provider. The only exceptions are the following:

1. those born prior to January 1, 1957 (where applicable);
2. those with a valid medical exemption signed by a physician;
3. those who provide documented laboratory proof of immunity to both measles and German measles;
4. those who provide a statement from a member of the clergy that immunization is contrary to their religious belief;
5. those graduated from a Connecticut high school in 1999 or later;
6. those who are enrolled exclusively in a program for which students do not congregate on campus for classes or to participate in institutional-sponsored events, such as students enrolled in distance learning programs or programs conducted entirely through electronic media in a setting without other students present.

*Adequate immunization: Measles (rubeola) — one injection at 12 months of age or older and on or after January 1, 1969, and a second injection after January 1, 1980. German measles (rubella) — one injection after 12 months of age.

Connecticut state statutes also require that all students living in campus housing must be vaccinated against meningitis. On-campus students must submit documentation from their healthcare provider of the meningitis immunization to University Health Services prior to moving into campus residence facilities.

The university reserves the right to deny registration and campus housing to any student not in compliance with the stated health requirements.

Accident insurance protection is part of the General Fee paid by all full-time students. In addition to the accident coverage, the university also requires a sickness insurance plan to cover some surgical expenses and hospitalization costs. Full-time students will be automatically enrolled in and billed for the sickness insurance plan unless they waive the insurance on-line at www.chickering.com for additional information. Details of both plans are in a brochure distributed by the university to each student or on-line at www.chickering.com. In the event of accident or sickness, students can obtain a medical claim form from Student Health Services or on-line at www.chickering.com. Students are advised to consult the health insurance brochure available from Student Health Services or www.chickering.com for additional information.

• **International Students** — The International Student Adviser's Office serves as a center for promoting international friendship and understanding by welcoming and assisting students from all countries. It deals with questions pertaining to visas, employment, immigration, and related matters. International students are encouraged to call this office for other information, for answers to questions relating to their studies or everyday living, or for sociability. They are referred to other academic and personnel offices as

necessary. Interaction with American students is greatly encouraged for mutual benefit and student organizations welcome international members.

International students are required to provide, upon arrival at the campus, passport and other information to the International Student Adviser. Adviser: Aliya Amin, International Student Services, Engleman Hall, Room B 116. Telephone: (203) 392-6821, or (203) 392-6947, FAX: 203-392-8846.

- **Language Laboratory** — The Language Laboratory is a resource center operated by the foreign language department. Audio-visual materials and computers supporting the teaching of seven languages are available for use by students and faculty. Engleman Hall D162 and D164. Telephone: (203) 392-6772.
- **Learning Resources Center** — Located in Buley Library, the Learning Resource Center is composed of two instructional components that serve as a unified educational reference and resource service for the university community.

The University Media Center houses circulating collections of audio and video tapes, CDs, DVDs, and other forms of media owned by the university. The various pieces of equipment needed for this media can be found in the center. Other services include slide, transparency, color poster production, lamination, audio and video tape, CD and DVD duplication, and video to DVD transfers. The Center has a shape cutter for making displays and bulletin boards. There is a small charge for some of these services.

The Curriculum Laboratory contains elementary and secondary textbooks, curriculum guides, and teaching aids to assist students and faculty in the field of education. Lesson planning and activity guides, along with thematic unit booklets, are available in the laboratory. A limited number of Curriculum CD-ROMs are also available for use within the lab. Director: Peter Boppert, Buley Library 313. Telephone: (203) 392-5713. Web site <http://www.SouthernCT.edu/departments/lrc>.

- **Library Services** — The Hilton C. Buley Library, Southern Connecticut State University's center of research, plays an indispensable part in the academic experience of every student. Buley Library provides nearly 600,000 print and media volumes and access to more than 130 electronic databases to serve study, teaching, and research needs. An online catalog shared with the Eastern, Central, and Western CSU libraries and the Connecticut State Library, expands available print and media resources to more than two million volumes. Interlibrary loan services and other consortial arrangements further supplement these holdings.

A broad range of library services support and enhance the access and use of information resources in all formats. The main floor of Buley Library features a professionally staffed Reference Desk where librarians provide research assistance in utilizing the Connecticut State University Library System online catalog (CONSULS), online research databases, the Internet, and the 40,000-volume reference collection. Buley Library subscribes to 2,060 current periodical titles and houses 60,500 bound periodical volumes and 43,400 reference volumes. Instructional services meet a range of needs — basic orientations, library tours, and course-integrated instruction sessions arranged by teaching faculty. Presentations are offered on search strategies and selection of appropriate research information using both print and online resources. General orientation tours of Buley Library are offered at the beginning of each semester. Individual research appointments with a librarian can also be arranged. Individualized Instruction/Research Consultation Request Forms are available at the Reference Desk.

Several areas of the library are devoted to specialized study. The Connecticut Room has a collection of books, maps, photographs, and articles that bring to life the state's history. A special collection of children's historical literature and early American textbooks is housed in the Rare Book Room on the second floor.

The Learning Resource Center on the third floor supports a circulating media collection, viewing/listening equipment and the Curriculum Laboratory, a resource center containing instructional materials primarily supporting the School of Education.

A valid Southern student identification card (Hoot Loot card) serves as a library card. Students who are enrolled in courses or conducting research for a thesis at the university are eligible to borrow library materials. Students are responsible for all materials checked out on their cards. All library fees for lost or overdue books must be paid as they occur or a block will be placed on registration and transcripts.

The library staff is readily available to help students use information resources. Consult the student handbook for additional information regarding library use and regulations. For information and hours, call (203) 392-5750. The library's homepage is: <http://library.SouthernCT.edu/>. Director of Library Services, Dr. Christina D. Baum. Telephone: (203) 392-5760.

- The Marriage and Family Therapy Clinic — The Marriage and Family Therapy Department provides individual, group, couple, and family therapy as part of its training program. The clinic also operates a supervised visitation program and an anger management program. Clients may be referred by clinicians, state or municipal agencies, or they may be self-referred. An elaborate viewing and sound system preserves privacy while affording graduate students the opportunity to view ongoing therapy and profit from the supervisory experience of others. Director: Dr. Suzanne Carroll, Davis Hall 020. Clinic Coordinator's Telephone: (203) 392-6411.

- Multicultural Center — The Multicultural Center under the Office of Multicultural Affairs serves as a resource for the university and the community in promoting an awareness and appreciation of cultural diversity. It offers educational programs and services to assist in the recruitment and retention of students. The center also sponsors outreach programs with area schools, conducts art exhibitions, film programs, lectures, and conferences and houses a book and video library. The Multicultural Center is located in the Michael J. Adanti Student Center.

- Reading Center — The Reading Center in Davis Hall houses an extensive collection of specialized reading material, software, and equipment. In addition to serving as a laboratory for students in all reading courses, it contributes to the life of the community by offering diagnostic and remedial services for area elementary and secondary students who have difficulties in reading and writing. It also acts as a resource center for area teachers, reading consultants, and administrators. Director: Dr. Lois Dreyer, Davis Hall 204. Telephone (203) 392-6406.

- Residence Life — The Department of Residence Life Services provides on-campus living accommodations for full-time and part-time students enrolled in 6 or more credits per semester.

The North Campus Residence Complex, designated for graduate student housing, provides full apartment living with the convenience of being on campus. Each four-person apartment offers two bedrooms, two bathrooms, a fully equipped kitchen, living room and individual entrance. Additionally all apartments are fully carpeted, air conditioned, and come equipped with local phone service, digital cable, and ResNet, a high-speed internet access service. The Department of Residence Life Services offers townhouses for use by graduate students to ensure a living environment conducive to academic studies.

The Department of Residence Life Services encourages the academic, cultural and social growth of students by sponsoring nightly educational programs, lectures, workshops, and entertainment events throughout the residence halls. Four computer labs, in Chase Hall, in the North Campus Complex, and the West Campus Residence Complex, are

available for all residents. Additionally, the Student Technology Resource Center, located in Schwartz Hall, offers free personal tutoring on modern computer applications. Two on-campus convenience stores, one in Connecticut Hall and the other in the North Campus Midrise, provide the convenience of minor shopping needs without leaving campus. The Residence Life Fitness Center, located in Farnham Hall, offers classes in weight management, aerobics, health and nutrition and a full range of exercise equipment for a low membership charge per semester. Finally, the establishment of "Quiet Hours", a portion of each day set aside in the residence halls for study purposes, creates an environment that enhances the students' overall academic performance.

Applications for on-campus housing are available in the Department of Residence Life Services located in Schwartz Hall, or by calling (203) 392-5870 or (203) 392-5869, Monday through Friday, from 8:30 to 4:30. New students should apply for on-campus housing at the time they apply for admission to the university. Director of Residence Life: Dr. Angela Todaro, Schwartz Hall. Telephone: (203) 392-5010.

- Sexuality and Gender Equality (SAGE) Center—The Sexuality and Gender Equality Center (SAGE) Center, Southern's lesbian, gay, bisexual, transgender, intersex, queer, questioning and allies (LGBTIQQA) center provides positive academic and cultural support for all people of sexual diversity including students, faculty, staff, alumni/ae and university guests. To achieve that goal, the Center provides a safe communal space, personal support, resource information, relevant programming, and positive acknowledgement of the LGBTIQQA community and its equality in the world today. The SAGE Center works to create a campus atmosphere of tolerance and understanding that is open and accepting—and free from the oppressive forces of homophobia, heterosexism, and gender bias. Programming events include lectures, discussions, social events, films, and other presentations throughout the academic year. The SAGE Center is located in Schwartz Hall, Garden Level. For more information, please call Jessica York at (203) 392-8989.

- Speech-Language-Hearing Center — The Center for Communication Disorders offers free evaluation and treatment of voice, language, speech, and hearing problems to any student enrolled at Southern. To make an appointment, students may call (203) 392-5955, write, or come in person to Davis Hall Room 012. The services are provided by graduate student clinicians supervised by faculty and clinical staff licensed by the Connecticut Department of Health and certified by the American Speech-Language-Hearing Association. Director: Kevin McNamara, Davis Hall, Room 012B. Telephone: (203) 392-5955.

- University Bookstore—The University's Barnes and Noble Bookstore is located on the first floor of the Michael J. Adanti Student Center. The bookstore provides both new and used textbooks and school supplies. Their Web site can be accessed through Southern's to view and order course books. The bookstore also carries general and reference books, discounted campus bestsellers, bargain books, computer supplies, imprinted clothing and gifts, backpacks, greeting cards, magazines, residence hall supplies, health and beauty aids, and a wide of convenience snacks and beverages.

The bookstore's fall and spring semester hours are Monday through Thursday, 9:00 a.m. to 7:00 p.m.; Friday, 9:00 a.m. to 4:00 p.m.; and Saturday, 10:00 a.m. to 3:00 p.m. These hours are extended at the beginning of each semester. The summer hours are Monday, 9:00 a.m. to 6:00 p.m.; Tuesday through Thursday, 9:00 a.m. to 4:00 p.m.; and Friday, 9:00 a.m. to 2:00 p.m. The bookstore accepts cash, personal checks (with picture ID), MasterCard, Visa, Discover, American Express, and the SCSU Hoot Loot Card. Textbooks may be returned for a refund *with a sales receipt* within the first week of classes (two days from start of class during the summer session). The bookstore conducts book buybacks every day. The bookstore pays up to 50 percent of the selling price for textbooks needed for the upcoming semester.

You may contact the bookstore by calling (203) 392-5270; (203) 392-5278 fax. The Web site is www.Southern-CT.bkstore.com and the e-mail address is bkssouthctst@bncollege.com.

- **Veterans' Affairs** — The Office of Veterans Affairs offers academic and personal counseling to veterans attending the university, including advisement of current benefits, information on changes in legislative regulations and procedures, and liaison referrals with other offices on campus. Personnel in the Veterans Affairs Office provide information concerning certification of enrollment for V.A. financial benefits. Coordinator: Jack Mordente, Engleman Hall, Room B 018. Telephone: (203) 392-6822.

- **Women's Center** — The Women's Center is a place for women to gather and to explore and celebrate the richness and diversity of their lives. The center provides information, support groups, referral, and services to facilitate education on issues related to feminism, women, men, and gender. The center organizes events of interest to women and men such as discussion groups, speaker series, workshops, concerts, and films. The center also maintains a resource room with information on sexual assault, dating violence, healthy relationships, sexual harassment, stalking, body image, eating disorders, and health. The Women's Center is located in Schwartz Hall, Garden Level. For further information call (203) 392-6946 or visit the Web site at www.SouthernCT.edu/departments/women'scenter/.

ALUMNI ASSOCIATION AND ALUMNI RELATIONS OFFICE

Founded in 1925, the Alumni Association provides programs for more than 70,000 alumni of Southern Connecticut State University. Its mission is to establish and maintain a mutually beneficial relationship between the university and its alumni, to encourage a spirit of loyalty and support among the alumni, and to foster the academic mission of the university.

From its office in the Wintergreen Building, the association conducts a variety of programs and activities. The largest single effort is the association's scholarship program, which, in collaboration with the SCSU Foundation, awards academic scholarships to outstanding graduate and undergraduate Southern students annually. The association also plays a role in coordinating class reunions, regional receptions, and Homecoming weekend. Outstanding alumni are honored at the Annual Awards Banquet. Award recipients are selected in recognition of their exemplary achievements and significant contributions on local, state, and national issues. In addition, the association presents its annual Distinguished and Outstanding Alumni Awards each fall during Homecoming Weekend.

Southern Magazine, sent three times annually to alumni and friends of Southern Connecticut State University, reflects the progressive and dynamic nature of the university, its alumni and students. The Alumni Association works in partnership with the staff of the Alumni Relations Office to provide programs to alumni and friends. Director: Michelle Rocheford Johnston, Wintergreen Building, Room 170. Telephone: (203) 392-6500.

SCSU FOUNDATION AND INSTITUTIONAL ADVANCEMENT OFFICE

Chartered in 1972 as a Connecticut non-stock corporation for charitable purposes, the foundation is recognized as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code. The foundation operates exclusively to promote the educational, cultural, recreational, and research facilities and activities of the university. The foundation supports the university's pursuit of excellence in teaching, research, and public service primarily through raising and managing funds which benefit the students and programs of the university. The Offices of Development, Alumni Relations, and Public Affairs work in partnership with the foundation in support of its endeavors.

Vice President for Institutional Advancement: Megan A. Rock, Engleman Hall, Room A 215. Telephone: (203) 392-6192.

GRADUATE STUDENT AFFAIRS COMMITTEE

The Graduate Student Affairs Committee (GSAC) is responsible for developing and maintaining procedures for the use of all student activity funds collected from full-time graduate students. Through its activities, GSAC supports educational, social, and cultural activities directed toward enriching the experiences of graduate students. GSAC is actively engaged in developing and supporting services for graduate students in the critical areas of research, professional development, and community service. The following services are offered for graduate students: lectures, workshops, research awards, conference funding, speaker honoraria for graduate courses, graduate club funding, and special projects. Coordinator: Arlene Lucibello, John Lyman Center. Telephone: (203) 392-6165.

IDENTIFICATION CARDS

The Southern Hoot Loot ID card is the primary university identification card, mandatory for all students. In addition, the card provides access to residence halls, meal plans, computer labs and also functions as a library card. The card also contains each student's unique eight digit university identification number.

Students currently registered (or paying the continuous enrollment fee) may obtain the Southern Hoot Loot ID card by visiting the University Card Office, located in the Wintergreen building. Students should bring proof of registration or enrollment (a current bill) and another form of picture ID for verification. The normal hours of operation are Monday from 8 a.m. to 6 p.m., Tuesday through Thursday from 8 a.m. to 4:30 p.m., and Friday from 8 a.m. to 4 p.m.

The Southern Hoot Loot ID card can also function as an optional campus debit card, allowing additional privileges and services at Southern. With use of this campus debit account, students can deposit money into a Hoot Loot account to make purchases at various locations on and off campus. Students may also enjoy the convenience of purchasing from the Southern Barnes and Noble Bookstore, on campus snack and soda machines, laundry services for residents, bus trips and other campus activities, and participating local stores and restaurants.

For additional information about Hoot Loot or to add money to the card from the university's secure Web site, visit: <http://hootloot.SouthernCT.edu/>. Report lost or stolen cards to the University Card Office during normal business hours by calling (203) 392-7077. After business hours, please report lost or stolen cards to the Southern Campus Police at (203) 392-5375.

UNIVERSITY POLICE

The University Police Department is located in the Granoff Student Health Center. Police officers are responsible for the safety and protection of the campus and its personnel as well as for enforcing parking regulations and conducting investigations. Students should promptly report thefts or other incidents on campus directly to the university Police Department, which is open 24 hours a day.

Individuals can report a medical or fire emergency by dialing 911. All other types of emergencies, hazardous conditions, or everyday incidents may be reported to University Police by dialing 888 from any in-house telephone or call extension 25375. Individuals who want to contact campus police and provide information regarding a crime or a police case but want to remain anonymous can do so online by visiting the Southern Web site at www.SouthernCt.edu. Once on the Southern Web site, just click on Faculty/Staff/

then click on police department, then silent witness. Type in the information that you want to relay and it will remain anonymous.

Blue light emergency telephones are strategically located at various campus sites and may be activated by simply pushing the red button. The dispatcher will take the necessary information and quickly dispatch a police officer or other emergency services personnel to the caller's exact location.

The University Police Department provides a 24-hour student escort service to accompany students, faculty, and staff to parking lots, residence halls, and other on-campus locations. Individuals may call (203) 392-5375 for this service. In addition, the University Police provides lost and found services for the entire campus.

In accordance with Public Act 90-259, Southern Connecticut State University publishes reports annually on campus crime and security. These reports are available upon request from the University Police Department.

PARKING

Cars regularly parked on campus must display a current Southern Parking Permit. Visitors to the campus must obtain a visitor's pass at the University Police Department prior to parking. Visitors to residence halls must obtain a visitor's pass from the appropriate residence hall.

CLOSING OF THE UNIVERSITY

When a decision is made to delay opening the university, to cancel classes, or to close the university due to inclement weather or other campus emergencies, the first and most accurate information is posted on Southern's WeatherCheck message line, (203) 392-SNOW. The university also uses local radio and television stations to convey this information.

SMOKE-FREE CAMPUS

In the interest of providing a healthful, comfortable, and productive study and work environment for students, employees, and visitors, Southern Connecticut State University is a smoke-free campus. Accordingly, smoking is prohibited inside all buildings. The only exception to this smoke-free policy is student rooms and apartments in residence halls. Thus, smoking is banned in all classrooms, offices, building entrances, hallways, stairwells, reception areas, restrooms, work and eating areas, elevators, meeting rooms, lounges, and all common areas. The thoughtfulness, consideration, and cooperation of all members of the university community is needed.
